

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

JUN 07 2011

Board Meeting – June 7, 2011

* approved
with conditions
see attached
minutes

BY: JRG: mng
Ex Officio Secretary

Item VI. Recommendations

- C. Action on the *Wisdom Academy for Young Scientists Charter School* on appeal of non-renewed Petition by the Los Angeles Unified School District Board of Education.

The Interim Superintendent recommends that the Los Angeles County Board of Education (County Board) adopt the revised June 7, 2011 Findings of Fact and the May 10th Report in Support of Denial (Attachments 1 and 2), and take action to deny the charter petition for *Wisdom Academy for Young Scientists Charter School*, received on appeal following denial by the Los Angeles Unified School District Board of Education.

California Education Code Section 47605(b) requires that the County Board evaluate the petition according to the criteria and procedures established in law and may only deny a petition if it provides written findings addressing the reasons for the denial. Denial of a petition is limited to the following reasons, as stipulated by Education Code:

- (1) The charter school presents an unsound educational program
- (2) The petitioners are demonstrably unlikely to successfully implement the program.
- (3) The petition does not contain the required number of signatures
- (4) The petition does not contain an affirmation of specified assurances
- (5) The petition does not contain reasonably comprehensive descriptions of the 16 required elements of a charter

A summary of the Finding of Fact supporting the denial of the *Wisdom Academy for Young Scientists Charter School* petition is as follows:

Finding 1: Under EC section 47605(b)(1), the charter school presents an unsound educational program

The educational program is unsound for specific subgroups of students as described under required Element 1: Description of the Educational Program; Element 2: Measurable Student Outcomes; and Element 3:

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Means for Measuring Pupil Progress. *These three elements would require material revisions to make them reasonably comprehensive which is outside the scope of the appeal process.*

Finding 2: Under EC section 47605(b)(2), the petitioners are demonstrably unlikely to successfully implement the program

The WAYS governing board was and continues to be *unfamiliar with the content of the petition and requirements of law* with respect to Conflict of Interest and lacks the capacity to effectively govern the school.

The petitioner and the WAYS governing board *lack the necessary background in curriculum, instruction, assessment, finance, and business management to effectively govern the school and have no plan to obtain the services of individuals who have the knowledge.*

Based on a review of the petition, documents provided by the petitioner and the denying district, and information provided during the Capacity Interview, the Review Team considers the WAYS governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the renewal petition.

Actions proposed in the board's Corrective Action Plan (CAP) have not been taken. Documents submitted to the Charter School Office on May 27, 2011, provide additional evidence of the board's inability to govern the school effectively.

- The board did not permanently replace the executive director. The board action to release and the letter sent to her by the WAYS board state the release is not permanent. The board resolution states, "Once the Corrective Action Plan is in place and the action items are completed, we can reinstate the Executive Director." The "new executive director" is an interim, hired through June 2011.
- The WAYS governing board has not cured the Conflict of Interest resulting from the executive director's self-dealing transaction. WAYS did not fulfill the requirements necessary to secure the Prop 39 sites. LAUSD reported that WAYS did not return the signed Facility Use Agreement (sent March 2011), which binds WAYS to use of the facility and it was non-responsive to the district's request to submit their shared use schedules by the May 31, 2011 due date. The school's failure to comply with the above stated requirements releases LAUSD from its obligation to provide the Prop 39 facilities. WAYS has not

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provided evidence it has secured alternate facilities that can accommodate the enrollment stated in the petition.

The WAYS governing board has not acted in the best interest of the school. By failing to execute the Prop 39 contract, the board failed to provide a more cost-effective facilities option than leasing from the executive director. Additionally, "buying out" the executive director's contract, in violation of the school's charter, and not requiring her to pay back her profits in the matter of the self-dealing transaction to make the corporation whole as required by the *Corporations Code*, demonstrates lack of understanding of the gravity of the executive director's action in her "transfer of property" as an intent to deceive.

It appears the maneuverings of the WAYS board are a disingenuous attempt to make it appear that the board is working to resolve the Conflict of Interest; however, the board failed to take the steps that could permanently resolve conflicts, prevent future conflicts, and protect the school.

Finding 3: Under EC section 47605(b)(5), the petition does not contain a reasonably comprehensive description of all required elements

The renewal petition, as it was submitted to the local district, is insufficient to act as the primary contract and accountability document under which the charter would be required to operate should the appeal be upheld.

Eleven (11) of the sixteen (16) required elements are not reasonably comprehensive including, but not limited to: Description of the Educational Program; Measurable Student Outcomes; Means for Measuring Pupil Progress; Governance; Employee Qualifications; Admission Requirements; Annual Independent Financial Audits; Suspension and Expulsion Procedures; and Dispute Resolution.

Due to petition insufficiencies in these required elements, WAYS would not be accountable for specific requirements of law regarding the proposed educational program, fiscal reporting, admissions criteria, and the due process rights afforded to students with regard to suspension and expulsion.

The governance structure described in the petition was the same structure under which the governing board allowed the executive director to engage in self-dealing transactions during the school's first authorized term. The governance structure described in the petition does not prevent conflicts of interest in the future. All changes made to bring the governance structure into compliance with law were made

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subsequent to the renewal petition and *exist in documents that are not part of the petition*. As a result, the governing board could make changes to these documents without the knowledge and or approval of the County Board, which could allow the school to circumvent conflict of interest safeguards.

Furthermore, the dispute resolution process outlined in the charter favors the school over the authorizer; exposing the County Board to financial and legal risk should a dispute arise.

Material changes to the renewal petition would be required to make these elements reasonably comprehensive and bring the petition into compliance with EC Section 47607(a)(2) which states, the petition "... shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed."

Such material revisions are outside the scope of the appeal process.

Attachment 1

Los Angeles County Office of Education
Charter School Office
Date: May 17, 2011 Revised June 7, 2011

Wisdom Academy for Young Scientists Charter Petition, Grades K-5
Appeal of a Petition for Charter Renewal Denied by Los Angeles Unified School District
Board of Education

Findings of Fact in Support of Denial

Charter renewal is governed by *EC* sections 47605 and 47607 as follow:

Section 47605(b) limits the reasons for denying a renewal petition to the following:

- (1) The charter school presents an unsound educational program
- (2) The petitioners are demonstrably unlikely to successfully implement the program
- (3) The petition does not contain an affirmation of specified assurances
- (4) The petition does not contain reasonably comprehensive descriptions of 16 required elements of a charter

The County Board shall evaluate the petition according to the criteria and procedures established in law and may only deny the petition if it provides written findings addressing the reasons for the denial.

Section 47607(a)(2) states: Renewals... of charters... of charters are governed by the standards and criteria in § 47605, and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed.

Section 47607(b) states: Commencing on January 1, 2005, or after a charter school has been in operation for four years, whichever date occurs later, a charter school shall meet at least one of [5 academic performance] ... criteria prior to receiving a charter renewal....

Section 47605(b) states: A school district governing board shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice.

The Findings of Fact in support of denial are as follows:

Finding 1: Under *EC* Section 47605(b)(1), the charter school presents an unsound educational program

1. The educational program is determined to be unsound for specific subgroups of students as described under required Element 1: Description of the Educational Program; Element 2: Measurable Student Outcomes; and Element 3: Means for Measuring Pupil Progress. These three elements would require material revisions to make them reasonably comprehensive which is outside the scope of the appeal process.

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2. The school has an unstable enrollment and fails to provide a program of educational benefit for all students the petition states it intends to serve. Based on its failure to increase or sustain its percentage of Valid CST scores, the school continues to be classified as a "small school." Valid scores are based on the number of students tested who were continuously enrolled from Census (CBEDS) in early October through the first day of testing. For 2009-10, only 71% of tested students were continuously enrolled. At South Park Elementary, the nearest public non-charter school, 88% of tested students were continuously enrolled. On average, 26% of students who enroll at WAYS withdraw prior to standardized testing based on the "Elementary Principal's Statistical Report" for 2007-08 through 2010-11. The rate of students leaving the school indicates it fails to provide a program of educational benefit to all students it proposes to serve.
3. The school fails to provide a program of educational benefit for specific subgroups of students. Based on enrollment data through 2009-10 (the year prior to renewal consideration) the school failed to provide a program of educational benefit for Hispanic/Latino students, English learners, and students with disabilities based on low enrollment of these students as compared to the LAUSD local district and nearby public non-charter schools.

2009-10 DEMOGRAPHIC Information	WAYS	LAUSD Local District 7	South Park Elem.	93 rd Street Elem.
Black or African American	61%	18.6%	17%	24%
Hispanic or Latino	38%	80.4%	82%	76%
Free & Reduced Price Lunch	100		100	100
English Learners	15	Data Not Available or Not Available for 2009-10	52	41
Students with Disabilities	4		9	8
Average Parent Education Level	2.53 *		1.58**	1.57***

* 21% Not HS Grad. / 37% HS Grad. / 9 % Some College / 33% College Grad. ** 59% Not HS Grad. / 28% HS Grad. / 9 % Some College / 2% College Grad. / 2% Grad. School ***60% Not HS Grad. / 25% HS Grad. / 13% Some College / 1% College Grad. / 1% Grad. School

Data Sources: CDE STAR and LAUSD <http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe#racialandethnichistory>

Finding 2: Under EC Section 47605(b)(2), the petitioners are demonstrably unlikely to successfully implement the program

Based on review of the petition, additional documents provided by the petitioner, documents provided by the denying district, and the Capacity Interview with the school's leadership team, the petition does not meet the criteria established in CCR, Title 5, § 11967.5.1(c).

1. The WAYS governing board was and continues to be *unfamiliar with the content of the petition and requirements of law* with respect to Conflict of Interest and lacks the capacity to effectively govern the school.
 - A. The submitted charter states the school will comply with *Government Code* 1090; however, some members of the board had prior relationships with the school and/or the Executive Director and members of her family. The May 10, 2011 Wisdom Academy for Young Scientists Response to Report Findings (WAYS Response) and the undated Board of Directors Corrective Action Plan Re: Conflict of Interest (CAP) submitted to the County Board on May 10, 2011, state that the conflicts reported to the County Board were based on misleading information provided by board members or have been corrected. Nonetheless, the fact that misleading information was provided and conflicts existed indicate the governing board lacks the capacity to prevent these concerns.
 - B. The governing board failed to comply with the terms of the charter by allowing the school to enter into a self-dealing transaction with its Executive Director regarding the school's facilities. There is no evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.

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- C. The governing board allowed other conflicts of interest to exist through the hiring of members of the Executive Director's family and by permitting the Executive Director to supervise these family members. Additionally, the Executive Director's son, originally hired to oversee custodial and gardening services was promoted to Director of Operations, which according to the Executive Director, involves financial responsibilities. The Executive Director stated that her daughter, who is employed as a teacher and dance instructor, owns the dance studio facility used by the school.
- D. The governing board demonstrated its inability to effectively govern the school by its failure to respond fully and in a timely fashion to the September 29, 2010 Notice to Cure from its sponsoring district regarding Conflicts of Interest. The LACOE Review Team reviewed documents received from both the district and the charter school. The documents indicate WAYS failed to provide a sufficient cure. WAYS governing board had eight (8) months (September 2010 to April 2011) to remedy the concerns in the Notice to Cure, and failed to do so.
- E. In the school's response to the Findings of Fact upon which the LAUSD Board of Education denied charter renewal, WAYS submitted documents pertaining to the governance structure of the school in an effort to demonstrate that the school had taken steps to address Conflict of Interest concerns. The LACOE Review Team considered the documents to determine whether they would substantially resolve the conflicts and determined the documents were inadequate to resolve the Conflict of Interest concerns based on the facts presented below:
- i. The board failed to take definitive action to end the conflict. The action taken by the Executive Director after the petition was submitted to LAUSD failed to resolve the conflict regarding her ownership of the property. Documents submitted by WAYS indicate the properties were placed into a revocable trust, which WAYS' attorney stated failed to resolve the conflict in that "the transfer to a holding company through a revocable trust, [was] not transferring the property ownership under California law." (page 3 of the March 25, 2011 Response to LAUSD Findings of Fact) WAYS' governing board allowed the conflict to continue by executing a lease agreement with the holding company and failed to consider the conflict posed by the fact that a relative of the Executive Director signed as the "landlord" on the lease agreement.
 - a. *New documents* (The WAYS Response to Findings and CAP) submitted to the County Board on May 10, 2011, indicate the action taken by the Executive Director to transfer her property was done improperly, and resulted in a void transaction. The WAYS governing board contends it was unaware of this impropriety at the time they signed the lease with the holding company. The actions of the WAYS board further demonstrate it lacks sufficient knowledge to exercise its fiduciary responsibility and legal due diligence in overseeing the actions of its Executive Director and executing a lease, providing further evidence that it lacks the ability to effectively govern the school.
 - ii. Changes to the governance structure proposed after the petition was submitted to LAUSD continue to be inadequate. The Organizational Chart indicates three (3) positions report directly to the board due to the Conflict of Interest posed by the familial relationships: the Executive Director, Principal, and Director of Operations. This structure places an undue burden on the board to manage the day-to-day operations of the school. There is no evidence the WAYS governing board has the capacity to govern effectively under this structure.
 - iii. The governing board failed to demonstrate the ability to avoid future Conflict of Interests. When asked at the Capacity Interview about potential conflicts arising from the employment of multiple family members, the chain of command, and continued use of the facilities owned by the Executive Director, the board members did not explain how they would prevent future

Conflicts of Interest or how they would handle them if they arose. The board did say that additional changes to the governance structure were being considered. *Such changes would constitute a material revision to the charter as submitted to and considered by the LAUSD Board of Education, which is outside the scope of the appeal process.*

New documents submitted to the Charter School Office on May 27, 2011, indicate the board has not taken steps to permanently end the Conflict of Interest:

- a. The board's release of Ms. Okonkwo is temporary. The board resolution and letter sent to Ms. Okonkwo indicate her release is not permanent. The board resolution states, "Once the Corrective Action Plan is in place and the action items are completed, we can reinstate the Executive Director." The "new executive director" presented to the County Board May 17, 2010, is an interim, hired through June 2011.
 - b. The WAYS governing board has not cured the Conflict of Interest resulting from the executive director's self-dealing lease transaction. WAYS did not fulfill the requirements necessary to secure the Prop 39 sites. LAUSD reported that WAYS did not return the signed Facility Use Agreement (sent March 2011), binding WAYS to use of the facility, or return its shared use needs by the May 31, 2011 due date. The school's failure to comply with the requirements identified above means LAUSD is no longer bound to provide the Prop 39 facilities, and WAYS has not provided evidence it has secured other facilities.
- iv. The renewal petition submitted by WAYS fails to comply with *EC § 47607(a)(2)* which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed...* The petition contains references to outdated laws in Elements 2: Measurable Student Outcomes; Element 4: Governance; and Element 8: Admission Procedures. These deficiencies indicate the petitioner and governing board lack knowledge of the laws under which the charter would operate. *Changes to these elements would constitute material revisions to the charter as submitted to and considered by the LAUSD Board of Education, which is outside the scope of the appeal process.*
- F. The WAYS governing board failed to take action to cure the Conflict of Interest since the petition was submitted to the County Board on appeal.
- i. The WAYS governing board provided no evidence of an action (e.g. board meeting minutes) to terminate the employment of the Executive Director and continues to demonstrate a lack of fiduciary responsibility to the charter school.
 - a. An email sent from the school's attorney to the County Board on May 10, 2010, states, "I wanted to let you know that the WAYS Board has released Kendra Okonkwo, the Executive Director. As such, the conflict no longer exists."
- To the contrary, CAP (page 5) states the Executive Director's contract will be paid out through June 30, 2011, in contradiction to the petition (page 125) which states employees are hired "at will" which does not require a "buy out" calling into question the board's duty of loyalty to the school and its understanding of Element 5 of the charter.
- b. The WAYS Response to Findings and CAP contains no evidence that WAYS board took the action to release the Executive Director; rather the CAP is a proposed plan of action. The WAYS Response to Findings states:

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When you review the corrective action plan, you will find the dismissal of the Executive Director as the board's number one option [emphasis added]... (page 9)

- c. Additionally the CAP fails to ensure that there will be no future employment, contract services awarded, or other compensation, including payment for rent, provided to the current Executive Director.
- d. The CAP fails to demonstrate the governing board's understanding the seriousness of the action of the Executive Director in her "transfer of property" as an intent to deceive. The CAP proposes to "buy out" the contract of the Executive Director rather than act in the fiduciary interest of the school as stipulated in the *Corporations Code*.

The interested officer must disgorge his or her profits in the matter to make the corporation whole by one of the following means:

- *Account for any profits made in the transaction and pay them to the corporation, or*
 - *Reimburse the corporation for the value of any corporate property used in the transaction; or*
 - *Return or replace corporate property lost in the transaction or to account to the corporation for the proceeds of any property sold and to pay those proceeds, plus interest, to the corporation.*
- ii. Acceptance of Prop 39 sites does not guarantee the end of the Conflict of Interest. WAYS governing board has provided no evidence that the Prop 39 sites offered by LAUSD will be used to house the school to the exclusion of the sites owned by the Executive Director.
2. The petitioner and the WAYS governing board *lack the necessary background in curriculum, instruction, assessment, and finance and business management to effectively govern the school and have no plan to obtain the services of individuals who have the knowledge.*
 - A. The submitted renewal petition does not comply with *current legal requirements of charter schools*; contains outdated school policies, practices and significant contradictions and omissions regarding key positions of employment. The key elements outlining the instructional program (Elements 1 – 3) are not reasonably comprehensive and do not constitute a sound educational program. In all, eleven (11) required elements are not reasonably comprehensive. *Changes to the petition to make the elements reasonably comprehensive would constitute material revisions to the charter as submitted to and considered by the LAUSD Board of Education, which is outside the scope of the appeal process.*
 - B. The proposed Governance Structure (Element 4) is insufficient to provide effective school governance as indicated by the chronology of events that transpired between September 2010 and May 2011. *Changes to the petition that would make the governance structure reasonably comprehensive would constitute a material revision to the charter as submitted to and considered by the LAUSD Board of Education, which is outside the scope of the appeal process.*
 - C. The WAYS Response to Findings, prepared by the school principal, provides further evidence that the school lacks the necessary leadership in *assessment* to provide a sound educational program. The response indicates a lack of understanding of how API scores are derived and the terminology of assessment and assessment reporting:

On November 2, 2010, WYAS staff attended a professional development workshop hosted by the Los Angeles County Office of Education entitled, "Understanding Federal and State Accountability Systems." During this workshop we were made aware of the different criteria for determining our API as well as criteria for determining AYP. According to our reports received from LACOE at this workshop WAYS CST scores are valid and the growth of the CST is noteworthy... There was no indication in the reports generated by LACOE specifically for WAYS of our CST scores being invalid due to our enrollment and attendance data.

LACOE's Findings of Fact did not state that the CST scores were "invalid" but rather that the CDE calculates API based on "Valid" Scores, which are scores of students who are continuously enrolled from Census day through the first day of testing:

- D. The WAYS Response to Findings also indicates the school lacks leadership in *instruction and business management*. The principal's statement that the Principal's Statistical Report measures Average Daily Attendance (ADA) not enrollment is incorrect; the report provides data on both. The Report shows the number of students who enter and leave the program each reporting month by grade level clusters in addition to calculating ADA.
3. *The petitioner has a history of involvement in education agencies (public or private) considered as unsuccessful.*
- A. The Executive Director is listed as the petitioner. Properties she owns and leases to WAYS were previously used to house her private school. CDE records compiled from data supplied by the private school operator through completion of the Private School Affidavit indicate that enrollment declined from 60 to 20 students in the three years prior to the school closing. (Source: <http://www.cde.ca.gov/ds/si/ps/>).
 - B. The WAYS Executive Director closed her private school with the intent to use the facilities she owned to house a charter school. The chronology of public records and statements made by the Executive Director during the Capacity Interview indicate she closed the private school due to insufficient enrollment. The petitioner stated she inquired about the process of becoming a charter school and was informed that the private school would need to be closed for one year prior to becoming a charter. The petitioner purposely closed the private school as required and applied for a charter after the one year required waiting period. Under *EC 47605(j)(1)*, the review of a petition received on appeal is conducted under 47605, as if the review were being conducted for the first time. Because LAUSD did not have findings on this issue does not preclude the County Board from making this finding.

The Review Team considers the WAYS governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the proposed petition for charter renewal.

Finding 3: Under *EC Section 47605(b)(5)*, the petition does not contain a reasonably comprehensive description of all required elements

The following elements would require material changes to the petition to make them reasonably comprehensive. Such changes would constitute a material revision to the charter as submitted to and considered by the LAUSD Board of Education, which is outside the scope of the appeal process.

Element 1: Description of the Educational Program. Not reasonably comprehensive

The 5 *CCR* § 11967.5.1(f)(1) requires the petition to address eight (8) requirements. The petition fails to meet each of the established criteria rendering aspects of the educational program deficient for specific

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populations the school proposes to serve: English Learners, low-achieving students, high-achieving students, and students with disabilities. The deficiencies are as follows:

1. Failure to *indicate the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.*
 - A. The petition overestimates the number of students to be served in the first year of the renewal charter and provides no build-out plan to support this assumption.
 - i. There is no build-out plan to support the proposed enrollment. The petition states (page 31) 520 students will be served in the first year of operation. At the Capacity Interview, the leadership team indicated that number is attainable only if a new site is obtained with increased capacity. The petition lacks an expansion plan except to state "...scheduled expansion to 25 [classrooms]." No plan was provided during the Capacity Interview.
 - ii. WAYS has never increased enrollment by 250 students in a single year. In 2009-10, the school enrolled 237 students, 46% of which were in grades K-1; in 2008-09, the school enrolled 177 students, of which 43% were in K-1; and in 2007-08, the school enrolled 146 students, of which 60% were in K-1. Historically, the school has seen reduced enrollment in its upper grades, although that trend was not as pronounced in 2009-10, the most recent year for which CDE data is available. At the Capacity Interview, the school stated it currently enrolls about 250 students.
 - B. WAYS failed to meet its goal of serving a target population "similar to that of the surrounding community" defined as 50% Hispanic/Latino and 50% African American (page 34). In 2009-10, 61% of the students were Black or African American and 38% were Hispanic or Latino as compared to LAUSD Local District 7 which was comprised of 18.6% Black or African American students and 80.4% of Hispanic or Latino Students. Additionally, the goal listed in the petition does not reflect the intent of the legislature that the school should reflect the general population of the district in which the school is located.
 - C. The petition lacks specific information regarding its target population for students with disabilities and English learners. It states (page 33) the student population at the nearest non-charter public school is 63% English learners while the CDE reports 7% of WAYS students are English learners. The CDE reports 4% of WAYS students are identified as having disabilities which is half the rate of the two (2) closest non-charter public elementary schools.
2. The inadequate description of the population to be served, and the actual enrollment at the school, results in an inability to compare WAYS to neighborhood or Similar Schools to determine whether it is providing a better educational opportunity for students who are enrolled at the school.
 - A. WAYS small school status results in a less reliable API score and prevents comparison to schools with similar demographics. The CDE does not provide a Similar Schools Rank for small schools. This results in an inability to compare the API of WAYS to other schools with similar demographics locally or state-wide.
 - B. The petition's failure to adequately define the population to be served, and failure to enroll a proportionate number of demographically similar students to those enrolled in neighborhood schools, results in an inability to compare WAYS to those schools to determine whether WAYS is improving educational opportunities for all student groups the petition states it will serve. WAYS enrolls fewer students with disabilities, fewer Latino/Hispanic Students, fewer English

learners, and conversely more students whose parents have high levels of education than surrounding elementary schools.

3. *Lacks a framework for instructional design that is aligned with the needs of the pupils that the charter school has identified as its target student population.*
 - A. The petition lacks detail regarding the grade levels and outcomes for each grade level and there is no framework for curriculum and/or instructional approach for English learners outlining how this population of students will be provided access to core curriculum.
 - B. While the petition states the school will provide more instructional minutes than required by the state, WAYS has been reducing the number of minutes it provided based on its Independent Audit Reports. The year ended June 30, 2009, shows 72,900 actual minutes and the year ended June 30, 2010, shows 70,200 minutes. The petition proposes 53,500 minutes for year 2011-2012; it does not explain the reason for the reductions or how the school intends to maintain its academic performance as instructional minutes are reduced.
4. *Fails to indicate how the charter school will identify and respond to the needs of pupils who are not achieving at or above expected levels.* The goals (page 47) for low achieving students are not clear and there is no indication of what advanced academic challenges will be provided for gifted and talented students (page 48).
5. *Indicates how the charter school will meet the needs of students with disabilities, English learners, students achieving substantially above or below grade level expectations, and other special student populations.*
 - A. The element is deficient with respect to English learners because it fails to:
 - i. Describe adequate basic and supplemental resources to provide English learners equitable access to the core curriculum.
 - ii. Provide the manner in which intervention will be given to students who struggle to acquire English language skills outside of the "45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English." (page 48)
 - iii. Describe how the Individualized Education Program (IEP) Team determines placement of English learners in need of special education services, state that non-biased assessments used to determine placement must be conducted in the student's primary language under Federal law, and that the IEP must be linguistically appropriate.
 - iv. Demonstrate understanding of the difference between meeting the needs of English learners and meeting the needs of students with disabilities. The petition (page 22) indicates that to ensure the success of English learners, the school will use a collaborative approach that fosters communication between its Resource Specialist and Speech Therapist. These specialists only provide direct services to students identified as having disabilities.
 - B. The element is deficient with regard to students with disabilities because it fails to *specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.*

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- i. It does not describe accommodations and/or modifications that may be used during standardized assessments or how WAYS is responsible for students with disabilities when the IEP Team exempts them from standardized testing.
- ii. There is no mention of how parents of students with disabilities are informed about the school's educational program.
- iii. There are deficiencies with regard to English learners and special education services as stated in "A," above.

Element 2: Measurable Pupil Outcomes. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(2)* as follows:

1. It fails to *specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress.*
 - A. There are no identified measurable outcomes for students in Kindergarten and first grade who do not participate in Standardized Testing and Reporting (STAR).
 - B. There is no ongoing means for measuring English learners' acquisition of English or academic growth in content areas. The petition states the (California English Language Development Test (CELDT) will be administered "periodically" to monitor student progress of English language acquisition; however, it can only be administered annually which is insufficient to *evaluate the effectiveness of and to modify instruction.* The petition indicates Open Court Reading assessments will be used as formative assessments for English learners; however, they are not designed to measure progress towards English language proficiency but rather language arts skills and concepts. It fails to provide assessments to determine academic growth in other content areas.
 - C. Goals cannot be measured as stated. The petition states the percentage of students achieving proficient and advanced in History/Social Science will increase on the CST by 5% each year; there is no History/Social Science CST for grades K-5.
 - D. It lacks information on how students with disabilities will be assessed on making progress toward meeting their goals and benchmarks.

Element 3: Method for Measuring Pupil Progress. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(3)* as follows:

1. It does not *utilize a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at minimum, tools that employ objective means of assessment consistent with the measurable pupil outcomes.*
 - A. Information is limited on how stated internal assessments (text based, benchmark performance, unit level, etc.) are used *as objective means* to assess student progress *consistent with measurable outcomes* (page 98). Language is vague and fails to indicate how assessments are used in English-Language Arts, math, science, social studies, and English Language Development.
 - B. There is no information regarding assessment of K-1 students who do not participate in STAR. This is of particular concern since about half the school's enrollment is in grades K-1.

- C. Out of date assessments are proposed in violation of *EC* § 47606(a)(2). The petition states the school will administer the CAT 6, which is obsolete, and proposes performance objectives based on data from this assessment.
2. It does not *outline a plan for collecting, analyzing, and reporting data on achievement of English learners to school staff and to pupils' parents and guardians; and for utilizing the data continuously to monitor and improve the charter school's educational program.* There is no mention of English learner's testing performance or academic monitoring of English language levels beyond use of the CELDT. Nor is there mention of providing accommodations and/or modifications for standardized tests for students with disabilities; tests used to determine eligibility for special education programs and services; the manner and type of data maintained for students with disabilities; or how information will be disseminated to parents of students with disabilities.

Element 4: Governance Structure. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(4)* as follows:

1. There is lack of *evidence of the charter school's incorporation as a non-profit public benefit corporation* for the purpose of running a charter school. While the articles of incorporation and bylaws provide evidence of the charter school's non-profit public benefit corporation status, governing a charter school is not listed as the specific purpose of this corporation. The petitioners have failed to amend these documents to reflect the running of a public charter school. As stated above in Finding 3, 3.B, the WAYS Executive Director purposely closed her private school with the intent to use the facilities she owned to house a charter school.
2. There is a lack of *evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:*
 - A. *The charter school will become and remain a viable enterprise.* The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the operation of a publicly funded charter school is further evidence that the structure lacks a *seriousness of purpose*. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition.
 - B. The petition does not provide a clear description of the governance and management structure. It is difficult to know the duties and responsibilities of management. The Organization Chart (Appendix B) conflicts with information provided elsewhere in the petition. The Organizational Chart does not include the position of Executive Director.
 - C. The petition makes no commitment to complying with the Political Reform Act (PRA), which is required of all charter schools. The petition fails to include a Conflict of Interest policy which is required under the PRA.
 - D. The body of the petition states that meetings will comply with the Brown Act (page 109). However, certain provisions of the bylaws appear to be in direct conflict with the Brown Act.
 - i. Section 4.6, Place of Meetings allows for meetings outside California. The Brown Act requires that the Board's meetings be held within the boundaries of the territory within which it has jurisdiction.

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- ii. Section 4.7, Regular Meetings authorizes meetings “without call or notice” in violation of the Brown Act. The Brown Act requires that at least 72 hours before a regular meeting an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting shall be posted.
- iii. Section 4.11, Telephone Meetings, authorizes teleconferencing and video teleconferencing to constitute presence but fails to state the necessary safeguards that would render it compliant with the Brown Act such as posting agendas at the teleconferencing location and ensuring those locations are fully accessible to members of the public.
- iv. Section 4.14, Action without Meeting, permits the Board to take an action without a meeting if all the members of the Board consent in writing to such action. This violates the Brown Act requirement that the board not take action on any item of business outside a meeting.
- v. Section 4.7, the Board of the Merle Williamson Foundation is required to meet only once per year, on the last Friday in June; the Brown Act requires regularly scheduled meetings.
- vi. The Agenda for the Special Board Meeting held Saturday, April 30, 2011, documents specific violations of the Brown Act with respect to items discussed in Closed Session.

Element 5: Employee Qualifications. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(5) as follows:

1. There is insufficient information on *the general qualifications for the various categories of employees (e.g., administrative, instructional, instructional support, non-instructional support)* and whether the *qualifications are sufficient to ensure the health, and safety of the school’s faculty, staff, and pupils.*
2. It fails to *identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.*
 - A. The petition fails to provide job descriptions and/or minimum qualifications for the following positions listed in the petition: Special Education Program Coordinator (page 96), Academic Co-Principals (page 112), Coordinator of Operations (page 128), and Academic Consultants and Director of Operations (Appendix B). Qualifications for Executive Director are absent.
 - B. The Organization Chart (Appendix B) is deficient. It fails to include an Executive Director, although there is a job description (page 120) outlining critical duties such as “oversee the school-operating budget...instructional program...classroom management...supervise staff...be an active member of the school board.” Based on the job description, it is unclear if the Executive Director is a member of the board. Appendix B lists board members by name; the Executive Director’s name is absent. The Organizational Chart includes a “Director of Operations,” with no job description or qualifications provided for that position. It is unclear if it is the same as “Coordinator of Operations.” The Organizational Chart identifies “Auxiliary Staff,” but lacks specific corresponding positions.
3. *Specify that all requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.* Teacher qualifications (page 122) state the CA SB 2042 teaching credential is required; this will exclude teachers who hold Ryan multiple subject credentials and life elementary credentials with added English language certification.

Element 7: Means to Achieve a Reflective Racial and Ethnic Balance. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(7) based on evidence that:

1. During the term of its first charter, WAYS failed to *achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district in which it is located* as indicated on in the chart on page two (2) of this report. Enrollment of Hispanic/Latino students is not comparable to the two (2) closest LAUSD non-charter elementary schools.
2. The description of the student population (required under Element 1) and the proposed recruitment plan show no indication WAYS is aware that it failed to achieve the required ethnic balance and provides no corrective action in its plan. The recruitment plan is vague and lacks benchmarks that could guide the school toward correcting the deficiency.

Element 8: Admission Requirements. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(8)* as follows:

1. It does not comply with *the requirements of EC § 47605(d)* which, by reference, includes *EC § 220 and CA Penal Code § 422.55* as the *other applicable provision[s] of law* in its statement of non-discrimination of protected classes. The petition additionally violates *EC § 47607(a)(2)* because the deficiency is the result of failing to update the renewal petition. This failure could result in the school engaging in discriminatory practices in its admissions procedures and policies.
2. *The process for conducting the lottery* is absent from the petition.
3. The preference given to siblings is *likely to negatively impact* the school from attaining its stated *racial and ethnic goal*.

Element 9: Annual Independent Financial Audits. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(9)* as follows:

1. It does *specify the timeline in which audit exceptions will typically be addressed* or specify the timelines for statutory reporting requirements including the submission of the preliminary budget.
2. It does not specify that the school's Board of Directors will hire an independent auditor or that the auditor selected will be on the State Controller's list of educational auditors.

Element 10: Suspension and Expulsion Procedures. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(10)* as follows:

1. There is no differentiation between *offenses for which students in the charter school must and may be suspended* and *separately, the offenses for which students in the charter school must or may be expelled, providing evidence that the petitioner reviewed the offenses for which students must or may be suspended or expelled in non-charter public schools*.
2. There is insufficient specificity regarding *the procedures by which pupils can be suspended or expelled*. It fails to provide timelines necessary to comply with due process requirements. It refers to due process but never defines it with regard to the suspension and expulsion process. No information is provided regarding how members of the expulsion hearing panel will be selected to avoid Conflict of Interest. The petition lists three (3) standards where "a student's suspension may lead to expulsion..." but lacks criteria for meeting the standards, which could result in capricious and prejudicial practices.

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3. It does not describe how parents are informed *of their due process rights in regards to suspension and expulsion*. The school's *Parent and Student Handbook* fails to provide parents with information regarding Suspension and Expulsion procedures nor does it apprise them of their due process rights with regard to suspension and expulsion.
4. It fails to *demonstrate an understanding of the rights of pupils with disabilities in...regard to suspension and expulsion*. The petition references the Individuals with Disabilities Act (IDEA) and Section 504 but does not differentiate between them regarding the procedures to be used for suspension and expulsion. The petition discusses Manifestation Determination; however, there is no mention of how WAYS deals with pupils when the behavior is associated with the disability, or ensure the pupil is in the appropriate program/services. There is no mention of how WAYS deals with a student with disabilities who begins displaying negative behaviors, of calling an IEP Team meeting and writing a Behavior Support Plan, or deals with suspensions (cumulative) of over 10 days.

Element 12: Public School Attendance Alternatives. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(12)* as it does not *specify that the parent/guardian of each pupil enrolled in the charter shall be informed that the pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.*

Element 14: Dispute Resolution Procedures. *Not reasonably comprehensive*

The petition fails to meet the minimum requirements of *CCR, Title 5, § 11967.5.1(f)(14)* as follows:

1. Provides an unacceptable description of *how the costs of the dispute resolution process would be funded*. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."
2. It fails to *recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto.*
 - A. While the petition states that "any controversy or claim... except [one] that is in any way related to revocation of this Charter must be put in writing," the language does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).
 - B. The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.

Attachment 2

Los Angeles County Office of Education
 Charter School Office
 Date: May 10, 2011

Report on the *Wisdom Academy for Young Scientists Charter Petition, Grades K-5*
 Appeal of a Petition for Charter Renewal Denied by Los Angeles Unified School District
 Board of Education

Background Information

The *Wisdom Academy for Young Scientists Charter School* (WAYS) petition seeks an application for renewal of their K-5 charter school in accordance with *Education Code* Section 47607.5. The school's current enrollment is approximately 250 students. The school proposes to grow enrollment to 500 students over the next five (5) years by expanding operations from its two (2) current sites (706 East Manchester 90001 and 8878 South Central Avenue 90002) to a larger facility. WAYS also applied to LAUSD for a Prop 39 site; sites were awarded on April 1, 2011.

The petition states the charter school's mission "is to create a transformational learning climate in which students become 'Empowered to be Leaders Change Agents and True Scientists.'"

The school's vision is "to create an educational program that educates the whole child." Nine (9) goals are stated under the vision.

WAYS first year of operation was 2006-07. Its Academic Performance Index (API) history (calculated as a small school with less than 100 students in Growth API) and enrollment figures are presented below.

Year	Growth API		Enrollment Figures			
	Growth API	Number of Valid Scores*	Enrollment on First Day of Testing Grades 2-5	Total Enrollment Grades 2-5	Total Enrollment Grades K-1	Total Enrollment Grades K-5
2009-10	879	90	127	129	108	237
2008-09	843	95	98	97**	76	173**
2007-08	774	78	93	59	87	141
*Number of students included in Growth API. Students must be continuously enrolled since Census day (CBEDS) Source: CDE DataQuest			**4 additional students are included as enrolled in grade 6 although school is authorized for grades K-5 Source: CDE DataQuest			

The CDE states "APIs based on small numbers of students are less reliable and therefore should be carefully interpreted." Schools with less than 100 Valid Scores on the California Standards Test (CST) do not receive Similar School Rankings or comparison schools; therefore, it cannot be determined how WAYS' API compares to schools with similar demographics.

The chart compares the demographics of WAYS and the two (2) closest public non-charter schools.

2009-10 DEMOGRAPHIC Information	WAYS	LAUSD Local District 7	South Park Elem.	93rd Street Elem.
Black or African American	61%	18.6%	17%	24%
Hispanic or Latino	38%	80.4%	82%	76%
Free & Reduced Price Lunch	100		100	100
English Learners	15	Data Not Available or Not Available for 2009-10	52	41
Students with Disabilities	4		9	8
Average Parent Education Level	2.53 *		1.58**	1.57***

* 21% Not HS Grad. / 37% HS Grad. / 9 % Some College / 33% College Grad. ** 59% Not HS Grad. / 28% HS Grad. / 9 % Some College / 2% College Grad. / 2% Grad. School ***60% Not HS Grad. / 25% HS Grad. / 13% Some College / 1% College Grad. / 1% Grad. School

Data Sources: CDE STAR and LAUSD <http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe#racialandethnichistory>

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Racial and ethnic demographic data shows WAYS does not reflect diversity of the community (LAUSD Local District 7) in which it is located or the two (2) closest LAUSD non-charter elementary schools. WAYS also enrolls fewer students with disabilities and English learners than near-by public non-charter schools. Conversely, its parents have a higher education level, which positively correlates with higher levels of student academic achievement.

Reason for Denial by the Local District

The Los Angeles Unified School District (LAUSD) Board of Education denied the petition based on written Findings of Fact that comply with requirements for denial under the following sections of the Charter School Act:

EC § 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal. Specifically, the WAYS founder and Executive Director receives both a salary for her position and lease payments for two properties which she owns that are occupied by the school. She negotiated the leases to WAYS charter school. The WAYS governing board was asked to independently address and resolve the conflicts by the mutually agreed upon date of October 15, 2010; the WAYS Board of Directors' response failed to resolve the issues by that deadline. The WAYS governing board was minimally responsive to staff communications; the Executive Director was the primary respondent to address the Conflict of Interest issues. LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility considering that the Executive Director was the subject of the self-dealing Conflict of Interest concerns which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so in January 27, 2011.

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law. Cited examples included inconsistencies between the charter petition and the WAYS' corporate bylaws regarding compliance with the Brown Act which called into question whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC § 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Any of the above findings alone may be cause for the denial of a charter under *EC § 47605(b)*.

The Findings of Fact state the academic performance criteria for renewal under *EC § 47607(b)* were met.

Response from the Petitioner

The petitioner provided a written response to the findings of the local board and submitted it as part of the petition package. The response was considered during the review process.

Appeal to the Los Angeles County Board of Education

The Los Angeles County Board of Education (County Board) held a Public Hearing to determine support for the petition on April 19, 2011.

LACOE Review Process

The LACOE Charter School Review Team (Review Team) considered the petition according to the requirements of law, *California Administrative Code of Regulations*, County Board Policy and Regulations, and LACOE review procedures.

The Review Team included staff from the Controller’s Office, Business Operations and Services, Risk Management, Divisions for School Improvement, Curriculum and Instruction, Special Education, Student Support Services, Human Resource Services, Office of General Counsel, and the Charter School Office.

Findings are based on a review of the same petition submitted to the local district and supporting documents submitted by the petitioner, and information provided through the Capacity Interview and other communications with the petitioner and other representatives of the school. The petitioner also submitted proposed changes (technical adjustments) to the petition necessary to reflect the County Board as the potential authorizer. These changes should reflect the statutory, policy, and structural differences between a county office of education and a local district. These differences include, but are not limited to, the statutory authority of the County Superintendent of Schools to investigate complaints as well as structural differences in the responsibilities with regard to special education services. Proposed changes provided by the petitioner were considered by the Review Team.

Findings also take into account the petition was initially submitted to a local district and contains specific references to that district. The Charter School Office confirmed that LAUSD requires the petitioner to include specific language or content in a petition. This requirement was considered by the Review Team.

Findings of Fact

Finding 1: WAYS met the academic performance criteria for renewal under EC § 47607(b)(1) and (2).

WAYS attained its Academic Performance Index (API) growth target in the prior year, in two of the last three years, and in the aggregate for the prior three years.

Academic Performance Criteria: Met Assigned Growth Targets				
Year	API Base	Growth Target	API Growth	Actual Growth
2007-08	782*	5	774	-8
2008-09	775*	5	843	68
2009-10	843*	A**	879	36
Aggregate Growth		10		96

*API is calculated for a small school (between 11 and 99 valid scores) which makes it less reliable and should be carefully interpreted. ** No growth target for schools where API is 800 or above.

WAYS ranked in deciles 4 to 10, inclusive, on the API in the prior year and in two of the last three years.

Academic Performance: Decile Ranks*		
Year	Statewide Rank	Similar Schools Rank
2007-08	6	N/A*
2008-09	5	N/A*
2009-10	8	N/A*

* Not calculated for small schools

While WAYS met the academic criteria necessary to be considered for renewal, there are concerns that the school has not increased or sustained its percentage of “Valid” CST scores indicating an unstable student enrollment base. Valid scores are based on the number of students tested who were continuously

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enrolled from norm day (CBEDS) in October through the first day of testing. For 2009-10, only 71% of tested students were continuously enrolled. At South Park Elementary School, 88% of tested students were continuously enrolled. On average, 26% of students who enroll at WAYS withdraw prior to standardized testing based the "Elementary Principal's Statistical Report" for 2007-08 through 2010-11.

Finding 2: The petition provides an unsound educational program for students to be enrolled in the school. [EC § 47605(b)(1)]

The program is determined to be unsound for specific subgroups of students as described under Finding 5: Elements 1 – 3.

Additionally, based on enrollment data for Hispanic/Latino students, English learners, students with disabilities, and data showing the number of students who leave during the year, the school is not providing a *program of educational benefit* for all students the petition states the school intends to serve.

Finding 3: The petitioners are demonstrably unlikely to successfully implement the program. [EC § 47605(b)(2)]

Based on review of the petition, supporting documents provided by the petitioner, documents provided by LAUSD, and the Capacity Interview with the school's leadership team, the petition does not meet the criteria established in *CCR, Title 5, § 11967.5.1(c)*.

1. Review of the renewal petition submitted on behalf of the WAYS board indicates the WAYS governing board lacked the capacity to govern the school.
 - A. The governing board was *unfamiliar with the content of the petition and requirements of law* with respect to Conflict of Interest. The submitted charter states the school will comply with *Government Code 1090*; however, some members of the board had prior relationships with the school and/or the Executive Director and members of her family.
 - i. The board president, a business management consultant, lists Wisdom Academy as a client on her resume, which contradicts her statement on the *Prospective Charter School Board Member Questionnaire* that consulting services were not provided.
 - ii. One board member stated on the *Prospective Charter School Board Member Questionnaire* that she is the Board President for DeDe Dance Studio, owned by the Executive Director's daughter, and is currently used by the charter school; this indicates a Conflict of Interest.
 - B. The governing board failed to comply with the terms of the charter by allowing the school to enter into a self-dealing transaction with its Executive Director regarding the school's facilities. There is no evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.
 - C. The governing board allowed other conflicts of interest to exist through the hiring of members of the Executive Director's family and by permitting the Executive Director to supervise these family members while the Principal supervised other similarly employed personnel. The Executive Director's son, originally hired to oversee custodial and gardening services was promoted to Director of Operations, which involves financial responsibilities according to the Executive Director. The Executive Director's daughter, who is employed as a teacher and dance instructor, owns the dance studio used by the school.
 - D. The governing board demonstrated its inability to effectively govern the school by its failure to respond fully and in a timely fashion to the September 29, 2010 Notice to Cure regarding Conflicts of Interest issued by LAUSD. The LACOE Review Team reviewed documents received

from both the district and the charter school. The documents indicate WAYS failed to provide a sufficient cure. WAYS governing board had eight (8) months (September 2010 to April 2011) to remedy the concerns in the Notice to Cure, and failed to do so.

2. The WAYS governing board continues to be *unfamiliar with the content of the petition and requirements of law that would apply to the proposed charter school* and lacks the *necessary background* to effectively govern the school.
 - A. In its response to the Findings of Fact upon which the LAUSD Board of Education denied charter renewal, WAYS submitted documents pertaining to the governance structure of the school in an effort to demonstrate that the school had taken steps to address Conflict of Interest concerns. Although these documents may not have been considered by the LAUSD Board of Education because they were submitted after the deadline to provide evidence, the LACOE Review Team considered the documents to determine whether they would substantially resolve the conflicts. The Review Team determined the documents were inadequate to resolve the Conflict of Interest concerns based on the facts presented below:
 - i. The action taken by the Executive Director, and supported by the WAYS governing board, failed to resolve the conflict regarding her ownership of the property. Documents submitted by WAYS indicate the properties were placed into a revocable trust. WAYS' attorney concurred that this action failed to resolve the conflict in that "the transfer to a holding company through a revocable trust, [was] not transferring the property ownership under California law." (page 3 of the March 25, 2011 Response to LAUSD Findings of Fact) WAYS' governing board allowed the conflict to continue by executing a lease agreement with the holding company rather than requiring the Executive Director to take action that would definitively end the conflict.
 - ii. The governing board failed to disclose that the school had been offered Prop 39 facilities, a viable option to resolving the issue. At the April 19, 2011 Capacity Interview, the Review Team inquired about the school's statement that it had requested a Prop 39 site. Neither the Executive Director nor WAYS board members disclosed that LAUSD had offered the school facilities on April 1, 2011. LAUSD received a letter of acceptance signed by the Executive Director on May 2, 2011. LACOE has yet to hear from WAYS regarding their decision.
 - iii. Changes to the governance structure proposed after the petition was submitted to LAUSD continue to be inadequate. The Organizational Chart indicates three (3) positions report directly to the board due to the Conflict of Interest posed by the familial relationships: the Executive Director, Principal, and Director of Operations. This structure places an undue burden on the board to manage the day-to-day operations of the school. There is no evidence the current board has the capacity to govern effectively under this structure.
 - iv. The governing board failed to demonstrate the ability to avoid future Conflict of Interest situations. When asked at the Capacity Interview about potential conflicts arising from the employment of multiple family members, the chain of command, and continued use of the facilities owned by the Executive Director, the board members did not explain how they would ensure that no future Conflicts of Interest would develop or how they would handles such conflicts if they did occur. The board stated that additional changes to the governance structure are being considered; these options are outside of the scope of this review as they were not available to be considered by the LAUSD Board of Education.
 - v. The renewal petition submitted by WAYS fails to comply with *EC § 47607(a)(2)* which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter*

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schools enacted into law after the charter was originally granted or last renewed... The petition contains references to outdated laws, policies, and practices, contains significant contradictions and omissions regarding key positions of employment, and provides elements that are not reasonably comprehensive. These deficiencies, reported under Finding 5, indicate the governing board lacks the knowledge of the laws under which the charter would operate.

3. *The petitioner has a history of involvement in education agencies (public or private) considered as unsuccessful.*
 - A. The Executive Director is listed as the petitioner. Properties she owns and leased to WAYS were previously used to house her private school. CDE records compiled from data supplied by the private school operator indicate that enrollment declined from 60 to 20 students in the three years prior to the school closing.
 - B. The WAYS Executive Director closed her private school with the intent to use the facilities she owned to house a charter school. The chronology of public records and statements made by the Executive Director during the Capacity Interview indicate she closed the private school due to insufficient enrollment. The petitioner stated she inquired about the process of becoming a charter school and was informed that the private school would need to be closed for one year prior to becoming a charter. The petitioner purposely closed the charter school as required and applied for a charter after the one year required waiting period.

The status of the Conflict of Interest issues is unclear. With the acceptance of the Prop 39 sites, the conflict regarding facilities may be resolved only if the school stops leasing its current facilities. The conflicts concerning personnel could only be resolved through a material revision to the governance structure of the charter including, but not limited to, the Executive Director's resignation or release from her current position and with the provision that she hold no future positions funded by the school. Regardless of the potential resolution to the certain Conflict of Interest issues, the Review Team considers the governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the proposed charter.

Finding 4: The petition contains an affirmation of all specified assurances. [EC § 47605(b)(4); EC § 47605(d)]

Finding 5: The petition does not contain a reasonably comprehensive description of all required elements. [EC § 47605(b)(5)(A)-(P)]

Based on criteria provided by the *California Code of Regulations, Title 5, (5 CCR)* eleven (11) of the 16 elements are not reasonably comprehensive.

Element 1: Description of the Educational Program. Not reasonably comprehensive

The 5 CCR § 11967.5.1(f)(1) requires the petition to address eight (8) requirements. The petition fails to meet each of the established criteria rendering aspects of the educational program deficient for specific populations the school proposes to serve: English Learners, low-achieving students, high-achieving students, and students with disabilities. The deficiencies are as follows:

1. Failure to indicate the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.
 - A. The petition overestimates the number of students to be served in the first year of the renewal charter and provides no build-out plan to support this assumption.

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- ii. Provide the manner in which intervention will be given to students who struggle to acquire English language skills outside of the “45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English.” (page 48)
 - iii. Describe how the Individualized Education Program (IEP) Team determines placement of English learners in need of special education services, state that non-biased assessments used to determine placement must be conducted in the student’s primary language under Federal law, and that the IEP must be linguistically appropriate.
 - iv. Demonstrate understanding of the difference between meeting the needs of English learners and meeting the needs of students with disabilities. The petition (page 22) indicates that to ensure the success of English learners, the school will use a collaborative approach that fosters communication between its Resource Specialist and Speech Therapist. These specialists only provide direct services to students identified as having disabilities.
- B. The element is deficient with regard to students with disabilities because it fails to *specify the charter school’s special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school’s understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.*
- i. It does not describe accommodations and/or modifications that may be used during standardized assessments or how WAYS is responsible for students with disabilities when the IEP Team exempts them from standardized testing.
 - ii. There is no mention of how parents of students with disabilities are informed about the school’s educational program.
 - iii. There are deficiencies with regard to English learners and special education services as stated in “A,” above.

Element 2: Measurable Pupil Outcomes. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(2)* as follows:

1. It fails to *specify skills, knowledge, and attitudes that reflect the school’s educational objectives and can be assessed by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress.*
 - A. There are no identified measurable outcomes for students in Kindergarten and first grade who do not participate in Standardized Testing and Reporting (STAR).
 - B. There is no ongoing means for measuring English learners’ acquisition of English or academic growth in content areas. The petition states the (California English Language Development Test (CELDT) will be administered “periodically” to monitor student progress of English language acquisition; however, it can only be administered annually which is insufficient to *evaluate the effectiveness of and to modify instruction.* The petition indicates Open Court Reading assessments will be used as formative assessments for English learners; however, they are not designed to measure progress towards English language proficiency but rather language arts skills and concepts. It fails to provide assessments to determine academic growth in other content areas.

- C. Goals cannot be measured as stated. The petition states the percentage of students achieving proficient and advanced in History/Social Science will increase on the CST by 5% each year; there is no History/Social Science CST for grades K-5.
- D. It lacks information on how students with disabilities will be assessed on making progress toward meeting their goals and benchmarks.

Element 3: Method for Measuring Pupil Progress. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(3)* as follows:

- 1. It does not *utilize a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at minimum, tools that employ objective means of assessment consistent with the measurable pupil outcomes.*
 - A. Information is limited on how stated internal assessments (text based, benchmark performance, unit level, etc.) are used *as objective means* to assess student progress *consistent with measurable outcomes* (page 98). Language is vague and fails to indicate how assessments are used in English-Language Arts, math, science, social studies, and English Language Development.
 - B. There is no information regarding assessment of K-1 students who do not participate in STAR. This is of particular concern since about half the school's enrollment is in grades K-1.
 - C. Out of date assessments are proposed in violation of *EC § 47606(a)(2)*. The petition states the school will administer the CAT 6, which is obsolete, and proposes performance objectives based on data from this assessment.
- 2. It does not *outline a plan for collecting, analyzing, and reporting data on achievement of English learners to school staff and to pupils' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program.* There is no mention of English learner's testing performance or academic monitoring of English language levels beyond use of the CELDT. Nor is there mention of providing accommodations and/or modifications for standardized tests for students with disabilities; tests used to determine eligibility for special education programs and services; the manner and type of data maintained for students with disabilities; or how information will be disseminated to parents of students with disabilities.

Element 4: Governance Structure. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(4)* as follows:

- 1. There is lack of *evidence of the charter school's incorporation as a non-profit public benefit corporation* for the purpose of running a charter school. While the articles of incorporation and bylaws provide evidence of the charter school's non-profit public benefit corporation status, governing a charter school is not listed as the specific purpose of this corporation. The petitioners have failed to amend these documents to reflect the running of a public charter school. As stated above in Finding 3, 3.B, the WAYS Executive Director purposely closed her private school with the intent to use the facilities she owned to house a charter school.
- 2. There is a lack of *evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:*
 - A. *The charter school will become and remain a viable enterprise.* The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the

Report on the Wisdom Academy for Young Scientists Charter

operation of a publicly funded charter school is further evidence that the structure lacks a *seriousness of purpose*. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition.

- B. The petition does not provide a clear description of the governance and management structure. It is difficult to know the duties and responsibilities of management. The Organization Chart (Appendix B) conflicts with information provided elsewhere in the petition.
- C. The petition makes no commitment to complying with the Political Reform Act (PRA), which is required of all charter schools. The petition fails to include a Conflict of Interest policy which is required under the PRA.
- D. The body of the petition states that meetings will comply with the Brown Act (page 109). However, certain provisions of the bylaws appear to be in direct conflict with the Brown Act.
 - i. Section 4.6, Place of Meetings allows for meetings outside California. The Brown Act requires that the Board's meetings be held within the boundaries of the territory within which it has jurisdiction.
 - ii. Section 4.7, Regular Meetings authorizes meetings "without call or notice" in violation of the Brown Act. The Brown Act requires that at least 72 hours before a regular meeting an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting shall be posted.
 - iii. Section 4.11, Telephone Meetings, authorizes teleconferencing and video teleconferencing to constitute presence but fails to state the necessary safeguards that would render it compliant with the Brown Act such as posting agendas at the teleconferencing location and ensuring those locations are fully accessible to members of the public.
 - iv. Section 4.14, Action without Meeting, permits the Board to take an action without a meeting if all the members of the Board consent in writing to such action. This violates the Brown Act requirement that the board not take action on any item of business outside a meeting.
 - v. Section 4.7, the Board of the Merle Williamson Foundation is required to meet only once per year, on the last Friday in June; the Brown Act requires regularly scheduled meetings.
 - vi. The Agenda for the Special Board Meeting held Saturday, April 30, 2011, documents specific violations of the Brown Act with respect to items discussed in Closed Session.

Element 5: Employee Qualifications. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(5) as follows:

1. There is insufficient information on *the general qualifications for the various categories of employees (e.g., administrative, instructional, instructional support, non-instructional support)* and whether the *qualifications are sufficient to ensure the health, and safety of the school's faculty, staff, and pupils.*
2. It fails to *identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.*

- A. The petition fails to provide job descriptions and/or minimum qualifications for the following positions listed in the petition: Special Education Program Coordinator (page 96), Academic Co-Principals (page 112), Coordinator of Operations (page 128), and Academic Consultants and Director of Operations (Appendix B). Qualifications for Executive Director are absent.
 - B. The Organization Chart (Appendix B) is deficient. It fails to include an Executive Director, although there is a job description (page 120) outlining critical duties such as “oversee the school-operating budget...instructional program...classroom management...supervise staff...be an active member of the school board.” Based on the job description, it is unclear if the Executive Director is a member of the board. Appendix B lists board members by name; the Executive Director’s name is absent. The Organizational Chart includes a “Director of Operations,” with no job description or qualifications provided for that position. It is unclear if it is the same as “Coordinator of Operations.” The Organizational Chart identifies “Auxiliary Staff,” but lacks specific corresponding positions.
3. *Specify that all requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.* Teacher qualifications (page 122) state the CA SB 2042 teaching credential is required; this will exclude teachers who hold Ryan multiple subject credentials and life elementary credentials with added English language certification.

Element 6: Health and Safety Procedures. *Reasonably comprehensive*

Element 7: Means to Achieve a Reflective Racial and Ethnic Balance. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(7)* based on evidence that:

1. During the term of its first charter, WAYS failed to *achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district in which it is located* as indicated on in the chart on page two (2) of this report. Enrollment of Hispanic/Latino students is not comparable to the two (2) closest LAUSD non-charter elementary schools.
2. The description of the student population (required under Element 1) and the proposed recruitment plan show no indication WAYS is aware that it failed to achieve the required ethnic balance and provides no corrective action in its plan. The recruitment plan is vague and lacks benchmarks that could guide the school toward correcting the deficiency.

Element 8: Admission Requirements. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(8)* as follows:

1. It does not comply with *the requirements of EC § 47605(d)* which, by reference, includes *EC § 220 and CA Penal Code § 422.55* as the *other applicable provision[s] of law* in its statement of non-discrimination of protected classes. The petition additionally violates *EC § 47607(a)(2)* because the deficiency is the result of failing to update the renewal petition. This failure could result in the school engaging in discriminatory practices in its admissions procedures and policies.
2. *The process for conducting the lottery* is absent from the petition.
3. The preference given to siblings is *likely to negatively impact* the school from attaining its stated *racial and ethnic goal*.

Element 9: Annual Independent Financial Audits. *Not reasonably comprehensive*

REPORT ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS CHARTER

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(9)* as follows:

1. It does *specify the timeline in which audit exceptions will typically be addressed* or specify the timelines for statutory reporting requirements including the submission of the preliminary budget.
2. It does not specify that the school's Board of Directors will hire an independent auditor or that the auditor selected will be on the State Controller's list of educational auditors.

Element 10: Suspension and Expulsion Procedures. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(10)* as follows:

1. There is no differentiation between *offenses for which students in the charter school must and may be suspended* and *separately, the offenses for which students in the charter school must or may be expelled, providing evidence that the petitioner reviewed the offenses for which students must or may be suspended or expelled in non-charter public schools.*
2. There is insufficient specificity regarding *the procedures by which pupils can be suspended or expelled.* It fails to provide timelines necessary to comply with due process requirements. It refers to due process but never defines it with regard to the suspension and expulsion process. No information is provided regarding how members of the expulsion hearing panel will be selected to avoid Conflict of Interest. The petition lists three (3) standards where "a student's suspension may lead to expulsion..." but lacks criteria for meeting the standards, which could result in capricious and prejudicial practices.
3. It does not describe how parents are informed *of their due process rights in regards to suspension and expulsion.*
4. It fails to *demonstrate an understanding of the rights of pupils with disabilities in...regard to suspension and expulsion.* The petition references the Individuals with Disabilities Act (IDEA) and Section 504 but does not differentiate between them regarding the procedures to be used for suspension and expulsion. The petition discusses Manifestation Determination; however, there is no mention of how WAYS deals with pupils when the behavior is associated with the disability, or ensure the pupil is in the appropriate program/services. There is no mention of how WAYS deals with a student with disabilities who begins displaying negative behaviors, of calling an IEP Team meeting and writing a Behavior Support Plan, or deals with suspensions (cumulative) of over 10 days.

Element 11: STRS, PERS, and Social Security. *Reasonably comprehensive with specific omission*

The petition does not state *the staff who will be responsible for ensuring that appropriate arrangements for coverage have been made* as required under *CCR, Title 5, § 11967.5.1(f)(11).*

Element 12: Public School Attendance Alternatives. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(12)* as it does not *specify that the parent/guardian of each pupil enrolled in the charter shall be informed that the pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.*

Element 13: Post-Employment Rights of Employees. *Reasonably comprehensive*

Element 14: Dispute Resolution Procedures. *Not reasonably comprehensive*

The petition fails to meet the minimum requirements of *CCR, Title 5, § 11967.5.1(f)(14)* as follows:

1. Provides an unacceptable description of *how the costs of the dispute resolution process would be funded*. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."
2. It fails to *recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto.*
 - A. While the petition states that "any controversy or claim... except [one] that is in any way related to revocation of this Charter must be put in writing," the language does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).
 - B. The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.

Element 15: Exclusive Public Employer. *Reasonably comprehensive*

Element 16: Closure Procedures. *Reasonably comprehensive with specific deficiencies*

The petition fails to meet the requirements as defined by *CCR, Title 5, § 11962* as follows:

1. It does not comply with the requirement for *transfer and maintenance of personnel records in accordance with applicable law or state how the school will return any donated materials and property if closed.*
2. Closure procedures reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

Finding 6: The petition does not satisfy all of the Required Assurances of *Education Code* section 47605(c), (e) through (j), (l), and (m) as follows:

Standards, Assessments and Parent Consultation. *Does not meet the condition*

The petition does not provide evidence required by *EC § 47605(c)* that charter schools:

1. *Meet all statewide standards and conduct the pupil assessments required pursuant to EC § 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools.* It fails to meet this condition due to its stated use of outdated tests and failure to specify correct procedures for students with special needs.
2. *The school shall, on a regular basis, consult with their parents and teachers regarding the school's educational programs.* It fails to meet the condition as there is no indication that WAYS provides a method for parents of English learners to provide input on programs specific to English learners and there is no mention of how parents of students with disabilities will be informed about the school's educational program.

Effect on the Authorizer and Financial Projections. *Does not provide the necessary evidence*

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EC § 47605(g) requires the petition to provide information regarding the proposed operation and potential effects of the school on the authorizer. Requirements regarding the budget and facilities currently under lease were met. Concerns are as follows:

1. The petition does not provide evidence that there are no potential civil liability effects. Due to the Conflict of Interest issues raised by LAUSD and WAYS' failure to resolve those conflicts, there are concerns with the potential liability effects that authorizing the charter may bring to the County Board if the charter is authorized and the conflicts continue or recur.
2. While the current budget and projections for the next two years seem reasonable, the cost of facilities is unknown as the current lease expires in June 2011. The budget reflects an increase to lease expenses for expansion, based on current expenditures; however, if the school were to remain at the current site, it is unknown whether the holding company might raise the rate for the current sites, which would impact the out-year budgets.

Teacher Credentialing Requirement. *Does not meet the condition*

EC § 47605(l) requires that *teachers in charter schools shall be required to hold a CCTC certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold...It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, non-college preparatory courses.* The petition fails to meet the condition because there is no mention of the type of credential a teacher would need to teach students with disabilities and teacher qualifications limited to SB 2042 credentials as reported under Element 5.

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**ACTION ON THE BUILDING BRIDGES INTERNATIONAL CHARTER SCHOOL
APPEAL OF A PETITION PREVIOUSLY DENIED BY CULVER CITY UNIFIED
SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the findings of fact in the report as revised and take action to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

It was **MOVED** by Dr. Turrentine and **SECONDED** by Mrs. Holt to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education. Discussion followed.

Speaking in support of Building Bridges International Charter School were Dr. Powell, Dr. Hocevar, Dr. Hasan, and Ms. Janelle Ruley.

Mr. Boyd requested definitive information in writing on whether the County Board is allowed to accept and approve a charter petition with material changes or not.

A roll call vote to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education was taken. Voting yes were Ms. Braude, Mrs. Holt, Mr. Saenz, and Dr. Turrentine. Voting no were Mr. Boyd and Ms. Yepes.

The motion **CARRIED** to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

**ACTION ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS CHARTER
SCHOOL ON APPEAL OF A NON-RENEWED PETITION BY THE LOS ANGELES
UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the revised June 7, 2011 findings of fact and the May 10, 2011 report in support of denial, and take action to deny the charter petition for Wisdom Academy for Young Scientists Charter School, received on appeal following denial by the Los Angeles Unified School District Board of Education.

Speaking in support of Wisdom Academy for Young Scientists Charter School was Mr. Mickey L. Cureton.

It was **MOVED** by Mr. Boyd and **SECONDED** by Mrs. Holt to reject the Interim Superintendent's recommendation to deny the charter petition, and to grant renewal of the charter for Wisdom Academy for Young Scientists Charter School. Discussion followed.

Mr. Saenz is concerned about the conflicts of interest and whether the changes that have been made are permanent. He would like to make sure that LACOE has in writing a clear indication that those changes need to be permanent and if there is any departure from the permanence of those changes it would be grounds for revocation for this charter. He also requested that there be

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a condition not to employ the previous Executive Director until any and all allegations of conflict of interest have been resolved in her favor.

Mrs. Holt requested that the following also be included in the motion: that Wisdom Academy for Young Scientists will comply with California's conflict-of-interest laws.

Mr. Boyd accepted the amendments to the motion from Mr. Saenz and Mrs. Holt.

Mr. Saenz stated that the motion is to approve the charter school renewal subject to the condition that the current Executive Director be contracted for two years, that the former Executive Director not be employed by or at the charter school until such time, if any, that the allegations of conflict of interest have been resolved fully in her favor, and that the school comply with all California conflict-of-interest laws.

Mr. Boyd and Mrs. Holt agreed to the amended motion.

Ms. Jan Isenberg, Project Director III, Charter School Office, stated that if the County Board moves to approve the charter, the Interim Superintendent recommended that the County Board incorporate the following provisions in its approval action. If authorized, recommended conditions for approval are: Term of the charter begins July 1, 2011 and runs through June 30, 2016 contingent upon the following conditions:

By June 30, 2011, Wisdom Academy shall submit to the Charter School Office the signed LACOE Monitoring and Oversight Memorandum of Understanding following the approval by the Wisdom governing board; shall submit changes to reflect the County Board as the authorizer; and complete and submit an application to a Special Education Local Plan Area (SELPA). The petitioner will notify LACOE Charter School Office in writing to which SELPA the application was made.

A roll call vote to approve the petition for renewal subject to the conditions presented was taken. Voting no were Ms. Braude and Dr. Turrentine. Voting yes were Mr. Boyd, Ms. Yepes, Mrs. Holt, and Mr. Saenz. The motion **CARRIED**.

HEARINGS

3:15 P.M. PUBLIC HEARING ON 2008-2011 LACEA COLLECTIVE BARGAINING TENTATIVE AGREEMENT FOR THE PERIODS 2008-2009, 2009-2010, AND 2010-2011
In compliance with the collective bargaining agreement public disclosure requirements set forth in Government Code section 3547.5 (a), the Office entered into a 2008-2011 Tentative Agreement with Los Angeles County Education Association (LACEA).

The purpose of the public hearing was to receive comments from the public, if any, to the 2008-2011 Tentative Agreement with LACEA.

There was no public comment.

Wisdom Academy for Young Scientists
(323)-691-0265
michael_cureton@att.net

----- Forwarded Message -----

From: Higelin_Judy <Higelin_Judy@lacoed.edu>
To: Michael Cureton <michael_cureton@att.net>
Cc: Benitez_Yolanda <Benitez_Yolanda@lacoed.edu>; Isenberg_Jan <Isenberg_Jan@lacoed.edu>; Sanders_Laurie <Sanders_Laurie@lacoed.edu>; Sanchez_Lila <Sanchez_Lila@lacoed.edu>; Craddock_Jerry <Craddock_Jerry@lacoed.edu>
Sent: Thu, June 30, 2011 11:46:20 AM
Subject: Follow-up to our telephone conversation, today.

Michael,

Attached is the revised MOU with Attachments as discussed during our telephone conversation. Two Attachments are being sent as separate files:

- (1) The Approved Board Action (Attachment E)
- (2) The Reporting Timeline (Attachment C)

Changes to page four of the MOU (discussed Monday and today) are highlighted for your convenience. Additionally, an incorrect reference was corrected on page 2 (highlighted). Attachment B was also revised as follows: Item 6 (Statement of fund balance) was deleted (page 20).

Our office will send you a formal letter notifying the school of the approval action next week; the CDE will be copied. To facilitate your receiving this email and the documents for your board by noon, today as we agreed to in our discussion this morning, that letter is not attached to this email.

Please confirm receipt of this email and feel free to call me if you have any questions.

Judy

Judy Higelin
Coordinator II
Charter Schools

6/30/2011

1 **Los Angeles County Office of Education**
2 **Monitoring and Oversight Memorandum of Understanding¹**

3 Wisdom Academy for Young Scientists Charter School
4 Charter Authorization Period: July 1, 2011 – June 30, 2016

5 **INTRODUCTION**

6 The Los Angeles County Board of Education (hereinafter “County Board”) is guided by the intent of
7 the legislature, that quality charter schools are and should be an integral part of the California
8 educational system. The County Board believes that charter schools provide an opportunity to
9 implement accountability-based school-level reform, support innovation which improves student
10 learning, and provide choice for parents. Charter schools operate under the provisions of the charter,
11 applicable state and federal laws, and the general oversight of the County Board.

12 The County Board supports this effort by establishing a defined accountability system for
13 determining the effectiveness of the charter schools it authorizes. Charter schools are public
14 schools; as such, their performance is subject to review and comparison with any other publicly
15 funded school. A charter school’s demographic composition should reflect the community it serves
16 and in which it is located.

17 **PURPOSE OF AGREEMENT**

18 The State of California enacted the Charter Schools Act of 1992 authorizing the creation of charter
19 schools with the intent that the schools improve student learning through a variety of means,
20 including increased learning opportunities, innovative teaching methods, expanded choice for
21 parents, and performance-based accountability.

22 Education Code Section 47605 requires a charter petition need to provide a “reasonably
23 comprehensive description” of the manner in which the school will operate; it is not a comprehensive
24 document. An agreement is a useful tool for clarifying the expectations, operations, and
25 responsibilities of both parties beyond that which is required in the charter but is required for
26 successful operation and monitoring of a charter school.

27 County Board has established this Monitoring and Oversight Memorandum of Understanding
28 (“Agreement”) to address matters not covered in the charter in order to clarify the monitoring and
29 oversight expectations and responsibilities. The Charter School Act allows the County Board to
30 authorize charter schools under specified circumstances and by doing so, becomes the authorizing
31 agency of the charter schools. The County Board has delegated to the County Superintendent of
32 Schools, its obligations to oversee its authorized charter schools under the terms of this Agreement,
33 the provisions of the school’s charter, applicable laws, regulations, and County Board Policy and
34 Regulation.

35 The fundamental interest of the Los Angeles County Office of Education (hereinafter “LACOE”) is —
36 on a continuing basis — to be reasonably assured that charter schools authorized by the County
37 Board are:

- 38 • Implementing the provisions of the charter as approved
39 • Adhering to all requirements of federal, state, and local law that apply to charter schools
40 • Being operated reasonably in all respects

¹ Adapted from the Memorandum of Understanding (MOU) utilized by the State Board of Education. This agreement reflects changes made for the Los Angeles County Board of Education as the authorizer.

1 writing. This Agreement shall automatically expire upon the expiration or revocation of the charter.
2 The approved Agreement (including any Addendums) continues in existence as long as the Charter
3 School is operational, but automatically expires if the Charter School becomes non-operational,
4 typically because of non-renewal, revocation, or voluntary closure.

5 **TERM OF THE CHARTER**

6 The Charter School is a public school that is or shall be operating pursuant to a charter (hereinafter
7 the "charter"). On June 7, 2011, the County Board authorized the charter contingent upon the
8 petitioner making any necessary non-material changes to the petition, the signing of the LACOE
9 Monitoring and Oversight Memorandum of Understanding, and upon inspection and approval of
10 facilities.

11 The Charter School shall operate as a classroom based charter school within the boundaries of Los
12 Angeles Unified School District in the county of Los Angeles. The Charter School shall serve grades
13 K-5 and shall have an approximate enrollment of five hundred twenty (520) students per year for the
14 term of the charter.

15 The Charter School shall be responsible for all the functions of a charter school subject to applicable
16 statutes, the charter, the terms and conditions set forth in the charter, and this Agreement.

17 If applicable, the Charter School will commence its first year of operation between July 1 and
18 September 30, 2011, subject to any conditions that were specified by the County Board in the action
19 it took to approve the Charter. Any condition that was not met through revision of the Charter may be
20 addressed in this Agreement.

21 The Charter School's charter shall have a five (5) year term to expire on June 30, 2016. The
22 provisions of the charter and the Agreement shall be aligned.

23 The County Board reserves the right to approve material revisions to the charter and/or revoke the
24 charter as specified in Education Code Section 47607.

25 **SECTION 1: GOVERNANCE AND ORGANIZATIONAL MANAGEMENT**

26 The Charter School is operated by a nonprofit public benefit corporation, formed and organized
27 pursuant to the Nonprofit Public Benefit Corporation Law (Corporations Code § 5110 et seq.). The
28 Charter School is a separate legal entity and neither the County Board nor LACOE is liable for the
29 debts and obligations of the Charter School. The Charter School shall use all revenue received from
30 state and federal sources only for the educational services specified in the charter and this
31 Agreement for the benefit of the students enrolled in and attending the Charter School. Other
32 sources of funding must be used in accordance with applicable state and federal statutes, and the
33 terms or conditions of any grant or donation.

34 **1.1 Organization**

35 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
36 Timeline, and as updated:

- 37 • Contact information, including phone numbers, official addresses and e-mail addresses for
38 the principal contacts for the Charter School
- 39 • Organization chart displaying relationship between governing board and the Charter School
40 leadership
- 41 • Written notice of any change in the directors, officers, and administrators
- 42 • Prior written notice of any proposed service/employment contract and/or agreement with the

1 former executive director whose contract was terminated by the WAYS board in June 2011,
2 and a copy of the contract/agreement prior to execution (to monitor fulfillment of the
3 conditions of authorization attached hereto as Attachment E.)

- 4 • A copy of any proposed contract with any person or entity that pertains to facilities prior to
5 the Charter School's execution of that agreement.

6 7 **1.2 Governing Board Establishment**

8 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
9 Timeline, and as updated:

- 10 • Articles of Incorporation
- 11 • Bylaws approved by the governing board
- 12 • Conflict of Interest Policy
- 13 • Roster and resumes of current governing board members
- 14 • Statement of Economic Interests, Form 700 for all filers

15 **1.3 Governing Board Activities**

16 A. Calendar: The Charter School shall provide an annual calendar of governing board regular
17 meetings, including a description of how parents and community members shall be notified of
18 meetings.

19 B. Governing Board Meetings: The governing board of the Charter School shall conduct public
20 meetings at such intervals as are necessary to ensure that the board is providing sufficient direction
21 to the Charter School through implementation of effective board policies and procedures. Governing
22 board meetings shall be conducted in keeping with the requirements of the Ralph M. Brown Act
23 (Government Code § 54950 - 54962). Governing board adopted policies, meeting agendas and
24 minutes shall be maintained and available for public inspection and during site visits. For all regular
25 and special meetings of the governing board, the Charter School shall provide LACOE with written
26 notification of the meeting, including a copy of the posted agenda, no less than 72 hours prior to a
27 regular meeting and no less than 24 hours prior to a special meeting. The posted agenda shall
28 contain a description of where the agenda was posted and that the meeting is held in compliance
29 with the Americans with Disabilities Act. Within ten (10) working days of the board meeting, the
30 Charter School shall provide LACOE with an audio recording of the meeting, and any changes,
31 additions and/or materials provided to the governing board. Once approved by the Charter School's
32 governing board, the Charter School shall provide LACOE with a copy of the minutes of the meeting
33 within five (5) calendar days.

34 C. Brown Act Training: The Charter School should provide Brown Act training to its governing board
35 members and administrative staff prior to the execution of any duties.

36 D. Governing Board Policies: Prior to opening, the governing board shall develop and adopt policies
37 and procedures to guide the operation of the Charter School, including but not limited to, policies in
38 the following areas. A copy of these policies and procedures shall be submitted to LACOE prior to
39 opening and upon revision.

- 40 • Conflicts of Interest: If it has not already done so for the current year, at the first meeting of
41 the Charter School's governing board, following July 1, 2011, and annually thereafter, the
42 Charter School's governing board shall: (1) adopt a conflict of interest policy, including
43 provisions related to nepotism, for itself and the Charter School's employees and contractors
44 to ensure that no action taken by an individual or organization covered by the policy results in

1 actual or apparent conflicts of interest; (2) provide verification that all board members and
2 Charter School management employees (i.e., Form 700 filers) have participated in conflict of
3 interest training; and (3) take action to comply with the Political Reform Act, including
4 adoption of a conflict of interest policy compliant with the Act and its implementing
5 regulations. The Charter School shall follow the Political Reform Act, the California
6 Corporations Code, and IRS regulations.

- 7 • Internal Fiscal Controls: The Charter School shall develop and maintain internal fiscal control
8 policies governing all financial activities. Such policies and procedures are subject to review
9 during site visits to see that they are being implemented.
- 10 • Campus Supervision: The Charter School shall implement the governing board policy relative
11 to the supervision of students before and after school, while on campus, student pick-up, as
12 well as a procedure for visitors to enter and leave campus.
- 13 • Discipline Policies: The Charter School shall implement the governing board policies relative
14 to student discipline, including a list of the offenses for which students may (and must) be
15 suspended or expelled, the procedures for suspension or expulsion, procedures by which
16 parents and students shall be informed about reasons for suspension or expulsion, and of
17 their due process rights in regard to either disciplinary action.
- 18 • Parent/Student Handbook: The Charter School shall distribute the parent/student handbook
19 to families each year. At a minimum, the handbook shall include detailed expectations for
20 student attendance, behavior, and discipline, including policies and consequences for bullying
21 and harassment, due process rights related to discipline (including suspension, expulsion,
22 and special education), and a description of both informal and formal complaint procedures
23 that parents may pursue in the event of disagreements.
- 24 • Adherence to County Board of Education Policy and Regulation: At the first governing board
25 meeting of the Charter School following July 1, 2011, and annually thereafter, the governing
26 board of the Charter School shall review and acknowledge in its board minutes that it shall
27 adhere to all policies and regulations pertaining to charter schools that have been adopted by
28 the Los Angeles County Board of Education, so long as not inconsistent with the Charter and
29 this Agreement. LACOE shall provide the Charter School with a copy of these policies and
30 regulations annually and upon revision.

31 1.4 Administration

32 A. Enrollment and Admissions Documentation: The Charter School shall maintain on file and provide
33 to LACOE upon request the following information:

- 34 • Descriptions of outreach and recruitment activities that have been conducted to reach target
35 populations as described in the charter
- 36 • Procedures for application, enrollment, admission, wait listing and lotteries for placement
37 (enrollment preferences) as described in the charter
- 38 • Evidence of enrollment preferences consistent with the charter and with LACOE conditions of
39 operation
- 40 • Copy of enrollment forms and information provided to prospective families
- 41 • Documentation, while pertinent, that start-up enrollment is consistent with enrollment
42 numbers described in the charter
- 43 • Evidence that each student is a resident of California in accordance with EC § 47612
- 44 • For students over 18, evidence that each student has been continuously enrolled (no break in

1 enrollment greater than 20 school days) in an educational program and is making satisfactory
2 progress toward completion of a high school diploma

3 B. Health and Safety Plan: Prior to opening, annually, and upon revision, the Charter School shall
4 provide to LACOE:

- 5 • A copy of the health, safety, and emergency plan for students and employees
- 6 • Evidence that staff has been trained in health, safety, and emergency procedures
- 7 • A calendar of emergency drills for students

8 The health and safety plan shall address at a minimum, fire emergencies, earthquakes and other
9 natural disasters, civil disorder, accidents, injuries, and other threats to the health and safety of
10 students and staff. The Charter School shall provide training for staff in responding to emergencies
11 and conduct emergency response drills for its students. Amendments to the plan may be made by
12 the Charter School throughout the year. The Charter School shall provide LACOE with a copy of the
13 amended plan.

14 C. Notice to Parents/Guardians: Annually, the Charter School shall provide to LACOE a copy of the
15 annual notice sent to all parents/guardians regarding their rights under the Family Educational Rights
16 and Privacy Acts (FERPA). If the Charter School receives Title I funding, parent notice shall provide
17 information regarding the federal No Child Left Behind (NCLB) Act, including the right to request and
18 receive essential information about the professional and educational background of the teacher(s)
19 instructing their child and notification when their child is taught for four or more weeks by a teacher
20 who is not "highly qualified."

21 D. Family Educational Rights and Privacy Act (FERPA): Employees of the Charter School who have
22 a legitimate educational interest are entitled to access students education records under 20 U.S.C.A.
23 § 1232g, the Family Educational Rights and Privacy Act (FERPA) and EC § 49076(b)(6). The Charter
24 School, its officers and employees shall comply with FERPA at all times. In addition, it is agreed that
25 LACOE has an educational interest in the educational records of the Charter School such that
26 LACOE shall have access to those records for reasons that include, but are not limited to, records
27 requests, complaints, and school closure. Records at a minimum, shall include emergency contact
28 information, health and immunization data, attendance summaries, and academic performance data
29 from the statewide student assessments required pursuant to EC §§ 60605 and 60851.

30 E. Criminal Records Summaries: All employees of the Charter School, parent and non-parent
31 volunteers who will be performing services that are not under the direct supervision of a certificated
32 teacher, and onsite vendors having unsupervised contact with students shall submit to background
33 checks and fingerprinting in accordance with EC § 45125.1. The Charter School shall maintain
34 documentation, and provide to LACOE upon request, that all employees, volunteers, and vendors
35 (as applicable) have clear criminal records summaries prior to their having any unsupervised contact
36 with students. The Charter School shall maintain on file and have available for inspection during site
37 visits, evidence that the Charter School has performed criminal background checks for all employees
38 and volunteers (as applicable) and documentation that vendors have conducted required criminal
39 background checks for their employees prior to any unsupervised contact with students.

40 F. Data Reporting: The Charter School shall directly report data to the California School Information
41 Service (CSIS), California Longitudinal Pupil Achievement Data System (CALPADS), and/or any
42 other state-mandated data collection system required by the California Department of Education
43 (CDE).

44 G. The School Accountability Report Card (SARC): On or before the date determined by the CDE
45 each year, the Charter School shall post its SARC on the Charter School's website. The Charter
46 School may, but is not required to, use the template developed by the CDE and available at
47 <http://www.cde.ca.gov/talac/sa> as a guide. The Charter School shall include all elements as

1 determined by the CDE. If the Charter School does not maintain a school website, it shall print and
2 make copies of the SARC available to parents and other members of the community. If the Charter
3 School posts the SARC on its website, and receives a request for a copy, it shall provide the copy at
4 no charge.

5 H. Insurance and Risk Management: The Charter School shall procure from an insurance carrier
6 licensed to do business in the State of California, or shall otherwise participate in a Joint Powers
7 Authority (JPA) or other self-insurance pool consistent with Government Code § 6528 and keep in
8 full force during the term of the charter, no less than the following insurance coverage:

- 9 • Workers' Compensation insurance in accordance with provisions of the California Labor
10 Code, adequate to protect the charter school from claims under Workers' Compensation that
11 may arise from its operations
- 12 • Comprehensive Bodily Injury and Property Damage Liability insurance with a limit of no less
13 than \$1,000,000 per occurrence, providing coverage for negligence, errors and
14 omissions/educators' legal liability, abuse and molestation, employment practices liability and
15 employee benefits liability
- 16 • Property Damage/Boiler and Machinery/Electronic Data Processing insurance coverage with
17 replacement value limits sufficient to protect the Charter School's assets (buildings,
18 classroom space improvements, instructional materials, computers, furnishings)
- 19 • Fidelity Bond coverage with a limit of no less than \$50,000 per occurrence, with no self-
20 insured retention, to cover all employees who handle, process, or otherwise have
21 responsibility for the Charter School's funds, supplies, equipment, or other assets

22 The Charter School shall provide evidence of insurance coverage to LACOE annually and upon
23 renewal and shall instruct the insurance carrier(s) to inform LACOE immediately if the coverage
24 becomes inoperative for any reason. LACOE may request to see evidence of insurance coverage
25 during site visits.

26 In addition, the Charter School shall institute risk management policies and practices to address
27 reasonably foreseeable occurrences and provide LACOE with evidence of such policies and
28 practices on an annual basis.

29 The Charter School shall hold harmless, defend, indemnify, and name on the Certificate of insurance
30 as additional insureds the County Board, LACOE, its officers and employees, from every liability,
31 claim, or demand which may be made by reason of (1) any injury to volunteers; and (2) any injury to
32 person or property sustained by any person, firm, or corporation caused by any act, neglect, default,
33 or omission of the Charter School, its officers, employees or agents. In cases of such liabilities,
34 claims, or demands, the Charter School at its own expense and risk shall defend all legal
35 proceedings which may be brought against it and/or the County Board, LACOE, its officers and
36 employees, and satisfy any resulting judgments up to the required amounts that may be rendered
37 against any of them. Certificates of insurance and policies shall name the County Board, LACOE, its
38 officers and employees, as additional insureds with respect to any potential tort liability irrespective of
39 whether such potential liability might be predicted on theories of negligence, strict liability, or
40 products liability.

41 I. Exclusive Employer: The Charter School is deemed the exclusive employer of the employees of
42 the Charter School for the purposes of the Educational Employee Relations Act (EERA) under
43 Government Code § 3540, et seq. The Charter School shall have sole responsibility for employment,
44 management, dismissal, and discipline of its employees.

45 J. Employee Handbook: Prior to opening, annually and upon revision, the Charter School shall
46 provide to LACOE a copy of the employee handbook that shall be distributed to employees each
47 year. At a minimum, the handbook shall include detailed expectations for employee performance and

1 behavior, due process rights of employees related to disciplinary actions (including termination),
2 compensation, and benefit information for each type of employee, and a description of both informal
3 and formal complaint procedures that employees may pursue in the event of disagreements.

4 Amendments to the employee handbook may be made and distributed to employees by the Charter
5 School during the year. A copy of the handbook may be reviewed during site visits.

6 K. Employee Contracts or Agreements: Annually and upon revision, the Charter School shall provide
7 to LACOE a sample copy of the employee contract that, at a minimum, states that the Charter
8 School is the exclusive employer of employees and has sole responsibility for employment,
9 management, dismissal, and discipline of its employees. Employee contracts, for each type of
10 employee, shall be available for review by LACOE upon request.

11 L. Teacher Credentials, Highly Qualified Teacher Requirements, and Non-Certificated Personnel:
12 Annually in September and February, in accordance with Attachment C, Reporting Timeline, the
13 Charter School shall provide to LACOE an all Staff Information List (certificated and non-certificated
14 personnel) and documentation that all teachers hold a Commission on Teacher Credentialing
15 certificate, permit, or other document equivalent to that which teachers in other public schools are
16 required to hold, except as otherwise exempted by The Charter Schools Act. The Charter School
17 shall also comply with NCLB highly qualified teacher requirements. The Charter School shall provide
18 documentation that the teachers of any NCLB and/or charter defined core subject meet the highly
19 qualified teacher requirements on an annual basis and when teachers and courses may be
20 reassigned.

21 The Charter School shall adhere to all provisions of employment laws applicable to charter schools
22 including, but not limited to, EC § 47612.5(e)(1) which states: "Notwithstanding any other provision of
23 law, and as a condition of apportionment, "classroom-based instruction" in a charter school, for the
24 purposes of this part, occurs only when charter school pupils are engaged in educational activities
25 required of those pupils and are under the immediate supervision and control of an employee of the
26 school who possesses a valid teaching certification in accordance with subdivision (1) of Section
27 47605."

28 M. Management Contracts: Prior to entering into a new or revised contract with an education or
29 charter management organization (EMO/CMO), the Charter School shall provide the following
30 information:

- 31 • A draft of the proposed management contract
- 32 • A recent corporate annual report and audited financial statements for the EMO/CMO
- 33 • A description of the EMO/CMO's roles and responsibilities for the management of the Charter
34 School and the internal controls that shall be put in place to guide the relationship
- 35 • A list of other charter schools managed by the EMO/CMO and the academic and operational
36 results of such management
- 37 • A list of and background on the EMO/CMO's leaders and board of directors
- 38 • A letter of assurance from the EMO/CMO that it has conflict of interest policies in place and
39 that none of the principals of either the EMO/CMO or the Charter School have conflicts of
40 interests

41 The County Board considers entering into a contract with an EMO/CMO not identified in the charter
42 to be a material revision to that charter. The County Board shall review and approve any charter
43 school management contracts prior to the Charter School entering into the contract. (See Section 4.1
44 Material Revision to Charter)

45 N. Facilities: No later than 60 days prior to the opening of school or the occupying or re-occupying

1 of a facility or site, including learning centers, satellite facilities, administrative offices, and/or other
2 facilities used by the Charter School, the Charter School shall provide evidence that the facility is/will
3 be adequate for the Charter School's needs.

4 The Charter School will provide a written signed Agreement (lease or other similar document)
5 indicating the Charter School's right to use the principal school site and any ancillary facilities
6 identified by the Charter School for the first year of the School's operation and upon any change.
7 The Charter School shall also provide evidence that the facility will be adequate for the Charter
8 School's needs. A pre-opening site visit will be conducted prior to opening regardless of whether the
9 Charter School is locating in a facility provided by a district under Proposition 39 or in a privately-
10 leased facility.

11 Once open, the Charter School may change facilities only with prior approval of the County Board.
12 Under ordinary circumstances, the School shall provide LACOE not less than 30 days notification of
13 any change in facilities in order for LACOE to conduct a site visit prior to students attending the new
14 facilities. Under extraordinary circumstances, (e.g., a change of facilities necessitated by fire or
15 natural disaster), LACOE may waive the pre-opening site visit.

16 O. Zoning and Occupancy: At all times it is operational, the Charter School shall maintain on file a
17 certification that its facility or facilities at a site or sites zoned and/or permitted for operation of a
18 charter school (grades operated by Charter School) and has been cleared for use as a charter
19 school by all appropriate local authorities. The facility shall meet all applicable health and fire code
20 requirements and zoning laws.

21 The Charter School shall maintain on file, post as required, and upon request furnish LACOE with
22 documentation of all local approvals (EC § 47610(d)) including applicable fire marshal clearances,
23 certificates of occupancy, signed building permit inspections, and approved zoning variances. The
24 Charter School cannot exempt itself from applicable/local zoning or building code ordinances.

25 Prior to opening a new site or before an existing school may occupy a new or different facility,
26 LACOE may conduct a site review to determine that the facilities are clean, safe, Americans with
27 Disabilities Act (ADA) compliant, and have the necessary local approvals to operate. The Charter
28 School may not operate in the facility until the County Board has granted approval to do so.

29 A LACOE site review of the Charter School's facilities will determine whether they are clean, safe,
30 American Disabilities Act (ADA) compliant, and have the necessary local approvals to operate.
31 Section 1.4 N of this Agreement describes the pre-opening site visit process and requirements.

32 If the Charter School seeks facilities from the district in which it intends to locate, or is located, under
33 EC Section 47614 (Proposition 39), it will follow applicable statute and regulations regarding
34 submission of such a request to the district. LACOE will conduct a pre-opening site review to
35 approve any facilities allocated to the school by the district.
36

SECTION 2: EDUCATIONAL PERFORMANCE

37 2.1 Educational Program

38 At all times it is operational the Charter School shall have available the information listed below. The
39 information shall be submitted to LACOE prior to opening, whenever updated, and upon request:

- 40 • Scope and sequence for all subjects to be offered by the Charter School during the school
41 year and during any supplemental instruction offering
- 42 • The complete educational program for students to be served including, but not limited to:
43 (1) A description of the curriculum and identification of the basic instructional materials to be
44 used

- 1 (2) Plans for professional development, including agendas, topics to be covered, and
2 speakers
- 3 (3) Results of interim assessments used to evaluate student specific progress during the
4 school year in addition to the results of the Standardized Testing and Reporting (STAR)
5 program in evaluation of student progress
- 6 (4) If a high school, the University of California course descriptions submitted to UC Doorway
7 (<http://www.ucop.edu/doorwav/>)
- 8 (5) The Charter School's annual calendar for the school year that includes the number of
9 instructional days (minimum 175 days), minimum or early release days, holidays, board
10 recess days, and professional development days
- 11 (6) Daily bell schedule for site-based programs that includes any passing time, breaks or
12 recess, lunch breaks, before and after school activities
- 13 (7) Designation of any non-classroom based instructional days
- 14 (8) Sample student contracts, description of frequency of contact with teachers, pupil/teacher
15 ratios, and description of how student work will be evaluated for time value for
16 nonclassroom-based programs (if applicable)
- 17 (9) Initial and mid-term (as appropriate) Western Association of Schools and Colleges
18 (WASC) accreditation self-study and visiting committee reports (if the school seeks such
19 accreditation)

20 **2.2 Student Achievement Plan**

21 The Charter School shall not be required to submit a Student Achievement Plan if it has met its API
22 growth targets and AYP, both school wide and by significant subgroups, each year.

23 If the Charter School fails to meet API and/or AYP targets school-wide or by numerically significant
24 subgroups, it shall be required to submit a Student Achievement Plan to LACOE according to the
25 following dates:

- 26 • October 1 - Draft Student Achievement Plan
- 27 • December 1 - Final Student Achievement Plan

28 If the Charter School is seeking renewal of a charter and has not met API and/or AYP in the prior
29 year, it shall submit a draft Student Achievement Plan for the future concurrent with the charter
30 renewal request.

31 The Charter School shall implement its final Student Achievement Plan that sets forth school specific
32 goals, how progress towards and achievement of each goal shall be measured, and plans for
33 addressing areas identified as needing improvement. The Student Achievement Plan shall build
34 upon the assessment measures, educational goals, and student outcomes described in the charter
35 petition, and shall provide for more stringent assessment measures, educational goals, and student
36 outcomes than those described in the charter petition. If the final Student Achievement Plan is less
37 stringent than the charter, this shall be considered a material revision to the charter and shall be
38 subject to County Board of Education review and approval. The specific requirements of the Student
39 Achievement Plan are described in Attachment A, Student Achievement Plan Guidelines.

40 **2.3 Annual Report**

41 By December 1 each year, the Charter School shall submit to LACOE a written Annual
42 Report/School Accountability Report Card (SARC) to the County Board of Education for the prior
43 year that examines and describes the following:

- 1 • STAR results both in aggregate and disaggregated by numerically significant subgroups
- 2 • If a high school, California High School Exit Exam (CAHSEE) results both in aggregate and
- 3 disaggregated by subgroups
- 4 • Progress made toward meeting API and AYP targets
- 5 • Progress made toward each of the educational goals and student outcomes identified in the
- 6 charter
- 7 • Evidence that the Charter School is systematically examining student data and using it to
- 8 drive decisions regarding curriculum and instruction
- 9 • Names of any additional internal assessments used by the Charter School not identified in
- 10 the charter
- 11 • Plans to address areas identified as needing improvement by the Charter School
- 12 • Evidence that the Charter School is financially sound based on certain criteria as indicated in
- 13 Attachment B, Fiscal Oversight Requirements and Financial Reporting.
- 14 • Other relevant information as determined by LACOE or the County Board

15 LACOE shall provide the Charter School with a template for completing the Annual Report/ SARC
16 each year. The Charter School shall also be provided with comparison schools.

17 If the Charter School has been required to submit a Student Achievement Plan, it shall address the
18 following elements in the Annual Report/SARC:

- 19 • Progress made in areas identified where progress falls short of meeting outcomes identified
- 20 in the Student Achievement Plan
- 21 • Professional development provided to further progress on goals described in the Student
- 22 Achievement Plan
- 23 • Progress made on the implementation of changes to curriculum and instructional strategies
- 24 identified in the Student Achievement Plan
- 25 • Identification of targeted funds to support elements of Student Achievement Plan
- 26 • Specific evidence that the results, as shown in the Annual Report, are targeting improvement
- 27 in student achievement, and that the Charter School is financially sound according to the
- 28 criteria as set forth in Attachment B, Fiscal Oversight Requirements and Financial Reporting.

29 **2.4 Oral Report to the Los Angeles County Board of Education**

30 The Charter School shall also participate in presenting an oral report to the County Board each year.
31 The Charter School shall be informed of the presentation date by LACOE at least three weeks in
32 advance of that date.

33 At the discretion of the County Board, the Charter School may be requested to present additional
34 updates and or reports during the year.

35 **2.5 Services for Students with Disabilities**

36 The Charter School shall submit documentation that it is a Local Education Agency (LEA) with a
37 Special Education Local Plan Area (SELPA) prior to commencing operations and provide a copy of
38 its SELPA Agreement to LACOE annually.

39 **2.6 Annual Assessment of Students**

40 The Charter School shall comply with all state and federal student assessment requirements. The

1 Charter School shall test independent of LACOE, comply with all requirements of the Educational
2 Testing Service (ETS), and provide LACOE with an electronic copy of all Student Level Data
3 provided by ETS within ten (10) days of receipt of the data from ETS.

SECTION 3: FISCAL OPERATIONS

3.1 Funding

6 The Charter School shall be funded in accordance with EC § 47630 et seq. The Charter School's
7 general purpose entitlement shall be calculated in accordance with EC § 47633 et seq. The parties
8 recognize the authority of the Charter School to pursue additional sources of funding. The County
9 Board of Education must receive prior written notification of any source of additional funding that may
10 result in incurring additional debt (i.e., loans) to the Charter School.

11 LACOE shall not be responsible for resolving fiscal deficiencies for the Charter School.

3.2 Fiscal Agent

13 The Charter School shall contract with LACOE for the Charter School's participation in the State
14 Teachers' Retirement System (STRS) and/or the Public Employees Retirement System (PERS) if
15 applicable. See section 3.7 for further discussion of the STRS/PERS responsibilities.

3.3 Student Attendance Accounting and Reporting

17 The Charter School shall use commercially available and state approved attendance accounting
18 software. Annually and as updated, the Charter School shall provide a copy of the software user
19 manual as well as the Charter School's procedures for attendance accounting, with evidence of
20 internal controls. Charter School created spreadsheets on Excel or other database programs shall
21 not be accepted.

22 The Charter School shall submit a calendar of attendance months to LACOE no later than two (2)
23 weeks prior to the start of the school year. The structure of attendance months shall adhere to EC §
24 37201.

25 NOTE: It is critical that the above attendance reporting deadlines are met in an accurate and timely
26 manner. If the School misses a reporting deadline it risks being excluded from that apportionment's
27 certification and funding period. For example, if P-1 attendance data is not received in time for
28 inclusion in the P-1.

29 The Charter School shall submit monthly enrollment and attendance data as required to receive
30 apportionment of funding within five (5) business days after the end of the attendance month to
31 LACOE.

32 In addition, the Charter School shall prepare and submit to LACOE/Controller's Office/Pupil
33 Attendance Accounting and Compliance Unit, the certified data file and original signature state
34 attendance reports according to the following schedule:

- 35 • First Principal Apportionment (P-1) (attendance for all full attendance months between July 1
36 and December 31) by January 4 or if it falls on a Saturday or Sunday, the first business day
37 following January 4
- 38 • Second Principal Apportionment (P-2) (attendance for all full attendance months between
39 July 1 and April 15) by April 20 or if it falls on a Saturday or Sunday, the first business day
40 following April 20
- 41 • Annual Apportionment (attendance for The Charter School year) by July 5 or if it falls on a
42 Saturday or Sunday, the first business day following July 5

- Corrections to the second principal apportionment and annual principal apportionment reports shall be received by LACOE not later than September 15 or if it falls on a Saturday or Sunday, the first business day following September 15

Submit with the Monthly Attendance Report, an Exit Report for each student who leaves the school (except when matriculating to sixth grade). The Exit Report shall be completed by the parent/guardian and minimally include: (1) reason for withdrawal; (2) date of withdrawal; (3) school to which student is transferring; (4) parent/guardian signature and date; and (5) administrative signature and date. The Exit Reports shall coincide with the inclusive dates of the Monthly Attendance Report.

Supplemental Instruction: A schedule of Summer Supplemental hourly instructional days and hours shall be provided to LACOE no less than two (2) weeks prior to the start of the instruction. Enrollment and attendance data shall be submitted on a weekly basis, and is due within five (5) business days after the end of each week. The Charter School's governing board policy shall clearly identify goals, and how students will be identified for supplemental instruction programs and progress evaluated requisite of funding. Students shall be individually identified for each class, and the hours shall be calculated separately due to different reporting requirements and funding levels.

3.4 Revenue and Expenditure Reporting

The Charter School is required by 47604.33 to submit periodic reports of revenues, expenditures, and reserves. The Charter School shall submit to LACOE monthly statement of cash flows, copies of bank statements, General Ledger, Revenue and Expenditure Summary, Statement of Financial Position, Statement of Fund Balance, Year-to-date Budget to Actual Statement and notes to financial statements in accordance with Attachment B, Fiscal Oversight Requirements and Financial Reporting. As part of the continuous oversight, LACOE shall make a periodic assessment of the charter's fiscal condition.

In order to meet statutory timelines for revenue and expenditure reporting, The Charter School shall submit reports to LACOE for review using the state software (SACS20 ALL), according to the following schedule:

- Preliminary budget on or before July 1
- First Interim Report (expenditures through 10/31) on or before December 15
- Second Interim Report (expenditures through 1/31) on or before March 15
- Unaudited Actuals Report for the prior fiscal year on or before September 15

Any changes in the budget or interim reports from one reporting period to the next period shall be explained in writing. Explanations and budget assumptions shall accompany the reports. The Charter School is expected to maintain reserves of no less than three (3) percent of the Charter School's Adopted Budget for the fiscal year. An explanation of any projected drop in reserves below the three (3) percent level shall be included in the assumptions.

3.5 Annual Audit

In accordance with EC § 41020(h), by December 15 of each year, the Charter School shall submit an annual independent financial audit to the State Controller's Office, LACOE, and the CDE. The audit shall be conducted by an auditor from the list approved by the State Controller's Office and mutually agreeable to LACOE and the Charter School. If any findings or exceptions are identified in the annual audit, the charter school shall implement corrective action plans in a timely manner. Continuing or unresolved prior year findings or deficiencies shall have negative impact on the charter school's renewal request.

In addition to the Charter School's financial statements, the audit shall include, as applicable, but not be limited to:

- 1 • Contemporaneous records of attendance
- 2 • Annual instructional minutes
- 3 • Additional nonclassroom-based instruction
- 4 • Determination of funding for nonclassroom-based instruction as per EC § 47634.2

5 **3.6 Oversight Fees**

6 The Charter School shall be charged an oversight fee not to exceed one (1) percent of the general
7 purpose and categorical block grant revenue received by the Charter School in accordance with EC
8 § 47613 and used to offset consultant and administrative costs required for comprehensive oversight,
9 which includes but is not limited to the following categories:

- 10 • Curriculum and instruction
- 11 • Assessment and accountability
- 12 • School fiscal review
- 13 • Site visitations
- 14 • Renewal evaluations
- 15 • Attendance accounting processing, analysis and certification

16 The oversight fee shall be based on the general purpose entitlement and categorical block grant
17 funding provided to the Charter School at the Second Principal Apportionment (P-2).

18 **3.7 State Teachers Retirement System (STRS)/Public Employees Retirement System (PERS)** 19 **Reporting**

20 If the Charter School offers its employees the opportunity to participate in STRS or PERS, the
21 Charter School shall be responsible for contracting with LACOE for reporting purposes. Such
22 arrangements shall be made prior to the hiring of any employee. The Charter School shall notify
23 LACOE of the staff person who will make the arrangements and provide written notification that
24 arrangements have been made prior to the hiring of employees.

25

SECTION 4: FULFILLING CHARTER TERMS
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26 **4.1 Material Revision to Charter**

27 Changes to the charter deemed to be material revisions may not be made without prior approval by
28 the County Board of Education. Revisions to the charter considered to be material changes include,
29 but are not limited to, the following:

- 30 • Substantial changes to the educational program (including the addition or deletion of an
31 educational program), mission, or vision
- 32 • Adding a nonclassroom-based program
- 33 • Proposed changes in enrollment that increases or decreases by more than 20 percent +1- of
34 the enrollment originally projected in the charter petition in any given year
- 35 • Addition or deletion of grades or grade levels to be served
- 36 • Changes to location of facilities or lease agreements for the Charter School sites, resource
37 centers, meeting space, or other satellite facility including the opening of a new facility;
38 temporary locations rented for annual student testing purposes shall be exempted from this
39 provision

- 1 • Admissions requirements and procedures
- 2 • Governance structure, including but not limited to: changes in number of board members,
- 3 method by which new board members are selected, and/or changes in majority/quorum or
- 4 other provisions relating to resolution approval
- 5 • Entering into or revising a contract with an EMO/CMO

6 **4.2 State Assessments**

7 The Charter School agrees to comply with and adhere to the state requirements for participation and
8 administration of all state mandated tests. The state tests required to be administered include, but
9 may not be limited to:

- 10 • California Standards Tests
- 11 • California High School Exit Examination
- 12 • Physical Fitness Test
- 13 • California English Language Development Test
- 14 • California Alternate Performance Assessment
- 15 • Aprenda

16 **4.3 Site Visits**

17 LACOE shall conduct at least two (2) visits during the school year. The site visits shall consist of the
18 following:

- 19 • At least one (1) site visit shall be conducted in order to assess the Charter School's progress
20 in governance and organizational management, educational performance, fiscal operations,
21 and fulfillment of the terms of the charter. The primary focus of the visit shall be on teaching
22 and learning and, if applicable, the Student Achievement Plan (described under Section 2:
23 Educational Performance). The site visit may include review of the facility, review of records
24 maintained by the Charter School, interviews with administrators, staff, students, and parents,
25 and observation of instruction in the classroom. The evaluations for each year shall constitute
26 one (1) of the basis upon which a renewal decision shall be made at the end of the term of
27 the charter in accordance with the Education Code. Any deficiencies shall be reviewed with
28 the Charter School administration. The Charter School administration shall be given an
29 opportunity to address the deficiencies.
- 30 • At least one (1) site visit shall be conducted to examine and reconcile attendance
31 documentation and review the Charter School's compliance with applicable codes and
32 regulations concerning instructional minutes, ADA, and apportionment.

33 LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b)
34 requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the
35 instructional program and operations in accordance with County Board of Education Policy 6650.

36 **4.4 Renewals**

37 The Charter School may seek renewal of its charter prior to expiration of the term of the charter in
38 accordance with EC § 47607(a) and (b). The Charter School shall submit its renewal petition for the
39 next charter term along with a copy of the most recent Annual Report and Student Achievement Plan
40 (if applicable) to LACOE, no later than the second Monday in January (County Board Policy 6670) of
41 the school year in which the Charter School term expires.

42 LACOE shall review the charter petition, academic and financial performance, audit reports, annual
43 visitation reports, and conduct a renewal site visit prior to scheduling the renewal request for

1 consideration by LACOE. To the extent required, the charter petition shall be revised in accordance
2 with current statutes and regulations. LACOE shall abide by Education Code, California Code of
3 Regulations, and County Board Policy and Regulation when considering charter renewal.

4 **4.5 Notice of Violation, Opportunity to Remedy, and Revocation**

5 The County Board may provide notice of violation, opportunity to remedy, and revoke the charter as
6 set forth in EC § 47607 and County Board Policy and Regulation.

7 **4.6 Closure Procedures**

8 At all times it is operational the Charter School shall have closure procedures in place and available
9 for review. Closure procedures shall be submitted to LACOE prior to opening, whenever updated,
10 and upon request. Procedures shall be compliant with requirements contained in County Board
11 Policies and Procedures as operationalized in Attachment D, LACOE Closure Procedures, and shall
12 contain at a minimum:

- 13 • Identification of a responsible person(s) (e.g., Executive Director, Financial Officer, president
14 of the Charter School governing board) to oversee and conduct the closure process; this
15 provision shall include a process to ensure that it is updated no less than annually or when
16 any change is made
- 17 • Notification of students and families of the Charter School closure
- 18 • Security of student and business records
- 19 • Processing of final employee payroll and benefits
- 20 • Identification of all assets and liabilities and plan for transfer as detailed in the charter
- 21 • Final close-out audit to be paid for by the Charter School
- 22 • Identification of a source of funding to be used for closeout expenses including the final audit
- 23 • Dissolution of the Charter School and/or nonprofit corporation

24 Further descriptions of each category and a closure procedures checklist are included as Attachment
25 D, LACOE Closure Procedures. The Charter School's procedures shall also satisfy the definition of
26 "closure procedures" in Title 5, California Code of Regulations § 11962, to the extent that Section
27 imposes, or is amended to impose, additional requirements.

28 Closure procedures will not begin until appeal rights (if applicable) have been exhausted. If the
29 Charter School is to close permanently for any reason (i.e., voluntary surrender, non-renewal, or
30 revocation), LACOE shall serve written notice on the Charter School that the closure procedures
31 described in Attachment D, LACOE Closure Procedures have been invoked. The Charter School
32 shall immediately identify the specific individual who is responsible for coordinating the Charter
33 School's close out activities and shall notify LACOE. LACOE shall identify a staff person who shall
34 work with the Charter School to accomplish all close out activities.

35 **SECTION 5: NONDISCRIMINATION**

37 The parties recognize and agree that the Charter School shall not charge tuition, shall be
38 nonsectarian, and shall be open to all students regardless of race, ethnicity, national origin, gender,
39 sexual orientation (whether perceived or actual), religion, socioeconomic status, or disability. These
40 non-discrimination provisions shall apply to employment as well.

SECTION 6: SEVERABILITY

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

SECTION 7: NON-ASSIGNMENT

5 No portion of this Agreement or the charter petition approved by the LACOE may be assigned to
6 another entity without the prior written approval of the County Board of Education.

SECTION 8: WAIVER

8 A waiver of any provision or term of this Agreement shall be in writing and signed by both parties.
9 Any such waiver shall not constitute a waiver of any other provision of this Agreement. All parties
10 agree that neither party to this Agreement waives any of the rights, responsibilities, and privileges
11 established by the Charter Schools Act of 1992.

SECTION 9: NOTIFICATION

13 All notices, requests, and other communications under this Agreement shall be in writing and mailed
14 to the proper addresses as follows:

15 To LACOE at:

16 _____
17 Procurement Services Manager
18 Los Angeles County Office of Education
19 9300 Imperial Hwy
20 Downey, CA 90242

21 To the Charter School at:

22 Name _____, Title _____
23 NAME OF SCHOOL: Wisdom Academy for Young Scientist
24 ADDRESS 1
25 ADDRESS 2

26 This Agreement, including Attachments A through D, contains the entire agreement of the parties
27 with respect to the matters covered hereby, and supersedes any oral or written understandings,
28 agreements, or agreements between the parties with respect to the subject matter of this Agreement,
29 except for the Charter itself. No person or party is authorized to make any representations or
30 warranties except as set forth herein, and no agreement, statement, representation or promise by
31 any party hereto which is not contained herein shall be valid or binding. The undersigned
32 acknowledges that she/he has not relied upon any warranties, representations, statements, or
33 promises by any of the parties herein or any of their agents or consultants except as may be
34 expressly set forth in this Agreement. The parties further recognize that this Agreement shall only be
35 modified in writing by the mutual agreement of the parties.
36

1	_____	_____
2	Date	Authorized Board Representative, Wisdom Academy for Young Scientists
3		
4	_____	_____
5	Date	Authorized Board Representative, Wisdom Academy for Young Scientists
6		
7	_____	_____
8	Date	Designee, Los Angeles County Board of Education

Attachment A: Student Achievement Plan Guidelines

I. Overview

A Student Achievement Plan is required to be submitted to the Los Angeles County Office of Education (LACOE) if the Charter School fails to meet API growth targets and/or AYP in any year. The Achievement Plan requires the Charter School to establish specific goals and actions the Charter School will take to improve student academic achievement in those areas identified through the API and/or AYP as not meeting performance criteria. The Charter School shall be expected to present an annual update to the County Board of Education on the progress made in meeting goals identified in the Student Achievement Plan. These guidelines make explicit the elements that shall be addressed in the Student Achievement Plan for any subject area or criteria in which the Charter School falls short of targets. Data compiled from this Student Achievement Plan and the annual update, plus confirming evidence gathered during periodic site visits will provide LACOE with evidence of whether the Charter School is on track to its charter being renewed.

In addition to API and AYP, the Charter School may incorporate a variety of additional outcome measures to further demonstrate academic achievement and organizational effectiveness. While these various supplemental measures will not carry as much weight as the required measures in making renewal decisions, they may be important in helping the Charter School achieve its academic goals and distinctive qualities in the Charter School's mission as well as highlight those goals.

II. Required Components of the Student Achievement Plan

For each area in which the Charter School did not meet API and/or AYP targets, the Charter School shall submit a plan to the LACOE describing specific and concrete actions the Charter School will take in order to improve student achievement over the course of the current school year. The Student Achievement Plan shall address, at a minimum, the following elements:

- Methods or system the Charter School uses to examine student achievement data on a regular basis across grade levels, by subject matter, by significant subgroups, and across the Charter School as a whole
- Analysis of the STAR and AYP results that identifies the specific problem in the area(s) not meeting targets and/or criteria
- Specific actions, which follow from the examination of student data, which the Charter School will take to improve student achievement in the area(s) identified as needing improvement, including changes to curriculum, instruction, assessment, governance, and organization
- Professional development plan for teachers and/or other staff that supports the activities the Charter School will implement to improve performance in targeted areas
- Diagnostic assessments that will be used to enable the Charter School to monitor the effects of proposed changes on student performance

The Charter School shall submit a draft Student Achievement Plan to LACOE by October 1 if the Charter School did not meet API targets or AYP in the prior year. LACOE will review the draft plan and either approve it as submitted or request changes to it. If changes are required, the final Plan shall be due to LACOE by December 1.

Further information regarding API may be found at www.cde.ca.gov/italaciap/index.asp on the LACOE website. Information on AYP, including targets and criteria may be found at www.cde.ca.gov/iteac/ayfindex.asp.

Attachment B: Fiscal Oversight Requirements and Financial Reporting

LACOE shall determine fiscal soundness of the Charter School by reviewing and analyzing the financial reports and documents provided by the Charter School. This determination shall be made each month and LACOE shall notify the Charter School in writing of any concerns it may have regarding the financial stability of the Charter School.

By the fifteen of each month the Charter School shall provide the following reports and documents with full disclosure of transactions to the Controller's Office, LACOE for the prior month:

1. Monthly bank statements
2. Monthly bank reconciliations
3. Monthly general ledger
4. Statement of revenue and expenditures
5. Statement of financial position
6. Statement of fund balance
7. Year to date budget to actual statement
8. Notes to financial statements

LACOE may require additional financial related documents and shall request them of the Charter School as needed.

**Los Angeles County Office of Education
Timeline and Due Dates 2010-11
Attachment C: Reporting Timeline (Revised Annually)**

Category	Report/Activity	Send to*	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Attendance	Class Size Reduction Form J-7CSR: To LACOE no later than 05/10/11 (Participating Charters). LACOE will mail to the state: Attach copy of calculations to form.	COPA cc: CSO											X	
Attendance	Instructional Calendar and Bell Schedule: Preliminary due 7/16/10; Revised (if needed) due 8/16/10	COPA cc: CSO	X	X										
Attendance	Monthly Attendance Report AMENDMENTS 1 (from July 1 – Dec. 31): Must be received by the end of the following attendance month but no later than 01/03/11	COPA	X	X	X	X	X	X	X					
Attendance	Monthly Attendance Report AMENDMENTS 2 (from July 1 – April 15): Must be received by the end of the following attendance month but no later than 04/20/11	COPA	X	X	X	X	X	X	X	X	X	X		
Attendance	Monthly Attendance Report AMENDMENTS 3 (from July 1 – June 30): Must be received by the end of the following attendance month but no later than 06/24/11 (ECMS, LAICHS, ODY, OUCHS); 07/01/11 (SEA)	COPA	X	X	X	X	X	X	X	X	X	X	X	X
Attendance	P-1 State Attendance Report (ECMS, LAICHS, ODY, OUCHS): original signature documents received and certified data file e-mailed by: 01/05/11	COPA							X					
Attendance	P-2 State Attendance Report (ECMS, LAICHS, ODY, OUCHS): original signature documents received & certified data file e-mailed by: 04/26/11	COPA										X		
Attendance	P-3 State Annual Attendance Report (ECMS, LAICHS, ODY, OUCHS): original signature documents received and certified data file e-mailed by: 07/06/11	COPA												X
Attendance	Summer Session Attendance Registers: No later than the Friday following the close of the summer session (If applicable) for all 10-Month Charters	COPA	X	X	X									
Attendance	Summer Session Schedule (including days and hours): No later than 2 weeks prior to start of summer session for All 10-Month Charters	COPA												X
Attendance	Monthly Attendance Reports: Must be received by the first Friday after end of the attendance month. Exceptions: P-1: last attendance month ending on or prior to Dec. 31 – report must be received by 01/03/11; P-2: last attendance month ending on or prior to April 15 – report must be received by 04/20/11; P-3/Annual: last attendance report must be received no later than three (3) days after the last day of school.	COPA	X	X	X	X	X	X	X	X	X	X	X	X

**Los Angeles County Office of Education
Timeline and Due Dates 2010-11**

Category	Report/Activity	Send to:	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fiscal	Cash Flow Statement for Fiscal Year 2010-2011	CO cc: CSO											X	
Fiscal	Charter Board Adopted Final Budget: 07/01/10 (Ed Code 47604.33)	CO	X											
Fiscal	Charter Budget Estimated Actuals: 1/TBD /11	CO cc: CSO							X					
Fiscal	Consolidated Application (Title I,II, III,VI, Economic Impact Aid) Part II for current FY: 1/11; Part I for next FY: 6/11	SEA to CO; Others to CDE							X					X
Fiscal	Final, unaudited actual data of the prior year: on or before 9/15/10 (Ed Code 42100(b))	CO cc: CSO			X									
Fiscal	Financial Expenditure for Special Education: 10/01/10	CO cc: CSO				X								
Fiscal	First Interim Financial Report: 12/15/10 (Ed Code 47604.33)	CO cc: CSO						X						
Fiscal	Independent Annual Audit: 12/15/10 (Ed Code 41020(h))	State CO, CDE, CO						X						
Fiscal	Monthly Financial Reports: Must be received by the 10th day of the month: 1) Monthly bank statements, 2) Monthly bank reconciliation, 3) Monthly general ledger, 4) Statement of revenue and expenses, 5) Statement of financial position, 6) Statement of fund balance, 7) Year to date Budget to Actual Statement, 8) Notes to financial statements.	CO	X	X	X	X	X	X	X	X	X	X	X	X
Fiscal	Preliminary Budget: 5/16/11 (Ed Code 47604.33)	CO cc: CSO											X	
Fiscal	Proof of Insurance (Worker's Comp., Comp. Bodily Injury & Property Damage Liability, Property Damage/Boiler & Machinery/Electronic Data Processing Insurance, Fidelity Bond): 09/01/10 and as notified	Ebix (LACOE's Insurance Compliance Office)			X									
Fiscal	Second Interim Financial Report: 3/15/11 (Ed Code 47604.33)	CO cc: CSO									X			
Fiscal	Site Lease Agreements: 08/16/10 (And when modified)	CSO		X										
Governance	Governing Board List of Members, Officers, Affiliations, and Contact Info: 08/16/10 (And when modified)	CSO		X										

**Los Angeles County Office of Education
Timeline and Due Dates 2010-11**

Category	Report/Activity	Send to	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Governance	Governing Board Meeting Schedule for 2010-11: 08/16/10 (And when modified)	CSO		X										
Governance	Governing Board Regular & Special Meeting Agenda Notice: When posted per Brown Act; Audiorecording w/in 10 business days of meeting; Approved Minutes w/in 5 business days of approval.	CSO	X	X	X	X	X	X	X	X	X	X	X	X
Governance	Organization Chart displaying relationship between governing board and school leadership: 09/30/10	CSO			X									
Governance	School Contact Information (General & School Leadership Team): 08/16/10	CSO		X										
HR	Blank Employment Agreement/Contract for each employee type (i.e., certificated, non-certificated, mgnt., etc.): 8/16/10	CSO		X										
Instruc	CAHSEE (LAICHS, OUCHS, SEA)	N/A				X						X		
Instruc	California School Information Services (CSIS) Program: All 2009-10 data must be uploaded by 07/31/10	CDE	X											
Instruc	CalPADS: Upload all required student data on a regular schedule. Follow CalPADS guidelines.	CDE	X	X	X	X	X	X	X	X	X	X	X	X
Instruc	Campus Supervision Policy: 8/16/10 (And when modified)	CSO		X										
Instruc	CBEDS: Data collection is 10/06/10. Data may be submitted online until 10/29/10. (Note: CDE will be offering web-based training and the online system will be available in early October.) Spring 2011 TBD.	CSO				X					TBD	TBD	TBD	TBD
Instruc	FERPA - Annual Parent Notification: 09/30/10	CSO			X									
Instruc	Health & Safety Plan (Including staff training schedule and emergency drill calendar): 08/16/10	CSO		X										
Instruc	Non NCLB Compliant Teachers - Notice to Parents (If Applicable): 10/01/10 and if added during the year.	CSO				X								
Instruc	Parent/Student & Employee Handbooks for 2010-11: 08/16/10	CSO cc: COPA		X										
Instruc	SARC - Publish on school website or make written report available; Notification to Parents: 02/01/11 or as determined by CDE. (Provide CSO with link or hard copy depending on method of publishing.)	CSO								X				

**Los Angeles County Office of Education
Timeline and Due Dates 2010-11**

Category	Report/Activity	Send to:	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Instruc	SELPA Agreement: 08/16/10	CSO		X										
Instruc	Student and Staff (Certificated and non-certificated) Information Lists & Credentials: 10/01/10 and 02/02/11	CSO				X				X				
Instruc	STAR Student Level Data Disk: Within 5 days of receipt from ETS and no later than 10/01/10.	CSO		X	X	X								
Instruc	STAR Testing Schedule: Submit 2 weeks prior to testing	CSO									X	X	X	
Instruc	STAR Testing Takes Place	N/A									X	X	X	
Instruc	Student National Origin Report (SNOR): 03/01/11	CSO									X			
Instruc	Submit Coursework to UC Doorways (High Schools Only). 10-11 submission cycle opened 2-15-10 & closes 9-19-10 at midnight.	N/A	X	X	X									
Instruc	Suspension and Expulsion Report: June 2011	CSO												X
Instruc	WASC Accreditation (If applicable): Follow individual school plan submission and visitation cycle.	N/A	X	X	X	X	X	X	X	X	X	X	X	X
Instruc	California High School Exit Exam (CAHSEE) Intensive Instruction Report (If applicable): April 2011	Wms/Valen										X		
Instruc-EL	CELDT Annual Testing Window	N/A	X	X	X	X								
Instruc-EL	CELDT Results Annual Parent Letter	CSO							X	X				
Instruc-EL	CELDT Testing	N/A	X	X	X	X								
Instruc-EL	English Learners Monthly Monitoring of RFEP Students: (Documentation Maintained at Site)	N/A	X	X	X	X	X	X	X	X	X	X	X	X
Instruc-EL	English Learner program placement, parent letter: Start of School Year	CSO	X	X	X									
Instruc-EL	English Learner waiver program, annual info. to parents	CSO		X									X	X
Instruc-EL	R30 Language Census Report: 03/01/11	CSO									X			
Instruc-Title I	Title I PI Notification to Parents (if applicable): Start of School Year	CSO		X	X									
Instruc-Title I	NCLB Non-Highly Qualified Teacher Notification to Parents (if applicable): Start of School Year & Every 4 Wks of Tchr Placement	CSO	X	X	X	X	X	X	X	X	X	X	X	X
Other	Annual Report to LACOE Board (Oral): Jan. - Apr. (TBD)	N/A							X	X	X	X		

**Los Angeles County Office of Education
Timeline and Due Dates 2010-11**

Category	Report/Activity	Send to	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Other	Annual Report to LACOE Board (Written): 12/01/10	CSO						X						
Other	Scheduled Charter School Office Meetings (Tentative)	N/A			X					X		X		
Site Visit	Site Facility Inspections (TBD)	N/A	X	X	X	X	X	X	X	X	X	X	X	X
Site Visit	Site Visit Per EC 47604.32 (TBD)	N/A	X	X	X	X	X	X	X	X	X	X	X	X
	*CSO = Charter School Office CO = Controller's Office COPA = Controller's Office Pupil Attendance Wms/Valen = Williams/Valenzuela													
	<u>[1] CA School Information Services (CSIS) Program in transition to CalPADS. The CSO will update you as we receive information.</u>													

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist
Attachment D: LACOE Closure Procedures**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
1.	<p>When revocation, non-renewal, or proceedings have been exhausted, LACOE shall, within three (3) business days, provide the charter school with written notification by certified mail/courier service, of the closure action.</p> <p>In the case of voluntary surrender, the charter school shall, within three (3) business days of the decision to close, provide LACOE Charter School Office (CSO) with written notification by registered mail that closure procedures have been invoked.</p> <p>In both instances, the dated notice shall be referred to as the "Closure Action."</p> <p>The charter school shall post, in public view at each site, a copy of the Closure Action upon receipt/issuance whether it originates with LACOE or the charter school.</p>	<p>Three (3) business days</p> <p>Receipt/Issuance of Closure Action</p>
2.	<p>LACOE CSO shall, upon Closure Action, immediately notify the California Department Education (CDE). The notice will include:</p> <ul style="list-style-type: none"> • Charter school name, charter number, CDS code; • Reason for closure (revocation, non-renewal, other); • Effective date of closure; • Description of the circumstances (reason) of the closure. 	<p>Immediate</p>
3.	<p>The charter school shall, within two (2) business days of the Closure Action, notify LACOE CSO of the location of all student and business records. No student or business records shall be disposed of, moved, or duplicated without the express written consent of LACOE CSO, except that student records may be copied for students' families or for the purpose of sending them to a receiving school. A record must be kept of all files copied and/or sent; the record must be provided to LACOE.</p>	<p>Two (2) business days</p>
4.	<p>The charter school shall, within two (2) business days of the Closure Action, provide LACOE CSO with the name, address, and contact information of the individual designated as the primary contact for all close out activities of the school, and the board approved resolution appointing this person as primary contact.</p>	<p>Two (2) business days</p>
5.	<p>The charter school primary contact and a member of the charter school's governing board shall meet with the LACOE Superintendent or designee within 5 days of the Closure Action to review the orderly closing of the charter school. At this meeting:</p> <p>5a. The charter school shall provide LACOE with a complete and accurate roster of all students enrolled in the charter school including:</p> <ul style="list-style-type: none"> • Student names; • Parent(s)/guardian(s) names, addresses, phone numbers; • Grade levels and grades completed; • Each student's district of residence. 	<p>Five (5) business days</p>

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
9.	The charter school shall, within five (5) business days of the Closure Action, notify all contractors (such as a charter management organization, education management organization, food service provider, instructional service provider, or transportation service provider) of the school's closure. The charter school shall terminate all existing leases, service agreements, and other contracts for the close out of the school. Leases, service agreements and contracts should be terminated in a cost effective manner in order to minimize expenses. LACOE CSO shall be copied on all correspondence.	Five (5) business days
10.	The charter school shall, within five (5) business days of the Closure Action, provide written notification to the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), or other retirement benefit administration systems, and follow their procedures for dissolving contracts and reporting. LACOE CSO shall be copied on all correspondence.	Five (5) business days
11.	The charter school shall, within five (5) business days of the Closure Action, notify all faculty and staff of the school's closure, providing each with necessary information related to compensation and retirement, including, but not limited to, any optional benefits that they may continue after the school closes. LACOE CSO shall be copied on all correspondence.	Five (5) business days
12.	LACOE CSO shall respond promptly to inquiries from students, their families, charter school faculty and staff, the community/public, and the media.	Immediately
13.	Provided that LACOE has possession of pupil records, LACOE shall, within five (5) business days, respond to parent/guardian written requests for a copy of their child's cumulative file ensuring that the documents are given to the parent/guardian identified as having legal custody/guardianship of the student with regard to educational placement.	Five (5) business days from request
14.	LACOE shall, within ten (10) business days, respond to requests for the transfer of students' cumulative files to other public or private schools in which students enroll.	Ten (10) business days from request
15.	If the charter school continues instruction to the end of the current academic year, it shall issue report cards within five (5) business days of the last date of instruction.	Five (5) business days from last date of instruction
16.	<p>16a. The charter school shall, within five (5) days of the last date of instruction, submit an enrollment update to the CDE California School Information Services (CSIS) Program and deposit a copy with http://lacoemis.org</p> <p>16b. The charter school shall, within twenty (20) business days of the last date of instruction, provide the LACOE Controller's Office (CO), Pupil Attendance with the final monthly student attendance registers, signed by teachers and certified by the designated administrator; all teacher contemporaneous records (daily class lists/rosters); and all absence logs, sign-in/out sheets and other supporting documentation for attendance accounting.</p> <p>16c. The charter school shall provide closing State Attendance Report (SAR) with original signatures as well as the electronic file on compact disk either hand delivered or certified/return receipt mail to LACOE CO, Pupil Attendance within ten (10) business days of the above.</p>	<p>Five (5) business days from last date of instruction</p> <p>Twenty (20) business days from last date of instruction</p> <p>Ten (10) business days</p>

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
17.	The charter school must continue to maintain the same insurance coverage for the period following dissolution and winding up of the corporation or entity.	Continuous
18.	The charter school shall continue to ensure that assets are protected against misappropriation, theft, and deterioration. Assets shall not be disposed of or moved without the express written consent of LACOE Controller's Office (CO). Insurance must be maintained until assets are properly disposed of in accordance with the distribution plan. All materials/inventory purchased with federal dollars and subject to federal restrictions must be disposed in accordance with applicable federal law.	Continuous
19.	The charter school shall, within ten (10) business days of the Closure Action, produce for LACOE's inspection, a comprehensive list of and copies of all existing leases, service agreements, and other contracts. LACOE CSO shall be copied on all correspondences with identified contractors.	Ten (10) business days
20.	The charter school shall, within ten (10) business days of the Closure Action, notify all funding sources (including charitable partners) of the school's closure. LACOE CSO shall be copied on all correspondence.	Ten (10) business days
21.	If the charter school has any agreements with organizations representing employees, the charter school shall notify the organizations of the Closure Action as specified in the agreements. LACOE CSO shall be copied on all correspondence.	According to agreements
22.	The charter school shall, within ten (10) business days of the Closure Action, notify the LACOE CSO of all pending law suits or legal claims to which the school is a party. The charter school shall immediately notify LACOE CSO if litigation or claims are filed thereafter until the school is formally dissolved.	Ten (10) business days
23.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive inventory of all assets. These assets may not be disposed of, moved, transferred, or liquidated without express written consent from LACOE.	Ten (10) business days
24.	The charter school shall, within ten (10) business days of the Closure Action, provide the LACOE CO with a close-out budget that includes the following: 24a. A description of current and outstanding projected payroll and payroll benefits commitments through closure, including a list of each employee, and their job duties; and 24b. A projection of the funds necessary to complete all administrative closure related tasks.	Ten (10) business days
25.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive list of all creditors and debtors.	Ten (10) business days

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
26.	<p>The charter school shall return grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law as appropriate. Submit a final expenditure report for all grants to the granting agency within twenty (20) business days from the last date of instruction. Federal grants must be closed out, including the filing of the required Final Expenditure Report and Final Performance Reports. Federal Forms 269 and 269a may apply if the school was receiving funds directly from the U.S. Department of Education. LACOE CSO shall be copied on all correspondence.</p>	<p>Twenty (20) business days from last date of instruction; applicable state and federal requirements</p>
27.	<p>The charter school shall, within twenty (20) business days of the Closure Action and monthly until dissolution, submit to LACOE CO monthly accounts payable along with detailed payment schedules. (Expenditures must be strictly limited to only those that are reasonable and necessary for the on-going day-to-day operations of the charter school. These expenditures are limited to salaries, benefits, utilities, rent, auditor /certified public accountant and insurance and must already be authorized in the budget.)</p> <p>Submit year-end financial reports to the LACOE CO within twenty (20) business days of the last date of instruction.</p>	<p>Twenty (20) business days Twenty (20) business days from last date of instruction</p>
28.	<p>The charter school shall, within twenty (20) business days from the Closure Action, prepare and deliver to LACOE CO a proposed plan and timeline for the disposal of all property owned by the school (and acquired with public funds) in order to maximize revenue in accordance with law, payment of any and all liabilities and the disbursement of any remaining assets of the school, liquidation of assets to pay off any and all outstanding liabilities.</p> <p>No assets may be liquidated, disposed of, moved, or transferred, in accordance with this proposed plan until LACOE has given approval and the final closure audit has been concluded.</p>	<p>Twenty (20) business days</p>
29.	<p>The charter school shall arrange for a preliminary audit, if requested by LACOE.</p> <p>The charter school shall arrange for a final closure audit no more than 120 calendar days from the last date of instruction; cost of the audit will be considered a liability of the charter school. This audit may coincide with the regular required annual audit. The auditor engaged to perform the audit(s) shall be from the list of approved school auditors maintained by the California State Controller's Office and shall be approved by LACOE with the estimated start and completion date, and estimated cost of audit. The independent auditor will conduct a final audit of the charter school, including but not limited to the following task(s):</p> <ul style="list-style-type: none"> • An accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value. • An accounting of the liabilities, including accounts payable and any reductions in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation. • An assessment of the disposition of net assets including all unrestricted and restricted funds received by, or due to the charter school. • Verification of school's comprehensive list of creditors and debtors and the amounts owed or owing. • The charter school will provide copies of the final monthly student attendance registers to the independent auditor. 	<p>Upon request 120 calendar days from the last date of instruction</p>

ATTACHMENT E

Action of the County Board to Authorize the Charter School

ATTACHMENT F

Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

Element 1 – Educational Program: Describe the manner in which the school shall comply with the requirement to serve students with disabilities in the same manner as students are served in other public schools (EC 47646 and 56145). The Charter School shall:

1. Inform LACOE whether it intends to remain a “school of the district” or will be an LEA for the purpose of special education services and which LEA the school will join.

If the school shall become an LEA, the petition must specify the charter school’s special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school’s understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. Including, description of the accommodations and/or modifications that may be used during standardized assessments and how the Charter School is responsible for students with disabilities when the IEP Team exempts them from standardized testing; how parents of students with disabilities are informed about the school’s educational program; how the school shall provide special education services to students who are English learners. Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency.

Describe the target population to be served, how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. Specifically, respond to Findings of Fact contained in the Report and Recommendation to the County Board with regard to students with disabilities.

2. Provide a five-year build-out plan that describes the number of students and grade levels to be served each year including the location (facility) in which the students will be housed.
3. Describe how the school identifies and responds to the needs of students who are not achieving at or above expected levels.

Element 2 – Measurable Student Outcomes:

1. Revised Section 2.3 (Extent to which all pupils demonstrate that they have attained skills #1 and #2) of the Charter School’s petition shall be revised to reflect the County Board as the authorizer.
2. Describe the measurable outcomes the school uses to determine whether students in grade K and 1 are making progress toward meeting the content standards.
3. Describe the measurable outcomes the school uses to determine whether English learners are making progress toward meeting the content standards in all content areas.

Element 3 – Means for Measuring Pupil Progress:

1. Describe the assessment instruments the school uses to measure ongoing student progress in all academic areas, grade levels, and student populations.

Element 5 – Employee Qualifications:

1. Submit copies of all current job descriptions including any new job descriptions for special education positions.

Element 7 – Means to Achieve a Racial and Ethnic Balance:

1. Submit recruitment plan used for 2011-12 enrollment. Describe the racial and ethnic balance the school is attempting to achieve and show how that balance is reflective of LAUSD.

Element 8 – Admissions Requirements:

1. Describe the process for conducting the lottery.

Element 12 – Public School Attendance Alternatives:

1. Describe how the school notifies the parent/guardian of each enrolled pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

Element 16 – Closure Procedures:

1. Closure procedures in the charter petition reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

The Charter School shall make the necessary technical amendments to the complete charter petition to reflect the County Board as the authorizer.

ATTACHMENT G

Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

The Charter School's renewal petition fails to comply with *EC* § 47607(a)(2) which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed....*

The sections that shall be brought current include, but may not be limited to: Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.

1 **Los Angeles County Office of Education**
2 **Monitoring and Oversight Memorandum of Understanding¹**

3 Wisdom Academy for Young Scientists Charter School
4 Charter Authorization Period: July 1, 2011 – June 30, 2016

5 **INTRODUCTION**

6 The Los Angeles County Board of Education (hereinafter "County Board") is guided by the intent of
7 the legislature, that quality charter schools are and should be an integral part of the California
8 educational system. The County Board believes that charter schools provide an opportunity to
9 implement accountability-based school-level reform, support innovation which improves student
10 learning, and provide choice for parents. Charter schools operate under the provisions of the charter,
11 applicable state and federal laws, and the general oversight of the County Board.

12 The County Board supports this effort by establishing a defined accountability system for
13 determining the effectiveness of the charter schools it authorizes. Charter schools are public
14 schools; as such, their performance is subject to review and comparison with any other publicly
15 funded school. A charter school's demographic composition should reflect the community it serves
16 and in which it is located.

17 **PURPOSE OF AGREEMENT**

18 The State of California enacted the Charter Schools Act of 1992 authorizing the creation of charter
19 schools with the intent that the schools improve student learning through a variety of means,
20 including increased learning opportunities, innovative teaching methods, expanded choice for
21 parents, and performance-based accountability.

22 Education Code Section 47605 requires a charter petition need to provide a "reasonably
23 comprehensive description" of the manner in which the school will operate; it is not a comprehensive
24 document. An agreement is a useful tool for clarifying the expectations, operations, and
25 responsibilities of both parties beyond that which is required in the charter but is required for
26 successful operation and monitoring of a charter school.

27 County Board has established this Monitoring and Oversight Memorandum of Understanding
28 ("Agreement") to address matters not covered in the charter in order to clarify the monitoring and
29 oversight expectations and responsibilities. The Charter School Act allows the County Board to
30 authorize charter schools under specified circumstances and by doing so, becomes the authorizing
31 agency of the charter schools. The County Board has delegated to the County Superintendent of
32 Schools, its obligations to oversee its authorized charter schools under the terms of this Agreement,
33 the provisions of the school's charter, applicable laws, regulations, and County Board Policy and
34 Regulation.

35 The fundamental interest of the Los Angeles County Office of Education (hereinafter "LACOE") is —
36 on a continuing basis — to be reasonably assured that charter schools authorized by the County
37 Board are:

- 38 • Implementing the provisions of the charter as approved
39 • Adhering to all requirements of federal, state, and local law that apply to charter schools
40 • Being operated reasonably in all respects

¹ Adapted from the Memorandum of Understanding (MOU) utilized by the State Board of Education. This agreement reflects changes made for the Los Angeles County Board of Education as the authorizer.

1 Agreement and the charter. (Initial *W*) The approved Agreement (including any subsequent
2 Addenda) shall continue unless modified in writing. This Agreement shall automatically expire upon
3 the expiration or revocation of the charter. The approved Agreement (including any Addendums)
4 continues in existence as long as the Charter School is operational, but automatically expires if the
5 Charter School becomes non-operational, typically because of non-renewal, revocation, or voluntary
6 closure.

7 TERM OF THE CHARTER

8 The Charter School is a public school that is or shall be operating pursuant to a charter (hereinafter
9 the "charter"). On June 7, 2011, the County Board authorized the charter contingent upon the
10 petitioner making any necessary non-material changes to the petition, the signing of the LACOE
11 Monitoring and Oversight Memorandum of Understanding, and upon inspection and approval of
12 facilities.

13 The Charter School shall operate as a classroom based charter school within the boundaries of Los
14 Angeles Unified School District in the county of Los Angeles. The Charter School shall serve grades
15 K-5 and shall have an approximate enrollment of five hundred twenty (520) students per year for the
16 term of the charter.

17 The Charter School shall be responsible for all the functions of a charter school subject to applicable
18 statutes, the charter, the terms and conditions set forth in the charter, and this Agreement.

19 If applicable, the Charter School will commence its first year of operation between July 1 and
20 September 30, 2011, subject to any conditions that were specified by the County Board in the action
21 it took to approve the Charter. Any condition that was not met through revision of the Charter may be
22 addressed in this Agreement.

23 The Charter School's charter shall have a five (5) year term to expire on June 30, 2016. The
24 provisions of the charter and the Agreement shall be aligned.

25 The County Board reserves the right to approve material revisions to the charter and/or revoke the
26 charter as specified in Education Code Section 47607. *The school may only seek renewal of its*
27 *charter after successfully operating the school as specified in Section 4.4 of this Agreement.* (Initial
28 *W*)

29

SECTION 1: GOVERNANCE AND ORGANIZATIONAL MANAGEMENT

30 The Charter School is operated by a nonprofit public benefit corporation, formed and organized
31 pursuant to the Nonprofit Public Benefit Corporation Law (Corporations Code § 5110 et seq.). The
32 Charter School is a separate legal entity and neither the County Board nor LACOE is liable for the
33 debts and obligations of the Charter School. The Charter School shall use all revenue received from
34 state and federal sources only for the educational services specified in the charter and this
35 Agreement for the benefit of the students enrolled in and attending the Charter School. Other
36 sources of funding must be used in accordance with applicable state and federal statutes, and the
37 terms or conditions of any grant or donation.

38 1.1 Organization

39 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
40 Timeline, and as updated:

- 41 • Contact information, including phone numbers, official addresses and e-mail addresses for
42 the principal contacts for the Charter School
- 43 • Organization chart displaying relationship between governing board and the Charter School

1 leadership

- 2 • Written notice of any change in the directors, officers, and administrators
- 3 • Prior written notice of any proposed service/employment contract and/or agreement with the
4 former executive director whose contract was terminated by the WAYS board in June 2011,
5 and a copy of the contract/agreement prior to execution (to monitor fulfillment of the
6 conditions of authorization attached hereto as Attachment E.)
- 7 • A copy of any proposed contract with any person or entity that pertains to facilities prior to the
8 Charter School's execution of that agreement

9 • **1.2 Governing Board Establishment**

10 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
11 Timeline, and as updated:

- 12 • Articles of Incorporation
- 13 • Bylaws approved by the governing board
- 14 • Conflict of Interest Policy
- 15 • Roster and resumes of current governing board members
- 16 • Statement of Economic Interests, Form 700 for all filers

17 **1.3 Governing Board Activities**

18 A. Calendar: The Charter School shall provide an annual calendar of governing board regular
19 meetings, including a description of how parents and community members shall be notified of
20 meetings.

21 B. Governing Board Meetings: The governing board of the Charter School shall conduct public
22 meetings at such intervals as are necessary to ensure that the board is providing sufficient direction
23 to the Charter School through implementation of effective board policies and procedures. Governing
24 board meetings shall be conducted in keeping with the requirements of the Ralph M. Brown Act
25 (Government Code § 54950 - 54962). Governing board adopted policies, meeting agendas and
26 minutes shall be maintained and available for public inspection and during site visits. For all regular
27 and special meetings of the governing board, the Charter School shall provide LACOE with written
28 notification of the meeting, including a copy of the posted agenda, no less than 72 hours prior to a
29 regular meeting and no less than 24 hours prior to a special meeting. The posted agenda shall
30 contain a description of where the agenda was posted and that the meeting is held in compliance
31 with the Americans with Disabilities Act. Within ten (10) working days of the board meeting, the
32 Charter School shall provide LACOE with an audio recording of the meeting, and any changes,
33 additions and/or materials provided to the governing board. Once approved by the Charter School's
34 governing board, the Charter School shall provide LACOE with a copy of the minutes of the meeting
35 within five (5) calendar days.

36 C. Brown Act Training: The Charter School should provide Brown Act training to its governing board
37 members and administrative staff prior to the execution of any duties.

38 D. Governing Board Policies: Prior to opening, the governing board shall develop and adopt policies
39 and procedures to guide the operation of the Charter School, including but not limited to, policies in
40 the following areas. A copy of these policies and procedures shall be submitted to LACOE prior to
41 opening and upon revision.

- 42 • Conflicts of Interest: If it has not already done so for the current year, at the first meeting of
43 the Charter School's governing board, following July 1, 2011, and annually thereafter, the
44 Charter School's governing board shall: (1) adopt a conflict of interest policy, including

1 provisions related to nepotism, for itself and the Charter School's employees and contractors
2 to ensure that no action taken by an individual or organization covered by the policy results in
3 actual or apparent conflicts of interest; (2) provide verification that all board members and
4 Charter School management employees (i.e., Form 700 filers) have participated in conflict of
5 interest training; and (3) take action to comply with the Political Reform Act, including
6 adoption of a conflict of interest policy compliant with the Act and its implementing
7 regulations. The Charter School shall follow the Political Reform Act, the California
8 Corporation Code, and IRS regulations.

- 9 • Internal Fiscal Controls: The Charter School shall develop and maintain internal fiscal control
10 policies governing all financial activities. Such policies and procedures are subject to review
11 during site visits to see that they are being implemented.
- 12 • Campus Supervision: The Charter School shall implement the governing board policy relative
13 to the supervision of students before and after school, while on campus, student pick-up, as
14 well as a procedure for visitors to enter and leave campus.
- 15 • Discipline Policies: The Charter School shall implement the governing board policies relative
16 to student discipline, including a list of the offenses for which students may (and must) be
17 suspended or expelled, the procedures for suspension or expulsion, procedures by which
18 parents and students shall be informed about reasons for suspension or expulsion, and of
19 their due process rights in regard to either disciplinary action.
- 20 • Parent/Student Handbook: The Charter School shall distribute a hard copy of the
21 parent/student handbook to families each year or make the handbook available online and
22 provide a hard copy upon request. At a minimum, the handbook shall include detailed
23 expectations for student attendance, behavior, and discipline, including policies and
24 consequences for bullying and harassment, due process rights related to discipline (including
25 suspension, expulsion, and special education), and a description of both informal and formal
26 complaint procedures that parents may pursue in the event of disagreements.
- 27 • Adherence to County Board of Education Policy and Regulation: At the first governing board
28 meeting of the Charter School following July 1, 2011, and annually thereafter, the governing
29 board of the Charter School shall review and acknowledge in its board minutes that it shall
30 adhere to all policies and regulations pertaining to charter schools that have been adopted by
31 the Los Angeles County Board of Education, as long as the policies do not conflict with
32 Education Code. LACOE shall provide the Charter School with a copy of these policies and
33 regulations annually and upon revision.

34 1.4 Administration

35 A. Enrollment and Admissions Documentation: The Charter School shall maintain on file and provide
36 to LACOE upon request the following information:

- 37 • Descriptions of outreach and recruitment activities that have been conducted to reach target
38 populations as described in the charter
- 39 • Procedures for application, enrollment, admission, wait listing and lotteries for placement
40 (enrollment preferences) as described in the charter
- 41 • Evidence of enrollment preferences consistent with the charter and with LACOE conditions of
42 operation
- 43 • Copy of enrollment forms and information provided to prospective families
- 44 • Documentation, while pertinent, that start-up enrollment is consistent with enrollment
45 numbers described in the charter

- 1 • Evidence that each student is a resident of California in accordance with EC § 47612
- 2 • For students over 18, evidence that each student has been continuously enrolled (no break in
- 3 enrollment greater than 20 school days) in an educational program and is making satisfactory
- 4 progress toward completion of a high school diploma
- 5 B. Health and Safety Plan: Prior to opening, annually, and upon revision, the Charter School shall
- 6 provide to LACOE:
- 7 • A copy of the health, safety, and emergency plan for students and employees
- 8 • Evidence that staff has been trained in health, safety, and emergency procedures
- 9 • A calendar of emergency drills for students
- 10 The health and safety plan shall address at a minimum, fire emergencies, earthquakes and other
- 11 natural disasters, civil disorder, accidents, injuries, and other threats to the health and safety of
- 12 students and staff. The Charter School shall provide training for staff in responding to emergencies
- 13 and conduct emergency response drills for its students. Amendments to the plan may be made by
- 14 the Charter School throughout the year. The Charter School shall provide LACOE with a copy of the
- 15 amended plan.
- 16 C. Notice to Parents/Guardians: Annually, the Charter School shall provide to LACOE a copy of the
- 17 annual notice sent to all parents/guardians regarding their rights under the Family Educational Rights
- 18 and Privacy Acts (FERPA). If the Charter School receives Title I funding, parent notice shall provide
- 19 information regarding the federal No Child Left Behind (NCLB) Act, including the right to request and
- 20 receive essential information about the professional and educational background of the teacher(s)
- 21 instructing their child and notification when their child is taught for four or more weeks by a teacher
- 22 who is not "highly qualified."
- 23 D. Family Educational Rights and Privacy Act (FERPA): Employees of the Charter School who have
- 24 a legitimate educational interest are entitled to access students education records under 20 U.S.C.A.
- 25 § 1232g, the Family Educational Rights and Privacy Act (FERPA) and EC § 49076(b)(6). The Charter
- 26 School, its officers and employees shall comply with FERPA at all times. In addition, it is agreed that
- 27 LACOE has an educational interest in the educational records of the Charter School such that
- 28 LACOE shall have access to those records for reasons that include, but are not limited to, records
- 29 requests, complaints, and school closure. Records at a minimum, shall include emergency contact
- 30 information, health and immunization data, attendance summaries, and academic performance data
- 31 from the statewide student assessments required pursuant to EC §§ 60605 and 60851.
- 32 E. Criminal Records Summaries: All employees of the Charter School, parent and non-parent
- 33 volunteers who will be performing services that are not under the direct supervision of a certificated
- 34 teacher, and onsite vendors having unsupervised contact with students shall submit to background
- 35 checks and fingerprinting in accordance with EC § 45125.1. The Charter School shall maintain
- 36 documentation, and provide to LACOE upon request, that all employees, volunteers, and vendors
- 37 (as applicable) have clear criminal records summaries prior to their having any unsupervised contact
- 38 with students. The Charter School shall maintain on file and have available for inspection during site
- 39 visits, evidence that the Charter School has performed criminal background checks for all employees
- 40 and volunteers (as applicable) and documentation that vendors have conducted required criminal
- 41 background checks for their employees prior to any unsupervised contact with students.
- 42 F. Data Reporting: The Charter School shall directly report data to the California School Information
- 43 Service (CSIS), California Longitudinal Pupil Achievement Data System (CALPADS), and/or any
- 44 other state-mandated data collection system required by the California Department of Education
- 45 (CDE).
- 46 G. The School Accountability Report Card (SARC): On or before the date determined by the CDE

1 each year, the Charter School shall post its SARC on the Charter School's website. The Charter
2 School may, but is not required to, use the template developed by the CDE and available at
3 <http://www.cde.ca.gov/talac/sa> as a guide. The Charter School shall include all elements as
4 determined by the CDE. If the Charter School does not maintain a school website, it shall print and
5 make copies of the SARC available to parents and other members of the community. If the Charter
6 School posts the SARC on its website, and receives a request for a copy, it shall provide the copy at
7 no charge.

8 **H. Insurance and Risk Management:** The Charter School shall procure from an insurance carrier
9 licensed to do business in the State of California, or shall otherwise participate in a Joint Powers
10 Authority (JPA) or other self-insurance pool consistent with Government Code § 6528 and keep in
11 full force during the term of the charter, no less than the following insurance coverage:

- 12 • Workers' Compensation insurance in accordance with provisions of the California Labor
13 Code, adequate to protect the charter school from claims under Workers' Compensation that
14 may arise from its operations
- 15 • Comprehensive Bodily Injury and Property Damage Liability insurance with a limit of no less
16 than \$1,000,000 per occurrence, providing coverage for negligence, errors and
17 omissions/educators' legal liability, abuse and molestation, employment practices liability and
18 employee benefits liability
- 19 • Property Damage/Boiler and Machinery/Electronic Data Processing insurance coverage with
20 replacement value limits sufficient to protect the Charter School's assets (buildings,
21 classroom space improvements, instructional materials, computers, furnishings)
- 22 • Fidelity Bond coverage with a limit of no less than \$50,000 per occurrence, with no self-
23 insured retention, to cover all employees who handle, process, or otherwise have
24 responsibility for the Charter School's funds, supplies, equipment, or other assets

25 The Charter School shall provide evidence of insurance coverage to LACOE annually and upon
26 renewal and shall instruct the insurance carrier(s) to inform LACOE immediately if the coverage
27 becomes inoperative for any reason. LACOE may request to see evidence of insurance coverage
28 during site visits.

29 In addition, the Charter School shall institute risk management policies and practices to address
30 reasonably foreseeable occurrences and provide LACOE with evidence of such policies and
31 practices on an annual basis.

32 The Charter School shall hold harmless, defend, indemnify, and name on the Certificate of insurance
33 as additional insureds the County Board, LACOE, its officers and employees, from every liability,
34 claim, or demand which may be made by reason of (1) any injury to volunteers; and (2) any injury to
35 person or property sustained by any person, firm, or corporation caused by any act, neglect, default,
36 or omission of the Charter School, its officers, employees or agents. In cases of such liabilities,
37 claims, or demands, the Charter School at its own expense and risk shall defend all legal
38 proceedings which may be brought against it and/or the County Board, LACOE, its officers and
39 employees, and satisfy any resulting judgments up to the required amounts that may be rendered
40 against any of them. Certificates of insurance and policies shall name the County Board, LACOE, its
41 officers and employees, as additional insureds with respect to any potential tort liability irrespective of
42 whether such potential liability might be predicted on theories of negligence, strict liability, or
43 products liability.

44 **I. Exclusive Employer:** The Charter School is deemed the exclusive employer of the employees of
45 the Charter School for the purposes of the Educational Employee Relations Act (EERA) under
46 Government Code § 3540, et seq. The Charter School shall have sole responsibility for employment,
47 management, dismissal, and discipline of its employees.

1 J. Employee Handbook: Prior to opening, annually and upon revision, the Charter School shall
2 provide to LACOE a copy of the employee handbook that shall be distributed to employees each
3 year. At a minimum, the handbook shall include detailed expectations for employee performance and
4 behavior, due process rights of employees related to disciplinary actions (including termination),
5 compensation, and benefit information for each type of employee, and a description of both informal
6 and formal complaint procedures that employees may pursue in the event of disagreements.

7 Amendments to the employee handbook may be made and distributed to employees by the Charter
8 School during the year. A copy of the handbook may be reviewed during site visits.

9 K. Employee Contracts or Agreements: Annually and upon revision, the Charter School shall provide
10 to LACOE a sample copy of the employee contract that, at a minimum, states that the Charter
11 School is the exclusive employer of employees and has sole responsibility for employment,
12 management, dismissal, and discipline of its employees. Employee contracts, for each type of
13 employee, shall be available for review by LACOE upon request.

14 L. Teacher Credentials, Highly Qualified Teacher Requirements, and Non-Certificated Personnel:
15 Annually in September and February, in accordance with Attachment C, Reporting Timeline, the
16 Charter School shall provide to LACOE an all Staff Information List (certificated and non-certificated
17 personnel) and documentation that all teachers hold a Commission on Teacher Credentialing
18 certificate, permit, or other document equivalent to that which teachers in other public schools are
19 required to hold, except as otherwise exempted by The Charter Schools Act. The Charter School
20 shall also comply with NCLB highly qualified teacher requirements. The Charter School shall provide
21 documentation that the teachers of any NCLB and/or charter defined core subject meet the highly
22 qualified teacher requirements on an annual basis and when teachers and courses may be
23 reassigned.

24 The Charter School shall adhere to all provisions of employment laws applicable to charter schools
25 including, but not limited to, EC § 47612.5(e)(1) which states: "Notwithstanding any other provision of
26 law, and as a condition of apportionment, "classroom-based instruction" in a charter school, for the
27 purposes of this part, occurs only when charter school pupils are engaged in educational activities
28 required of those pupils and are under the immediate supervision and control of an employee of the
29 school who possesses a valid teaching certification in accordance with subdivision (1) of Section
30 47605."

31 M. Management Contracts: Prior to entering into a new or revised contract with an education or
32 charter management organization (EMO/CMO), the Charter School shall provide the following
33 information:

- 34 • A draft of the proposed management contract
- 35 • A recent corporate annual report and audited financial statements for the EMO/CMO
- 36 • A description of the EMO/CMO's roles and responsibilities for the management of the Charter
37 School and the internal controls that shall be put in place to guide the relationship
- 38 • A list of other charter schools managed by the EMO/CMO and the academic and operational
39 results of such management
- 40 • A list of and background on the EMO/CMO's leaders and board of directors
- 41 • A letter of assurance from the EMO/CMO that it has conflict of interest policies in place and
42 that none of the principals of either the EMO/CMO or the Charter School have conflicts of
43 interests

44 The County Board considers entering into a contract with an EMO/CMO not identified in the charter
45 to be a material revision to that charter. The County Board shall review and approve any charter
46 school management contracts prior to the Charter School entering into the contract. (See Section 4.1

1 Material Revision to Charter)

2 N. Facilities: No later than 60 days prior to the opening of school or the occupying or re-occupying
3 of a facility or site, including learning centers, satellite facilities, administrative offices, and/or other
4 facilities used by the Charter School, the Charter School shall provide evidence that the facility is/will
5 be adequate for the Charter School's needs.

6 The Charter School will provide a written signed Agreement (lease or other similar document)
7 indicating the Charter School's right to use the principal school site and any ancillary facilities
8 identified by the Charter School for the first year of the School's operation and upon any change.
9 The Charter School shall also provide evidence that the facility will be adequate for the Charter
10 School's needs. A pre-opening site visit will be conducted prior to opening regardless of whether the
11 Charter School is locating in a facility provided by a district under Proposition 39 or in a privately-
12 leased facility.

13 Once open, the Charter School may change facilities only with prior approval of the County Board.
14 Under ordinary circumstances, the School shall provide LACOE not less than 30 days notification of
15 any change in facilities in order for LACOE to conduct a site visit prior to students attending the new
16 facilities. Under extraordinary circumstances, (e.g., a change of facilities necessitated by fire or
17 natural disaster), LACOE may waive the pre-opening site visit.

18 O. Zoning and Occupancy: At all times it is operational, the Charter School shall maintain on file a
19 certification that its facility or facilities is/are located at a site or sites zoned and/or permitted for
20 operation of a charter school (grades operated by Charter School) and has been cleared for use as a
21 charter school by all appropriate local authorities. The facility shall meet all applicable health and fire
22 code requirements and zoning laws.

23 The Charter School shall maintain on file, post as required, and upon request furnish LACOE with
24 documentation of all local approvals (EC § 47610(d)) including applicable fire marshal clearances,
25 certificates of occupancy, signed building permit inspections, and approved zoning variances. The
26 Charter School cannot exempt itself from applicable/local zoning or building code ordinances.

27 Prior to opening a new site or before an existing school may occupy a new or different facility,
28 LACOE may conduct a site review to determine that the facilities are clean, safe, Americans with
29 Disabilities Act (ADA) compliant, and have the necessary local approvals to operate. The Charter
30 School may not operate in the facility until the County Board has granted approval to do so.

31 A LACOE site review of the Charter School's facilities will determine whether they are clean, safe,
32 American Disabilities Act (ADA) compliant, and have the necessary local approvals to operate.
33 Section 1.4 N of this Agreement describes the pre-opening site visit process and requirements.

34 If the Charter School seeks facilities from the district in which it intends to locate, or is located, under
35 EC Section 47614 (Proposition 39), it will follow applicable statute and regulations regarding
36 submission of such a request to the district. LACOE will conduct a pre-opening site review to
37 approve any facilities allocated to the school by the district.
38

SECTION 2: EDUCATIONAL PERFORMANCE

39 **2.1 Educational Program**

40 At all times it is operational the Charter School shall have available the information listed below. The
41 information shall be submitted to LACOE prior to opening, whenever updated, and upon request:

- 42 • Scope and sequence for all subjects to be offered by the Charter School during the school
43 year and during any supplemental instruction offering
- 44 • The complete educational program for students to be served including, but not limited to:

- 1 (1) A description of the curriculum and identification of the basic instructional materials to be
2 used
- 3 (2) Plans for professional development, including agendas, topics to be covered, and
4 speakers
- 5 (3) Results of interim assessments used to evaluate student specific progress during the
6 school year in addition to the results of the Standardized Testing and Reporting (STAR)
7 program in evaluation of student progress
- 8 (4) If a high school, the University of California course descriptions submitted to UC Doorway
9 (<http://www.ucop.edu/doorwav/>)
- 10 (5) The Charter School's annual calendar for the school year that includes the number of
11 instructional days (minimum 175 days), minimum or early release days, holidays, board
12 recess days, and professional development days
- 13 (6) Daily bell schedule for site-based programs that includes any passing time, breaks or
14 recess, lunch breaks, before and after school activities
- 15 (7) Designation of any non-classroom based instructional days
- 16 (8) Sample student contracts, description of frequency of contact with teachers, pupil/teacher
17 ratios, and description of how student work will be evaluated for time value for
18 nonclassroom-based programs (if applicable)
- 19 (9) Initial and mid-term (as appropriate) Western Association of Schools and Colleges
20 (WASC) accreditation self-study and visiting committee reports (if the school seeks such
21 accreditation)

22 **2.2 Student Achievement Plan**

23 The Charter School shall not be required to submit a Student Achievement Plan if it has met its API
24 growth targets and AYP, both school wide and by significant subgroups, each year.

25 If the Charter School fails to meet API and/or AYP targets school-wide or by numerically significant
26 subgroups, it shall be required to submit a Student Achievement Plan to LACOE according to the
27 following dates:

- 28 • October 1 - Draft Student Achievement Plan
- 29 • December 1 - Final Student Achievement Plan

30 If the Charter School is seeking renewal of a charter and has not met API and/or AYP in the prior
31 year, it shall submit a draft Student Achievement Plan for the future concurrent with the charter
32 renewal request.

33 The Charter School shall implement its final Student Achievement Plan that sets forth school specific
34 goals, how progress towards and achievement of each goal shall be measured, and plans for
35 addressing areas identified as needing improvement. The Student Achievement Plan shall build
36 upon the assessment measures, educational goals, and student outcomes described in the charter
37 petition, and shall provide for more stringent assessment measures, educational goals, and student
38 outcomes than those described in the charter petition. If the final Student Achievement Plan is less
39 stringent than the charter, this shall be considered a material revision to the charter and shall be
40 subject to County Board of Education review and approval. The specific requirements of the Student
41 Achievement Plan are described in Attachment A, Student Achievement Plan Guidelines.

42 **2.3 Annual Report**

43 By December 1 each year, the Charter School shall submit to LACOE a written Annual
44 Report/School Accountability Report Card (SARC) to the County Board of Education for the prior

May 2011 Revised for WAYS June 23, 2011 as discussed July 8, 2011

1 year that examines and describes the following:

- 2 • STAR results both in aggregate and disaggregated by numerically significant subgroups
- 3 • If a high school, California High School Exit Exam (CAHSEE) results both in aggregate and
- 4 disaggregated by subgroups
- 5 • Progress made toward meeting API and AYP targets
- 6 • Progress made toward each of the educational goals and student outcomes identified in the
- 7 charter
- 8 • Evidence that the Charter School is systematically examining student data and using it to
- 9 drive decisions regarding curriculum and instruction
- 10 • Names of any additional internal assessments used by the Charter School not identified in
- 11 the charter
- 12 • Plans to address areas identified as needing improvement by the Charter School
- 13 • Evidence that the Charter School is financially sound based on certain criteria as indicated in
- 14 Attachment B, Fiscal Oversight Requirements and Financial Reporting.
- 15 • Other relevant information as determined by LACOE or the County Board

16 LACOE shall provide the Charter School with a template for completing the Annual Report/ SARC
17 each year. The Charter School shall also be provided with comparison schools.

18 If the Charter School has been required to submit a Student Achievement Plan, it shall address the
19 following elements in the Annual Report/SARC:

- 20 • Progress made in areas identified where progress falls short of meeting outcomes identified
- 21 in the Student Achievement Plan
- 22 • Professional development provided to further progress on goals described in the Student
- 23 Achievement Plan
- 24 • Progress made on the implementation of changes to curriculum and instructional strategies
- 25 identified in the Student Achievement Plan
- 26 • Identification of targeted funds to support elements of Student Achievement Plan
- 27 • Specific evidence that the results, as shown in the Annual Report, are targeting improvement
- 28 in student achievement, and that the Charter School is financially sound according to the
- 29 criteria as set forth in Attachment B, Fiscal Oversight Requirements and Financial Reporting.

30 **2.4 Oral Report to the Los Angeles County Board of Education**

31 The Charter School shall also participate in presenting an oral report to the County Board each year.
32 ~~The Charter School shall be informed of the presentation date by LACOE. The presentation shall be~~
33 ~~on or after December 1 as agendized by the County Board, typically between January and April.~~
34 LACOE shall inform the Charter School of the date when it is scheduled.

35 At the discretion of the County Board, the Charter School may be requested to present additional
36 updates and or reports during the year.

37 **2.5 Services for Students with Disabilities**

38 The Charter School shall submit documentation that it is a Local Education Agency (LEA) with a
39 Special Education Local Plan Area (SELPA) prior to commencing operations and provide a copy of
40 its SELPA Agreement to LACOE annually.

1 **2.6 Annual Assessment of Students**

2 The Charter School shall comply with all state and federal student assessment requirements. The
3 Charter School shall test independent of LACOE, comply with all requirements of the Educational
4 Testing Service (ETS), and provide LACOE with an electronic copy of all Student Level Data
5 provided by ETS within ten (10) days of receipt of the data from ETS.

6

SECTION 3: FISCAL OPERATIONS

7 **3.1 Funding**

8 The Charter School shall be funded in accordance with EC § 47630 et seq. The Charter School's
9 general purpose entitlement shall be calculated in accordance with EC § 47633 et seq. The parties
10 recognize the authority of the Charter School to pursue additional sources of funding. The County
11 Board of Education must receive prior written notification of any source of additional funding that may
12 result in incurring additional debt (i.e., loans) to the Charter School.

13 LACOE shall not be responsible for resolving fiscal deficiencies for the Charter School.

14 **3.2 Fiscal Agent**

15 The Charter School shall contract with LACOE for the Charter School's participation in the State
16 Teachers' Retirement System (STRS) and/or the Public Employees Retirement System (PERS) if
17 applicable. See section 3.7 for further discussion of the STRS/PERS responsibilities.

18 **3.3 Student Attendance Accounting and Reporting**

19 The Charter School shall use commercially available and state approved attendance accounting
20 software. Annually and as updated, the Charter School shall provide a copy of the software user
21 manual as well as the Charter School's procedures for attendance accounting, with evidence of
22 internal controls. Charter School created spreadsheets on Excel or other database programs shall
23 not be accepted.

24 The Charter School shall submit a calendar of attendance months to LACOE no later than two (2)
25 weeks prior to the start of the school year. The structure of attendance months shall adhere to EC §
26 37201.

27 NOTE: It is critical that the above attendance reporting deadlines are met in an accurate and timely
28 manner. If the School misses a reporting deadline it risks being excluded from that apportionment's
29 certification and funding period. For example, if P-1 attendance data is not received in time for
30 inclusion in the P-1.

31 The Charter School shall submit monthly enrollment and attendance data as required to receive
32 apportionment of funding within five (5) business days after the end of the attendance month to
33 LACOE.

34 In addition, the Charter School shall prepare and submit to LACOE/Controller's Office/Pupil
35 Attendance Accounting and Compliance Unit, the certified data file and original signature state
36 attendance reports according to the following schedule:

- 37
- 38 • First Principal Apportionment (P-1) (attendance for all full attendance months between July 1
39 and December 31) by January 4 or if it falls on a Saturday or Sunday, the first business day
following January 4
 - 40 • Second Principal Apportionment (P-2) (attendance for all full attendance months between
41 July 1 and April 15) by April 20 or if it falls on a Saturday or Sunday, the first business day
42 following April 20

- 1 • Annual Apportionment (attendance for The Charter School year) by July 5 or if it falls on a
2 Saturday or Sunday, the first business day following July 5
- 3 • Corrections to the second principal apportionment and annual principal apportionment reports
4 shall be received by LACOE not later than September 15 or if it falls on a Saturday or Sunday,
5 the first business day following September 15

6 Submit with the Monthly Attendance Report, an Exit Report for each student who leaves the school
7 (except when matriculating to sixth grade). The Exit Report shall be completed by the
8 parent/guardian and minimally include: (1) reason for withdrawal; (2) date of withdrawal; (3) school to
9 which student is transferring; (4) parent/guardian signature and date; and (5) administrative signature
10 and date. The Exit Reports shall coincide with the inclusive dates of the Monthly Attendance Report.

11 Supplemental Instruction: A schedule of Summer Supplemental hourly instructional days and hours
12 shall be provided to LACOE no less than two (2) weeks prior to the start of the instruction. Enrollment
13 and attendance data shall be submitted on a weekly basis, and is due within five (5) business days
14 after the end of each week. The Charter School's governing board policy shall clearly identify goals,
15 and how students will be identified for supplemental instruction programs and progress evaluated
16 requisite of funding. Students shall be individually identified for each class, and the hours shall be
17 calculated separately due to different reporting requirements and funding levels.

18 **3.4 Revenue and Expenditure Reporting**

19 The Charter School is required by EC § 47604.33 to submit periodic reports of revenues,
20 expenditures, and reserves. The Charter School shall submit to LACOE monthly statement of cash
21 flows, copies of bank statements, General Ledger, Revenue and Expenditure Summary, Statement
22 of Financial Position, Statement of Fund Balance, Year-to-date Budget to Actual Statement and
23 notes to financial statements in accordance with Attachment B, Fiscal Oversight Requirements and
24 Financial Reporting. As part of the continuous oversight, LACOE shall make a periodic assessment
25 of the charter's fiscal condition.

26 In order to meet statutory timelines for revenue and expenditure reporting, The Charter School shall
27 submit reports to LACOE for review using the state software (SACS20 ALL), according to the
28 following schedule:

- 29 • Preliminary budget on or before July 1
- 30 • First Interim Report (expenditures through 10/31) on or before December 15
- 31 • Second Interim Report (expenditures through 1/31) on or before March 15
- 32 • Unaudited Actuals Report for the prior fiscal year on or before September 15

33 Any changes in the budget or interim reports from one reporting period to the next period shall be
34 explained in writing. Explanations and budget assumptions shall accompany the reports. The Charter
35 School is expected to maintain reserves of no less than three (3) percent of the Charter School's
36 Adopted Budget for the fiscal year. An explanation of any projected drop in reserves below the three
37 (3) percent level shall be included in the assumptions.

38 **3.5 Annual Audit**

39 In accordance with EC § 41020(h), by December 15 of each year, the Charter School shall submit
40 an annual independent financial audit to the State Controller's Office, LACOE, and the CDE. The
41 audit shall be conducted by an auditor from the list approved by the State Controller's Office and
42 mutually agreeable to LACOE and the Charter School. If any findings or exceptions are identified in
43 the annual audit, the charter school shall implement corrective action plans in a timely manner.
44 Continuing or unresolved prior year findings or deficiencies shall have negative impact on the charter
45 school's renewal request.

1 In addition to the Charter School's financial statements, the audit shall include, as applicable, but not
2 be limited to:

- 3 • Contemporaneous records of attendance
- 4 • Annual instructional minutes
- 5 • Additional nonclassroom-based instruction
- 6 • Determination of funding for nonclassroom-based instruction as per EC § 47634.2

7 **3.6 Oversight Fees**

8 The Charter School shall be charged an oversight fee not to exceed one (1) percent of the general
9 purpose and categorical block grant revenue received by the Charter School in accordance with EC
10 § 47613 and used to offset consultant and administrative costs required for comprehensive oversight,
11 which includes but is not limited to the following categories:

- 12 • Curriculum and instruction
- 13 • Assessment and accountability
- 14 • School fiscal review
- 15 • Site visitations
- 16 • Renewal evaluations
- 17 • Attendance accounting processing, analysis and certification

18 The oversight fee shall be based on the general purpose entitlement and categorical block grant
19 funding provided to the Charter School at the Second Principal Apportionment (P-2).

20 **3.7 State Teachers Retirement System (STRS)/Public Employees Retirement System (PERS)** 21 **Reporting**

22 If the Charter School offers its employees the opportunity to participate in STRS or PERS, the
23 Charter School shall be responsible for contracting with LACOE for reporting purposes. Such
24 arrangements shall be made prior to the hiring of any employee. The Charter School shall notify
25 LACOE of the staff person who will make the arrangements and provide written notification that
26 arrangements have been made prior to the hiring of employees.

27

SECTION 4: FULFILLING CHARTER TERMS
--

28 **4.1 Material Revision to Charter**

29 Changes to the charter deemed to be material revisions may not be made without prior approval by
30 the County Board of Education. Revisions to the charter considered to be material changes include,
31 but are not limited to, the following:

- 32 • Substantial changes to the educational program (including the addition or deletion of an
33 educational program), mission, or vision
- 34 • Adding a nonclassroom-based program
- 35 • Proposed changes in enrollment that increases or decreases by more than 20 percent +1- of
36 the enrollment originally projected in the charter petition in any given year
- 37 • Addition or deletion of grades or grade levels to be served
- 38 • Changes to location of facilities or lease agreements for the Charter School sites, resource

1 centers, meeting space, or other satellite facility including the opening of a new facility;
2 temporary locations rented for annual student testing purposes shall be exempted from this
3 provision

- 4 • Admissions requirements and procedures
- 5 • Governance structure, including but not limited to: changes in number of board members,
6 method by which new board members are selected, and/or changes in majority/quorum or
7 other provisions relating to resolution approval
- 8 • Entering into or revising a contract with an EMO/CMO

9 **4.2 State Assessments**

10 The Charter School agrees to comply with and adhere to the state requirements for participation and
11 administration of all state mandated tests. The state tests required to be administered include, but
12 may not be limited to:

- 13 • California Standards Tests
- 14 • California High School Exit Examination
- 15 • Physical Fitness Test
- 16 • California English Language Development Test
- 17 • California Alternate Performance Assessment
- 18 • Aprenda

19 **4.3 Site Visits**

20 LACOE shall conduct at least two (2) visits during the school year. The site visits shall consist of the
21 following:

- 22 • At least one (1) site visit shall be conducted in order to assess the Charter School's progress
23 in governance and organizational management, educational performance, fiscal operations,
24 and fulfillment of the terms of the charter. The primary focus of the visit shall be on teaching
25 and learning and, if applicable, the Student Achievement Plan (described under Section 2:
26 Educational Performance). The site visit may include review of the facility, review of records
27 maintained by the Charter School, interviews with administrators, staff, students, and parents,
28 and observation of instruction in the classroom. The evaluations for each year shall constitute
29 one (1) of the basis upon which a renewal decision shall be made at the end of the term of
30 the charter in accordance with the Education Code. Any deficiencies shall be reviewed with
31 the Charter School administration. The Charter School administration shall be given an
32 opportunity to address the deficiencies.
- 33 • At least one (1) site visit shall be conducted to examine and reconcile attendance
34 documentation and review the Charter School's compliance with applicable codes and
35 regulations concerning instructional minutes, ADA, and apportionment.

36 LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b)
37 requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the
38 instructional program and operations in accordance with County Board of Education Policy 6650.

39 **4.4 Renewals**

40 The Charter School may seek renewal of its charter prior to expiration of the term of the charter in
41 accordance with EC § 47607(a) and (b). The Charter School shall submit its renewal petition for the
42 next charter term along with a copy of the most recent Annual Report and Student Achievement Plan
43 (if applicable) to LACOE, no later than the second Monday in January (County Board Policy 6670) of

1 the school year in which the Charter School term expires.

2 LACOE shall review the charter petition, academic and financial performance, audit reports, annual
3 visitation reports, and conduct a renewal site visit prior to scheduling the renewal request for
4 consideration by LACOE. To the extent required, the charter petition shall be revised in accordance
5 with current statutes and regulations. LACOE shall abide by Education Code, California Code of
6 Regulations, and County Board Policy and Regulation when considering charter renewal.

7 **4.5 Notice of Violation, Opportunity to Remedy, and Revocation**

8 The County Board may provide notice of violation, opportunity to remedy, and revoke the charter as
9 set forth in EC § 47607 and County Board Policy and Regulation.

10 **4.6 Closure Procedures**

11 At all times it is operational the Charter School shall have closure procedures in place and available
12 for review. Closure procedures shall be submitted to LACOE prior to opening, whenever updated,
13 and upon request. Procedures shall be compliant with requirements contained in County Board
14 Policies and Procedures as operationalized in Attachment D, LACOE Closure Procedures, and shall
15 contain at a minimum:

- 16 • Identification of a responsible person(s) (e.g., Executive Director, Financial Officer, president
17 of the Charter School governing board) to oversee and conduct the closure process; this
18 provision shall include a process to ensure that it is updated no less than annually or when
19 any change is made
- 20 • Notification of students and families of the Charter School closure
- 21 • Security of student and business records
- 22 • Processing of final employee payroll and benefits
- 23 • Identification of all assets and liabilities and plan for transfer as detailed in the charter
- 24 • Final close-out audit to be paid for by the Charter School
- 25 • Identification of a source of funding to be used for closeout expenses including the final audit
- 26 • Dissolution of the Charter School and/or nonprofit corporation

27 Further descriptions of each category and a closure procedures checklist are included as Attachment
28 D, LACOE Closure Procedures. The Charter School's procedures shall also satisfy the definition of
29 "closure procedures" in Title 5, California Code of Regulations § 11962, to the extent that Section
30 imposes, or is amended to impose, additional requirements.

31 Closure procedures will not begin until appeal rights (if applicable) have been exhausted. If the
32 Charter School is to close permanently for any reason (i.e., voluntary surrender, non-renewal, or
33 revocation), LACOE shall serve written notice on the Charter School that the closure procedures
34 described in Attachment D, LACOE Closure Procedures have been invoked. The Charter School
35 shall immediately identify the specific individual who is responsible for coordinating the Charter
36 School's close out activities and shall notify LACOE. LACOE shall identify a staff person who shall
37 work with the Charter School to accomplish all close out activities.

38 *The Charter School expressly acknowledges the right of LACOE, on behalf of the County
39 Superintendent of Schools (pursuant to EC § 47604.3), to take immediate and direct control of all of
40 the Charter School's student and business records at any time after LACOE gives written notice that
41 it is invoking the closure procedures. (initial LL)*

42

SECTION 5: NONDISCRIMINATION

1 The parties recognize and agree that the Charter School shall not charge tuition, shall be
2 nonsectarian, and shall be open to all students regardless of race, ethnicity, national origin, gender,
3 sexual orientation (whether perceived or actual), religion, socioeconomic status, or disability. These
4 non-discrimination provisions shall apply to employment as well.

SECTION 6: SEVERABILITY

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

SECTION 7: NON-ASSIGNMENT

10 No portion of this Agreement or the charter petition approved by the LACOE may be assigned to
11 another entity without the prior written approval of the County Board of Education.

SECTION 8: WAIVER

13 A waiver of any provision or term of this Agreement shall be in writing and signed by both parties.
14 Any such waiver shall not constitute a waiver of any other provision of this Agreement. All parties
15 agree that neither party to this Agreement waives any of the rights, responsibilities, and privileges
16 established by the Charter Schools Act of 1992.

SECTION 9: NOTIFICATION

18 All notices, requests, and other communications under this Agreement shall be in writing and mailed
19 to the proper addresses as follows:

20 To LACOE at:

21 _____
22 Procurement Services Manager
23 Los Angeles County Office of Education
24 9300 Imperial Hwy
25 Downey, CA 90242

26 To the Charter School at:

27 Name M. V. L. Coreton Title Executive Director

29 NAME OF SCHOOL: Wisdom Academy for Young Scientists

30 ADDRESS 1 706 E. Manchester Avenue L.A., CA 90001

31 ADDRESS 2

32 This Agreement, including Attachments A through G, contains the entire agreement of the parties

1 with respect to the matters covered hereby, and supersedes any oral or written understandings,
2 agreement or agreements between the parties with respect to the subject matter of this Agreement
3 ~~except for the Charter itself.~~ (Initial: ML) No person or party is authorized to make any
4 representations or warranties except as set forth herein, and no agreement, statement,
5 representation or promise by any party hereto which is not contained herein shall be valid or binding.
6 The undersigned acknowledges that she/he has not relied upon any warranties, representations,
7 statements, or promises by any of the parties herein or any of their agents or consultants except as
8 may be expressly set forth in this Agreement. The parties further recognize that this Agreement shall
9 only be modified in writing by the mutual agreement of the parties.

10 7-18-2011 Print: Alex Loux Sign: [Signature]
11 Date Authorized Board Representative, Wisdom Academy for Young Scientists

12 7-18-2011 Print: Adell Walker Sign: [Signature]
13 Date Authorized Board Representative, Wisdom Academy for Young Scientists

14 _____
15 Date _____
16 _____
17 _____
18 Date _____ Designee, Los Angeles County Board of Education

Attachment A: Student Achievement Plan Guidelines

I. Overview

A Student Achievement Plan is required to be submitted to the Los Angeles County Office of Education (LACOE) if the Charter School fails to meet API growth targets and/or AYP in any year. The Achievement Plan requires the Charter School to establish specific goals and actions the Charter School will take to improve student academic achievement in those areas identified through the API and/or AYP as not meeting performance criteria. The Charter School shall be expected to present an annual update to the County Board of Education on the progress made in meeting goals identified in the Student Achievement Plan. These guidelines make explicit the elements that shall be addressed in the Student Achievement Plan for any subject area or criteria in which the Charter School falls short of targets. Data compiled from this Student Achievement Plan and the annual update, plus confirming evidence gathered during periodic site visits will provide LACOE with evidence of whether the Charter School is on track to its charter being renewed.

In addition to API and AYP, the Charter School may incorporate a variety of additional outcome measures to further demonstrate academic achievement and organizational effectiveness. While these various supplemental measures will not carry as much weight as the required measures in making renewal decisions, they may be important in helping the Charter School achieve its academic goals and distinctive qualities in the Charter School's mission as well as highlight those goals.

II. Required Components of the Student Achievement Plan

For each area in which the Charter School did not meet API and/or AYP targets, the Charter School shall submit a plan to the LACOE describing specific and concrete actions the Charter School will take in order to improve student achievement over the course of the current school year. The Student Achievement Plan shall address, at a minimum, the following elements:

- Methods or system the Charter School uses to examine student achievement data on a regular basis across grade levels, by subject matter, by significant subgroups, and across the Charter School as a whole
- Analysis of the STAR and AYP results that identifies the specific problem in the area(s) not meeting targets and/or criteria
- Specific actions, which follow from the examination of student data, which the Charter School will take to improve student achievement in the area(s) identified as needing improvement, including changes to curriculum, instruction, assessment, governance, and organization
- Professional development plan for teachers and/or other staff that supports the activities the Charter School will implement to improve performance in targeted areas
- Diagnostic assessments that will be used to enable the Charter School to monitor the effects of proposed changes on student performance

The Charter School shall submit a draft Student Achievement Plan to LACOE by October 1 if the Charter School did not meet API targets or AYP in the prior year. LACOE will review the draft plan and either approve it as submitted or request changes to it. If changes are required, the final Plan shall be due to LACOE by December 1.

Further information regarding API may be found at www.cde.ca.gov/italaciap/index.asp on the LACOE website. Information on AYP, including targets and criteria may be found at www.cde.ca.gov/iteac/ayfindex.asp.

Attachment B: Fiscal Oversight Requirements and Financial Reporting

LACOE shall determine fiscal soundness of the Charter School by reviewing and analyzing the financial reports and documents provided by the Charter School. This determination shall be made each month and LACOE shall notify the Charter School in writing of any concerns it may have regarding the financial stability of the Charter School.

By the fifteen of each month the Charter School shall provide the following reports and documents with full disclosure of transactions to the Controller's Office, LACOE for the prior month:

1. Monthly bank statements
2. Monthly bank reconciliations
3. Monthly general ledger
4. Statement of revenue and expenditures
5. Statement of financial position
6. Year to date budget to actual statement
7. Notes to financial statements

LACOE may require additional financial related documents and shall request them of the Charter School as needed.

**Los Angeles County Office of Education
Timeline and Due Dates 2011-12
Attachment C: Reporting Timeline (Revised Annually)**
(Provided as a separate Excel Spreadsheet)

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
9.	The charter school shall, within five (5) business days of the Closure Action, notify all contractors (such as a charter management organization, education management organization, food service provider, instructional service provider, or transportation service provider) of the school's closure. The charter school shall terminate all existing leases, service agreements, and other contracts for the close out of the school. Leases, service agreements and contracts should be terminated in a cost effective manner in order to minimize expenses. LACOE CSO shall be copied on all correspondence.	Five (5) business days
10.	The charter school shall, within five (5) business days of the Closure Action, provide written notification to the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), or other retirement benefit administration systems, and follow their procedures for dissolving contracts and reporting. LACOE CSO shall be copied on all correspondence.	Five (5) business days
11.	The charter school shall, within five (5) business days of the Closure Action, notify all faculty and staff of the school's closure, providing each with necessary information related to compensation and retirement, including, but not limited to, any optional benefits that they may continue after the school closes. LACOE CSO shall be copied on all correspondence.	Five (5) business days
12.	LACOE CSO shall respond promptly to inquiries from students, their families, charter school faculty and staff, the community/public, and the media.	Immediately
13.	Provided that LACOE has possession of pupil records, LACOE shall, within five (5) business days, respond to parent/guardian written requests for a copy of their child's cumulative file ensuring that the documents are given to the parent/guardian identified as having legal custody/guardianship of the student with regard to educational placement.	Five (5) business days from request
14.	LACOE shall, within ten (10) business days, respond to requests for the transfer of students' cumulative files to other public or private schools in which students enroll.	Ten (10) business days from request
15.	If the charter school continues instruction to the end of the current academic year, it shall issue report cards within five (5) business days of the last date of instruction.	Five (5) business days from last date of instruction
16.	<p>16a. The charter school shall, within five (5) days of the last date of instruction, submit an enrollment update to the CDE California School Information Services (CSIS) Program and deposit a copy with http://lacoemis.org</p> <p>16b. The charter school shall, within twenty (20) business days of the last date of instruction, provide the LACOE Controller's Office (CO), Pupil Attendance with the final monthly student attendance registers, signed by teachers and certified by the designated administrator; all teacher contemporaneous records (daily class lists/rosters); and all absence logs, sign-in/out sheets and other supporting documentation for attendance accounting.</p> <p>16c. The charter school shall provide closing State Attendance Report (SAR) with original signatures as well as the electronic file on compact disk either hand delivered or certified/return receipt mail to LACOE CO, Pupil Attendance within ten (10) business days of the above.</p>	<p>Five (5) business days from last date of instruction</p> <p>Twenty (20) business days from last date of instruction</p> <p>Ten (10) business days</p>

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
17.	The charter school must continue to maintain the same insurance coverage for the period following dissolution and winding up of the corporation or entity.	Continuous
18.	The charter school shall continue to ensure that assets are protected against misappropriation, theft, and deterioration. Assets shall not be disposed of or moved without the express written consent of LACOE Controller's Office (CO). Insurance must be maintained until assets are properly disposed of in accordance with the distribution plan. All materials/inventory purchased with federal dollars and subject to federal restrictions must be disposed in accordance with applicable federal law.	Continuous
19.	The charter school shall, within ten (10) business days of the Closure Action, produce for LACOE's inspection, a comprehensive list of and copies of all existing leases, service agreements, and other contracts. LACOE CSO shall be copied on all correspondences with identified contractors.	Ten (10) business days
20.	The charter school shall, within ten (10) business days of the Closure Action, notify all funding sources (including charitable partners) of the school's closure. LACOE CSO shall be copied on all correspondence.	Ten (10) business days
21.	If the charter school has any agreements with organizations representing employees, the charter school shall notify the organizations of the Closure Action as specified in the agreements. LACOE CSO shall be copied on all correspondence.	According to agreements
22.	The charter school shall, within ten (10) business days of the Closure Action, notify the LACOE CSO of all pending law suits or legal claims to which the school is a party. The charter school shall immediately notify LACOE CSO if litigation or claims are filed thereafter until the school is formally dissolved.	Ten (10) business days
23.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive inventory of all assets. These assets may not be disposed of, moved, transferred, or liquidated without express written consent from LACOE.	Ten (10) business days
24.	The charter school shall, within ten (10) business days of the Closure Action, provide the LACOE CO with a close-out budget that includes the following: 24a. A description of current and outstanding projected payroll and payroll benefits commitments through closure, including a list of each employee, and their job duties; and 24b. A projection of the funds necessary to complete all administrative closure related tasks.	Ten (10) business days
25.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive list of all creditors and debtors.	Ten (10) business days

**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
26.	The charter school shall return grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law as appropriate. Submit a final expenditure report for all grants to the granting agency within twenty (20) business days from the last date of instruction. Federal grants must be closed out, including the filing of the required Final Expenditure Report and Final Performance Reports. Federal Forms 269 and 269a may apply if the school was receiving funds directly from the U.S. Department of Education. LACOE CSO shall be copied on all correspondence.	Twenty (20) business days from last date of instruction; applicable state and federal requirements
27.	The charter school shall, within twenty (20) business days of the Closure Action and monthly until dissolution, submit to LACOE CO monthly accounts payable along with detailed payment schedules. (Expenditures must be strictly limited to only those that are reasonable and necessary for the on-going day-to-day operations of the charter school. These expenditures are limited to salaries, benefits, utilities, rent, auditor /certified public accountant and insurance and must already be authorized in the budget.) Submit year-end financial reports to the LACOE CO within twenty (20) business days of the last date of instruction.	Twenty (20) business days Twenty (20) business days from last date of instruction
28.	The charter school shall, within twenty (20) business days from the Closure Action, prepare and deliver to LACOE CO a proposed plan and timeline for the disposal of all property owned by the school (and acquired with public funds) in order to maximize revenue in accordance with law, payment of any and all liabilities and the disbursement of any remaining assets of the school, liquidation of assets to pay off any and all outstanding liabilities. No assets may be liquidated, disposed of, moved, or transferred, in accordance with this proposed plan until LACOE has given approval and the final closure audit has been concluded.	Twenty (20) business days
29.	The charter school shall arrange for a preliminary audit, if requested by LACOE. The charter school shall arrange for a final closure audit no more than 120 calendar days from the last date of instruction; cost of the audit will be considered a liability of the charter school. This audit may coincide with the regular required annual audit. The auditor engaged to perform the audit(s) shall be from the list of approved school auditors maintained by the California State Controller's Office and shall be approved by LACOE with the estimated start and completion date, and estimated cost of audit. The independent auditor will conduct a final audit of the charter school, including but not limited to the following task(s): <ul style="list-style-type: none"> • An accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value. • An accounting of the liabilities, including accounts payable and any reductions in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation. • An assessment of the disposition of net assets including all unrestricted and restricted funds received by, or due to the charter school. • Verification of school's comprehensive list of creditors and debtors and the amounts owed or owing. • The charter school will provide copies of the final monthly student attendance registers to the independent auditor. 	Upon request 120 calendar days from the last date of instruction

ATTACHMENT G

Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

The Charter School's renewal petition fails to comply with *EC § 47607(a)(2)* which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed....*

The sections that shall be brought current include, but may not be limited to: Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

October 4, 2011

Via First Class Mail

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Ms. Kendra Okonkwo
4326 Enoro Dr.
Los Angeles, CA 90008

Dear Ms. Okonkwo:

California Public Records Act Request

The Charter School Office received your California Public Records Act (CPRA) (Government Code § 6250 et seq.) request dated September 27, 2011, for “a copy of Wisdom Academy for Young Scientists’ Approved Charter....” There is not a public document that responds to your request.

If you have any questions, please feel free to contact me at (562) 922-8806.

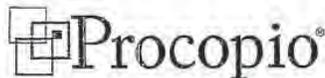
Sincerely,

A handwritten signature in black ink, appearing to read "Janis Isenberg".

Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls

c: Yolanda M. Benitez
Frank Kwan



Procopio, Cory, Hargreaves and Savitch LLP

John C. Lemmo
Direct Dial: (619) 515-3294
E-mail: john.lemmo@procopio.com
Personal Fax: (619) 398-0162

November 17, 2011

VIA EMAIL & U.S. MAIL
delgado.arturo@lacoed.edu

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists Charter School

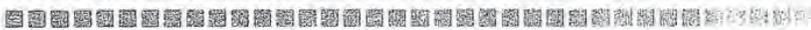
Dear Superintendent Delgado:

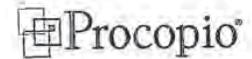
This letter is sent on behalf of the Merle Williamson Foundation, which operates the Wisdom Academy for Young Scientists Charter School ("WAYS"). The County Board of Education granted the WAYS charter petition on June 7, 2011. The WAYS charter is authorized through June 30, 2016. For purposes of this letter, we refer to the Los Angeles County Board of Education and Office of Education collectively as "LACOE".

WAYS is pleased to have had its charter agreement granted by LACOE. The school's leadership looks forward to a productive relationship with LACOE staff. However, the relationship appears to be off to a rough start. The remainder of this letter is intended to correct any misunderstanding that LACOE staff may have about the status of the charter, and to explain how the parties should proceed if LACOE staff disagrees.

The WAYS Charter Agreement is Fully-Authorized by LACOE

We understand that the LACOE staff recommended that the Board deny the charter petition. Despite staff's recommendation, the LACOE Board took action to "grant" the petition in accordance with Education Code section 47605(b) at its meeting of June 7, 2011. Therefore, the approved charter is *by definition* that charter petition document which was before the LACOE Board and which was "granted" at that time. As you know, charter agreements are initially presented to an authorizer like LACOE as a "petition" or "application". Once granted, the petition or application is the actual charter agreement. (See, *Knapp v. Palisades Charter High School* (2007) 146 Cal.App.4th 708, 714-715.) LACOE's approval of the charter petition is correctly reflected as such in the records of the California Department of Education ("CDE").





Arturo Delgado, Ed. D.
November 17, 2011
Page 2

Accordingly, CDE properly allocates funding to WAYS as a fully-authorized LACOE charter school.

“Written Notification” for Dispute Resolution

Even though it is indisputable that LACOE granted WAYS’ charter petition, we are aware of correspondence from LACOE’s Charter Schools Office staff as recently as last month that incorrectly suggested or implied that LACOE staff would or could “revise” the charter, and that there is no “approved” charter available for public review. That suggestion, if our understanding of LACOE’s communication is accurate, is plainly incorrect as a matter of law. The Education Code is quite clear that the chartering authority “shall either grant or deny the charter” in accordance with the statutory process and timelines. The LACOE Board elected to “grant” the charter on June 7, 2011. There is no subsequent process to revise or change the charter unless WAYS petitions the LACOE Board for such a revision. Certainly, there is no permissible process for LACOE staff to “revise” or otherwise modify the Board-granted charter. Similarly, LACOE staff cannot impose additional contract terms inconsistent with the charter itself.

Element 14 of the WAYS charter as granted by the LACOE Board sets forth the process the parties agreed upon to resolve disputes: “Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below...” (Charter Agreement §14.2.) The charter agreement then sets forth the contractual dispute resolution process, which ultimately results in binding arbitration.

There can be no other terms or conditions imposed by staff that are inconsistent with the charter agreement itself or state law. If you contend otherwise, we dispute that contention. If you so contend, please consider this letter WAYS’ “Written Notification” identifying the nature of the dispute pursuant to Section 14.2 of the charter agreement. We look forward to your Written Response, if any, pursuant to the charter agreement. Your response, if any, should be directed to WAYS’ Executive Director: Edward Cabil.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Lemmo', written over a horizontal line.

John C. Lemmo

JL:ebd



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

May 4, 2012

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arluro Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katle Braucio

Gabriella Holt

María Reza

Thomas A. Saenz

Rebecca J. Turrentine

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Armando Espinoza
Norman Golden
Karen Haynes
Cheryl Johnson
Eleanor Jones
Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Response to Wisdom Academy of Young Scientists' Letter Dated May 2, 2012

In response to the Wisdom Academy for Young Scientists (WAYS) letter dated May 2, 2012, the Los Angeles County Office of Education (LACOE) is available to meet with WAYS' Board and leadership team to discuss the allegations identified in the complaints against WAYS currently being investigated by the County Superintendent of Schools under *Education Code* section 47604.4. These concerns were discussed at the May 1, 2012 County Board meeting, and as previously identified, allegations against WAYS' Board are as follows:

- Breach of the conditions of authorization
- Fiscal mismanagement
- Breach of fiduciary responsibility
- Breach of duty of care
- Conflict of interest
- Failure to implement the academic program described in the charter

As the WAYS' Board is responsible for the implementation and oversight of the charter, we ask that the Board be available for the meeting. We are requesting that five (5) business days prior to the meeting, WAYS provide LACOE with the following documents:

- Copies of all credit card statements from June 2011 to April 30, 2012
- A listing of all independent contractors including building services and maintenance contracts
- Copies of all contracts executed between June 2011 and April 30, 2012, and evidence of the competitive bidding process as described in WAYS' Fiscal Policy from June 2011 to April 30, 2012
- Any revised or updated Fiscal Policies and Procedures since July 1, 2011
- Copies of all employment contracts and settlement agreements
- Copies of all teacher lesson plans for science from September 2011 to April 30, 2012

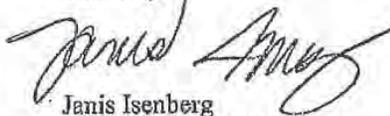
Mr. Edward Cabil
Wisdom Academy for Young Scientists Board
May 4, 2012
Page 2

Our staff is available to meet with WAYS' Board on either May 18, 2012 (1:00 – 4:00 p.m.) or May 22, 2012 (9:00 a.m. – 12:00 p.m. or 1:00 – 4:00 p.m.). Please notify the Charter School Office by May 11, 2012, as to which date and time WAYS' Board prefers.

Pursuant to the County Board Action of May 1, 2012, Dr. Arturo Delgado, Superintendent, will separately communicate with WAYS regarding mediation on the matter of the County Board conditions of authorization.

Should you have any questions, please contact the Charter School Office at (562) 922-8806.

Sincerely,



Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, LACOE
Patricia Smith, Controller, Controller's Office, LACOE

Wisdom Academy for Young Scientists

May 11, 2012

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: LACOE Board action concerning mediation with Wisdom Academy for Young Scientists

Dear Dr. Delgado:

This letter follows the LACOE Board meeting of May 1, 2012 wherein the Board acted to request mediation of controversies and disputes related to the matters discussed in your May 1, 2012 staff report. Attached is a copy of your Agenda Item VI.B. and full LACOE staff report (Attachment 1). On May 4, 2012, LACOE sent two letters to WAYS regarding mediation and informal dispute resolution (Attachments 2 and 3, collectively the Written Notification).

WAYS is eager to resolve in good faith any matters that are in controversy or dispute. As we explained at the Board meeting, many of the concerns described in your letters were raised for the very first time last week. In any event, the charter requires that prior to mediation the parties endeavor to resolve any controversy, claim, or dispute through the informal Issue Conference. That LACOE Board contract term is attached as Attachment 4 for your reference. If not resolved, any remaining disputed matter shall be resolved through mediation. Because LACOE staff has raised dozens of controversies, claims or disputes, we deem it essential to sit down at the Issue Conference to discuss what, if anything, is truly in dispute or cannot be resolved without resorting to expensive private mediation.

To that end, we in good faith accept your two May 4, 2012 letters as LACOE's Written Notification of a controversy, claim, or dispute arising out of or relating to the charter agreement as required by the charter. This letter constitutes WAYS' Written Response per the charter. Although the charter allows WAYS up to 20 days to respond, we are responding as quickly as possible as a show of good faith to you and the LACOE Board. Our specific responses to the elements of your Written Notification are as follows:

1. Changes To Petition To Reflect County Board As Authorizer Pursuant To Charter Regulation 5 C.C.R. § 11967

WAYS agrees to fully comply with section 11967, and believes it has done so. Statements to the contrary are simply incorrect and unsupported. Contrary to staff's

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

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Los Angeles, CA 90001
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8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

Page 2 – Letter To Superintendent Delgado

assertion, WAYS has never “refused” to make those changes. Attachment 5 is a full and complete copy of the WAYS charter petition that fully complies with section 11967 and reflects the County Board as authorizer throughout. Also included as part of the charter is a copy of the County Board minutes approving the charter.

If you believe there is any portion of the charter document that does not accurately reflect the County Board as authorizer, please identify that for us so that we may specifically address it. We do not see any such issues. If there are, they can likely be resolved at the informal Issue Conference rather than through expensive mediation.

2. Conditions of Charter Approval

The motion approving the charter is official memorialized in the Board-approved minutes of that action. We have properly attached that action as the cover document for the approved charter petition, enclosed here as Attachment 5.

Conflicts of Interest

The California Fair Political Practices Commission has determined that charter schools must comply with the Political Reform Act conflict of interest rules, which generally are more stringent than those under the Nonprofit Public Benefit Corporations Law. The County Board motion approving the charter included a condition that WAYS comply with those conflict laws applicable to charter schools. WAYS agrees to do so, and believes it has done so. Neither LACOE staff nor anyone else has presented any documentation or specified any violation since the County Board approved the charter. If you contend otherwise, please explain your concern with specificity rather than your staff’s general statement of “conflict of interest concerns”. It is impossible to have a meaningful Issue Conference and mediation when you do not tell us what your specific, documented concerns actually are.

In your May 1, 2012 report, your staff discussed conflict of interest concerns that all involved a previous executive director. The previous executive director who presented a conflict separated from WAYS in the Summer of 2011. She is not employed by and has no involvement, economic or otherwise, with the operation of WAYS in any capacity whatsoever. WAYS has no intention of ever employing her again. Because she had in prior years extended credit and opened vendor and utilities accounts in her name, it took a few months to fully transfer all those arrangements and contracts from vendors directly to WAYS. That is not unusual. That process has been complete since around October 2011. We note that she does have a child who attends the school. The Charter Schools Act prohibits us from refusing to admit that child.

Page 3 – Letter To Superintendent Delgado

Operational Memorandum of Understanding (“MOU”)

The LACOE staff report ambiguously suggests that WAYS has been uncooperative in negotiating and signing an MOU. We disagree. WAYS agrees to negotiate an MOU in good faith. It is clear from the controversial oversight efforts at issue here that an effective MOU is needed so that both WAYS and LACOE staff have the same understandings of process and timeliness for oversight. We do not dispute that an MOU would be helpful. We suggest that MOU negotiation should be part of the Issue Conference required under the charter.

3. Allegations Of “Complaints” Against WAYS Made To The Charter Schools Office

For more than six months, LACOE staff has alleged that parents and former employees had submitted “complaints” about WAYS to the very same LACOE staff members who urged the County Board to deny the petition. LACOE staff recklessly alleged general allegations of “fiscal mismanagement”, “breach of fiduciary responsibility”, “breach of duty of care”, “conflict of interest”, and “failure to implement the academic program described in charter”. (See, Attachment 6.) WAYS takes those allegations very seriously, and immediately requested that LACOE staff provide copies of the complaint or at least describe any actual “facts” or incidents in particular. (See Attachment 7.) LACOE staff violated the Public Records Act by failing to respond in a timely manner. (See Attachment 8.) When your staff did respond, they failed to produce anything that even remotely suggested there was any management, financial or any other problems with the school. Attachment 9 is LACOE staff’s full and complete response. It is the entirety of your staff’s documentation presented to us to date. Even more outrageous, LACOE staff asserted that it would charge WAYS \$0.25 per page for copies of the so-called evidence against us. In any event, the “evidence” is merely several email messages that were solicited by Jan Isenberg, to Jan Isenberg, from disgruntled former board members. Those messages were also many months old.

WAYS was shocked to read LACOE staff’s May 1, 2012 staff report that stated specific allegations for the very first time. Again, the only documentation ever provided to WAYS to date are those few pages attached hereto as Attachment 9. Although it appears that some allegations may be correct (e.g., that the former director remained a signatory on a school account for a short time after separation from the school), they are immaterial. The former director did not sign any checks or conduct any school business after the separation. In any event, the allegations are all old news about incidents that allegedly occurred almost a year ago when the former director was transitioning out of the school. She no longer has any connection to the school whatsoever, except that she is the parent of a child attending the school.

LACOE staff embarked upon a crusade abusing its oversight authority by imposing one unreasonable demand after another. WAYS asked for an Issue Conference and mediation (as

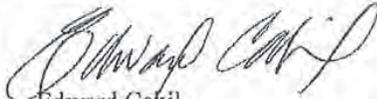
Page 4 – Letter To Superintendent Delgado

you now seek), but staff refused. Attachment 10 includes one of many examples of LACOE staff's abuses.

Your May 4, 2012 letter again poses unrealistic demands under the circumstances. (Attachment 2.) *WAYS has no objection* whatsoever to reasonable oversight requests and review of our school finances and operations. But harassment and fishing expeditions without any justification are another matter. If you have any reasonable basis whatsoever to impose the demands, we again ask (as we have for months) that you please tell us what that basis is. Attachment 9 is all you have provided. We are eager to discuss and resolve your concerns at the Issue Conference, but it is obviously difficult to do so when you persistently refuse to provide the alleged facts and/or circumstances that concern you.

You suggested that we schedule the Issue Conference for May 18 or 22, 2012. As the oversight authority, you know that WAYS' students are in state mandated testing from May 15 to 25, 2012, which makes timing for the Issue Conference difficult. We therefore propose a four-hour Issue Conference on either (or both) of the following dates: May 29th, or May 30, 2012. We look forward to receiving your documentation well in advance of the Issue Conference so that we may make meaningful progress toward resolution of any remaining issues.

Sincerely,



Edward Cabil
Executive Director

Cc: LACOE President Douglas Boyd
Ricardo Soto, General Counsel, CCSA

ATTACHMENT 1

Board Meeting – May 1, 2012

Item VI. Reports / Study Topics

- B. Report on the *Wisdom Academy for Young Scientists Charter School* status of the June 7, 2011 conditions of renewal established by the County Board

On June 7, 2011, the County Board took action to grant renewal for Wisdom Academy for Young Scientists (WAYS) subject to specified conditions. The conditions of the County Board and WAYS' status on fulfilling those conditions are summarized below.

Conditions of Renewal Action	Status
Make changes to the petition to reflect the County Board as the authorizer by June 30, 2011. (Required by <i>California Code of Regulations</i> , Title 5 § 11967)	Not met
WAYS' Board to approve and sign LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011.	WAYS' Board approved and signed MOU; however, the school has not complied with specific monitoring and oversight requirements.
Make an application to a Special Education Local Plan Area (SELPA) by June 30, 2011.	Met
WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor."	WAYS' former Executive Director has not been employed by the charter. However, she has been involved in the school's day-to-day operations and governing board activities, and she attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved.
WAYS was to comply with all California Conflict of Interest Laws.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.
WAYS was to contract with Michael Cureton as its Executive Director for two (2) years.	WAYS contracted with Mr. Cureton for two (2) years; however, he abruptly resigned effective October 1, 2011, citing interference from the former Executive Director and

Board Meeting – May 1, 2012
 Report on the *Wisdom Academy for Young Scientists Charter School*
 - 2 -

Condition for Renewal Action	Status
	Director of Operations as reason.
If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.

Additional Concerns

- (1) WAYS failed to meet or pursue student outcomes identified in the charter (*EC 47607(c)(2)*); its 2011 Growth Academic Performance Index (API) score declined 143 points over the preceding year.
- (2) WAYS failed to respond to reasonable requests from authorizer for fiscal information pertaining to the school’s internal controls and fiscal operations (*EC 47604.3*).
- (3) LACOE received complaints against WAYS, its governing board, and the former Executive Director by a parent, school employees, and former members of the WAYS’ Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*. The complaints allege WAYS engaged in fiscal mismanagement, the board did not fulfill its fiduciary responsibility or duty of care, conflicts of interest exist, and the school failed to implement the academic program stated in the charter. WAYS failed to cooperate with the County Superintendent of Schools investigation.

Background

WAYS is a K-5 school comprised of three (3) sites located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). Current enrollment is 488 students.

The County Board received the renewal petition as an appeal after denial by the LAUSD Board of Education. LAUSD had denied the petition based on the following findings:

- (1) *EC 47605(b)(2)* The petitioners were demonstrably unlikely to successfully implement the program. Specific concerns regarding the WAYS Board included:

Board Meeting – May 1, 2012
Report on the *Wisdom Academy for Young Scientists Charter School*

- 3 -

- Allowing self-dealing transactions to transpire, even though the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest;
 - Failing to resolve Conflict of Interest issues and only minimally attempting to do so;
 - Being minimally responsive to staff communications and acting in a manner inconsistent with its fiduciary responsibility, calling into question its capacity to govern and successfully implement the program; and
 - Unfamiliarity with the content of the petition and/or requirements of law including the *Brown Act*.
- (2) EC 47605(b)(5) The petition failed to provide a reasonably comprehensive description of 12 of the 16 required elements.

The full report on the *WAYS Charter School* is attached.

Los Angeles County Office of Education
Charter School Office
May 1, 2012

Report on the *Wisdom Academy for Young Scientists Charter School* Status
of the June 7, 2011 Conditions of Renewal Established by the County Board

Background

Wisdom Academy for Young Scientists Charter School (WAYS) is located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). The school has three (3) sites; one was approved by the Los Angeles County Board of Education (County Board) as a Material Revision to the Charter on August 9, 2011. WAYS currently has an enrollment of 488 students (CALPADS Spring 1 Certification, April 2, 2011).

The County Board took action to renew WAYS subject to specific conditions. The renewal petition was received by the County Board on appeal after it was denied by the LAUSD Board of Education based on the following findings:

EC 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal.... the WAYS Board...was minimally responsive to staff communications.... LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility...which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so....

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Action to Grant Renewal by the County Board was Subject to Conditions

The June 7, 2011 action to grant renewal was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;

2. WAYS' Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;
3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;
4. WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;"
5. WAYS was to comply with all California Conflict of Interest Laws;
6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and
7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

Status of Compliance with County Board Conditions of Renewal

To date, the school's status on fulfilling the conditions of renewal is as follows:

1. WAYS did not make changes to the petition to reflect County Board as the authorizer. Events relevant to the school's failure to comply with the conditions of renewal are as follows:
 - a. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.
 - b. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Watson, school principal, would continue to lead the revision process until a new Executive Director is named.
 - c. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and is appointed interim Executive Director.
 - d. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.
 - e. November 17, 2011, WAYS' attorney notified LACOE that the charter agreement is "fully authorized" and there "can be no other terms or conditions imposed by staff." The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)
 - f. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS' Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS' unauthorized changes to the petition.
 - g. January 26, 2012, LACOE received a letter from WAYS dated *December 11, 2012*, which (1) disputed LACOE's ability to impose conditions for authorization; and (2) failed to respond to LACOE's request for an Issues Conference.
 - h. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss "whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer."

pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).

- a. Based on a review of credit card statements (supporting documents not available for review), and inquiries to WAYS' management and back-office services provider, WAYS exhibits a lack of internal control and oversight over credit card usage. For example, WAYS made credit card payments prior to obtaining receipts and verifying the validity of the charges, which is contrary to its fiscal policies and procedures.
 - b. Controller's Office staff was scheduled to visit WAYS' back-office services provider on November 18, 2011, to make further inquiries and review documentation, but the visit was objected to and cancelled by WAYS. Subsequently, on January 10, 2012, staff met with WAYS Executive Director and Director of Operations to discuss LACOE's concerns regarding WAYS' internal controls. WAYS' Executive Director acknowledged weaknesses exist.
3. LACOE received verbal and written complaints against WAYS, its governing board, and the former Executive Director by a parent, staff, and former members of WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*¹. The complaints allege WAYS engaged in fiscal mismanagement, the Board did not fulfill its fiduciary responsibility or duty of care, there were ongoing conflicts of interest, and the school failed to implement the academic program stated in the charter. Evidence supporting the various allegations includes but is not limited to the following:
- a. The former Executive Director interfered with governing board's ability to fulfill its responsibility to oversee the governance of the school.
 - i. Five (5) of WAYS' nine (9) Board members, in office at the time of County Board action, resigned between September 19 and October 20, 2011. The letters of resignation indicate concerns regarding conflict of interest, on-going Board resignations, dissension, the former Executive Director's verbal abuse of Board members, and the precipitous resignation of Mr. Cureton.
 - ii. The former Executive Director failed to comply with the WAYS Board request to remove herself as a signatory on school accounts until after October 28, 2011.
 - iii. Multiple complaints that the former Executive Director was present at and refused to be unseated from the board table at the September 16, 2011 board meeting. The agenda for this meeting included discussion of moving the school to facilities not owned by the former Executive Director. The meeting was disbanded due to unruly behavior by individuals supporting continued use of the former Executive Director's facilities.
 - iv. At the September 22, 2011 special Board meeting, LACOE staff observed that the former Executive Director was seated at the Board table, held private conversations with one Board member during the course of the meeting, and called an absent Board

¹47604.4(a) In addition to the authority granted by Sections 1241.5 and 47604.3, a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school.

member to ask if they were coming to the meeting. The meeting was disbanded due to lack of a quorum.

- b. The former Executive Director interfered with the day to day operations of the school.
 - i. In July 2011, the former Executive Director represented WAYS in a Department of Labor Relations Division of Labor Standard Enforcement Hearing as reported by the filing party.
 - ii. On August 30, 2011, LACOE staff observed the presence of the former Executive Director at a WAYS' professional development day including her access to confidential student level data. LACOE also obtained written evidence, corroborated by Mr. Cureton, that she had addressed the staff using materials identifying her as the "Chief Executive Officer of Wisdom Academy."
 - iii. On September 30, 2011, Mr. Cureton sent an email stating, "I will resign my position as Executive Director at Wisdom Academy for Young Scientists Charter School on October 1, 2011, because I am being constantly harass[ed] by the founder/former executive director and her son."
- c. WAYS has not implemented the academic program described in the charter.
 - i. WAYS has not provided the science-centered curriculum stated in Element 1 of the charter. The petition states WAYS' mission as follows:

The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, **enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program** and expecting them to be leaders who will act as change agents in their local community.
(Emphasis added)

As part of WAYS' renewal application to LAUSD, the district asked the question, "What innovative elements of your charter could be considered best practices and replicated by other schools?" WAYS' response, in part, was its "Science Centered curriculum."

- A. The 2010-11 California Standards Test (CST) for science (administered at fifth grade) indicates only 33% of students scored proficient or above in science. In the previous year, 81% of students scored proficient or above.
- B. Observation by LACOE staff during October 19, 2011, and February 22, 2012, site visits is that the science kits named in the charter are not being utilized and are not present in classrooms. WAYS staff verbally confirmed this observation.
- C. The complaint that textbooks are out of date is corroborated by statements made by WAYS staff that the school is in need of textbooks.
- D. At a December 2011 Board meeting, the WAYS principal reported to the WAYS Board that the school was meeting with a contractor to "bring back"

a science program the school previously utilized. There was no evidence of that program during a February 22, 2012 site visit. During that visit, the principal stated the school has deferred the science focus until the school's performance in math and language arts improves.

E. April 2012, LACOE received a complaint against WAYS alleging the school did not provide adequate instructional materials, including textbooks, to implement the educational program.

- d. The WAYS Board failed to fulfill its duty of care and fiduciary responsibility by:
- i. Permitting the former Executive Director access to school financial accounts past her date of employment:
 - A. She remained as a signatory on school bank accounts for more than four (4) months past her date of employment.
 - B. She made charges to a credit card in the school's name between June 13 and June 30, 2011, for travel, accommodations, meals, and gasoline in the amount of \$2,155.00.
 - ii. Providing insufficient oversight to ensure adherence to its fiscal policies, including
 - A. The Director of Operations, son of the former Executive Director, approved the check request for the school's credit card payment including charges he initiated.
- e. The following allegations are still pending due to WAYS' failure to cooperate with LACOE's request for information pursuant to EC 47604.4:
- *Fiscal mismanagement*
 - *Breach of fiduciary responsibility*
 - *Conflict of interest*
 - *Breach of duty of care*
- f. Over the course of the past six (6) months, LACOE issued repeated invitations to WAYS Board and Executive Director to participate in the investigation, only to be met by resistance and later refusal. WAYS even improperly invoked the Dispute Resolution Process to as to what it claims were "false" allegations prompting the investigation. In its last correspondence WAYS maintained its position that it refuses to participate in the investigation.

Board Meeting – May 1, 2012

Item VIII. Recommendations

- D. Approval for the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition

The Superintendent recommends that the Los Angeles County Board of Education (County Board) directs the Superintendent to issue a letter to Wisdom Academy for Young Scientists Charter School requesting mediation pursuant to the Dispute Resolution Process stated in the petition.

ATTACHMENT 2



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

May 4, 2012

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Fraer
Vice President

Katie Braude

Gabriella Holt

Marla Reza

Thomas A. Saenz

Rebecca J. Turrentine

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Armando Espinoza
Norman Golden
Karen Haynes
Cheryl Johnson
Eleanor Jones
Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Response to Wisdom Academy of Young Scientists' Letter Dated May 2, 2012

In response to the Wisdom Academy for Young Scientists (WAYS) letter dated May 2, 2012, the Los Angeles County Office of Education (LACOE) is available to meet with WAYS' Board and leadership team to discuss the allegations identified in the complaints against WAYS currently being investigated by the County Superintendent of Schools under *Education Code* section 47604.4. These concerns were discussed at the May 1, 2012 County Board meeting, and as previously identified, allegations against WAYS' Board are as follows:

- Breach of the conditions of authorization
- Fiscal mismanagement
- Breach of fiduciary responsibility
- Breach of duty of care
- Conflict of interest
- Failure to implement the academic program described in the charter

As the WAYS' Board is responsible for the implementation and oversight of the charter, we ask that the Board be available for the meeting. We are requesting that five (5) business days prior to the meeting, WAYS provide LACOE with the following documents:

- Copies of all credit card statements from June 2011 to April 30, 2012
- A listing of all independent contractors including building services and maintenance contracts
- Copies of all contracts executed between June 2011 and April 30, 2012, and evidence of the competitive bidding process as described in WAYS' Fiscal Policy from June 2011 to April 30, 2012
- Any revised or updated Fiscal Policies and Procedures since July 1, 2011
- Copies of all employment contracts and settlement agreements
- Copies of all teacher lesson plans for science from September 2011 to April 30, 2012

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

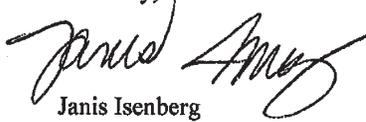
Mr. Edward Cabil
Wisdom Academy for Young Scientists Board
May 4, 2012
Page 2

Our staff is available to meet with WAYS' Board on either May 18, 2012 (1:00 – 4:00 p.m.) or May 22, 2012 (9:00 a.m. – 12:00 p.m. or 1:00 – 4:00 p.m.). Please notify the Charter School Office by May 11, 2012, as to which date and time WAYS' Board prefers.

Pursuant to the County Board Action of May 1, 2012, Dr. Arturo Delgado, Superintendent, will separately communicate with WAYS regarding mediation on the matter of the County Board conditions of authorization.

Should you have any questions, please contact the Charter School Office at (562) 922-8806.

Sincerely,



Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, LACOE
Patricia Smith, Controller, Controller's Office, LACOE

ATTACHMENT 3



Los Angeles County Office of Education

Leading Educators ■ Supporting Students ■ Serving Communities

May 4, 2012

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Via First Class Mail & Facsimile
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net

Wisdom Academy for Young Scientists Board
Dorothy Valenti, President
Armando Espinoza
Norman Golden
Karen Haynes
Cheryl Johnson
Eleanor Jones
Edward Cabil, Executive Director
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Wisdom Academy for Young Scientists Board and Mr. Cabil:

Request to Mediate Pursuant to the Dispute Resolution Process in the Wisdom Academy for Young Scientists Charter School (WAYS) Petition.

On May 1, 2012, the Los Angeles County Board of Education (County Board) unanimously voted to approve a motion to request mediation with the WAYS Board under the WAYS's Dispute Resolution Process. Pursuant to that action, the County Board hereby requests mediation with respect to WAYS's failure to make Changes Necessary to Reflect the County Board as the Authorizer in accordance with the June 7, 2011 conditions for approval of the WAYS' charter petition.

At its June 7, 2011 meeting, the County Board took action to conditionally approve the charter petition contingent upon WAYS complying with the following conditions ("the June 7, 2011 conditions for approval"):

1. The Former Executive Director not be employed by or at the charter school until such time, if any, that the allegations of conflict of interest have been resolved fully in her favor, and that the school comply with all California conflict-of-interest laws;
2. The then current Executive Director (Mickey Cureton) be contracted for two years;
3. The charter school make changes Necessary to Reflect the County Board as the Authorizer;
4. WAYS shall submit to the Charter School Office the signed LACOE Monitoring and Oversight Memorandum of Understanding following the approval by the WAYS governing board;
5. Complete and submit an application to a Special Education Local Plan Area (SELPA);
6. Comply with all California Conflict of Interest Laws;

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

Wisdom Academy for Young Scientists Board and Mr. Cabil
May 4, 2012
Page 2 of 3

7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

http://www.lacoe.edu/includes/templates/document_frame.cfm?toURL=documents&id=11019&OrgID=123.

On November 17, 2011, the letter from Mr. John Lemmo invoked the Dispute Resolution Procedure, Element 14 of the WAYS charter:

The LACOE Board elected to “grant” the charter on June 7, 2011. There is no subsequent process to revise or change the charter unless WAYS petitions the LACOE Board for such a revision. Certainly, there is no permissible process for LACOE staff to “revise” or otherwise modify the Board-granted charter.

WAYS further asserted in its November 17, 2011 letter that it refused to “revise or change the charter.”

Therefore, LACOE provided a “Written Response” on December 21, 2011, inviting WAYS to participate in an Issues Conference as required by the WAYS charter Dispute Resolution Procedure.

On January 26, 2012, WAYS responded that it had issued a letter dated “December 11, 2012” to respond to the December 21, 2011 LACOE letter. That letter not only mischaracterizes the holding in *California School Bds. Assn. v. State Bd. of Education* (2010) 186 Cal. App. 4th 1298, but misstates the issue:

In any event, it appears from your letter that both LACOE and WAYS agree that: (1) the charter document is that as approved by the County Board; and (2) no conditions can be imposed with are inconsistent with the charter itself. Please let us know whether you disagree.

In response LACOE invited WAYS to an Issues Conference and provided tentative meeting dates of February 10, 2012, or February 15, 2012.

On February 6, 2012, WAYS replied by refusing to participate in the Issues Conference, feigning that it did not know what the issue was, when it was WAYS that invoked the Dispute Resolution Process in its November 17, 2011 letter. The February 6, 2012 letter states, “If LACOE has any legitimate concern about the operation of the school or anything else concerning WAYS, you must specify what that is so we may immediately address it.”

Since WAYS has refused to attend the Issues Conference as required under its charter’s Dispute Resolution Procedure, the next step in that Dispute Resolution Procedure is for either party to request mediation. The County Board hereby requests mediation of WAYS’s failure to comply with the June 7, 2011 conditions for approval, including WAYS’s failure to make changes Necessary to Reflect to County Board as the Authorizer.

Should WAYS fail to respond and comply with the mediation requirement of the Dispute Resolution Procedure of the WAYS charter the County Board will file a petition to compel arbitration. Under that provision of the WAYS charter, any party who fails to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration. If the County Board seeks such an action due to WAYS’s failure to comply with that provision, it intends to recoup any and all costs and expenses incurred in compelling arbitration, including attorneys’ fees.

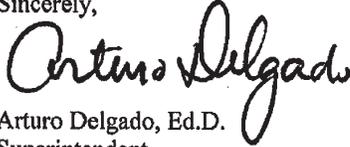
According to the WAYS Dispute Resolution Procedure, the mediation must occur by June 9, 2012. We have filed the attached Request for Mediation with the American Arbitration Association (AAA) as the

Wisdom Academy for Young Scientists Board and Mr. Cabil
May 4, 2012
Page 3 of 3

Charter petition submitted by WAYS provides for mediation by AAA. AAA will contact both parties regarding scheduling and the selection of the mediator.

Please call the Charter School Office at (562) 922-8806 if you have any questions.

Sincerely,



Arturo Delgado, Ed.D.
Superintendent
on behalf of the Los Angeles County Board of Education

AD/JI:ls
Attachment

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, LACOE
Jan Isenberg, Project Director III, LACOE



American Arbitration Association

Dispute Resolution Services Worldwide

REQUEST FOR MEDIATION

* Required items are indicated with an asterisk (*)

NOTE: Only use this form to file a mediation if there is a **CONTRACT** that provides for mediation **by the AAA**. If there is no contract providing for mediation or if the mediation clause does not specify the AAA, please file using the Submission to Mediation form. Please send a copy of the contract's mediation clause along with this form at the time of filing.

The information you provide is solely for the purpose of managing your mediation. If you are using Acrobat Reader 8.0 or higher, you should be able to save the form once completed. After completing the form please save it to the hard drive on your computer **BEFORE** navigating away from the form. If you navigate away from the form before saving it your data will be lost. Once you have completed and saved the form, send it simultaneously to us and the opposing party/parties.

You may file this form via email at casefiling@adr.org, via fax at 1-877-304-8457, or via U.S. mail at

American Arbitration Association, Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043.

If you have any questions please email us at mediationservices@adr.org.

* Name of Requesting Party
(Company, Organization, or Person's Name if an individual.)

* Email Address:

* Confirm Email Address:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

* Telephone:

Fax:

Name of Representative (if applicable)
Select "YES" if Self-Represented: Yes

Firm (if applicable):

Email Address:

Confirm Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip Code:

Telephone:

Fax:

* Name of Person Submitting this Request:

* Please indicate the category that best describes the nature of your dispute:
 Commercial Construction Employment Other (specify)

* Does this matter involve more than two parties? Yes No
(If "Yes", please attach an additional page listing the names and contact information of any parties beyond two.)

* Requested Mediation Locale (city & state):

* Have parties mutually agreed to a mediator? Yes No If "Yes" enter name of mediator:

* Summary of Dispute:

At its June 7, 2011 meeting, the Los Angeles County Board took the action to conditionally approve the charter petition contingent upon WAYS complying with the following conditions:

1. The Former Executive Director not be employed by or at the charter school until such time, if any, that the allegations of conflict of interest have been resolved fully in her favor, and that the school comply with all California conflict-of-interest laws;
2. The then current Executive Director (Micky Curreton) be contracted for two years;
3. The charter school make changes Necessary to Reflect to County Board as the Authorizer;
4. WAYS shall submit to the Charter School Office the signed LACOE Monitoring and Oversight Memorandum of Understanding following the approval by the Wisdom governing board... and complete and submit an application to a Special Education Local Plan Area (SELPA). WAYS objects the conditions imposed and failed to comply with the June 7, 2011 conditions for approval.

Claim or Relief Sought:
(amount, if any)

WAYS to make changes Necessary to Reflect the County Board as the Authorizer, as reflected in the MOU, Attachments F and G.

* Please indicate your preference for when you would like the actual mediation conference to be conducted:

Within 7 business days Within two weeks
 Within 30 days Later than 30 days
 Specific Date(s) _____

* Name of Responding Party
(Company, Organization, or Person's Name if an individual.)
Wisdom Academy of Young Scientists

* Email Address: edcabil@sbcglobal.net

* Confirm Email Address: edcabil@sbcglobal.net

* Address Line 1: 706 E. Manchester Ave.

Address Line 2: _____

Address Line 3: _____

* City: Los Angeles

* State: CA

* Zip Code: 90001

* Telephone: 3237526655

Fax: _____

Name of Representative (if known) _____

Firm (if applicable): _____

Email Address: _____

Confirm Email Address: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

ATTACHMENT 4

Wisdom Academy for Young Scientists Charter Renewal Petition

The following process shall apply to staff members filing a complaint or grievance:

An appointment with the Principal to discuss the incident/problem must be scheduled. This meeting will be held in an effort to discuss and resolve the matter effectively for all parties concerned.

If after the meeting the employee determines that a problem still exists then it must next be taken to the School Board. A conference with all parties involved and two-three board members will be held and mediated by an impartial third party agreed upon by the grievant and conference participants.

If the staff member who filed the complaint or grievance determines that a problem still exists, then he/she has the right to request that a representative from the State Arbitration Board mediate the process.

The decision following the final step, (step 2 or 3, as determined by the grievant) shall be binding and a conference report of the decision will be issued to all parties involved.

Non-participation in the process will result in issuance of a conference memo or a notice of unsatisfactory act or service to remain in the personnel file.

14.2 Process for Resolving Disputes between WAYS and the County

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Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below:

(1) Any controversy, claim, or dispute arising out of or relating to the charter agreement, or the breach thereof, must be submitted in writing ("Written Notification"). The Written Notification must identify the nature of the dispute. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. Written Notifications shall be addressed as follows:

To Charter School:

Kendra Okonkwo

Wisdom Academy for Young Scientists

706 East Manchester

Los Angeles, CA 90001

323-253-8865

Wisdom Academy for Young Scientists Charter Renewal Petition

To the County:

Charter Schools Office

Los Angeles County Office of Education

9300 Imperial Highway

Downey, CA 90242

(2) A written response ("Written Response") shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification. The parties agree to schedule a conference to discuss and resolve the controversy, claim, or dispute at issue ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date the written Response is received by the other party. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

(3) If the controversy, claim, or dispute cannot be resolved by mutual agreement at the Issue Conference, then either party may request that the matter be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator's fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 120 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute. The mediator may be selected from the approved list of mediators prepared by the American Arbitration Association. Mediation proceedings must be administered in accordance with the mediation rules or guidelines of the American Arbitration Association.

(4) If mediation is not successful, then the parties agree to settle the controversy, claim, or dispute by arbitration conducted by a single arbitrator in accordance with the rules or guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator's fees and the administrative fees of the arbitration shall be shared equally among the parties.

(5) Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim, or dispute.

The staff and governing board members of WAYS agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both will refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

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Deleted: Unified School District
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Deleted: 333 S. Beaudry Street
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Deleted: Los Angeles
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ATTACHMENT 5

**APPROVED
NO. 37:2010-11**

**MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
9300 Imperial Highway
Downey, California 90242-2890
Tuesday, June 7, 2011**

A meeting of the Los Angeles County Board of Education was held on Tuesday, June 7, 2011, in the Board Room of the Los Angeles County Education Center, 9300 Imperial Highway, Downey, CA 90242-2890.

PRESENT: Mr. Douglas R. Boyd, Ms. Katie Braude, Mrs. Gabriella S. Holt, Mr. Thomas A. Saenz, Dr. Rebecca J. Turrentine, and Ms. Maria Elena Yepes

COMPENSATED ABSENCE: Mrs. Rudell S. Freer (illness)

OTHERS PRESENT: Interim Superintendent Jon Gundry; Administrative staff; Ms. Michelle Bartolo, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Mr. Boyd called the meeting to order at 2:10 p.m.

PLEDGE OF ALLEGIANCE

Ms. Braude led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Interim Superintendent Gundry referred to some changes to the agenda that were at each Board member's place.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mrs. Holt, and **CARRIED** to approve the agenda as reordered.

APPROVAL OF THE MINUTES

April 26, 2011 – The minutes were approved as presented.

May 10, 2011 – The minutes were approved as presented.

May 17, 2011 – The minutes were approved as presented.

(Mr. Saenz arrived at 2:14 p.m.)

COMMUNICATIONS: PUBLIC (none)

COMMUNICATIONS: ASSOCIATIONS (none)

COMMUNICATIONS: HEAD START POLICY COUNCIL (none)

Los Angeles County Board of Education
Minutes of June 7, 2011

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**ACTION ON THE BUILDING BRIDGES INTERNATIONAL CHARTER SCHOOL
APPEAL OF A PETITION PREVIOUSLY DENIED BY CULVER CITY UNIFIED
SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the findings of fact in the report as revised and take action to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

It was **MOVED** by Dr. Turrentine and **SECONDED** by Mrs. Holt to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education. Discussion followed.

Speaking in support of Building Bridges International Charter School were Dr. Powell, Dr. Hocevar, Dr. Hasan, and Ms. Janelle Ruley.

Mr. Boyd requested definitive information in writing on whether the County Board is allowed to accept and approve a charter petition with material changes or not.

A roll call vote to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education was taken. Voting yes were Ms. Braude, Mrs. Holt, Mr. Saenz, and Dr. Turrentine. Voting no were Mr. Boyd and Ms. Yepes.

The motion **CARRIED** to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

**ACTION ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS CHARTER
SCHOOL ON APPEAL OF A NON-RENEWED PETITION BY THE LOS ANGELES
UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the revised June 7, 2011 findings of fact and the May 10, 2011 report in support of denial, and take action to deny the charter petition for Wisdom Academy for Young Scientists Charter School, received on appeal following denial by the Los Angeles Unified School District Board of Education.

Speaking in support of Wisdom Academy for Young Scientists Charter School was Mr. Mickey L. Cureton.

It was **MOVED** by Mr. Boyd and **SECONDED** by Mrs. Holt to reject the Interim Superintendent's recommendation to deny the charter petition, and to grant renewal of the charter for Wisdom Academy for Young Scientists Charter School. Discussion followed.

Mr. Saenz is concerned about the conflicts of interest and whether the changes that have been made are permanent. He would like to make sure that LACOE has in writing a clear indication that those changes need to be permanent and if there is any departure from the permanence of those changes it would be grounds for revocation for this charter. He also requested that there be

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Minutes of June 7, 2011

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a condition not to employ the previous Executive Director until any and all allegations of conflict of interest have been resolved in her favor.

Mrs. Holt requested that the following also be included in the motion: that Wisdom Academy for Young Scientists will comply with California's conflict-of-interest laws.

Mr. Boyd accepted the amendments to the motion from Mr. Saenz and Mrs. Holt.

Mr. Saenz stated that the motion is to approve the charter school renewal subject to the condition that the current Executive Director be contracted for two years, that the former Executive Director not be employed by or at the charter school until such time, if any, that the allegations of conflict of interest have been resolved fully in her favor, and that the school comply with all California conflict-of-interest laws.

Mr. Boyd and Mrs. Holt agreed to the amended motion.

Ms. Jan Isenberg, Project Director III, Charter School Office, stated that if the County Board moves to approve the charter, the Interim Superintendent recommended that the County Board incorporate the following provisions in its approval action. If authorized, recommended conditions for approval are: Term of the charter begins July 1, 2011 and runs through June 30, 2016 contingent upon the following conditions:

By June 30, 2011, Wisdom Academy shall submit to the Charter School Office the signed LACOE Monitoring and Oversight Memorandum of Understanding following the approval by the Wisdom governing board; shall submit changes to reflect the County Board as the authorizer; and complete and submit an application to a Special Education Local Plan Area (SELPA). The petitioner will notify LACOE Charter School Office in writing to which SELPA the application was made.

A roll call vote to approve the petition for renewal subject to the conditions presented was taken. Voting no were Ms. Braude and Dr. Turrentine. Voting yes were Mr. Boyd, Ms. Yepes, Mrs. Holt, and Mr. Saenz. The motion **CARRIED**.

HEARINGS

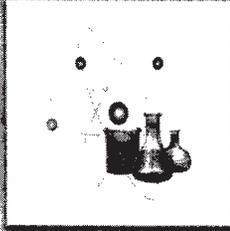
3:15 P.M. PUBLIC HEARING ON 2008-2011 LACEA COLLECTIVE BARGAINING TENTATIVE AGREEMENT FOR THE PERIODS 2008-2009, 2009-2010, AND 2010-2011
In compliance with the collective bargaining agreement public disclosure requirements set forth in Government Code section 3547.5 (a), the Office entered into a 2008-2011 Tentative Agreement with Los Angeles County Education Association (LACEA).

The purpose of the public hearing was to receive comments from the public, if any, to the 2008-2011 Tentative Agreement with LACEA.

There was no public comment.

Wisdom Academy for Young Scientists Charter Renewal Petition

**Wisdom Academy
for
Young Scientists**



**706 E. Manchester Avenue
Los Angeles, CA 90001
Phone: (323) 752 - 6655
Fax: (323) 762 - 6644**



Charter School Renewal Petition

Petition Submitted on appeal to the Los Angeles County Board of Education

9300 Imperial Highway
Downey, CA 90242

Kendra Okonkwo, Lead Petitioner
(323) 253 - 8865

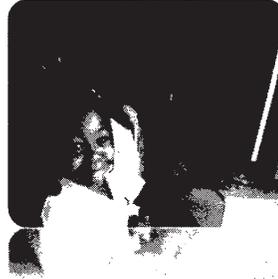
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Wisdom Academy for Young Scientists Charter Renewal Petition

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Wisdom Academy for Young Scientists Charter Renewal Petition



Introduction & Self Assessment

Introduction

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of 265 students with a capacity of 356. WAYS became a charter school in July of 2006. WAYS is located in its original opening location in the South Los Angeles area of Green Meadows Villa. WAYS serves Kindergarten through grade five students. Now in our fifth year of operation, WAYS has quickly gained a strong reputation as an academically high performing charter successfully serving a population of students traditionally labeled as underperforming. As a charter school, WAYS is authorized by the Los Angeles County Board of Education (the "County") and the California State Board of Education, and receives public per-pupil funding, federal and local grants and in-kind donations to support its operations.

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In our diligent task of seeking a renewal of the WAYS charter petition, an authentic and reflective examination process has been engaged by the WAYS community. We have thoroughly analyzed the strengths and weaknesses of our school community, and in doing so, highlighted our successful academic and fiscal results as well as made recommended adjustments. As a school community we are inspired by our successes and accountable to our challenges. We are committed to the ongoing vitality of WAYS and will highlight ways in which we seek to better serve our students and families. We respectfully submit this petition for charter renewal for the 2011 - 2012 – 2015 - 2016 school years.

We believe that WAYS provides a proven educational program in which all stakeholders – students, parents, teachers, community leaders and the school administration embrace a shared vision for the goal of providing a high quality, transformative learning experience that is steeped in principles of learning for the twenty-first century and is equitable for every child that joins the WAYS family.

A Brief Bio on the Founder and Executive Director of WAYS

Kendra Okonkwo is the founder of Merle Williamson Foundation (MWF) a California non-profit organization, and CEO of Wisdom Academy for Young Scientists. As a part of fulfilling her dream of giving back to her community, Kendra founded WAYS in 2005. Her mission in founding is to provide quality

Wisdom Academy for Young Scientists Charter Renewal Petition

and enriching education for all children in her South Los Angeles community. Kendra obtained her Bachelor's Degree in Human Services with a minor in Early Childhood Education from California State Dominguez Hills and the following year, she obtained her Child Care License and Director's Permit. Kendra opened her first day-care center, Wisdom Preschool and private school in 1988, Wisdom School and Performing Arts Center.

Her awards and recognition include County of Los Angeles Certificate of Commendation, Department of Parks Award of Appreciation, President Clinton's and Governor Davis' Award for Community Activist and Wisdom Academy Platinum Plaque for her Outstanding Contribution among many. Mrs. Okonkwo is an embodiment of a humanitarian to many and she continues to inspire children of the local community by her overflowing benevolence, words of wisdom and community outreach for South, Los Angeles.

A detailed analysis of the school student achievement data including STAR/CST, API and AYP Data

We believe the viability of WAYS' academic programs can be validated by assessment data that exemplifies WAYS success at educating those students whom the school seeks to educate. Our assessment outcomes indicate that WAYS is making an unprecedented effort in achieving its mission of providing a transformational learning climate by closing the achievement gap for African-American and Latino students. WAYS has consistently exceeded both Los Angeles Unified School District ("LAUSD" or the "District"), state and neighboring school outcomes on the California Standards Test in the areas of English Language Arts, Math and Science throughout the implementation of the charter. According to the following assessment results, WAYS has met the minimum criteria for renewal set forth by Education Code 47607.

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	API	SWR	Met AYP
2009 – 2010	879	*	Yes
2008 – 2009	843	8	Yes
2007 – 2008	774	7	Yes
2006 – 2007	782	5	Yes

Our success at making AYP and achieving an unprecedented API score for our local area is but one indicator of our success. In an effort to convey a detailed composite of the WAYS' success we will employ a benchmarking strategy of our schools performance against similar schools and against public schools in our neighborhood.

Wisdom Academy for Young Scientists Charter Renewal Petition

API Scores of neighborhood schools (2009 – 2010)

School	API
Wisdom Academy for Young Scientists	879
Watts Learning Center Charter	860
96 th St.	801
93 rd St.	745
South Park Elem.	738
Graham Elem.	735
Compton Ave.	734
Russell Elem.	729
Grape Elem.	728
McKinley Elem.	717
LAUSD	709
Parmelee Elem.	707
Cornerstone Prep Charter	574

Among the 11 schools in our neighborhood, WAYS ranks 1st in API Scores, an accomplishment we are very inspired by.

Wisdom Academy for Young Scientists Charter Renewal Petition

Statewide rank of neighborhood schools 2009 – 2010

A further look at our neighboring schools also reveals that WAYS ranks 1st in Statewide Rankings. Due to fewer than 100 students participating.



Coastal Cleanup Day, 2009



School	SWR
Wisdom Academy for Young Scientists	8*
Watts Learning Center	6
96 th St.	3
93 rd St.	3
South Park Elem.	4
Graham Elem.	1
Compton Ave.	1
Russell Elem.	5
Grape Elem.	2
McKinley Elem.	2
Parmelee Elem.	2
Cornerstone Prep. Charter	1



Coastal Cleanup Day, 2010



API for African-American and Socio-Economically Disadvantaged Subgroups

WAYS has two significant subgroups that merit a distinct API. A comparison of the progress of these subgroups to our neighborhood schools that share the same significant subgroups highlights our achievements.

	African – American	SED
Wisdom Academy for Young Scientists	881	879
Watts Learning Center Charter	858	855
96 th St.	751	799
93 rd St.	665	745

Wisdom Academy for Young Scientists Charter Renewal Petition

Compton Ave.	723	734
Grape Elem.	698	726
McKinley Elem.	682	717
Cornerstone Prep. Charter	582	570
LAUSD	662	691

Wisdom Academy for Young Scientists ranks 1st among neighborhood schools for socio-economically disadvantaged students and African American Students.

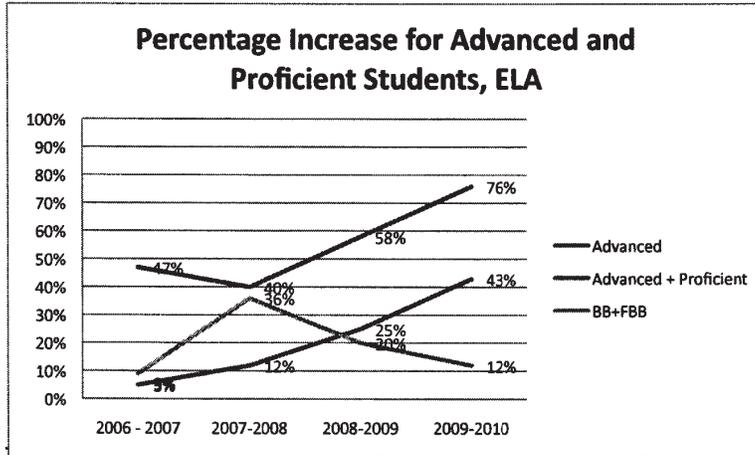
Combined API analysis

A comparison of our API, Similar Schools Rank, and API for African American and Economically Disadvantaged students reveals that WAYS is meeting our mission of providing a transformational learning climate that empowers our students to succeed. These results also, reveal that WAYS is meeting its mission of providing a high-quality public education program when compared statewide, districtwide and locally.

California Standards Test (CST) English Language Arts (ELA) Analysis

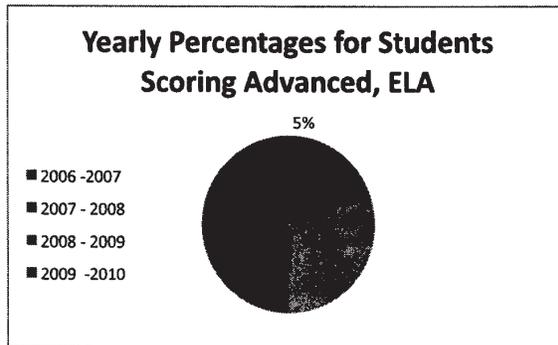
During our petition period, we have met our goal of continuously increasing the percentage of students that score advanced or proficient school wide while decreasing the number of students that score below basic and far below basic. WAYS students continue to show growth and exceed AYP goals with continued enrollment in the charter. This growth demonstrates a significant "value-add" for each year a student spends in the charter:

Wisdom Academy for Young Scientists Charter Renewal Petition



ELA trend analysis

When we compare school years by conducting an analysis of students scoring advanced and proficient, we find that overall the performance of our students in ELA has given us room for growth. When we analyzed the results of our 2008 assessments we designed new approaches to teaching reading comprehension and writing. We believe that reading comprehension and writing must be taught systematically and explicitly. We conducted an assessment of our ELA curriculum materials and at this time adopted supplemental materials to aid in the teaching of comprehension and writing. We also dedicated considerable time to analyzing student progress in these areas. The results reflect schoolwide growth in our targeted areas with WAYS students who test advanced on ELA achieving yearly gains, growing from 5% during our initial testing year to 43% in 2009 – 2010.



Wisdom Academy for Young Scientists Charter Renewal Petition

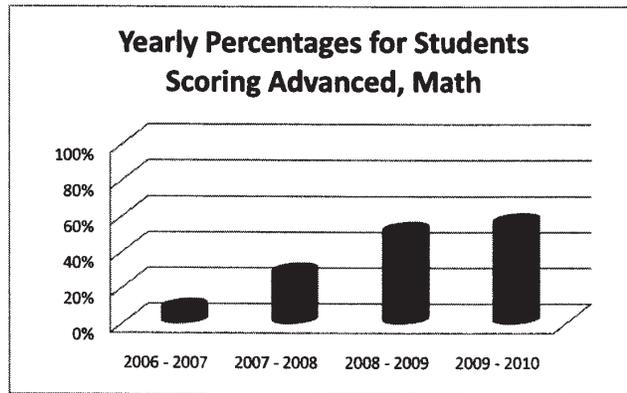
English Language Arts

	2006-2007	2007 - 2008	2008-2009	2009 -2010
Advanced	5%	12%	25%	43%
Prof +Adv	47%	40%	58%	76%
BB+FBB	15%	36%	20%	12%

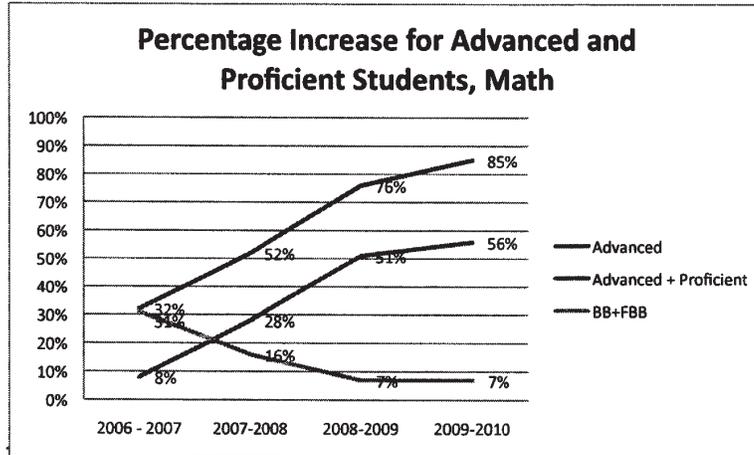
California Standards Test (CST) Math Analysis

During our petition period, we have met our goal of continuously increasing the percentage of students that score advanced or proficient in math school wide.

WAYS students continue to show growth and exceed AYP goals with continued enrollment in the charter. This growth demonstrates a significant "value -add" for each year a student spends in the charter:



Wisdom Academy for Young Scientists Charter Renewal Petition



Math

	2006-2007	2007-2008	2008-2009	2009-2010
Advanced	8%	28%	51%	56%
Adv + Prof	32%	52%	76%	85%
BB + FBB	31%	16%	7%	7%

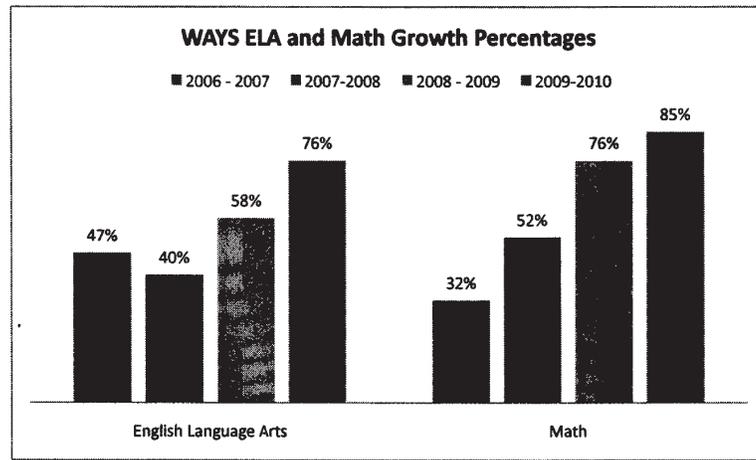
Progress of Subgroups

When we examine the progress of our numerically significant subgroups, it is noted by the table below that each subgroup has met the schoolwide participation rate of 95% as well as AYP percent proficient targets during each year of testing.

Subgroups	2007 * (24.4)	2008* (35.2)	% Diff.	2009 *(46.0)	% Increase	2010	% Increase
Schoolwide	51.9	35.9	- 16	53.7	17.8%	76%	23%
African American	51.3	35.4	-15.9	51.7	16.3%	81	30%
Socio – Eco. Disadv.	54.8	35.1	19.7	53.1	33.4%	76	23%

Wisdom Academy for Young Scientists Charter Renewal Petition

WAYS point gains for ELA and Math, Percent Advanced or Proficient



Year	English Language Arts	Math
2006 – 2007	47%	32%
2007 - 2008	40%	52%
2008 – 2009	58%	76%
2009 - 2010	76%	85%
4 – year gains	+32	+53

An explanation of how other periodic, formative assessment data is used informatively to guide instruction for all stakeholders

We believe that periodic assessments drive rigor. We regularly and systematically administer periodic and formative assessments that are given to teachers in advance, to be used as a road map to guide instruction. We use these assessments to track student progress through the year to provide meaningful data that can be used to make a difference in instruction. Beginning with the end in mind, teachers first create rubrics and benchmarks for student progress and use curriculum maps to plan their instruction for the year. An assessment calendar is generated that is aligned with curriculum maps and

Wisdom Academy for Young Scientists Charter Renewal Petition

focuses on the standards that need to be assessed and re-assessed for proficiency. The curriculum maps and periodic assessments act as the guide for sound data-driven instruction.

We have seen an improvement in the effectiveness of teaching due to our use of software tools that allow us to successfully aggregate student data and analyze the results for strengths and weakness in instructional delivery, allowing teachers to change strategies in response to changing needs.

The results of periodic and formative assessments are regularly communicated with students and parents as part of our collaborative culture.

Actual In-Seat Attendance Rate

Year	Actual In-Seat Attendance Rate
2006 – 2007	183.09
2007 – 2008	179.06
2008 - 2009	180.05
2009 - 2010	227.74
Projected 2010-2011	265



Fifth graders at Arrowhead Ranch Science Camp, Lake Arrowhead

A description of best practices that fulfilled our school's mission as well as challenges from the prior petition period

We attribute our accomplishments to a variety of factors

During the initial petition period, WAYS accomplished the following successes

- *Effective instructional techniques* – By creating an environment that is responsive to each students individual needs and designing lesson plans that differentiate instruction, our teachers are able to closely identify with each Young Scientists.
- *High Expectations for Student Achievement* – When one examines the programs of our school it is apparent that the strength of WAYS is student achievement. We are most encouraged by our students performance. Schoolwide indicators of success reveal that we are meeting the goals of the charter as it is evident that our students are learning. We acknowledge that our charter is a contracted agreement with the County with student achievement as the foremost expected outcome. We further acknowledge our student achievement results:

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Wisdom Academy for Young Scientists Charter Renewal Petition

- We have met any required AYP in every year of operation
 - We have been ranked in API decile 8 among statewide demographically comparable schools
 - The academic performance of our students is greater than the academic performance of the majority of the public schools that our pupils would otherwise have been required to attend as well as the academic performance of the schools in LAUSD taking into account the composition of the student population whom we serve
 - 43% of our students are scoring advanced on the CST in English language arts and 76% are scoring advanced or proficient.
 - 56% of our students are scoring advanced on the CST in math and 85% of our students are scoring advanced or proficient in math on the CST.
 - Less than 19% of our students are scoring at below basic or far below basic on the CST in English language arts, math
 - Less than 10% of our students are scoring below basic or far below basic on the CST in science
- *Meeting the needs of Exceptional Students* – Another success we have achieved that adds to our strength of diversity is success with our exceptional population of students. Our exceptional students include students with Individual Education Plans with specific goals for Speech and Language Impairments, Development Delay, Specific Learning Disability and Autism.
 - *Flexible scheduling* – Once we have aggregated and analyzed periodic and formative assessment data, adjustments in the daily schedule are sometimes needed that allow for additional time to master learning objectives that lead to standards mastery. Flexible scheduling also allows our students to delve deeper in concepts they are learning through the application of project – based learning.
 - *Extended School Day/Increased Instructional Time* – Since the charter's inception, WAYS has provided a longer school day as well as a free after school program for families in need of such service. With the awarding of the ASES grant, we have been able to develop a comprehensive, academically enriched after school program that is tailored to meet the needs of our Gifted and Talented students as well as those who need intervention to progress at minimum one level of proficiency each year as measured by the California Standards Test. Student groups specific to the after school program have been created in Data Director, our assessment software program. This program is used to monitor the effectiveness of intervention and enrichment instruction provided during after school hours as well as communicate progress to parents. Physical fitness and enrichment activities such as STEM, Girl Scouts, Drill Team, Drama, Dance and Art occur during the after school program.

Wisdom Academy for Young Scientists Charter Renewal Petition

- *Integrated Core Curriculum with an Inquiry based approach* – The WAYS curriculum is integrated as a whole and connections are made between content, processes, knowledge and skills. We believe providing real time applications of what students learn increases the relevancy and meaningfulness of learning for our students. When you visit WAYS you will see classes in which all subjects are taught, multiple modalities to learning utilized with critical thinking and inquiry being promoted through the use of Bloom's Taxonomy.
- *Exemplary Science Education* - We believe we are dispelling the achievement myth that exists with underserved students and girls in science. We are making a bold attempt to prepare our students for 21st century career choices that will weigh heavily in the sciences. We are most proud of our accomplishments in science as they relate to our girls with 50% of our participating girls scoring advanced in science on the CST and 78% scoring advanced or proficient in science on the CST.
- *Diversity* - WAYS is proud to support a learning environment that mirrors our community. The Green Meadows Villa area of Los Angeles is located two miles from the historic Watts area of South Los Angeles. The community has a racial mix of African-American and Hispanic -Latino residents. WAYS' student population is proud to represent both sub-groups. Our Hispanic – Latino student population has grown significantly during the petition to closely reflect that of the neighborhood. Similar to WAYS most students in the Similar Schools Rank qualify for Free or Reduced Lunch.

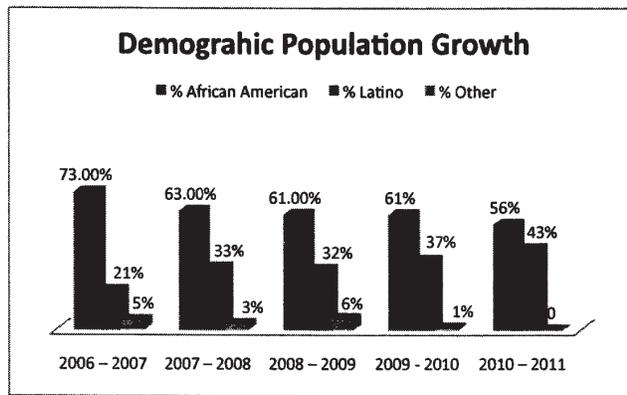


- *Highly qualified leadership, teachers and support staff* – Our faculty has been selected for their innovative yet complimentary talents, team attitude, diversity and commitment to urban students and their families. All of teachers and instructional aides are highly qualified and No Child Left Behind compliant. In addition to completing rigorous teaching training programs, many of our teachers have received Clear credential status through participation in the Beginning Teacher Support and Assessment Program. Our faculty embrace the mission of the school and are encouraged to act as change agents in the lives of the students we serve.

Wisdom Academy for Young Scientists Charter Renewal Petition

- *Provided a transformational learning climate by succeeding with underserved students* – A feature that sets us apart from traditional charter schools is our efforts to educate the whole child and continuously find ways to meet the individual needs of all of our students. We are proud of our success with underserved students. We have never expelled or “kicked out” a student from WAYS. We utilize interventions such as Student Success Team, parent education and counseling to address the unique needs of our student population.
- *Growth in Balance of Racial Ethnicity in Student Population* – We conducted a comprehensive outreach program to attract a diverse population of students, however due to our strong academic culture many of our students come to WAYS through the referral of our parents. Community involvement and engagement is an essential component of our success. We make intentional efforts to promote a school climate that systematically promotes communal bonds amongst students as well as encourages community awareness and service. Over the course of the petition period, students have learned to care for and rely on classmates of diverse backgrounds while drawing from the unique attributes of those other personalities and cultures.

School Year	% African American	% Latino	% Other
2006 – 2007	73.24	21.12	5.64
2007 – 2008	63.44	33.33	3.23
2008 – 2009	61.22	32.65	6.13
2009 - 2010	61.41	37	1.59
2010 – 2011	56.7	43.3	0



Wisdom Academy for Young Scientists Charter Renewal Petition

- *Student, Parent and Community Engagement* – We celebrate the success of our students with our parents and enjoy their input during monthly Family Nights. Parents serve on the Parent Advisory Council which is elected yearly. Through their service we have held several successful fundraisers that have enabled our students to form the Student Travel and Research (STAR) program. Through the efforts of our parents, WAYS students have participated in science excursions to Ensenada, Mexico, Sacramento, Lake Arrowhead Ranch Outdoor Science Camp and the Aquarium of the Pacific, Under the Sea Stars overnight stay.

Challenges of initial petition period

Although accomplished in several dynamics, success has come with challenges that we humbly acknowledge and address

- *Leadership Transitions* –During the first year of operation WAYS was initially led by a leadership team consisting of consultants from California State University, Los Angeles. During this initial year of operation an alternative was sought to placing the leadership of the school at the direction of consultants. The WAYS Governing Board decided to hire a Principal as school leader. The first Principal of WAYS was Jan Lyle. Later during the initial year, Alake Watson joined WAYS as Principal. We are grateful for the contributions of the initial leaders of WAYS. In addition to the principal another leadership transition occurred with the recruitment of Loretta McDonald as Chairman of the WAYS Governing Board. Ms. McDonald has led the WAYS governing board for the past 3 years and has helped to provide sound counsel on fiscal matters as well as strategic leadership for the growth and development of WAYS. Ms. McDonald was chosen to lead the WAYS governing board for her knowledge of charter school operations and her expertise in charter school finance and governance. She is a former charter school business executive. Ms. McDonald is a graduate of USC's Marshall School of Business and USC's Chief Business Operator Program for Charter Schools.
- *Outsourcing to a food service vendor* – We believe one important aspect of providing a transformational climate for our students involves feeding them a diet that is healthy, sustainable and nutritional in value. For this reason, we have struggled with the concept of outsourcing our meals to a food service vendor. We have made attempts to work with different vendors on menu planning and preparation, however, we feel it is most beneficial to prepare our students meals on-site. The outsourcing of our meal program is a challenge that we would like to remediate during our the new petition period.
- *Facility Expansion* – Our student population continues to grow along with the reputation of the quality of our school program and although

Wisdom Academy for Young Scientists Charter Renewal Petition

encouraged by the aspect of growth, we are challenged due to a lack of space in our current facility that will accommodate our entire student body. For this reason WAYS has a satellite site nearby in which two kindergarten classes are held.

We've found a number of solutions to remediating our challenges

- *To address our leadership challenges* and after careful consideration, we made another transition during our first year and hired our second Principal, Alake Watson. Ms. Watson was chosen for her strong commitment to urban education, instructional expertise on implementing standards – based, data – driven instruction and for her ability to lead a dynamic staff as a visionary. We are confident that we have the right person on board as we are experiencing outstanding schoolwide results under her leadership. Ms. Watson is a graduate of Pepperdine University's Educational Leadership Academy and is a current Doctoral Student in Pepperdine's Organizational Leadership program.
- *To address our challenge of meal program outsourcing* we have constructed a commercial kitchen that has received all necessary clearances for preparation of meals as commercial kitchen. (building and safety requirements)
- *To address our facility expansion needs*, WAYS is strategically planning to partner with local schools for additional space as well as expand our current site.

A detailed analysis of the extent to which WAYS has achieved its mission intended in the initial charter petition

Achievement of mission

The mission of WAYS is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists. The mission is the center piece of the school's educational plan. The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program and expecting them to be leaders who will act as change agents in their local community. We have made measurable strides toward our mission during our past 4 years:

- *Closing the achievement gap for underserved students in science* – We are proud of our accomplishments in science education and more remarkably our success with dispelling the norm of low performance in science amongst girls. Through a rigorous application of the California

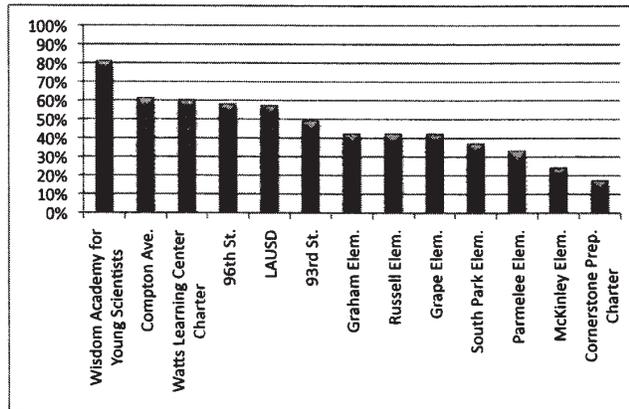
Wisdom Academy for Young Scientists Charter Renewal Petition

State Standards for science we have been able to strengthen and expand our FOSS curriculum to include meaningful real-time science education for our students through high quality instruction that is standards – based, thematic and partnered with scientific organizations such as Heal the Bay, The California Science Center, The Aquarium of the Pacific, Arrowhead Lake Science Camp. For effective science instruction, teachers use the 5 E model of instruction in which teachers are to Engage, Explore, Explain, Elaborate, and Evaluate. Students learn from these guided principles through hands on activities, such as games, and projects. WAYS' students have participated in hands on science through the extensive care of animals which they were able to "adopt" and care for during non-school hours. Our focus on science is a factor in the strength of our API score. When we benchmark the progress of our students against those in our neighborhood schools we find that our students benefit greatly from an educational program with science as a focus:

Wisdom Academy for Young Scientists	81%
Compton Ave.	61%
Watts Learning Center Charter	60%
96 th St.	58%
LAUSD	57%
93 rd St.	49%
Graham Elem.	42%
Russell Elem.	42%
Grape Elem.	42%
South Park Elem.	37%
Parmelee Elem.	33%
McKinley Elem.	24%
Cornerstone Prep. Charter	17%

When we examine the results of our neighboring schools on the CST for Science, our results reveal that WAYS leads our neighboring schools in the percentage of students scoring advanced and proficient.

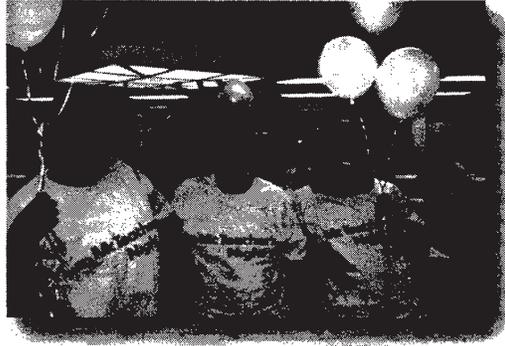
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- Implementation of a rigorous California standards based education –* WAYS' educational program uses inquiry-based approach to create a student-centered learning community, and address students' individual interests, developmental levels, and learning styles. The curriculum is grounded in the California standards and adheres to the concepts and goals identified in the state frameworks. Instruction emphasizes power standards that focus on depth of instruction instead of quantity of instruction by systematically pacing instructional units. WAYS' program is structured around a dynamic and integrated curriculum that has been aligned with the California core curriculum of English-Language Arts, Mathematics, Science, and Social Science. The infusion of purposeful technology serves to stimulate students' enthusiasm and interest in linking students to the global community in the learning process.
- Partnerships with community service organizations that promote student leadership –* Partnerships with organizations such as the American Leukemia Society and Heal the Bay, give our students opportunities to fulfill the WAYS mission of empowering our students to be leaders. Recently our students raised nearly \$700.00 for the American Leukemia Society's "Pennies for Patients" program. In collaboration with Heal the Bay our students have assisted with Malibu and Santa Monica Beach Cleanups, as well as in Coastal Cleanup Day, the world's largest volunteer event that occurs annually in September. WAYS participates as one of only a few sites that are located in the metropolitan Los Angeles area. WAYS students were recently featured in a one – hour documentary on the significance of Coastal Cleanup Day which aired on September on KTLA. WAYS' partnership with Heal the Bay began through a

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collaboration with the Watts Gang Task Force in which we've partnered to be active participants in remediating gang activity in the immediate area of WAYS. Each year we host Thanksgiving dinner for families and friends of WAYS and give away gift baskets of food provided through a partnership with Neighborhood Outreach Council. This is a student led event in which turkeys are given away to families in need and the entire school community is invited this celebratory event.



WAYS staff members participate in McTeacher night to raise funds for extra-curricular activities.

- *Parent Participation* - Our parents act as integral part of WAYS helping us to achieve our mission through partnering with us in their child's education. Parents are encouraged to willingly volunteer 30 hours per year as well as participate in parent education and training classes and monthly Family Nights. We created Family Nights as a means of providing our parents a window of opportunity to grasp the concepts and objectives of their child's learning through their participation in fun, hands-on activities with their children that promote the California state standards. (Parents are a part of governing board) (Parents as leaders, leadership roles for parents, committee participation of parents).

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How WAYS meets the needs of subgroups African American, Socio-Economically Disadvantaged, English Learners and Students with Disabilities

African American

Our African – American students benefit mostly from a positive growth in school climate where high expectations for learning as well as behavior are upheld. As a Professional Learning Community, we monitor the progress of our students through supportive management tools that are tracked through Response to Intervention and Instruction(RTI²). Through home visits we develop we develop relationships with our students and their families that allow for a team centered approach to helping our students success.

Economically Disadvantaged

The saying, “It takes a village to raise a child” is apparent and observable at WAYS. As a school community, we believe and expect all of our students to become high achievers. We have found success with our African-American students through adopting a whole – child approach to education. We are cognizant of the fact that a child’s education is socially dynamic and therefore must reach beyond the classroom to include families, extended family , teachers, *the student* and all stakeholders involved in the child’s educational success. As a means of collaboration with our families, we conduct home visits, have monthly Family Nights where dinner is served to all attendees. We also partner with social welfare organizations such as Operation School Bell where children in need receive school uniforms and the Neighborhood Outreach Council which provides free food that is available to families in upon request. At WAYS we maintain an open door policy within our school community where the school administrators and teachers are highly accessible.

English Language Learners

We assess our ELL students systematically throughout the year using both formative and summative of assessment methods. Summative assessments include the CELDT and CST. Formative assessments include the Sacramento County Office of Education (SCOE) Unit assessments for Open Court Reading

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as well as the SCOE Skills Assessments as well as an analysis of student writing. ELL students receive differentiated instruction inclusively with EO students in the general classroom and the strategies for EL students are shared whole-group to maximize the benefit for all students. This collaborative approach is allowing us to effectively close the achieve gap for our EL students as evidenced by the CST scores for this population of students. Our teachers meet in collaborative groups to develop consensus on strategies that are effective as well as refine teaching strategies. SDAIE strategies, graphic organizers and culturally relevant literature are used to support lessons. Although there are several other languages spoken by WAYS students our most significant group of ELL students are Hispanic. To ensure the success of our ELL students we also use a collaborative approach that fosters communication between our Resource Specialists and Speech Therapists.

CELDT Data

For participating students who test in CELDT annually we have seen the following results:

	2006 – 2007	2007- 2008	2008 – 2009	2009-2010
Listening	459	461.47	417.8	528.5
Speaking	460.2	477.2	444.02	459.63
Reading	398	509.68	474.4	419.57
Comprehension	*	*	*	447
Writing	369	463.62	471.95	451.05
Overall	463.16	442.15	436.4	455.89

* Comprehension strand not administered during these years

Implementation of program components of charter

Educational program – We are proud of our accomplishment of achieving the learning outcomes proposed in our initial petition.

Achievement of schoolwide goals – WAYS is achieving its mission of “growing our own scientists” by providing an educational program that gives our students

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early exposure to the skills that will be in demand in the twenty-first century. We have accomplished our task of achieving a “systems” approach for the sustainment of the WAYS organization. All aspects of the schools operations are effective in promoting high student achievement. Our students learn in a clean, well maintained facility amongst caring adults who model positive interactions for our students resulting in a disciplined school environment.

Innovative Program

Several pioneering programs distinguish WAYS as an innovative educational model:

Exemplary Hands – on, Project Based Science Education Program	Cultural Diversity of Staff and Students
Incorporation of STEM initiatives	Elective Block Period - Fun Friday!
Stellar Performing Arts Program incorporating dance and physical fitness	Student Travel and Research Program – fourth grade tours to Sacramento, third grade tours to Catalina Island, fifth grade tours to Lake Arrowhead Ranch Outdoor Science Camp
Well Balanced Core Curriculum in which all subjects are taught	After school enrichment and intervention program
Environmental Ambassadors Program	Summer Enrichment Program - Summer Science and Dance Camps
NASA Fellow Teacher Program Participation	Awarded grant funding from the Walton Family Foundation's high Quality Charter Schools Grant, William C. Bannerman Foundation After School Education and Safety (ASES), Community Beautification and Riordan Foundation
Cognitive Behavior Counseling Program	Strong Environmental Partnerships with CA Science Center, Aquarium of the Pacific and Generation Earth
Ongoing Professional Development based on the Principals of the Professional Learning Community (PLC) and Response to Intervention (RTI) model	WASC Initial Candidacy Accreditation

21st century learning in action – what you will see when visiting Wisdom Academy for Young Scientists

- ❖ Students who are happy and love their school
- ❖ A print rich environment – a variety of reading material, non-fiction, fiction, reference, student made

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- ❖ Technically rich environment with student learning enhanced by the use of computers, SMART boards, and document and video cameras
- ❖ Thematic classrooms that change periodically (per trimester) and focus on the different genres of science – life, physical and earth
- ❖ Student created graphs, charts and projects with a thematic focus
- ❖ Elective learning with a focus on art, music, crafts, dance, cooking, gardening and service learning
- ❖ A variety of activities going on at the same time
- ❖ Older children helping younger children
- ❖ Children working collaboratively to solve problems
- ❖ A demonstration of group norms of expected behavior
- ❖ A faculty committed to the success of urban students

Curriculum Framework

The California State Content Standards operates as a guiding framework for both curriculum and assessment development at WAYS. WAYS will transition from the CA State Content Standards to the Common Core Standards when deemed appropriate and mandated by the State of CA. Until such time, the CA Standards will be used in the following ways:

- Used to map curriculum into units and lessons
- Used to as a guide when writing behavioral level performance objectives for lessons.
- Incorporated into Adopted Text Program outcomes and assessments
- Used as a guide when developing formative and summative unit level benchmark performance assessment rubrics.
- Aggregated into benchmark performance indicators for tri-yearly summative benchmark performance assessment.

WASC Accreditation

To evaluate the strength of our programs, we sought an outside evaluation. As a result, WAYS is accredited with the Western Association of Schools and Colleges. WAYS received initial candidacy status in May of 2010.

Our administrative team participates as WASC Visiting Committee Members to evaluate schools seeking candidacy. Our participation on these visits provides us with a powerful tool for benchmarking the continual growth and improvement of WAYS.

We developed our Expected Schoolwide Learning Results through participation in the accreditation process. Our ESLR's give us a framework for achieving the

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school's mission of empowering students to become leaders, change agents and true scientists.

Young Scientists as Global Citizens who will

- Through early exposure to science, learn on a platform that is educationally equitable
- Develop an appreciation and respect for cultural differences
- Develop a personal connection to learners of different cultures
- Communicate effectively their ideas and learning to others
- Contribute to their community through responsible actions that benefit humanity

Young Scientists as Leaders of the 21st Century who will

- Work together to solve complex, real world problems through project based learning
- Think critically and creatively
- Be Technologically literate and competent in reading, mathematics, sciences and performing arts
- Develop independence as lifelong learners and problem solvers

Young Scientists as Researchers who will

- Know how to comprehend, apply, analyze, synthesize and evaluate
- Ask essential questions
- Work collaboratively through teamwork to produce a culture of scientific discovery

Young Scientists as Thriving Learners who will

- Demonstrate confidence in their abilities and develop high self-esteem
- Learn the habits that contribute to a healthy lifestyle
- Will experience wellness through physical fitness and proper nutrition

An analysis of how data analysis and professional development were used to improve instruction

Professional development at WAYS focuses on improving the ability of teachers to ensure academic success for all learners. Although, the majority of our students are scoring on grade-level on formative and summative assessments, during the initial petition period we have found new ways to refine our instructional strategies for providing more individualized instruction that is strategically designed to meet the *academic and social* needs of our students. The Professional Learning Community (PLC) and Response to Intervention² models have provided a framework for implementation of our professional development goals. Additionally, strategic planning occurs that is structured by the design of SMART goals. SMART goals are Specific, Measureable, Attainable, Realistic and Timely. An example of a recent SMART goal analyzed the recent performance data of third grade students in ELA, specifically writing conventions. A SMART goal was developed to increase the percentage of students demonstrating proficiency on both periodic assessments and the CST.

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Strategies and action steps were developed that addressed scheduling, grouping of students into groups that delineate the level of support needed as intensive, strategic or benchmark. Through collaboration, a key component of the PLC model, grade level teams continue to monitor the performance of students in groups with the expectation of student movement to benchmark groups as well as moving up one proficiency level on the CST, within a designated period of time.

The results of our professional development planning and our expected outcomes are shared with parents at the beginning of the year during Back to School Night and ongoing throughout the year during Family Nights and Parent/Student/Teacher conferences.

How the WAYS' Governing Board has provided leadership for effective implementation of the charter

Our governing board has provided excellent leadership in matters of strategic planning, finance, law, human resources, negotiation and evaluation. Members of the board have received training in and comply with the regulations for open local government meetings set forth in the Ralph M. Brown Act. During the petition period the governing board established a finance committee which provided incentives for increasing student achievement relative to student attendance. Their effective leadership in this area resulted in an increased average daily attendance rate of 95% for the 2009 – 2010 school year. The governing board has also formed special committees for community outreach, and public relations. The governing board meets monthly on the last Thursday of each school month. The board has fulfilled its purpose of ensuring that WAYS carries out the school mission and vision.

The District has benefited from WAYS' existence

Our charter school is a vital component of our community. Most of our students live in the immediate area and are the recipients of a high quality education. The achievement of our students is a most direct benefit of WAYS to the District. We understand our obligation to our students, their families and the District. We are grateful for the opportunity to make the kind of impact on the lives of the children we serve that will influence them to go to college, to study the sciences if they choose and to live as life - long learners.

WAYS desires to continue to make a positive impact in the lives of the children we serve by providing the kind of educational opportunities that have propelled our school to become the leading school of 3 in our local area that has an API score of 800 or above. We believe that diversity is an indication of the strength of our program and we are proud to represent the ethnic groups of our surrounding neighborhood with 57% percent of our students being African-American and 43% being Hispanic – Latino. Our parent testimonials assure us that they are committed to the further growth of WAYS. WAYS owes a great deal

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of its success to the leadership parents and will continue to give parents opportunities to contribute to WAYS and the community overall.

While we recognize the growth of our neighboring schools, we believe that WAYS provides a choice for a high-quality, enriched education as evidenced by the scholastic achievement of our students who would have otherwise attended other neighborhood schools.



Affirmations

As the lead petitioner, I Kendra Okonkwo, Hereby certify that the information submitted in this petition for the renewal of a California public charter school for a 5 year term, Wisdom Academy for Young Scientists (WAYS), located at 706 E. Manchester Ave., Los Angeles, is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school

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to the status of a public charter school; and that Wisdom Academy for Young Scientists (WAYS):

Shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code Sections 60605 and 60851, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605(c)(1)]

Shall be deemed the exclusive public school employer of the employees of the WAYS for purposes of the Educational Employment Relations Act. [Ref. Education Code Section 14 47605 (b)(5)(O)]

Shall be non-sectarian in its programs, admissions policies, employment practices, and all other operations. [Ref. Education Code Section 47605(d)(1)]

Shall not charge tuition. [Ref. Education Code Section 47605(d)(1)]

Shall admit all students who wish to attend the WAYS, Except as required by Education Code Section 47605(d)(2), admission to the Charter School shall not be determined according to the place of residence of the student or his or her parents within the State. However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law. In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the charter school and, in no event, shall take any action to impede the charter school from expanding enrollment to meet pupil demand.

Shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). [Ref. Education Code Section 47605(d)(1)] Shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

Wisdom Academy for Young Scientists shall comply with all requirements of the Crawford v. Board of Education City of Los Angeles court order and the LAUSD Integration Policy adopted and maintained pursuant to the

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Crawford court order by the office of Student Integration Services (collectively the "Court-ordered Integration Program"). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD. The School will provide a written plan to achieve and maintain the LAUSD's ethnic goal which is with a 70:30 or 30:70 ratio.

Not enroll pupils over nineteen (19) years of age unless continuously enrolled in public school, the student is not over the age of 22 years and making satisfactory progress toward high school diploma requirements

Shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations Section 11967.5.1(f)(5)(C)]

Shall not require any child to attend a charter school nor any employee to work at a charter school

Shall at all times maintain the required insurance coverage as specified in Element 6 of this Charter.

Shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by Education Code Section 47612.5(a)(1)(A)-(D).

In accordance with Education Code Section 48200, If a pupil is expelled or leaves WAYS without graduating or completing the school year for any reason, WAYS shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. [Ref. California Education Code Section 63 47605(d)(3)] Will follow any and all other federal, state, and local laws and regulations that apply to the WAYS including but not limited to:

- o WAYS shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection.
- o WAYS shall on a regular basis consult with its parents and teachers regarding the Charter School's education programs.
- o WAYS shall comply with any jurisdictional limitations to locations of its facilities.
- o WAYS shall comply with all laws establishing the minimum and maximum age for public school enrollment.
- o WAYS shall comply with all applicable portions of the No Child Left Behind Act.

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- o WAYS shall comply with the Public Records Act.
- o WAYS shall comply with the Family Educational Rights and Privacy Act.
- o WAYS shall comply with the Ralph M. Brown Act.
- o WAYS shall meet or exceed the legally required minimum of school days.

Understands and accepts obligations to comply with specific sections of the Education Code: Sections 47611 (STRS) and all laws establishing minimum age for public school attendance

1 Educational Program

The address of the Charter School is located at:

706 E. Manchester Avenue
Los Angeles, California 90001

The phone number of the Charter School is (323) 752 - 6655

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The contact person for the Charter School is Kendra Okonkwo, Executive Director.

The term of this charter shall be from July 1, 2011 – July 1, 2016

The number of rooms at the Charter School is 13 with scheduled expansion to 25.

The grade configuration is Kindergarten - Five.

The number of students in the first year will be 520.

The grade level(s) of the students the first year will be Kindergarten - Five.

The opening date of the Charter School is September 7, 2011.

The admission requirements include: Residence of student must be in state of California.

The operational capacity will be 25 classrooms, 520 students.

The instructional calendar will be: 180 Days, September – June – (See Appendix A)

The bell schedule for the Charter School will be: 8:00 – 2:45, K – 5.

If space is available, traveling students will have the option to attend.

1.1 Statement of Intent

Wisdom Academy for Young Scientists (WAYS) is committed to developing a model comprehensive elementary program that meets the unique needs of the 21st century student. We respectfully submit this charter petition for approval by Los Angeles County Board of Education for the period of five school years, 2011-2012- 2015 – 2015. We intend to prove that a scientifically based curriculum can balance project-based learning with explicit, rigorous standards-based instruction and, in so doing, attain academic excellence.

July 3, 2011 8:13 PM
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Mission

The mission of WAYS is to create a transformational learning climate in which students become *"Empowered to be Leaders Change Agents and True Scientists"*.

Vision

The vision of WAYS is to create an educational program that educates the whole child. This includes an intentional engagement of development of the child's intellect, physical body, emotions, and spirit.

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Our charter school intends to establish a program that educates the whole child.
Our goals include:

- Support each student in meeting the California State Content Standards.
- Create a climate that supports each student's love of learning, psychology of success, inquiry and problem solving skills, and social and emotional growth.
- Incorporate a variety of assessment strategies including the regular use of authentic assessments, standardized tests, diagnostic tests, portfolios, and parent reports. In addition, WAYS will create tailored aggregate benchmark assessments which will be used to measure student performance related to key learning outcomes in core curriculum areas three times a year in all grades and use the results to make decisions related to instructional approaches necessary for the success of individual students, whole class progress evaluation, and program evaluation.
- Improve each student's mastery of language arts and mathematics California content standards as defined in the Measurable Student Outcomes section of this petition.
- Significantly improve student connections among between conceptual understandings, practical applications, skills, procedures, content and appropriate vocabulary pertaining to each (California standards-based).
- Significantly improve student computation skills and mathematical literacy.
- Provide intentional and systematic strategies for the successful progress of our primarily English Language Learner population in their language skill development.
- Include each child's parents in the process of their education.
- Systematically teach and support students in their skills for being healthy, happy, safe, and contributing members of the WAYS community and the community around them.

1.2 School Description

WAYS will be autonomous and responsible for all aspects pertaining to the daily operation and governance of the school, including its on-site administration, professional development, curriculum and methodology development, and delivery of instruction to an ethnically diverse and economically challenged student population.

WAYS will offer parents a creative and innovative educational alternative. Learning will be experientially based. The classroom atmosphere will encourage

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students to act independently, cooperatively, responsibly and attentively. Our program will incorporate a student-centered curriculum that is aligned with the state content standards. It will incorporate multi-age grouping of students for instruction, team teaching, experiential activities, plentiful choices for students, and an intentionally supportive and humanistic culture—all within an internally motivating environment that promotes student self-regulation rather than punishments and rewards.

We will offer a single track traditional calendar (similar to the LAUSD single track calendar in the first year of operation).

1.3 Projected Student Enrollment

Wisdom Academy for Young Scientists' anticipated enrollment is 520 students in grades K-5 for the first school year. The following is the student population by grade level:

WAYS' Projected Enrollment				
	2011 – 2012	2012 - 2013	2013 - 2014	2014 – 2015
Kindergarten	80	80	80	80
First	80	80	80	80
Second	80	80	80	80
Third	80	80	80	80
Fourth	100	100	100	100
Fifth	100	100	100	100
Total	520	520	520	520

Identification of Those Whom the School Is Attempting to Educate

The target students will be children between the ages of 5 – 11 from around the greater Los Angeles area with a focus on students from the immediate residential area of Green Meadows Villa.

The nearest existing LAUSD school is South Park Elementary. Last year its student population was 82% Hispanic and 18% African-American. 63% of its students were English language learners. 97% of the pupils qualify for free and reduced price meals. WAYS strives to make its student demographic profile to be similar to that of the surrounding community. We expect to have student population that is 50% African – American and 50% Hispanic – Latino.

We will conduct a comprehensive outreach program to attract a diverse population of students. Community involvement and engagement will be a critical emphasis of the WAYS strategy. We will make intentional efforts to promote a school climate that systematically promotes communal bonds among students as well as encourages community awareness and service. Over the course of their school years, pupils will learn to care for and rely on classmates of many diverse

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backgrounds while drawing from the unique attributes of those other personalities and cultures.

1.4 Educated Persons of the 21st Century

The successful 21st century citizen must embody an amalgamation of self awareness, adaptability, ambition, internal motivation, intellectual prowess coupled with a broad knowledge base, advanced oral and written communication skills, advanced analytic reading abilities, creative critical thinking ability, confidence to take intellectual and emotional risks, management and collaboration skills—all under the umbrella of social responsibility, and all noted as attributes that are best established during the elementary school years when identities are developing.

Educated persons of the 21st century will require skills beyond the basic reading, writing, and arithmetic. Educated persons will require complex analytical skills combined with mutual respect, integrity, and responsible citizenship to prepare them for an ethnically and culturally diverse global society. They will have a strong and healthy self-concept and see themselves as autonomous, cooperative, respectful and productive lifetime learners. They will be self-disciplined, intuitive, self-motivated, and pro-social toward others and in their personal choices. They will be able to work and live harmoniously with others and the environment and interact in a manner that is flexible, healthy, purposeful, and creative.

Educated persons of the 21st century will understand that life existence is interconnected and interdependent and will see themselves as integral members of a diverse community. They will have developed a broad knowledge base and acquired skills that will allow them to be constructive, successful, and contributing members of society.

Educated persons of the 21st century will be:

- Intrinsically motivated life-long learners.
- Able to reflect on and evaluate one's own learning.
- Able to solve problems effectively and proactively.
- Able to communicate clearly to effectively transmit facts, ideas, emotions and opinions using oral, written, and visual language.
- Able to read, infer, and interpret a variety of print material, i.e. literature, poetry, newspapers, reference sources, texts, graphs, and applications.
- Able to discern mathematical relationships, reason logically, and use mathematical techniques effectively in practical application.
- Able to understand and apply the major strands of scientific thought, methods, facts, hypotheses, and theories.

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- Well versed in the histories of the United States, of the world, and of the original civilizations, and able to use the many lessons contained therein to make responsible decisions as active members of a democracy.
- Appreciative of and exposed to experiences in the arts: music, painting, sculpting, carpentry, craft work, and cooking.
- Highly skilled in the art of collaboration.
- An accountable, responsible member of his/her community.
- Experience participation in a free and democratic society.

1.5 Goals and Objectives

1.5.1 School-Wide Goals

WAYS is committed to integrity and quality in all phases of its operation. Our commitment to excellence and inquiry is embraced by all members of the WAYS team. We believe that to be a truly effective center of learning, we must ensure that we are an effective learning organism.

WAYS will take a systems approach to developing a school-wide culture of quality, grounded in the California State Standards and the WASSC (Western Alliance for the Study of School Climate) eight factors of Quality School Climate. These eight factors are:

1. Appearance and Physical Plant
2. Faculty Relations
3. Student Interactions
4. Leadership/Decision Making
5. Discipline Environment
6. Learning and Assessment Environment
7. Attitude and Culture
8. School-Community Relations

1.5.2 Learning Outcomes

The learning goals at WAYS are based on the development of self-responsible, intrinsically motivated, critical thinking students. Our goals are that students in grades K-5 will become proficient or better in their ability to gather, analyze and use information, communicate precisely, solve problems, work cooperatively, think creatively, initiate action, and participate in a global society all while gaining English proficiency.

WAYS' educational program will use a technology-rich inquiry-based approach to create a student-centered learning community, and address students' individual interests, developmental levels, and learning styles. The curriculum will be grounded in the California standard and adhere to the concepts and goals identified in the state frameworks. Instruction will emphasize power standards

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that focus on depth of instruction instead of quantity of instruction by systematically pacing instructional units. WAYS' program will be structured around a dynamic and integrated curriculum that has been aligned with the California core curriculum of English-Language Arts, Mathematics, Science, and Social Science. The infusion of purposeful technology will serve to stimulate students' enthusiasm and interest in linking students to the global community in the learning process.

WAYS will strive to use inquiry as the leading but not exclusive pedagogical approach. Inquiry, interpreted in the broadest sense, is the process initiated by the learner or the teacher that moves the learner from his or her current level of understanding to a new and deeper level of understanding. Ultimately our goals for student learning will mean:

- Becoming proficient with a wide variety of techniques for inquiry including scientific method, concept attainment, concept mapping, inductive and deductive reasoning, classification, and the interpretation of data.
- Developing an orientation toward exploring, wondering and questioning, and thinking independently and creatively.
- Drawing connections among content, ideas, and findings and relating them to one's own life context.
- Researching and seeking information.
- Become skilled at making predictions, designing research, and collecting data.
- Becoming confident in their abilities to make and test their own theories and generalizations.
- Working in research teams. Resolving conflict and differences of interpretation. Stretching their skills in different roles within a group dynamic.

Our educational program will have a positive impact on increasing the interest of girls in math and science to help fill the void of women in science and engineering fields.

1.6 Goals of the Program

We live in an age of continuous and ever accelerating technological evolution. Demand for qualified specialists in the sciences, engineering, information, and computer technology is growing exponentially, and with it comes an increased need for highly educated specialists. As a result, many high tech companies depend on foreign specialists that they retain on work visas. Our goal is to "Grow Our Own" scientists to help fill the void.

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1.7 How Learning Best Occurs and the WAYS Curriculum

At the heart of the WAYS Curriculum will be the **California State Content Standards**. These standards will be mapped onto each grade level curriculum and systematically met throughout each unit of instruction. The standards will be used to benchmark each student's academic progress as well.

Inquiry-based Learning will be the instructional design of preference at WAYS. Working under the principle that the instructional design for any given content or concept should be determined by that concept or content, the WAYS curriculum development process will develop the most appropriate instructional strategies to meet the necessary standards. In many situations, **Direct Instruction** will be the most appropriate means to teaching particular skills and procedures. Yet WAYS will make a commitment to incorporate inquiry-based designs whenever appropriate. Inquiry-based instructional designs include such strategies as scientific inquiry, concept attainment, mental maps, inductive reasoning, problem-based learning, classification, literature analysis, primary sources data analysis, inductive questioning, and creative and artistic design.

A large portion of the learning at WAYS will be structured using a **Project-Based Learning Approach** (Ronald J. Newell, 2003). This approach provides a means for students to take charge of their own learning by actively planning, researching, and developing an in-depth study of a topic of interest. Students will be responsible for selecting a topic, implementing the project, and taking part in an assessment and reflection process of their product and process efforts. In many cases, students will be responsible for deciding what processes they will use to achieve the project, according to their individual learning styles. It is the role of the teacher to guide the students, set expectations, facilitate questions, create clear learning targets, and offer support for learners who need more direct intervention.

WAYS will incorporate an **Integrated Curricular Approach** across content areas. The primary thematic vehicle for curriculum integration will be problem-based science units. Math, reading, and social studies will be integrated into broad themes related to an authentic scientific problem. Data analysis will require the application of math skills, report writing will incorporate language skills, and research implications will inherently involve social implications. However, any of the core subject areas could be determined as the best unit anchor concept and the others would be integrated where meaningful.

Teaching will be conducted with the intention of promoting each student's **Psychology of Success or Achievement**. As one examines the idea of a success psychology it becomes evident that there are a whole series of ideas that seem to be rooted in this unifying phenomena. The terms, self-esteem, achievement psychology, intrinsic motivation, movement psychology, and success psychology are all characterized by the same fundamental components. A substantial amount of research indicates that all these orientations lead to

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academic success (Auer, 1992; Benham, 1993; Klein & Keller, 1990; Joseph, 1992; Rennie, 1991; Solley & Stagner, 1956). When we pair the research down to its fundamental components, we see that there are 3 factors that make up ones psychological orientation toward success. They are the following:

- Mastery-orientation vs. helpless-orientation relating to one's self-efficacy.
- Degree of a sense of acceptance and belonging.
- Internal vs. external locus of control.

WAYS will take a **Systemic Approach to Learning Context**. We hold that all aspects of the pedagogical and leadership process are related. Classroom management is a form of instruction. Assessment is inherently instruction. Instruction is management. Empowering leadership leads to empowered teachers, which leads to empowered students. Deliberate and intentional effort from all members of the team is essential.

WAYS will **Celebrate and Support the Diversity** of our school family. WAYS will reflect diversity in its choice of curriculum content, in its choices of school traditions, and in its incorporation of the Arts to site a few examples.

WAYS will make a **Commitment to Parental Involvement**. When it comes to parental involvement and its powerful influence, the knowledge base is broad and clear. The most comprehensive survey of the research is a series of publications developed by Anne Henderson and Nancy Berla: *The Evidence Grows* (1981); *The Evidence Continues to Grow*(1987); and *A New Generation of Evidence: The Family is Critical to Student Achievement* (1995). Citing more than 85 studies, these publications document the profound and comprehensive benefits for students, families, and schools when parents and family members become participants in their children's education and their lives. All references to "parent" in this charter may be interpreted broadly to include the adults who play an important role in a child's family life, since other adults—grandparents, aunts, uncles, step-parents, foster parents, guardians—may carry the primary responsibilities. As students are guided through a curriculum that helps them make connections between what they are learning and their own prior knowledge and experiences, their interest in the classroom curriculum and learning is dramatically increased.

Delta Education – Full Option Science System (FOSS).

In addition, classroom teachers will be encouraged to join and will be reimbursed for membership and conference attendance in the following professional organizations:

- The National Council for Teachers of Mathematics (NCTM)
- The National Association for the Education of the Young Child (NAEYC)

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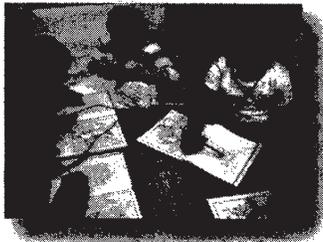
- The Association for Supervision and Curriculum Development (ASCD)
- The National Science Teacher Association (NSTA)

1.8 How the objective of enabling pupils to become self-motivated, competent, life-long learners will be met by the school

The objective of enabling pupils to become self-motivated, competent, life-long learners will be met by the school through its employment of inquiry-based learning strategies.

During inquiry-based learning experiences, students explore ideas and phenomena, tackle familiar and unfamiliar problems, then reflect on and analyze their findings with one another.

Teachers closely facilitate this process, encouraging students to inquire and investigate, to analyze, create, develop, describe, reflect on and finally



disseminate understandings. Through these experiences, on a daily basis, students learn to make choices and experience autonomy. They become self-motivated and competent learners. Students come to know that their interests, ideas and abilities are respected and valued. These experiences are carefully integrated with the knowledge, skills, and conceptual understanding identified in the California content standards.



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1.9 Rigorous, Standards-Based Curriculum

Wisdom Academy for Young Scientists will offer a rigorous, standard-based curriculum that is composed of core subjects in the areas of English/Language Arts, Mathematics, Social Science, Science, Visual and Performing Arts, and Physical Education. Common themes will be developed that are parallel and correspond to one another. In addition to academic subjects, an interdisciplinary curriculum of inquiry will be designed around themes that incorporate local and global issues in the content, including, but not limited to:

1.9.1 English Language arts Curriculum

The English Language Arts program at WAYS will educate students to be highly capable readers with the ability to apply their comprehension and analytical skills in becoming fully functioning citizens in our democracy. Their high levels of comprehension in all genres of text will build the foundation for academic success as they move into their middle school programs. In alignment with the State Board of Education's Framework for Reading Instruction, WAYS will provide students with reading/language arts skills instruction that will result in their ability to gather and critically evaluate information using varied reference sources, as well as understand and analyze fiction and recognize nuances within it. Reading instruction will be an integral portion of the ninety minute language arts curriculum. Teachers will work together in grade levels to identify state standards on which to focus. All classrooms will provide at least 90 minutes of English Language Arts instruction daily.

Integral to the WAYS Language Arts Curriculum the use of the Open Court Reading Curriculum (OCR), a research-based curriculum grounded in systematic explicit instruction of phonemic awareness, phonics and word knowledge, comprehension skills and strategies, inquiry skills and strategies, and writing and language arts skills and strategies.

Reading fine literature is one of the founding principles of Open Court Reading, and the program literature selections exemplify how different forms of literature can all express a particular theme. Through various genres, children progressively deepen their understanding of the thematic learning units presented in each grade level.

Open Court develops phonemic awareness, the alphabetic principle, and the understanding of how print works. As the program progresses, it explicitly teaches sound-spelling correspondence to support decoding (reading) and encoding (spelling) with the goal being children reading literature independently by the middle of first grade.

Beginning in Kindergarten, Open Court focuses on increasing children's phonemic awareness. Beginning with phonological awareness, children listen for environmental sounds, manipulate words, compare word length, clap syllables, and work with rhymes. Gradually, children begin to work with individual sounds,

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phonemes, as they learn to blend sounds to make words and segment words into their component phonemes through a clearly defined instructional sequence. At the same time, children are also developing their understanding of the alphabetic principle that sounds can be mapped onto letters as children connect sound and letters and blend them to read words.

Children using Open Court are systematically and explicitly introduced to sounds and spellings. This includes teaching letter shapes, sounds, and spellings with sufficient opportunities for students to practice and apply their phonics knowledge. Adams (1990) notes, however, that teaching sounds and spellings is not enough. Children need specific instruction on how to blend. Blending instruction in Open Court is explicit and has been recognized as instructionally sound and effective.

1.9.1.1.1 Test Scores Gains for Open Court Schools in California

The results in the report "Test Score Gains for Open Court Schools in California: Results From Three Cohorts of Schools" (McRae, 2002) show that Open Court schools out gain Non-Open Court comparison schools by 50 to 75 percent (19 points vs. 12 points for grade 2, 13 points vs. 7 points for grade 3) based on 3-year gain scores involving about 300 schools. The largest differences involve schools serving concentrations of Low Socio-Economic Status students, where the differences over 3 years are most impressive (23 point gains for Open Court schools compared to 9 point gains for Non-Open Court schools). Based on 1-year gains for more than 700 schools, Open Court schools out gain Non-Open Court comparison schools by a factor of four (5.2 points vs. 1.2 points for grade 2). The results of the study provide clear and convincing evidence that students attending schools using Open Court materials acquire basic reading skills faster than students attending demographically similar schools not using Open Court materials.

1.10 MATHEMATICS CURRICULUM

The mathematics program at WAYS will educate students to be powerful mathematicians with the ability to use their deep conceptual understanding of mathematics and their proficiency with basic facts to solve both routine and novel problems. Our math program will be in alignment with the California Mathematics Frameworks and the National Council of the Teachers of Mathematics. WAYS will use a research-based text, a heavy emphasis on the development of conceptual understanding through the use of concrete material exercises, making interdisciplinary connections, and relating math to science and problem-based learning contexts. The WAYS mathematics curriculum will be aligned with the California mathematics content standards and those adapted from the Third International Study of Mathematics and Science (TIMMS).

The proven Saxon Math curriculum will form the discipline specific Math foundation at WAYS. For more than 20 years both classroom results and scientific research have shown Saxon Math to be effective. Saxon's approach to teaching mathematics is supported by solid foundational research in cognitive

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science, and it has been found to be consistently effective for children of varying ability levels and socioeconomic backgrounds.

The Saxon Math series was developed by first breaking down complex concepts into related increments, because smaller pieces of information are easier to teach and easier to learn. The instruction, practice, and assessment of those increments were systematically distributed across each grade level. Then the daily lessons were extensively field-tested to ensure their grade-level appropriateness and effectiveness.

At the core of the Saxon series is the premise that students learn best if:

- (1) Instruction is incremental and distributed across the level;
- (2) Practice is continual and distributed across the level; and
- (3) Assessment is cumulative and distributed across the level.

The Saxon approach differs from most programs in that, instead of massing instruction, practice, and assessments, Saxon Math distributes them throughout the lessons and school year. Most math programs use a massed approach, whereby instruction, practice, and assessment of a skill or concept occur within a short period of time and are usually clustered within a single chapter or unit. In Saxon Math, as students regularly encounter new increments of instruction, they are also continually reviewing and being frequently assessed over previously introduced math concepts. This approach ensures that students truly integrate and retain math concepts rather than forget them.

1.10.1.1.1 Research Support for the Saxon Approach

Literature suggests there is value in a teaching method that uses small, easily digestible chunks of information (Brophy & Everston, 1976; Ausubel, 1969). Studies by Rosenshine and Stevens (1986) and Brophy and Everston (1976) demonstrated the importance of using incremental steps when teaching new information. Hirsch (1996) pointed out that the human mind can handle only a small amount of new information at one time: A child's mind needs time to digest the new information, fostering memory and meaning, before the child can move on to a set of new information.

Effective incremental development involves teaching increments several times throughout a school year. This method is called "distributed instruction," or "spaced instruction." Distributed instruction is "the tendency, given an amount of time, for spaced presentations of a unit of information to yield much better learning than massed presentations" (Dempster & Farris, 1990). Foundational research has shown that distributed instruction results in greater student achievement than instruction that is not distributed (English, Wellburn, & Killian, 1934). Research has also provided evidence that student recall is superior under conditions of distributed instruction than under conditions of massed instruction (Glenberg, 1979; Hintzman, 1974). Distributed instruction has been found effective in a variety of subjects, including mathematics, science, and reading

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comprehension (Dempster, 1988; Hintzman, 1974; Reynolds & Glasser, 1964; English, Wellborn, & Killian, 1934). Dempster and Farris (1990) concluded that distributed instruction "is one of the most remarkable phenomena to emerge from laboratory research on learning. In many cases, two spaced presentations are about twice as effective as two massed presentations, and the difference between them tends to increase as the frequency of repetition increases."

Calvery & Wheeler's 1993 study presents the findings from a yearlong comparison of Saxon Math K-3 and the Holt Math Series at the second and third grade. When both second- and third-grade students were combined, the pretest results indicated that the students using the Saxon program scored significantly below the students using the Holt program. However, after a year of implementing the Saxon program, these students made statistically significantly higher achievement gains on the SAT 8 than the students using the Holt program. Despite starting at a lower achievement level, the Saxon program helped these students close the achievement gap and reach the level of higher performing students.

As a supplement to the Saxon program, WAYS will utilize Harcourt Math. During the second year of the initial petition, WAYS adopted Harcourt Math. Harcourt Math was chosen for its strong alignment to the California Content Standards as evidenced by publications of California editions and research based best practices as defined by research. These best practices include

- Practice
- Explicit instruction
- Questioning strategies
- Use of visuals

According Geary (1994), *Practice* is important for reinforcing students' knowledge and for preparing students to move on to new topics and new types of problems. Review helps students retain knowledge and improve performance. Additionally in Harcourt Math, *Explicit Instruction* is facilitated by clear development in every lesson. In the Teacher's Edition for all grade levels, explicit instruction is developed through Guided Instruction, which includes questions, that help students connect the lesson topic to previously learned material, facilitate conceptual understanding and efficient skill development, and help students avoid common errors. Regarding *Questioning Strategies*, in Harcourt Math in a given lesson four or five good, open- ended questions challenge students to analyze, apply, react to, or reflect on content. Providing students time to answer results in more comprehensive, higher-quality answers (Rowe 1974). In Harcourt Math the *Use of Visuals* accompany questions and teaching suggestions are included throughout the program. Visuals are used to help teachers provide critical scaffolds to understanding and therefore, memory.

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1.11 Science Curriculum

Wisdom will utilize the Full Option Science System (FOSS) developed at the Lawrence Hall of Science, University of California at Berkeley. The FOSS developers are dedicated to the proposition that students learn science best by doing science. Teachers and students do science together when they open the FOSS kits, engaging in enduring experiences that lead to deeper understanding of the natural world.

FOSS is a complete and effective K-8 science curriculum. FOSS includes student books, field-tested materials and investigations, a friendly teacher guide, assessment tools, a web site for students, parents and teachers, and much more. FOSS also provides teacher support, including professional development and materials management.

With the FOSS program, teachers and students “do” science together. The science curriculum is taught as an active enterprise that emphasizes students’ abilities and capacities. The FOSS kits are hands-on, engaging, and lead to a deeper understanding of the natural world.

The FOSS program is adapted for Spanish speaking English Learners. It includes interdisciplinary activities for math and language arts as well as activities conducted at home to enhance parent participation.

FOSS will be used in conjunction with teacher made science projects that will cover the California content standards for science.

In her study “Project Inquiry: Effects of Professional Development on Science Achievement” (May 2003), Carol Tempel of the Charleston and Berkeley County schools presents data from a comprehensive evaluation of FOSS. The evaluation design included both Charleston and Berkeley County schools and assessed the relationships between FOSS inquiry-oriented instructional components and science achievement on two different assessments.

Results from the evaluation provide evidence that teachers who were trained by staff to implement standards-based, inquiry-oriented instructional strategies and who use the FOSS science materials purchased by Project Inquiry had students who performed significantly higher on both science assessments. In addition, students whose teachers asked questions requiring application, analysis, synthesis and evaluation performed better on the performance and constructed/open-ended response assessment tasks than students of teachers who asked knowledge and comprehension questions alone.

The basic principles of the science program will advance scientific knowledge by requiring all students to observe objects and events, think about how they relate to what is known, test their ideas in logical ways, and generate explanations that integrate the new information into the established order. Thus the major focus in science will be what we know (content) and how we come to know it (process).

Developmentally appropriate science exploration will be designed for each grade level that are mapped by California Standards and divided into units. In each unit, scientific concepts will be introduced that create and foster cooperative learning

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groups, projects to result in a deep understanding of natural things. For example, the second grade curriculum will emphasize "How Things Around Us Are Connected and Interrelated" by studying interactions, energy, light and sound; the invisible force, inside and outside the earth. In third grade the larger concept will be build around "How Things Around Us Vary and How We Can Affect Change"—simple experiments; electrical energy; time change; astronomy; classification of organisms; animal studies.

The thinking processes at the kindergarten level will be comparing, communicating, and observing; grades 1-2, beginning organizing, comparing, communicating observing; grades 3-4 – advanced organizing, comparing, communicating observing; grade 5 – relating, organizing, comparing, communicating and observing.

1.12 Social Studies Curriculum

The Wisdom Academy for Young Scientists will maintain our objective of producing citizens who internalize social responsibility. Our students will study diverse peoples, both modern and historical, to highlight the similarities of human needs and goals shared among peoples. Inherent in this lesson is the development of understanding and validation of diverse cultures. A key element of such study is becoming aware of the experiences and perspectives of differing cultures. This requires an in-depth focus in lieu of a superficial, shallow awareness of many different peoples. In our shared commitment to the Ten Common Principles set out by the Coalition of Essential Schools, we simultaneously adhere to Mastery of California State standards to insure that students learn to use their minds well while we engage students in these interdisciplinary "living" studies. We will use the Houghton-Mifflin series of social studies textbooks that are compatible with the California State Social Studies Standards.

1.13 Physical Education

The physical education program will provide a balance between physical fitness, social development and body awareness. There will be units on dance, gymnastics, basic body conditioning, body health and nutrition. Games will be used to promote participation and cooperation skills. The students at the Wisdom Academy for Young Scientists will learn the importance of maintaining a healthy mind and body. The philosophy is that "Everyone Can" and all students possess the capacity to take care of and feel good about their bodies, and to have positive relationships with others.

The primary goals of the Physical Education program are:

- Movement Skills and Body Awareness.
- Self-Image and Personal Development.
- Social and Cooperation Skill Development.

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1.14 Visual and Performing Arts

The visual and performing arts standards will form a bridge for the students at WAYS to achieve excellence. The arts program will support and extend the learning experiences for students in basic literacy and advance skills in Language Arts, Math, Science, and History-Social Science. The arts program will engage students in meaningful activities and lesson sessions involving analytical and creative thinking and help them practice discipline and team work to deliver student produced products. Wisdom Academy for Young Scientists recognizes the "arts" program as an essential learning dimension to excellent teaching and learning. The arts program will celebrate cultural diversity in dance, painting, music forms and theory from a global perspective.

Wisdom Academy for Young Scientists will offer a visual and performing arts program that is aligned with the national and state learning standards. These standards recommend that students should:

- Be able to communicate in four arts disciplines – music, visual arts, dance and theatre.
- Be able to communicate proficiently in at least one art form.
- Be able to present basic analyses of works of art.
- Have an informed acquaintance with exemplary works of art from a variety of world cultures and historical periods.
- Be able to relate various types of arts knowledge and skills across the arts disciplines.

1.15 SPECIFIC GOALS FOR PROVIDING AND ENSURING EQUAL ACCESS TO ACADEMICALLY LOW ACHIEVING STUDENTS

WAYS will provide and ensure equal access for all learners, including gifted, special education students, English Language Learners and at-risk students, by:

- Creating an environment responsive to the different learners.
- Differentiating the curriculum to meet each learner's needs.

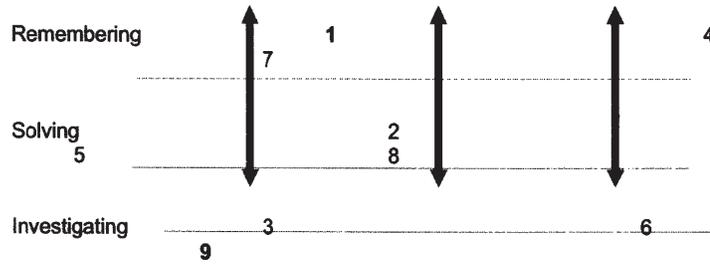
Built in to all inquiry-based learning activities will be a cognitive map to success used by the teacher for each student. The model below depicts this Cognitive Developmental Sequence. All instruction will include a solid grounding in concrete investigation (point #3), and sufficient processing at the representational level (point #6) before assuming students can work confidently with any concepts, theories, principles, or abstractions. As teachers and students each become comfortable working through this sequence, they both gain confidence that there are no students that will be left behind.

Abstract

Manipulative

Representational

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Learning targets within the pedagogical task will be clarified so that the teacher can a) intervene in the learning process for those learners that need support and b) provide enrichment and extension activities for those students that have demonstrated mastery of the concept.

Learners of all abilities will be offered curriculum topics that are relevant to their lives and encouraged to make ideas personally meaningful.

A continuous process of pedagogical reflection will be undertaken to find solutions to helping struggling students meet the most challenging standards.

Each learner's knowledge, understanding, and interest will be assessed formally and informally throughout each unit of instruction. Individual learner needs will be assessed using a variety of measures such as school designed tests and performance assignments, state-mandated standardized tests, Open Court Assessments, Saxon Math Assessments, The Paragon Learning Style Inventory, teacher assignments, portfolios, etc. Students identified as Gifted and Talented will be provided more and advanced academic challenges, opportunities to peer tutor, interaction with older students, and individualized home-based projects.

1.16 English Learners

Wisdom Academy for Young Scientists will meet all requirements of Federal law relative to equal access to curriculum for English learners. The instructional program will be presented in English with provisions to ensure comprehension for English language learners and development of English as a second language. The instructional program for WAYS will be designed to promote language acquisition, oral language development and enriched learning opportunities for all students.

All English Learners will participate in the core standards-based curriculum appropriate for their grade level as fully as their English language fluency will allow. To accelerate learning English and the mastery of the standards-based curriculum, teachers will provide special assistance to them during regular classroom instruction and if needed, tutorial assistance will be provided for them outside of core class time. Students at beginning ELD levels will be

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mainstreamed with fluent English speaking students and fluent bilingual students in order to support English language development and comprehension of instructional input. In order to enhance EL students' vocabulary development, teachers will regularly work with them in small groups that will be determined by the ELD level of the students. We will delineate 45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English fluency.

WAYS will continually explore innovative ways and implement successful practices by which bilingual children can achieve their fullest potential. English learners will receive instruction utilizing the techniques of phonics, sheltered English, cooperative learning groups and experiential activities. Teachers, aides, other students, or parent volunteers will provide primary language support. Wisdom Academy for Young Scientists, wherever possible, will hire personnel and recruit bilingual community support and services to meet the primary language needs of English learners. English learners will be mainstreamed with fluent English proficient students and bilingual students.

Curriculum will be presented to English learners at beginning ELD levels in English utilizing Specially Designed Academic Instruction in English (SDAIE) techniques. This will include instruction utilizing sheltered English, cooperative learning groups and small group instruction. Sheltered English includes strategies that make language comprehensible. This requires an awareness of the student's prior knowledge and experiences, consistently building on background knowledge, using visuals, focusing on 1-2 major concepts and drawing out the main points. Cooperative grouping of students will encourage a peer coaching atmosphere and a high level of motivation to communicate that which might not otherwise exist. Small group instruction will allow opportunity for individualizing the instruction to the needs of those particular students who have additional needs.

Our hands-on curriculum will enrich all curricular areas by emphasizing four critical elements: content, connections, comprehensibility and interaction. Instruction will be organized to assure a high frequency of interaction between students and other students, their teachers and the curriculum activities. English second language methodologies, in close alignment with constructivist practices of our program, will stress the use of students' background knowledge, visual perceptual skills and modeling. We will incorporate modified presentations by using pictures, songs, props, gestures, dramatization, and relevant displays. Appropriate pacing and integration of reading, writing, speaking and listening will be applied.

1.16.1 Assessment for Identifying English Fluency

In the event a student enters WAYS without records and or prior assessment, a Home Language Survey will be completed. If language other than English is indicated on the survey, California English Language Development Test (CELDT) will be used to determine English proficiency. If a student is determined to be an

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English learner from the CELDT results, the ELD level is determined by reviewing the CELDT level portfolios and teacher assessment. The redesignation test used by LAUSD will be used to determine full academic fluency.

For purposes of NCLB Title 3 accountability, English Learners will meet the federal and state AMAO targets—specifically ensuring that students enrolled in the school make at least one level of growth on the CELDT annually, and the school will ensure that at least 50% of EL students enrolled for four years will be at the Basic level or above on the STAR tests and that all students enrolled for five years will be at the Basic Level or above on STAR tests.

Growth will be monitored and summarized in terms of the strands of the California English Language Development standards; key, specific knowledge and skills; and the curricular goals of the school, establishing a profile of each student’s growth and achievement. Students will be assessed with ongoing classroom assessments, focused assessments in the tutorials, the Standards Master assessments and the regular Benchmark assessments—in addition to the CELDT and STAR programs. ELD portfolios will be maintained for each EL students and incorporate ELA standard acquisition, written observations and work samples.

1.17 REFERENCE TO NCLB

- Wisdom Academy for Young Scientists agrees to comply with the provisions of No Child Left Behind as they apply to certificated and paraprofessional employees of charter schools. All classified support staff and teacher’s assistants will be in full compliance with all provisions by January 8, 2006. It also agrees to adhere to the provisions regarding “Public School Choice” and “Choice Students.”

1.18 SPECIAL EDUCATION PROGRAM

The Charter School will be a local educational agency for purposes of special education pursuant to Education Code Section 47641(a). WAYS will provide approved legal verification of membership in a state-approved SELPA.

As an LEA, the Charter School shall be solely responsible for the provision of special education and related services. When WAYS is admitted to a SELPA, the Charter School shall make assurances in accordance with the SELPA Plan and policy including but not limited to the following:

1. FREE APPROPRIATE PUBLIC EDUCATION: The Charter School shall assure that a free appropriate public education will be provided to all enrolled students including children with disabilities who have been suspended or expelled from school.

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Deleted: either execute a Memorandum of Understanding (“MOU”) by and between the Los Angeles Unified School District (“LAUSD”) and WAYS regarding the provision and funding of special education services consistent with the requirements of the LAUSD Special Education Local Plan Area (“SELPA”) Local Plan for Special Education or

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2. FULL EDUCATIONAL OPPORTUNITY: The Charter School shall assure that all students with disabilities have access to the variety of educational programs and services available to non-disabled students.

3. CHILD FIND: The Charter School shall assure that all students with disabilities are identified, located, evaluated, and offered a free, appropriate public education.

4. INDIVIDUALIZED EDUCATION PROGRAM (IEP): The Charter School shall assure that an IEP is developed, reviewed and revised for each child with a disability who is eligible for special education services.

5. LEAST RESTRICTIVE ENVIRONMENT: The Charter School shall assure that, to the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Placements in the least restrictive environment shall be pursued for students with disabilities through the utilization of supplementary aids and services in the general education learning environment.

6. PROCEDURAL SAFEGUARDS: The Charter School shall assure that children with disabilities and their parents shall be provided with safeguards through the identification, evaluation, and placement process and provisions for a free appropriate public education.

7. ANNUAL/TRIENNIAL ASSESSMENT: The Charter School shall assure that an IEP review shall be conducted on at least an annual basis. Additionally, a reassessment shall be conducted at least once every three years or more often if conditions warrant, or requested by the student's parent or teacher.

8. CONFIDENTIALITY: The Charter School shall assure that the confidentiality of personally identifiable data shall be protected at collection, storage, disclosure and destruction.

9. PERSONNEL STANDARDS: The Charter School shall assure that it will make good faith efforts to recruit and hire appropriately and adequately trained personnel to provide special education and related services to children with disabilities.

10. PARTICIPATION IN ASSESSMENTS: The Charter School shall assure that students with disabilities are included in general State and District-wide assessment programs with appropriate accommodations, when necessary.

11. Further, the WAYS will be required to comply with the SELPA Local Plan and perform all corrective actions deemed necessary by WAYS administration and/or the SELPA. The oversight of the special education programs at WAYS will be provided by a staff member designated by the school to serve as the special education coordinator who has extensive experience in the area of special

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education service delivery and state and federal statutes and regulations. Additionally, WAYS will demonstrate ongoing and adequate capacity to provide special education students with a free and appropriate public education. WAYS staff will develop an annual special education budget, hire necessary personnel, contract for appropriate services and document the qualifications and competency of administrative staff to meet special education quality and compliance requirements.

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2 Measurable Student Outcomes

Wisdom Academy for Young Scientists will meet all statewide standards and conduct the student assessments required pursuant to Education Code 60605. This section satisfies Education Code Section 47605(b)(5)(C), which requires a description of "The method by which pupil progress in meeting pupil outcomes is to be measured." The school will meet the growth target as required by NCLB and in the Public Schools Accountability Act of 1999.

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Given that WAYS will be dedicated to providing equal opportunity for all students, we will employ a curriculum fully aligned with the California content standards.

Following are the WAYS curricular exit outcome goals.

2.1 Curricular Exit Outcomes

Curricular Focus	Measurable Outcomes	Goals
English Language Arts	Demonstrate literacy in reading, writing, speaking and listening by: <ul style="list-style-type: none"> • constructing meaning from a variety of texts using comprehension strategies, prior knowledge and personal experience; • initiate reading opportunities and read independently for 30 minutes or longer; • write with fluency in a variety of genres for a variety of audiences, i.e. Reflective journal, persuasive essay, report, science observation, personal letter, business letter, creative story, poem; • apply the writing process and conventions of writing; • use speaking skills to present information, narrative, and response to literature; • apply presentation strategies effectively. 	<ul style="list-style-type: none"> • The percentage of students achieving at the proficient and advanced level on the CST will increase by 5% each year. • The school will meet AYP targets.
English Language Development	<ul style="list-style-type: none"> • Demonstrate verbal and written proficiency in English within 3 consecutive years of enrollment at WAYS. • Redesignate from ELL status to English proficient status within 3 consecutive years of enrollment at WAYS. 	Percentage of students redesignated will increase by 5% each year.
Mathematics	Demonstrate fluency in mathematics concepts, mathematical reasoning, and basic computational skills as well as communicate and apply these skills in various settings.	<ul style="list-style-type: none"> • The percentage of students achieving at the proficient and advanced level

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		<p>on the CST will increase by 5% each year.</p> <ul style="list-style-type: none"> The school will meet AYP targets.
Science	Demonstrate proficiency of the content standards in physical, life, and earth sciences, investigation and experimentation.	The percentage of students achieving at the proficient and advanced level on the CST will increase by 5% each year.
History/Social Science	Demonstrate proficiency of the content standards in history, geography, economics, government and society as well as intellectual, reasoning, reflection and research skills.	The percentage of students achieving at the proficient and advanced level on the CST will increase by 5% each year.
Visual and Performing Arts	<p>Connect the arts with all other content areas.</p> <p>Talk about, evaluate, and describe the arts, using specific criteria.</p> <p>Demonstrate an understanding of how culture and the arts interact.</p> <p>Demonstrate ability to read, write, and perform in each of the arts disciplines.</p> <p>Demonstrate expression through movement and spatial awareness.</p> <p>Demonstrate a sense of self-confidence and knowledge of their place in history and society.</p>	All continuously enrolled students will participate fully in the Visual and Performing Arts programs.
Physical Education	<p>Become physically educated, physically fit, and be able to enjoy a variety of physical activities.</p> <p>Demonstrate a commitment to lifelong health and physical well-being.</p> <p>Develop self-improvement, participation, and cooperation skills.</p>	90% of students continuously enrolled will participate successfully in the Fitnessgram test.

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2.2 Performance Goals and Outcomes

WAYS will track and analyze the following factors that influence academic achievement and growth.

Factor	Measurable Expected Outcome
Student Conduct	<ul style="list-style-type: none"> • Average daily attendance rate of at least 94%. • Tardiness continually decreases each year. • Suspensions/expulsions decrease each year. • Mediation referrals decrease each year.
Parental Involvement	<ul style="list-style-type: none"> • 70% of parents attend ongoing parent-teacher conferences. • Parent attendance at special programs, festivals and forums will increase annually.
Professional Development	80% participation in annual two week program held prior to opening of school each year and at ongoing professional development programs during the year.
Teacher Performance	<ul style="list-style-type: none"> • Knowledge of curriculum. • Competence in pedagogy. • Professional attitude. • Effective teaching strategies.
Financial Solvency	No deficit in the operation budget.

2.3 Extent to which all pupils demonstrate that they have attained skills, knowledge and attitudes specified as goals

Wisdom Academy for Young Scientists believes the following outcomes are attainable each year and will measure them as shown.

1. The percentage of students achieving grade level standards in reading, language arts and mathematics will meet or exceed that of the sponsoring district. The school will meet targets for the state's Academic Performance Index and for federal NCLB Adequate Yearly Progress as a level meeting or exceeding the performance of the sponsoring district.

Measure: Annual state standardized, standards-based test results.

2. The percentage of students reflecting a minimum of one trimester's growth per one trimester of instruction in Math, Reading and Science will increase annually and meet or exceed the expectations of the authorizer for all of its schools.

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Measures:

- Open Court Reading Program Assessments.

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- Saxon Math Program Assessment.
- Harcourt Brace Math Assessment.
- Princeton Review Periodic Assessment.
- Teacher Created Assessment.
- STAR Reading Assessment Program (such as Renaissance Learning Inc.).
- Benchmark Assessments: Each unit of instruction will include one or more critical benchmark performance assessments that provide evidence of student achievement. Instruction will assume that all students will need to demonstrate the benchmark competencies. Rubrics will be developed for all benchmark assessments. Benchmarks assessment will be aligned with the CSTP.
- FOSS Science Competency Assessments.

3. The percentage of students scoring at the Proficient level or above on the STAR language arts and mathematics assessments will increase annually; the percentage of students scoring at the Below Basic and Far Below Basic will decrease annually.

Measure: Annual state standards-based test.

4. WAYS will meet or exceed Academic Performance Index growth targets on annual standardized tests in at least 3 out of 4 years.

Measure: Annual state standardized test results.

5. Students will meet or exceed the District's actual attendance rate.

Measure: Attendance records at the end of each year.

6. Students will demonstrate pro-social behavior and a strong commitment to classroom and school community.

Measures: WASSC School Climate Inventory and WAYS "Participation Rubric" that sets standards and growth targets for:

- Student participation in cooperative learning groups, class projects and daily circle discussions
- Student participation in classroom services provided for the school community (scientist club, school environmental beautification, etc...)
- Student participation in bimonthly all-school assemblies
- Student participation in culminating presentations that share the depth and breadth of knowledge gained during a core study with parents and other classrooms

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2.4 Goals for the Demonstration of Skills, Knowledge and Understanding

Students will receive specific instruction centered in the California content standards for each grade level. They will demonstrate measurable growth as identified in the outcomes above, and student achievement will be tracked three times a year in mathematics, reading and language arts for each specific standard using the “Standards Master” assessment system (or a comparable system) as well as the school-wide benchmark assessment system.

Each student will make significant growth in standards-based achievement demonstrated through ongoing classroom assessments, Standards Mastery and/or Benchmark assessments each trimester, and the state’s standards-based assessments. The assessments employed and administered at the school level will be refined over time to ensure that the measures allow students to demonstrate their mastery of the breadth and depth of the standards, and the results will be aggregated and analyzed to ensure the continuing improvement of the school’s curriculum, instructional, and assessment programs. The goal is that all students demonstrate that they are reaching high levels of academic achievement, which allows them to maximize their full potential and prepare them for success in the future.

The school and its administrators and staff are committed to meeting its API and AYP targets—increasing the numbers of students at the proficient and above levels on the STAR tests each year, and ensuring that all students enrolled at the school for two years or more will be at the Basic level or above on the STAR tests.

Teaching staff is committed to conducting a thorough analysis of STAR results at the detailed, reporting cluster level to ensure student mastery of the content on the tests. Analyses will focus on achievement in language arts and mathematics for all subgroups, as specified in NCLB, Title 1 requirements. CELDT test results will be analyzed to ensure that growth in student achievement on this test will fully address the NCLB Title 3 requirements. Evidence of student achievement from the CST will be used by the teaching staff as additional indicators from a nationally norm-referenced source.

California State Content Standards

The California State Content Standards will operate as a guiding framework for both curriculum and assessment development at WAYS. The CA Standards will be used in the following ways:

- Used to map curriculum into units and lessons
- Used to as a guide when writing behavioral level performance objectives for lessons.
- Incorporated into Adopted Text Program outcomes and assessments
- Used as a guide when developing formative and summative unit level benchmark performance assessment rubrics.

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- Aggregated into benchmark performance indicators for tri-yearly summative benchmark performance assessment.

2.4.1 English Language Arts

Reading: 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development

Kindergarten	1 st
<p><i>Concepts About Print</i></p> <p>1.1 Identify the front cover, back cover, and title page of a book.</p> <p>1.2 Follow words from left to right and from top to bottom on the printed page.</p> <p>1.3 Understand that printed materials provide information.</p> <p>1.4 Recognize that sentences in print are made up of separate words.</p> <p>1.5 Distinguish letters from words.</p> <p>1.6 Recognize and name all uppercase and lowercase letters of the alphabet.</p> <p>Phonemic Awareness</p> <p>1.7 Track (move sequentially from sound to sound) and represent the number, sameness/difference, and order of two and three isolated phonemes (e.g., /f, s, th/, /j, d, j/).</p> <p>1.8 Track (move sequentially from sound to sound) and represent changes in simple syllables and words with two and three sounds as one sound is added, substituted, omitted, shifted, or repeated (e.g., vowel-consonant, consonant-vowel, or consonant-vowel-consonant).</p> <p>1.9 Blend vowel-consonant sounds orally to make words or syllables.</p> <p>1.10 Identify and produce rhyming words in response to an oral prompt.</p> <p>1.11 Distinguish orally stated one-syllable words and separate into beginning or ending sounds.</p> <p>1.12 Track auditorily each word in a sentence and each syllable in a word.</p> <p>1.13 Count the number of sounds in syllables and syllables in words.</p> <p>Decoding and Word Recognition</p> <p>1.14 Match all consonant and short-vowel sounds to appropriate letters.</p> <p>1.15 Read simple one-syllable and high-frequency words (i.e., sight words).</p> <p>1.16 Understand that as letters of words change, so do the sounds (i.e., the alphabetic principle).</p> <p>Vocabulary and Concept Development</p> <p>1.17 Identify and sort common words in basic</p>	<p><i>Concepts About Print</i></p> <p>1.1 Match oral words to printed words.</p> <p>1.2 Identify the title and author of a reading selection.</p> <p>1.3 Identify letters, words, and sentences.</p> <p>Phonemic Awareness</p> <p>1.4 Distinguish initial, medial, and final sounds in single-syllable words.</p> <p>1.5 Distinguish long-and short-vowel sounds in orally stated single-syllable words (e.g., <i>bit/bite</i>).</p> <p>1.6 Create and state a series of rhyming words, including consonant blends.</p> <p>1.7 Add, delete, or change target sounds to change words (e.g., change <i>cow</i> to <i>how</i>; <i>pan</i> to <i>an</i>).</p> <p>1.8 Blend two to four phonemes into recognizable words (e.g., /c/ a/ t/ = cat; /f/ l/ a/ t/ = flat).</p> <p>1.9 Segment single syllable words into their components (e.g., /c/ a/ t/ = cat; /s/ p/ l/ a/ t/ = splat; /r/ i/ ch/ = rich).</p> <p>Decoding and Word Recognition</p> <p>1.10 Generate the sounds from all the letters and letter patterns, including consonant blends and long-and short-vowel patterns (i.e., phonograms), and blend those sounds into recognizable words.</p> <p>1.11 Read common, irregular sight words (e.g., <i>the, have, said, come, give, of</i>).</p> <p>1.12 Use knowledge of vowel digraphs and r-controlled letter-sound associations to read words.</p> <p>1.13 Read compound words and contractions.</p> <p>1.14 Read inflectional forms (e.g., <i>-s, -ed, -ing</i>) and root words (e.g., <i>look, looked, looking</i>).</p> <p>1.15 Read common word families (e.g., <i>-ite, -ate</i>).</p> <p>1.16 Read aloud with fluency in a manner that sounds like natural speech.</p> <p>Vocabulary and Concept Development</p> <p>1.17 Classify grade-appropriate categories of words (e.g., concrete collections of animals, foods, toys).</p>

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categories (e.g., colors, shapes, foods). 1.18 Describe common objects and events in both general and specific language.	
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2 nd	3 rd
<p>Decoding and Word Recognition</p> <p>1.1 Recognize and use knowledge of spelling patterns (e.g., diphthongs, special vowel spellings) when reading.</p> <p>1.2 Apply knowledge of basic syllabication rules when reading (e.g., vowel-consonant-vowel = <i>su/ per</i>; vowel-consonant/consonant-vowel = <i>sup/ per</i>).</p> <p>1.3 Decode two-syllable nonsense words and regular multisyllable words.</p> <p>1.4 Recognize common abbreviations (e.g., <i>Jan., Sun., Mr., St.</i>).</p> <p>1.5 Identify and correctly use regular plurals (e.g., -s, -es, -ies) and irregular plurals (e.g., <i>fly/ flies, wife/ wives</i>).</p> <p>1.6 Read aloud fluently and accurately and with appropriate intonation and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.7 Understand and explain common antonyms and synonyms.</p> <p>1.8 Use knowledge of individual words in unknown compound words to predict their meaning.</p> <p>1.9 Know the meaning of simple prefixes and suffixes (e.g., <i>over-, un-, -ing, -ly</i>).</p>	<p>Decoding and Word Recognition</p> <p>1.1 Know and use complex word families when reading (e.g., <i>-ight</i>) to decode unfamiliar words.</p> <p>1.2 Decode regular multisyllabic words.</p> <p>1.3 Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.4 Use knowledge of antonyms, synonyms, homophones, and homographs to determine the meanings of words.</p> <p>1.5 Demonstrate knowledge of levels of specificity among grade-appropriate words and explain the importance of these relations (e.g., <i>dog/ mammal/ animal/ living things</i>).</p> <p>1.6 Use sentence and word context to find the meaning of unknown words.</p> <p>1.7 Use a dictionary to learn the meaning and other features of unknown words.</p> <p>1.8 Use knowledge of prefixes (e.g., <i>un-, re-, pre-, bi-, mis-, dis-</i>) and suffixes (e.g., <i>-er, -est, -ful</i>) to determine the meaning of words.</p>

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<p>Word Recognition</p> <p>1.1 Read narrative and expository text aloud with grade-appropriate fluency and accuracy and with appropriate pacing, intonation, and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.2 Apply knowledge of word origins, derivations, synonyms, antonyms, and idioms to determine the meaning of words and phrases.</p> <p>1.3 Use knowledge of root words to determine the meaning of unknown words within a passage.</p> <p>1.4 Know common roots and affixes derived from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., <i>international</i>).</p> <p>1.5 Use a thesaurus to determine related words and concepts.</p> <p>1.6 Distinguish and interpret words with multiple meanings.</p>	<p>Word Recognition</p> <p>1.1 Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.2 Use word origins to determine the meaning of unknown words.</p> <p>1.3 Understand and explain frequently used synonyms, antonyms, and homographs.</p> <p>1.4 Know abstract, derived roots and affixes from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., <i>controversial</i>).</p> <p>1.5 Understand and explain the figurative and metaphorical use of words in context.</p>

Reading: 2.0 Reading Comprehension

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Kindergarten	1 st
<p><i>Structural Features of Informational Materials</i> 2.1 Locate the title, table of contents, name of author, and name of illustrator.</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text 2.2 Use pictures and context to make predictions about story content. 2.3 Connect to life experiences the information and events in texts. 2.4 Retell familiar stories. Kindergarten Structural Features of Informational Materials (cont.) 2.5 Ask and answer questions about essential elements of a text.</p>	<p><i>Structural Features of Informational Materials</i> 2.1 Identify text that uses sequence or other logical order.</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text 2.2 Respond to <i>who, what, when, where,</i> and <i>how</i> questions. 2.3 Follow one-step written instructions. 2.4 Use context to resolve ambiguities about word and sentence meanings. 1st Structural Features of Informational Materials (cont.) 2.5 Confirm predictions about what will happen next in a text by identifying key words (i.e., signpost words). 2.6 Relate prior knowledge to textual information. 2.7 Retell the central ideas of simple expository or narrative passages.</p>

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<p><i>Structural Features of Informational Materials</i> 2.1 Use titles, tables of contents, and chapter headings to locate information in expository text.</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text 2.2 State the purpose in reading (i. e., tell what information is sought). 2.3 Use knowledge of the author's purpose (s) to comprehend informational text. 2.4 Ask clarifying questions about essential textual elements of exposition (e.g., <i>why, what if, how</i>). 2.5 Restate facts and details in the text to clarify and organize ideas. 2.6 Recognize cause-and-effect relationships in a text. 2.7 Interpret information from diagrams, charts, and graphs. 2.8 Follow two-step written instructions.</p>	<p><i>Structural Features of Informational Materials</i> 2.1 Use titles, tables of contents, chapter headings, glossaries, and indexes to locate information in text.</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text 2.2 Ask questions and support answers by connecting prior knowledge with literal information found in, and inferred from, the text. 2.3 Demonstrate comprehension by identifying answers in the text. 2.4 Recall major points in the text and make and modify predictions about forthcoming information. 2.5 Distinguish the main idea and supporting details in expository text. 2.6 Extract appropriate and significant information from the text, including problems and solutions. 2.7 Follow simple multiple-step written instructions (e.g., how to assemble a product or play a board game).</p>

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<p><i>Structural Features of Informational Materials</i> 2.1 Identify structural patterns found in informational text (e.g., compare and contrast, cause and effect, sequential or chronological order, proposition and support) to strengthen comprehension.</p>	<p><i>Structural Features of Informational Materials</i> 2.1 Understand how text features (e.g., format, graphics, sequence, diagrams, illustrations, charts, maps) make information accessible and usable. 2.2 Analyze text that is organized in sequential or chronological order.</p>

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<p><i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.2 Use appropriate strategies when reading for different purposes (e.g., full comprehension, location of information, personal enjoyment). 2.3 Make and confirm predictions about text by using prior knowledge and ideas presented in the text itself, including illustrations, titles, topic sentences, important words, and foreshadowing clues. 2.4 Evaluate new information and hypotheses by testing them against known information and ideas. 2.5 Compare and contrast information on the same topic after reading several passages or articles. 2.6 Distinguish between cause and effect and between fact and opinion in expository text. 2.7 Follow multiple-step instructions in a basic technical manual (e.g., how to use computer commands or video games).</p>	<p><i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.3 Discern main ideas and concepts presented in texts, identifying and assessing evidence that supports those ideas. 2.4 Draw inferences, conclusions, or generalizations about text and support them with textual evidence and prior knowledge. <i>Expository Critique</i> 2.5 Distinguish facts, supported inferences, and opinions in text.</p>
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Reading: 3.0 Literary Response and Analysis

<p>Kindergarten</p> <p><i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Distinguish fantasy from realistic text. 3.2 Identify types of everyday print materials (e.g., storybooks, poems, newspapers, signs, labels). 3.3 Identify characters, settings, and important events.</p>	<p>1st</p> <p><i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Identify and describe the elements of plot, setting, and character(s) in a story, as well as the story's beginning, middle, and ending. 3.2 Describe the roles of authors and illustrators and their contributions to print materials. 3.3 Recollect, talk, and write about books read during the school year.</p>
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<p>2nd</p> <p><i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Compare and contrast plots, settings, and characters presented by different authors. 3.2 Generate alternative endings to plots and identify the reason or reasons for, and the impact of, the alternatives. 3.3 Compare and contrast different versions of the same stories that reflect different cultures. 3.4 Identify the use of rhythm, rhyme, and alliteration in poetry.</p>	<p>3rd</p> <p><i>Structural Features of Literature</i> 3.1 Distinguish common forms of literature (e.g., poetry, drama, fiction, nonfiction). <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Comprehend basic plots of classic fairy tales, myths, folktales, legends, and fables from around the world. 3.3 Determine what characters are like by what they say or do and by how the author or illustrator portrays them. 3.4 Determine the underlying theme or author's message in fiction and nonfiction text. 3.5 Recognize the similarities of sounds in words and rhythmic patterns (e.g., alliteration, onomatopoeia) in a selection. 3.6 Identify the speaker or narrator in a selection.</p>
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<p>Structural Features of Literature 3.1 Describe the structural differences of various imaginative forms of literature, including fantasies, fables, myths, legends, and fairy tales.</p> <p>Narrative Analysis of Grade-Level-Appropriate Text 3.2 Identify the main events of the plot, their causes, and the influence of each event on future actions. 3.3 Use knowledge of the situation and setting and of a character's traits and motivations to determine the causes for that character's actions. 3.4 Compare and contrast tales from different cultures by tracing the exploits of one character type and develop theories to account for similar tales in diverse cultures (e.g., trickster tales). 3.5 Define figurative language (e.g., simile, metaphor, hyperbole, personification) and identify its use in literary works.</p>	<p>Structural Features of Literature 3.1 Identify and analyze the characteristics of poetry, drama, fiction, and nonfiction and explain the appropriateness of the literary forms chosen by an author for a specific purpose.</p> <p>Narrative Analysis of Grade-Level-Appropriate Text 3.2 Identify the main problem or conflict of the plot and explain how it is resolved. 3.3 Contrast the actions, motives (e.g., loyalty, selfishness, conscientiousness), and appearances of characters in a work of fiction and discuss the importance of the contrasts to the plot or theme. 3.4 Understand that theme refers to the meaning or moral of a selection and recognize themes (whether implied or stated directly) in sample works. 3.5 Describe the function and effect of common literary devices (e.g., imagery, metaphor, symbolism).</p> <p>Literary Criticism 3.6 Evaluate the meaning of archetypal patterns and symbols that are found in myth and tradition by using literature from different eras and cultures.</p> <p>5th Narrative Analysis of Grade-Level-Appropriate Text (cont) 3.7 Evaluate the author's use of various techniques (e.g., appeal of characters in a picture book, logic and credibility of plots and settings, use of figurative language) to influence readers' perspectives.</p>

Writing: 1.0 Writing Strategies

Kindergarten	1 st
<p>Organization and Focus 1.1 Use letters and phonetically spelled words to write about experiences, stories, people, objects, or events. 1.2 Write consonant-vowel-consonant words (i.e., demonstrate the alphabetic principle). 1.3 Write by moving from left to right and from top to bottom.</p> <p>Penmanship 1.4 Write uppercase and lowercase letters of the alphabet independently, attending to the form and proper spacing of the letters.</p>	<p>Organization and Focus 1.1 Select a focus when writing. 1.2 Use descriptive words when writing.</p> <p>Penmanship 1.3 Print legibly and space letters, words, and sentences appropriately.</p>

2 nd	3 rd
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<p>Organization and Focus</p> <p>1.1 Group related ideas and maintain a consistent focus.</p> <p>Penmanship</p> <p>1.2 Create readable documents with legible handwriting.</p> <p>Research</p> <p>1.3 Understand the purposes of various reference materials (e.g., dictionary, thesaurus, atlas).</p> <p>Evaluation and Revision</p> <p>1.4 Revise original drafts to improve sequence and provide more descriptive detail.</p>	<p>Organization and Focus</p> <p>1.1 Create a single paragraph:</p> <p>a. Develop a topic sentence.</p> <p>b. Include simple supporting facts and details.</p> <p>Penmanship</p> <p>1.2 Write legibly in cursive or joined italic, allowing margins and correct spacing between letters in a word and words in a sentence.</p> <p>Research</p> <p>1.3 Understand the structure and organization of various reference materials (e.g., dictionary, thesaurus, atlas, encyclopedia).</p> <p>Evaluation and Revision</p> <p>1.4 Revise drafts to improve the coherence and logical progression of ideas by using an established rubric.</p>
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<p>4th</p> <p>Organization and Focus</p> <p>1.1 Select a focus, an organizational structure, and a point of view based upon purpose, audience, length, and format requirements.</p> <p>1.2 Create multiple-paragraph compositions:</p> <p>a. Provide an introductory paragraph.</p> <p>b. Establish and support a central idea with a topic sentence at or near the beginning of the first paragraph.</p> <p>c. Include supporting paragraphs with simple facts, details, and explanations.</p> <p>d. Conclude with a paragraph that summarizes the points.</p> <p>e. Use correct indentation.</p> <p>1.3 Use traditional structures for conveying information (e.g., chronological order, cause and effect, similarity and difference, and posing and answering a question).</p> <p>4th Penmanship</p> <p>1.4 Write fluidly and legibly in cursive or joined italic.</p> <p>Research and Technology</p> <p>1.5 Quote or paraphrase information sources, citing them appropriately.</p> <p>1.6 Locate information in reference texts by using organizational features (e.g., prefaces, appendixes).</p> <p>1.7 Use various reference materials (e.g., dictionary, thesaurus, card catalog, encyclopedia, online information) as an aid to writing.</p>	<p>5th</p> <p>Organization and Focus</p> <p>1.1 Create multiple-paragraph narrative compositions:</p> <p>a. Establish and develop a situation or plot.</p> <p>b. Describe the setting.</p> <p>c. Present an ending.</p> <p>1.2 Create multiple-paragraph expository compositions:</p> <p>a. Establish a topic, important ideas, or events in sequence or chronological order.</p> <p>b. Provide details and transitional expressions that link one paragraph to another in a clear line of thought.</p> <p>c. Offer a concluding paragraph that summarizes important ideas and details.</p> <p>5th Research and Technology</p> <p>1.3 Use organizational features of printed text (e.g., citations, end notes, bibliographic references) to locate relevant information.</p> <p>1.4 Create simple documents by using electronic media and employing organizational features (e.g., passwords, entry and pull-down menus, word searches, the thesaurus, spell checks).</p> <p>1.5 Use a thesaurus to identify alternative word choices and meanings.</p>
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<p>1.8 Understand the organization of almanacs, newspapers, and periodicals and how to use those print materials.</p> <p>1.9 Demonstrate basic keyboarding skills and familiarity with computer terminology (e.g., cursor, software, memory, disk drive, hard drive).</p> <p><i>Evaluation and Revision</i></p> <p>1.10 Edit and revise selected drafts to improve coherence and progression by adding, deleting, consolidating, and rearranging text.</p>	<p><i>Evaluation and Revision</i></p> <p>1.6 Edit and revise manuscripts to improve the meaning and focus of writing by adding, deleting, consolidating, clarifying, and rearranging words and sentences.</p>
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Writing: 2.0 Writing Applications (Genres and Their Characteristics)

	<p>1st</p> <p>2.1 Write brief narratives (e.g., fictional, autobiographical) describing an experience.</p> <p>2.2 Write brief expository descriptions of a real object, person, place, or event, using sensory details.</p>
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<p>2nd</p> <p>2.1 Write brief narratives based on their experiences:</p> <p>a. Move through a logical sequence of events.</p> <p>b. Describe the setting, characters, objects, and events in detail.</p> <p>2.2 Write a friendly letter complete with the date, salutation, body, closing, and signature.</p>	<p>3rd</p> <p>2.1 Write narratives:</p> <p>a. Provide a context within which an action takes place.</p> <p>b. Include well-chosen details to develop the plot.</p> <p>c. Provide insight into why the selected incident is memorable.</p> <p>2.2 Write descriptions that use concrete sensory details to present and support unified impressions of people, places, things, or experiences.</p> <p>2.3 Write personal and formal letters, thank-you notes, and invitations:</p> <p>a. Show awareness of the knowledge and interests of the audience and establish a purpose and context.</p> <p>b. Include the date, proper salutation, body, closing, and signature.</p>
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Writing: 2.0 Writing Applications (Genres and Their Characteristics)

<p>4th</p> <p>2.1 Write narratives:</p> <p>a. Relate ideas, observations, or recollections of an event or experience.</p> <p>b. Provide a context to enable the reader to imagine the world of the event or experience.</p> <p>c. Use concrete sensory details.</p> <p>d. Provide insight into why the selected event or experience is memorable.</p>	<p>5th</p> <p>2.1 Write narratives:</p> <p>a. Establish a plot, point of view, setting, and conflict.</p> <p>b. Show, rather than tell, the events of the story.</p> <p>2.2 Write responses to literature:</p> <p>a. Demonstrate an understanding of a literary work.</p> <p>b. Support judgments through references to the text and to prior knowledge.</p>
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<p>4th Writing Applications (cont)</p> <p>2.2 Write responses to literature:</p> <p>a. Demonstrate an understanding of the literary work.</p> <p>b. Support judgments through references to both the text and prior knowledge.</p> <p>2.3 Write information reports:</p> <p>a. Frame a central question about an issue or situation.</p> <p>b. Include facts and details for focus.</p> <p>c. Draw from more than one source of information (e.g., speakers, books, newspapers, other media sources).</p> <p>2.4 Write summaries that contain the main ideas of the reading selection and the most significant details.</p>	<p>c. Develop interpretations that exhibit careful reading and understanding.</p> <p>5th Writing Applications (cont)</p> <p>2.3 Write research reports about important ideas, issues, or events by using the following guidelines:</p> <p>a. Frame questions that direct the investigation.</p> <p>b. Establish a controlling idea or topic.</p> <p>c. Develop the topic with simple facts, details, examples, and explanations.</p> <p>2.4 Write persuasive letters or compositions:</p> <p>a. State a clear position in support of a proposal.</p> <p>b. Support a position with relevant evidence.</p> <p>c. Follow a simple organizational pattern.</p> <p>d. Address reader concerns.</p>
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1.0 Written and Oral English Language Conventions

<p>Kindergarten</p> <p><i>Sentence Structure</i></p> <p>1.1 Recognize and use complete, coherent sentences when speaking.</p> <p><i>Spelling</i></p> <p>1.2 Spell independently by using pre-phonetic knowledge, sounds of the alphabet, and knowledge of letter names.</p>	<p>1st</p> <p><i>Sentence Structure</i></p> <p>1.1 Write and speak in complete, coherent sentences.</p> <p><i>Grammar</i></p> <p>1.2 Identify and correctly use singular and plural nouns.</p> <p>1.3 Identify and correctly use contractions (e.g., <i>isn't, aren't, can't, won't</i>) and singular possessive pronouns (e.g., <i>my/ mine, his/ her, hers, your/s</i>) in writing and speaking.</p> <p><i>Punctuation</i></p> <p>1.4 Distinguish between declarative, exclamatory, and interrogative sentences.</p> <p>1.5 Use a period, exclamation point, or question mark at the end of sentences.</p> <p>1.6 Use knowledge of the basic rules of punctuation and capitalization when writing.</p> <p><i>Capitalization</i></p> <p>1.7 Capitalize the first word of a sentence, names of people, and the pronoun <i>I</i>.</p> <p><i>Spelling</i></p> <p>1.8 Spell three- and four-letter short-vowel words and grade-level-appropriate sight words correctly.</p>
<p>2nd</p> <p><i>Sentence Structure</i></p> <p>1.1 Distinguish between complete and incomplete sentences.</p>	<p>3rd</p> <p><i>Sentence Structure</i></p> <p>1.1 Understand and be able to use complete and correct declarative, interrogative, imperative, and</p>

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<p>1.2 Recognize and use the correct word order in written sentences.</p> <p><i>Grammar</i></p> <p>1.3 Identify and correctly use various parts of speech, including nouns and verbs, in writing and speaking.</p> <p><i>Punctuation</i></p> <p>1.4 Use commas in the greeting and closure of a letter and with dates and items in a series.</p> <p>1.5 Use quotation marks correctly.</p> <p><i>2nd Capitalization</i></p> <p>1.6 Capitalize all proper nouns, words at the beginning of sentences and greetings, months and days of the week, and titles and initials of people.</p> <p><i>Spelling</i></p> <p>1.7 Spell frequently used, irregular words correctly (e.g., was, were, says, said, who, what, why).</p> <p>1.8 Spell basic short-vowel, long-vowel, <i>r</i>-controlled, and consonant-blend patterns correctly.</p>	<p>exclamatory sentences in writing and speaking.</p> <p><i>Grammar</i></p> <p>1.2 Identify subjects and verbs that are in agreement and identify and use pronouns, adjectives, compound words, and articles correctly in writing and speaking.</p> <p>1.3 Identify and use past, present, and future verb tenses properly in writing and speaking.</p> <p>1.4 Identify and use subjects and verbs correctly in speaking and writing simple sentences.</p> <p><i>3rd Punctuation</i></p> <p>1.5 Punctuate dates, city and state, and titles of books correctly.</p> <p>1.6 Use commas in dates, locations, and addresses and for items in a series.</p> <p><i>Capitalization</i></p> <p>1.7 Capitalize geographical names, holidays, historical periods, and special events correctly.</p> <p><i>Spelling</i></p> <p>1.8 Spell correctly one-syllable words that have blends, contractions, compounds, orthographic patterns (e.g., qu, consonant doubling, changing the ending of a word from -y to -ies when forming the plural), and common homophones (e.g., hair-hare).</p> <p>1.9 Arrange words in alphabetic order.</p>
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<p>4th</p> <p><i>Sentence Structure</i></p> <p>1.1 Use simple and compound sentences in writing and speaking.</p> <p>1.2 Combine short, related sentences with appositives, participial phrases, adjectives, adverbs, and prepositional phrases.</p> <p><i>Grammar</i></p> <p>1.3 Identify and use regular and irregular verbs, adverbs, prepositions, and coordinating conjunctions in writing and speaking.</p> <p><i>Punctuation</i></p> <p>1.4 Use parentheses, commas in direct quotations, and apostrophes in the possessive case of nouns and in contractions.</p> <p>1.5 Use underlining, quotation marks, or italics to identify titles of documents.</p> <p><i>Capitalization</i></p> <p>1.6 Capitalize names of magazines, newspapers, works of art, musical compositions, organizations,</p>	<p>5th</p> <p><i>Sentence Structure</i></p> <p>1.1 Identify and correctly use prepositional phrases, appositives, and independent and dependent clauses; use transitions and conjunctions to connect ideas.</p> <p><i>Grammar</i></p> <p>1.2 Identify and correctly use verbs that are often misused (e.g., lie/ lay, sit/ set, rise/ raise), modifiers, and pronouns.</p> <p><i>Punctuation</i></p> <p>1.3 Use a colon to separate hours and minutes and to introduce a list; use quotation marks around the exact words of a speaker and titles of poems, songs, short stories, and so forth.</p> <p><i>Capitalization</i></p> <p>1.4. Use correct capitalization.</p> <p><i>Spelling</i></p> <p>1.5 Spell roots, suffixes, prefixes, contractions,</p>
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and the first word in quotations when appropriate. <i>Spelling</i> 1.7 Spell correctly roots, inflections, suffixes and prefixes, and syllable constructions.	and syllable constructions correctly.
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Listening & Speaking: 1.0. Listening and Speaking Strategies

Kindergarten	1 st
<p><i>Comprehension</i></p> <p>1.1 Understand and follow one-and two-step oral directions.</p> <p>1.2 Share information and ideas, speaking audibly in complete, coherent sentences.</p>	<p><i>Comprehension</i></p> <p>1.1 Listen attentively.</p> <p>1.2 Ask questions for clarification and understanding.</p> <p>1.3 Give, restate, and follow simple two-step directions.</p> <p><i>Organization and Delivery of Oral Communication</i></p> <p>1.4 Stay on the topic when speaking.</p> <p>1.5 Use descriptive words when speaking about people, places, things, and events.</p>

2 nd	3 rd
<p><i>Comprehension</i></p> <p>1.1 Determine the purpose or purposes of listening (e.g., to obtain information, to solve problems, for enjoyment).</p> <p>1.2 Ask for clarification and explanation of stories and ideas.</p> <p>1.3 Paraphrase information that has been shared orally by others.</p> <p>1.4 Give and follow three-and four-step oral directions.</p> <p><i>Organization and Delivery of Oral Communication</i></p> <p>1.5 Organize presentations to maintain a clear focus.</p> <p>1.6 Speak clearly and at an appropriate pace for the type of communication (e.g., informal discussion, report to class).</p> <p>1.7 Recount experiences in a logical sequence.</p> <p>1.8 Retell stories, including characters, setting, and plot.</p> <p>1.9 Report on a topic with supportive facts and details.</p>	<p><i>Comprehension</i></p> <p>1.1 Retell, paraphrase, and explain what has been said by a speaker.</p> <p>1.2 Connect and relate prior experiences, insights, and ideas to those of a speaker.</p> <p>1.3 Respond to questions with appropriate elaboration.</p> <p>1.4 Identify the musical elements of literary language (e.g., rhymes, repeated sounds, instances of onomatopoeia).</p> <p><i>Organization and Delivery of Oral Communication</i></p> <p>1.5 Organize ideas chronologically or around major points of information.</p> <p>1.6 Provide a beginning, a middle, and an end, including concrete details that develop a central idea.</p> <p>1.7 Use clear and specific vocabulary to communicate ideas and establish the tone.</p> <p>1.8 Clarify and enhance oral presentations through the use of appropriate props (e.g., objects, pictures, charts).</p> <p>1.9 Read prose and poetry aloud with fluency, rhythm, and pace, using appropriate intonation and vocal patterns to emphasize important passages of the text being read.</p> <p><i>Analysis and Evaluation of Oral and Media Communications</i></p>

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	<p>1.10 Compare ideas and points of view expressed in broadcast and print media. 1.11 Distinguish between the speaker's opinions and verifiable facts.</p>
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4 th	5 th
<p><i>Comprehension</i> 1.1 Ask thoughtful questions and respond to relevant questions with appropriate elaboration in oral settings. 1.2 Summarize major ideas and supporting evidence presented in spoken messages and formal presentations. 1.3 Identify how language usages (e.g., sayings, expressions) reflect regions and cultures. 1.4 Give precise directions and instructions. <i>Organization and Delivery of Oral Communication</i> 1.5 Present effective introductions and conclusions that guide and inform the listener's understanding of important ideas and evidence. 1.6 Use traditional structures for conveying information (e.g., cause and effect, similarity and difference, and posing and answering a question). 1.7 Emphasize points in ways that help the listener or viewer to follow important ideas and concepts. 1.8 Use details, examples, anecdotes, or experiences to explain or clarify information. 1.9 Use volume, pitch, phrasing, pace, modulation, and gestures appropriately to enhance meaning. <i>Analysis and Evaluation of Oral Media Communication</i> 1.10 Evaluate the role of the media in focusing attention on events and in forming opinions on issues.</p>	<p><i>Comprehension</i> 1.1 Ask questions that seek information not already discussed. 1.2 Interpret a speaker's verbal and nonverbal messages, purposes, and perspectives. 1.3 Make inferences or draw conclusions based on an oral report. <i>Organization and Delivery of Oral Communication</i> 1.4 Select a focus, organizational structure, and point of view for an oral presentation. 1.5 Clarify and support spoken ideas with evidence and examples. 1.6 Engage the audience with appropriate verbal cues, facial expressions, and gestures. <i>Analysis and Evaluation of Oral and Media Communications</i> 1.7 Identify, analyze, and critique persuasive techniques (e.g., promises, dares, flattery, glittering generalities); identify logical fallacies used in oral presentations and media messages. 1.8 Analyze media as sources for information, entertainment, persuasion, interpretation of events, and transmission of culture.</p>

Listening & Speaking: 2.0. Speaking Applications (Genres and Their Characteristics)

Kindergarten	1 st
<p>2.1 Describe people, places, things (e.g., size, color, shape), locations, and actions. 2.2 Recite short poems, rhymes, and songs. 2.3 Relate an experience or creative story in a logical sequence.</p>	<p>2.1 Recite poems, rhymes, songs, and stories. 2.2 Retell stories using basic story grammar and relating the sequence of story events by answering <i>who, what, when, where, why,</i> and <i>how</i> questions. 2.3 Relate an important life event or personal experience in a simple sequence. 2.4 Provide descriptions with careful attention to sensory detail.</p>

2 nd	3 rd
<p>2.1 Recount experiences or present stories: a. Move through a logical sequence of events. b. Describe story elements (e.g., characters, plot,</p>	<p>2.1 Make brief narrative presentations: a. Provide a context for an incident that is the subject of the presentation.</p>

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<p>setting). 2.2 Report on a topic with facts and details, drawing from several sources of information.</p>	<p>b. Provide insight into why the selected incident is memorable. c. Include well-chosen details to develop character, setting, and plot. 2.2 Plan and present dramatic interpretations of experiences, stories, poems, or plays with clear diction, pitch, tempo, and tone. 2.3 Make descriptive presentations that use concrete sensory details to set forth and support unified impressions of people, places, things, or experiences.</p>
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4 th	5 th
<p>2.1 Make narrative presentations: a. Relate ideas, observations, or recollections about an event or experience. b. Provide a context that enables the listener to imagine the circumstances of the event or experience. c. Provide insight into why the selected event or experience is memorable. 2.2 Make informational presentations: a. Frame a key question. b. Include facts and details that help listeners to focus. c. Incorporate more than one source of information (e.g., speakers, books, newspapers, television or radio reports). 2.3 Deliver oral summaries of articles and books that contain the main ideas of the event or article and the most significant details. 2.4 Recite brief poems (i.e., two or three stanzas), soliloquies, or dramatic dialogues, using clear diction, tempo, volume, and phrasing.</p>	<p>2.1 Deliver narrative presentations: a. Establish a situation, plot, point of view, and setting with descriptive words and phrases. b. Show, rather than tell, the listener what happens. 2.2 Deliver informative presentations about an important idea, issue, or event by the following means: a. Frame questions to direct the investigation. b. Establish a controlling idea or topic. c. Develop the topic with simple facts, details, examples, and explanations. 2.3 Deliver oral responses to literature: a. Summarize significant events and details. b. Articulate an understanding of several ideas or images communicated by the literary work. c. Use examples or textual evidence from the work to support conclusions.</p>

2.4.2 Mathematics

Number Sense

Kindergarten	1 st
<p>1.0 Students understand the relationship between numbers and quantities (i.e., that a set of objects has the same number of objects in different situations regardless of its position or arrangement):</p> <p>Kindergarten Number Sense (cont)</p> <p>1.1 Compare two or more sets of objects (up to ten objects in each group) and identify which set is equal to, more than, or less than the other. 1.2 Count, recognize, represent, name, and order a</p>	<p>1.0 Students understand and use numbers up to 100: 1.1 Count, read, and write whole numbers to 100. 1.2 Compare and order whole numbers to 100 by using the symbols for less than, equal to, or greater than (<, =, >). 1st Number Sense (cont)</p> <p>1.3 Represent equivalent forms of the same number through the use of physical models, diagrams, and number expressions (to 20) (e.g., 8 may be represented as 4 + 4, 5 + 3, 2 + 2 + 2 + 2, 10 - 2, 11 - 3).</p>

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<p>number of objects (up to 30).</p> <p>1.3 Know that the larger numbers describe sets with more objects in them than the smaller numbers have.</p> <p>2.0 Students understand and describe simple additions and subtractions:</p> <p>2.1 Use concrete objects to determine the answers to addition and subtraction problems (for two numbers that are each less than 10).</p> <p>3.0 Students use estimation strategies in computation and problem solving that involve numbers that use the ones and tens places:</p> <p>3.1 Recognize when an estimate is reasonable.</p>	<p>1.4 Count and group object in ones and tens (e.g., three groups of 10 and 4 equals 34, or $30 + 4$).</p> <p>1.5 Identify and know the value of coins and show different combinations of coins that equal the same value.</p> <p>2.0 Students demonstrate the meaning of addition and subtraction and use these operations to solve problems:</p> <p>2.1 Know the addition facts (sums to 20) and the corresponding subtraction facts and commit them to memory.</p> <p>2.2 Use the inverse relationship between addition and subtraction to solve problems.</p> <p>2.3 Identify one more than, one less than, 10 more than, and 10 less than a given number.</p> <p>2.4 Count by 2s, 5s, and 10s to 100.</p> <p>2.5 Show the meaning of addition (putting together, increasing) and subtraction (taking away, comparing, finding the difference).</p> <p>2.6 Solve addition and subtraction problems with one-and two-digit numbers (e.g., $5 + 58 = \underline{\quad}$).</p> <p>2.7 Find the sum of three one-digit numbers.</p> <p>3.0 Students use estimation strategies in computation and problem solving that involve numbers that use the ones, tens, and hundreds places:</p> <p>3.1 Make reasonable estimates when comparing larger or smaller numbers.</p>
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2 nd	3 rd
<p>1.0 Students understand the relationship between numbers, quantities, and place value in whole numbers up to 1,000:</p> <p>1.1 Count, read, and write whole numbers to 1,000 and identify the place value for each digit.</p> <p>1.2 Use words, models, and expanded forms (e.g., $45 = 4 \text{ tens} + 5$) to represent numbers (to 1,000).</p> <p>1.3 Order and compare whole numbers to 1,000 by using the symbols $<$, $=$, $>$.</p> <p>2.0 Students estimate, calculate, and solve problems involving addition and subtraction of two- and three-digit numbers:</p> <p>2.1 Understand and use the inverse relationship between addition and subtraction (e.g., an opposite number sentence for $8 + 6 = 14$ is $14 - 6 = 8$) to solve problems and check solutions.</p> <p>2.2 Find the sum or difference of two whole numbers up to three digits long.</p> <p>2.3 Use mental arithmetic to find the sum or difference of two two-digit numbers.</p> <p>3.0 Students model and solve simple problems</p>	<p>1.0 Students understand the place value of whole numbers:</p> <p>1.1 Count, read, and write whole numbers to 10,000.</p> <p>1.2 Compare and order whole numbers to 10,000.</p> <p>1.3 Identify the place value for each digit in numbers to 10,000.</p> <p>1.4 Round off numbers to 10,000 to the nearest ten, hundred, and thousand.</p> <p>1.5 Use expanded notation to represent numbers (e.g., $3,206 = 3,000 + 200 + 6$).</p> <p>2.0 Students calculate and solve problems involving addition, subtraction, multiplication, and division:</p> <p>2.1 Find the sum or difference of two whole numbers between 0 and 10,000.</p> <p>2.2 Memorize to automaticity the multiplication table for numbers between 1 and 10.</p> <p>2.3 Use the inverse relationship of multiplication and division to compute and check results.</p> <p>2.4 Solve simple problems involving multiplication</p>

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<p>involving multiplication and division:</p> <p>2nd Number Sense (cont)</p> <p>3.1 Use repeated addition, arrays, and counting by multiples to do multiplication.</p> <p>3.2 Use repeated subtraction, equal sharing, and forming equal groups with remainders to do division.</p> <p>3.3 Know the multiplication tables of 2s, 5s, and 10s (to "times 10") and commit them to memory.</p> <p>4.0 Students understand that fractions and decimals may refer to parts of a set and parts of a whole:</p> <p>4.1 Recognize, name, and compare unit fractions from 1/12 to 1/2.</p> <p>4.2 Recognize fractions of a whole and parts of a group (e.g., one-fourth of a pie, two-thirds of 15 balls).</p> <p>4.3 Know that when all fractional parts are included, such as four-fourths, the result is equal to the whole and to one.</p> <p>5.0 Students model and solve problems by representing, adding, and subtracting amounts of money:</p> <p>5.1 Solve problems using combinations of coins and bills.</p> <p>5.2 Know and use the decimal notation and the dollar and cent symbols for money.</p> <p>6.0 Students use estimation strategies in computation and problem solving that involve numbers that use the ones, tens, hundreds, and thousands places:</p> <p>6.1 Recognize when an estimate is reasonable in measurements (e.g., closest inch).</p>	<p>of multidigit numbers by one-digit numbers ($3,671 \times 3 = \underline{\quad}$).</p> <p>3rd Number Sense (cont)</p> <p>2.5 Solve division problems in which a multidigit number is evenly divided by a one-digit number ($135 \div 5 = \underline{\quad}$).</p> <p>2.6 Understand the special properties of 0 and 1 in multiplication and division.</p> <p>2.7 Determine the unit cost when given the total cost and number of units.</p> <p>2.8 Solve problems that require two or more of the skills mentioned above.</p> <p>3.0 Students understand the relationship between whole numbers, simple fractions, and decimals:</p> <p>3.1 Compare fractions represented by drawings or concrete materials to show equivalency and to add and subtract simple fractions in context (e.g., 1/2 of a pizza is the same amount as 2/4 of another pizza that is the same size; show that 3/8 is larger than 1/4).</p> <p>3.2 Add and subtract simple fractions (e.g., determine that $1/8 + 3/8$ is the same as $1/2$).</p> <p>3.3 Solve problems involving addition, subtraction, multiplication, and division of money amounts in decimal notation and multiply and divide money amounts in decimal notation by using whole-number multipliers and divisors.</p> <p>3.4 Know and understand that fractions and decimals are two different representations of the same concept (e.g., 50 cents is 1/2 of a dollar, 75 cents is 3/4 of a dollar).</p>
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<p>4th</p> <p>1.0 Students understand the place value of whole numbers and decimals to two decimal places and how whole numbers and decimals relate to simple fractions. Students use the concepts of negative numbers:</p> <p>1.1 Read and write whole numbers in the millions.</p> <p>1.2 Order and compare whole numbers and decimals to two decimal places.</p> <p>1.3 Round whole numbers through the millions to the nearest ten, hundred, thousand, ten thousand, or hundred thousand.</p> <p>1.4 Decide when a rounded solution is called for and explain why such a solution may be</p>	<p>5th</p> <p>1.0 Students compute with very large and very small numbers, positive integers, decimals, and fractions and understand the relationship between decimals, fractions, and percents. They understand the relative magnitudes of numbers:</p> <p>1.1 Estimate, round, and manipulate very large (e.g., millions) and very small (e.g., thousandths) numbers.</p> <p>1.2 Interpret percents as a part of a hundred; find decimal and percent equivalents for common fractions and explain why they represent the same value; compute a given percent of a whole number.</p>
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<p>appropriate.</p> <p>1.5 Explain different interpretations of fractions, for example, parts of a whole, parts of a set, and division of whole numbers by whole numbers; explain equivalents of fractions (see Standard 4.0).</p> <p>1.6 Write tenths and hundredths in decimal and fraction notations and know the fraction and decimal equivalents for halves and fourths (e.g., $1/2 = 0.5$ or $.50$; $7/4 = 1 \frac{3}{4} = 1.75$).</p> <p>1.7 Write the fraction represented by a drawing of parts of a figure; represent a given fraction by using drawings; and relate a fraction to a simple decimal on a number line.</p> <p>1.8 Use concepts of negative numbers (e.g., on a number line, in counting, in temperature, in "owing").</p> <p>4th Number Sense (con)</p> <p>1.9 Identify on a number line the relative position of positive fractions, positive mixed numbers, and positive decimals to two decimal places.</p> <p>2.0 Students extend their use and understanding of whole numbers to the addition and subtraction of simple decimals:</p> <p>2.1 Estimate and compute the sum or difference of whole numbers and positive decimals to two places.</p> <p>2.2 Round two-place decimals to one decimal or the nearest whole number and judge the reasonableness of the rounded answer.</p> <p>3.0 Students solve problems involving addition, subtraction, multiplication, and division of whole numbers and understand the relationships among the operations:</p> <p>3.1 Demonstrate an understanding of, and the ability to use, standard algorithms for the addition and subtraction of multidigit numbers.</p> <p>3.2 Demonstrate an understanding of, and the ability to use, standard algorithms for multiplying a multidigit number by a two-digit number and for dividing a multidigit number by a one-digit number; use relationships between them to simplify computations and to check results.</p> <p>3.3 Solve problems involving multiplication of multidigit numbers by two-digit numbers.</p> <p>3.4 Solve problems involving division of multidigit numbers by one-digit numbers.</p> <p>4.0 Students know how to factor small whole numbers:</p> <p>4.1 Understand that many whole numbers break down in different ways (e.g., $12 = 4 \times 3 = 2 \times 6 = 2 \times 2 \times 3$).</p> <p>4.2 Know that numbers such as 2, 3, 5, 7, and 11 do not have any factors except 1 and themselves</p>	<p>1.3 Understand and compute positive integer powers of nonnegative integers; compute examples as repeated multiplication.</p> <p>1.4 Determine the prime factors of all numbers through 50 and write the numbers as the product of their prime factors by using exponents to show multiples of a factor (e.g., $24 = 2 \times 2 \times 2 \times 3 = 2^3 \times 3$).</p> <p>1.5 Identify and represent on a number line decimals, fractions, mixed numbers, and positive and negative integers.</p> <p>2.0 Students perform calculations and solve problems involving addition, subtraction, and simple multiplication and division of fractions and decimals:</p> <p>5th Number Sense (cont)</p> <p>2.1 Add, subtract, multiply, and divide with decimals; add with negative integers; subtract positive integers from negative integers; and verify the reasonableness of the results.</p> <p>2.2 Demonstrate proficiency with division, including division with positive decimals and long division with multidigit divisors.</p> <p>2.3 Solve simple problems, including ones arising in concrete situations, involving the addition and subtraction of fractions and mixed numbers (like and unlike denominators of 20 or less), and express answers in the simplest form.</p> <p>2.4 Understand the concept of multiplication and division of fractions.</p> <p>2.5 Compute and perform simple multiplication and division of fractions and apply these procedures to solving problems.</p>
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and that such numbers are called prime numbers.	
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Algebra and Functions	
Kindergarten	1 st
1.0 Students sort and classify objects: 1.1 Identify, sort, and classify objects by attribute and identify objects that do not belong to a particular group (e.g., all these balls are green, those are red).	1.0 Students use number sentences with operational symbols and expressions to solve problems: 1.1 Write and solve number sentences from problem situations that express relationships involving addition and subtraction. 1.2 Understand the meaning of the symbols +, -, =. 1.3 Create problem situations that might lead to given number sentences involving addition and subtraction.

2 nd	3 rd
1.0 Students model, represent, and interpret number relationships to create and solve problems involving addition and subtraction: 1.1 Use the commutative and associative rules to simplify mental calculations and to check results. 1.2 Relate problem situations to number sentences involving addition and subtraction. 1.3 Solve addition and subtraction problems by using data from simple charts, picture graphs, and number sentences.	1.0 Students select appropriate symbols, operations, and properties to represent, describe, simplify, and solve simple number relationships: 1.1 Represent relationships of quantities in the form of mathematical expressions, equations, or inequalities. 1.2 Solve problems involving numeric equations or inequalities. 1.3 Select appropriate operational and relational symbols to make an expression true (e.g., if $4 _ 3 = 12$, what operational symbol goes in the blank?). 1.4 Express simple unit conversions in symbolic form (e.g., $_ \text{ inches} = _ \text{ feet} \times 12$). 1.5 Recognize and use the commutative and associative properties of multiplication (e.g., if $5 \times 7 = 35$, then what is 7×5 ? and if $5 \times 7 \times 3 = 105$, then what is $7 \times 3 \times 5$?). 2.0 Students represent simple functional relationships: 2.1 Solve simple problems involving a functional relationship between two quantities (e.g., find the total cost of multiple items given the cost per unit). 2.2 Extend and recognize a linear pattern by its rules (e.g., the number of legs on a given number of horses may be calculated by counting by 4s or by multiplying the number of horses by 4).

4 th	5 th
1.0 Students use and interpret variables,	1.0 Students use variables in simple expressions,

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<p>mathematical symbols, and properties to write and simplify expressions and sentences:</p> <p>1.1 Use letters, boxes, or other symbols to stand for any number in simple expressions or equations (e.g., demonstrate an understanding and the use of the concept of a variable).</p> <p>1.2 Interpret and evaluate mathematical expressions that now use parentheses.</p> <p>1.3 Use parentheses to indicate which operation to perform first when writing expressions containing more than two terms and different operations.</p> <p>4th Algebra and Functions (cont)</p> <p>1.4 Use and interpret formulas (e.g., area = length \times width or $A = lw$) to answer questions about quantities and their relationships.</p> <p>1.5 Understand that an equation such as $y = 3x + 5$ is a prescription for determining a second number when a first number is given.</p> <p>2.0 Students know how to manipulate equations:</p> <p>2.1 Know and understand that equals added to equals are equal.</p> <p>2.2 Know and understand that equals multiplied by equals are equal.</p>	<p>compute the value of the expression for specific values of the variable, and plot and interpret the results:</p> <p>1.1 Use information taken from a graph or equation to answer questions about a problem situation.</p> <p>1.2 Use a letter to represent an unknown number; write and evaluate simple algebraic expressions in one variable by substitution.</p> <p>1.3 Know and use the distributive property in equations and expressions with variables.</p> <p>1.4 Identify and graph ordered pairs in the four quadrants of the coordinate plane.</p> <p>5th Algebra and Functions (cont)</p> <p>1.5 Solve problems involving linear functions with integer values; write</p>
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Measurement and Geometry

<p>Kindergarten</p> <p>1.0 Students understand the concept of time and units to measure it; they understand that objects have properties, such as length, weight, and capacity, and that comparisons may be made by referring to those properties:</p> <p>1.1 Compare the length, weight, and capacity of objects by making direct comparisons with reference objects (e.g., note which object is shorter, longer, taller, lighter, heavier, or holds more).</p> <p>1.2 Demonstrate an understanding of concepts of time (e.g., morning, afternoon, evening, today, yesterday, tomorrow, week, year) and tools that measure time (e.g., clock, calendar).</p> <p>1.3 Name the days of the week.</p> <p>1.4 Identify the time (to the nearest hour) of everyday events (e.g., lunch time is 12 o'clock; bedtime is 8 o'clock at night).</p> <p>2.0 Students identify common objects in their environment and describe the geometric features:</p> <p>2.1 Identify and describe common geometric objects (e.g., circle, triangle, square, rectangle, cube, sphere, cone).</p>	<p>1st</p> <p>1.0 Students use direct comparison and nonstandard units to describe the measurements of objects:</p> <p>1.1 Compare the length, weight, and volume of two or more objects by using direct comparison or a nonstandard unit.</p> <p>1.2 Tell time to the nearest half hour and relate time to events (e.g., before/after, shorter/longer).</p> <p>2.0 Students identify common geometric figures, classify them by common attributes, and describe their relative position or their location in space:</p> <p>2.1 Identify, describe, and compare triangles, rectangles, squares, and circles, including the faces of three-dimensional objects.</p> <p>2.2 Classify familiar plane and solid objects by common attributes, such as color, position, shape, size, roundness, or number of corners, and explain which attributes are being used for classification.</p> <p>2.3 Give and follow directions about location.</p> <p>2.4 Arrange and describe objects in space by proximity, position, and direction (e.g., near, far, below, above, up, down, behind, in front of, next to, left or right of).</p>
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Kindergarten Measurement and Geometry (cont) 2.2 Compare familiar plane and solid objects by common attributes (e.g., position, shape, size, roundness, number of corners).	
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2 nd	3 rd
<p>1.0 Students understand that measurement is accomplished by identifying a unit of measure, iterating (repeating) that unit, and comparing it to the item to be measured:</p> <p>1.1 Measure the length of objects by iterating (repeating) a nonstandard or standard unit.</p> <p>1.2 Use different units to measure the same object and predict whether the measure will be greater or smaller when a different unit is used.</p> <p>1.3 Measure the length of an object to the nearest inch and/ or centimeter.</p> <p>1.4 Tell time to the nearest quarter hour and know relationships of time (e.g., minutes in an hour, days in a month, weeks in a year).</p> <p>1.5 Determine the duration of intervals of time in hours (e.g., 11:00 a.m. to 4:00 p.m.).</p> <p>2.0 Students identify and describe the attributes of common figures in the plane and of common objects in space:</p> <p>2.1 Describe and classify plane and solid geometric shapes (e.g., circle, triangle, square, rectangle, sphere, pyramid, cube, rectangular prism) according to the number and shape of faces, edges, and vertices.</p> <p>2.2 Put shapes together and take them apart to form other shapes (e.g., two congruent right triangles can be arranged to form a rectangle).</p>	<p>1.0 Students choose and use appropriate units and measurement tools to quantify the properties of objects:</p> <p>1.1 Choose the appropriate tools and units (metric and U.S.) and estimate and measure the length, liquid volume, and weight/mass of given objects.</p> <p>1.2 Estimate or determine the area and volume of solid figures by covering them with squares or by counting the number of cubes that would fill them.</p> <p>1.3 Find the perimeter of a polygon with integer sides.</p> <p>1.4 Carry out simple unit conversions within a system of measurement (e.g., centimeters and meters, hours and minutes).</p> <p>2.0 Students describe and compare the attributes of plane and solid geometric figures and use their understanding to show relationships and solve problems:</p> <p>2.1 Identify, describe, and classify polygons (including pentagons, hexagons, and octagons).</p> <p>2.2 Identify attributes of triangles (e.g., two equal sides for the isosceles triangle, three equal sides for the equilateral triangle, right angle for the right triangle).</p> <p>2.3 Identify attributes of quadrilaterals (e.g., parallel sides for the parallelogram, right angles for the rectangle, equal sides and right angles for the square).</p> <p>2.4 Identify right angles in geometric figures or in appropriate objects and determine whether other angles are greater or less than a right angle.</p> <p>2.5 Identify, describe, and classify common three-dimensional geometric objects (e.g., cube, rectangular solid, sphere, prism, pyramid, cone, cylinder).</p> <p>2.6 Identify common solid objects that are the components needed to make a more complex solid object.</p>

4 th	5 th
<p>1.0 Students understand perimeter and area:</p> <p>1.1 Measure the area of rectangular shapes by using appropriate units, such as square centimeter (cm²), square meter (m²), square kilometer (km²).</p>	<p>1.0 Students understand and compute the volumes and areas of simple objects:</p> <p>1.1 Derive and use the formula for the area of a triangle and of a parallelogram by comparing it</p>

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<p>square inch (in^2), square yard (yd^2), or square mile (mi^2).</p> <p>1.2 Recognize that rectangles that have the same area can have different perimeters.</p> <p>1.3 Understand that rectangles that have the same perimeter can have different areas.</p> <p>1.4 Understand and use formulas to solve problems involving perimeters and areas of rectangles and squares. Use those formulas to find the areas of more complex figures by dividing the figures into basic shapes.</p> <p>4th Measurement and Geometry (cont)</p> <p>2.0 Students use two-dimensional coordinate grids to represent points and graph lines and simple figures:</p> <p>2.1 Draw the points corresponding to linear relationships on graph paper (e.g., draw 10 points on the graph of the equation $y = 3x$ and connect them by using a straight line).</p> <p>2.2 Understand that the length of a horizontal line segment equals the difference of the x-coordinates.</p> <p>2.3 Understand that the length of a vertical line segment equals the difference of the y-coordinates.</p> <p>3.0 Students demonstrate an understanding of plane and solid geometric objects and use this knowledge to show relationships and solve problems:</p> <p>3.1 Identify lines that are parallel and perpendicular.</p> <p>3.2 Identify the radius and diameter of a circle.</p> <p>3.3 Identify congruent figures.</p> <p>3.4 Identify figures that have bilateral and rotational symmetry.</p> <p>3.5 Know the definitions of a right angle, an acute angle, and an obtuse angle. Understand that 90°, 180°, 270°, and 360° are associated, respectively, with $1/4$, $1/2$, $3/4$, and full turns.</p> <p>3.6 Visualize, describe, and make models of geometric solids (e.g., prisms, pyramids) in terms of the number and shape of faces, edges, and vertices; interpret two-dimensional representations of three-dimensional objects; and draw patterns (of faces) for a solid that, when cut and folded, will make a model of the solid.</p> <p>3.7 Know the definitions of different triangles (e.g., equilateral, isosceles, scalene) and identify their attributes.</p> <p>3.8 Know the definition of different quadrilaterals (e.g., rhombus, square, rectangle, parallelogram, trapezoid).</p>	<p>with the formula for the area of a rectangle (i.e., two of the same triangles make a parallelogram with twice the area; a parallelogram is compared with a rectangle of the same area by cutting and pasting a right triangle on the parallelogram).</p> <p>1.2 Construct a cube and rectangular box from two-dimensional patterns and use these patterns to compute the surface area for these objects.</p> <p>5th Measurement and Geometry (cont)</p> <p>1.3 Understand the concept of volume and use the appropriate units in common measuring systems (i.e., cubic centimeter [cm^3], cubic meter [m^3], cubic inch [in^3], cubic yard [yd^3]) to compute the volume of rectangular solids.</p> <p>1.4 Differentiate between, and use appropriate units of measures for, two-and three-dimensional objects (i.e., find the perimeter, area, volume).</p> <p>2.0 Students identify, describe, and classify the properties of, and the relationships between, plane and solid geometric figures:</p> <p>2.1 Measure, identify, and draw angles, perpendicular and parallel lines, rectangles, and triangles by using appropriate tools (e.g., straightedge, ruler, compass, protractor, drawing software).</p> <p>2.2 Know that the sum of the angles of any triangle is 180° and the sum of the angles of any quadrilateral is 360° and use this information to solve problems.</p> <p>2.3 Visualize and draw two-dimensional views of three-dimensional objects made from rectangular solids.</p>
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Statistics, Data Analysis, and Probability

Kindergarten	1 st
<p>1.0 Students collect information about objects and events in their environment:</p> <p>Kindergarten Statistics, Data Analysis, and Probability (cont)</p> <p>1.1 Pose information questions; collect data; and record the results using objects, pictures, and picture graphs.</p> <p>1.2 Identify, describe, and extend simple patterns (such as circles or triangles) by referring to their shapes, sizes, or colors.</p>	<p>1.0 Students organize, represent, and compare data by category on simple graphs and charts:</p> <p>1st Statistics, Data Analysis, and Probability (cont)</p> <p>1.1 Sort objects and data by common attributes and describe the categories.</p> <p>1.2 Represent and compare data (e.g., largest, smallest, most often, least often) by using pictures, bar graphs, tally charts, and picture graphs.</p> <p>2.0 Students sort objects and create and describe patterns by numbers, shapes, sizes, rhythms, or colors:</p> <p>2.1 Describe, extend, and explain ways to get to a next element in simple repeating patterns (e.g., rhythmic, numeric, color, and shape).</p>
2 nd	3 rd
<p>1.0 Students collect numerical data and record, organize, display, and interpret the data on bar graphs and other representations:</p> <p>1.1 Record numerical data in systematic ways, keeping track of what has been counted.</p> <p>1.2 Represent the same data set in more than one way (e.g., bar graphs and charts with tallies).</p> <p>1.3 Identify features of data sets (range and mode).</p> <p>1.4 Ask and answer simple questions related to data representations.</p> <p>2.0 Students demonstrate an understanding of patterns and how patterns grow and describe them in general ways:</p> <p>2.1 Recognize, describe, and extend patterns and determine a next term in linear patterns (e.g., 4, 8, 12 ...; the number of ears on one horse, two horses, three horses, four horses).</p> <p>2.2 Solve problems involving simple number patterns.</p>	<p>1.0 Students conduct simple probability experiments by determining the number of possible outcomes and make simple predictions:</p> <p>1.1 Identify whether common events are certain, likely, unlikely, or improbable.</p> <p>1.2 Record the possible outcomes for a simple event (e.g., tossing a coin) and systematically keep track of the outcomes when the event is repeated many times.</p> <p>1.3 Summarize and display the results of probability experiments in a clear and organized way (e.g., use a bar graph or a line plot).</p> <p>1.4 Use the results of probability experiments to predict future events (e.g., use a line plot to predict the temperature forecast for the next day).</p>
4 th	5 th
<p>1.0 Students organize, represent, and interpret numerical and categorical data and clearly communicate their findings:</p> <p>1.1 Formulate survey questions; systematically collect and represent data on a number line; and</p>	<p>1.0 Students display, analyze, compare, and interpret different data sets, including data sets of different sizes:</p> <p>1.1 Know the concepts of mean, median, and mode; compute and compare simple examples to</p>

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<p>coordinate graphs, tables, and charts. 1.2 Identify the mode(s) for sets of categorical data and the mode(s), median, and any apparent outliers for numerical data sets. 1.3 Interpret one-and two-variable data graphs to answer questions about a situation. 2.0 Students make predictions for simple probability situations: 2.1 Represent all possible outcomes for a simple probability situation in an organized way (e.g., tables, grids, tree diagrams). 2.2 Express outcomes of experimental probability situations verbally and numerically (e.g., 3 out of 4; $\frac{3}{4}$).</p>	<p>show that they may differ. 1.2 Organize and display single-variable data in appropriate graphs and representations (e.g., histogram, circle graphs) and explain which types of graphs are appropriate for various data sets. 1.3 Use fractions and percentages to compare data sets of different sizes. 1.4 Identify ordered pairs of data from a graph and interpret the meaning of the data in terms of the situation depicted by the graph. 1.5 Know how to write ordered pairs correctly; for example, (x, y).</p>
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Mathematical Reasoning

Kindergarten	1 st , 2 nd
<p>1.0 Students make decisions about how to set up a problem: 1.1 Determine the approach, materials, and strategies to be used. 1.2 Use tools and strategies, such as manipulatives or sketches, to model problems. 2.0 Students solve problems in reasonable ways and justify their reasoning: 2.1 Explain the reasoning used with concrete objects and/ or pictorial representations. 2.2 Make precise calculations and check the validity of the results in the context of the problem.</p>	<p>1.0 Students make decisions about how to set up a problem: 1.1 Determine the approach, materials, and strategies to be used. 1.2 Use tools, such as manipulatives or sketches, to model problems. 2.0 Students solve problems and justify their reasoning: 2.1 Explain the reasoning used and justify the procedures selected. 2.2 Make precise calculations and check the validity of the results from the context of the problem. 3.0 Students note connections between one problem and another.</p>

3rd – 5 th
<p>1.0 Students make decisions about how to approach problems: 1.1 Analyze problems by identifying relationships, distinguishing relevant from irrelevant information, sequencing and prioritizing information, and observing patterns. 1.2 Determine when and how to break a problem into simpler parts. 2.0 Students use strategies, skills, and concepts in finding solutions: 2.1 Use estimation to verify the reasonableness of calculated results. 3rd – 6th Mathematical Reasoning (cont) 2.2 Apply strategies and results from simpler problems to more complex problems. 2.3 Use a variety of methods, such as words, numbers, symbols, charts, graphs, tables, diagrams, and models, to explain mathematical reasoning. 2.4 Express the solution clearly and logically by using the appropriate mathematical notation and terms and clear language; support solutions with evidence in both verbal and symbolic work. 2.5 Indicate the relative advantages of exact and approximate solutions to problems and give answers to a specified degree of accuracy. 2.6 Make precise calculations and check the validity of the results from the context of the problem.</p>

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<p>3.0 Students move beyond a particular problem by generalizing to other situations: 3.1 Evaluate the reasonableness of the solution in the context of the original situation. 3.2 Note the method of deriving the solution and demonstrate a conceptual understanding of the derivation by solving similar problems. 3.3 Develop generalizations of the results obtained and apply them in other circumstances.</p>
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History and Social Studies

Kindergarten	1 st
<p>Learning and Working Now and Long Ago</p> <p>K.1 Students understand that being a good citizen involves acting in certain ways.</p> <p>1. Follow rules, such as sharing and taking turns, and know the consequences of breaking them.</p> <p>2. Learn examples of honesty, courage, determination, individual responsibility, and patriotism in American and world history from stories and folklore.</p> <p>3. Know beliefs and related behaviors of characters in stories from times past and understand the consequences of the characters' actions.</p> <p>K.2 Students recognize national and state symbols and icons such as the national and state flags, the bald eagle, and the Statue of Liberty.</p> <p>K.3 Students match simple descriptions of work that people do and the names of related jobs at the school, in the local community, and from historical accounts.</p> <p>K.4 Students compare and contrast the locations of people, places, and environments and describe their characteristics.</p> <p>Determine the relative locations of objects using the terms near/far, left/right, and behind/in front.</p> <p>1. Distinguish between land and water on maps and globes and locate general areas referenced in historical legends and stories.</p> <p>2. Identify traffic symbols and map symbols (e.g., those for land, water, roads, cities).</p> <p>3. Construct maps and models of neighborhoods, incorporating such structures as police and fire stations, airports, banks, hospitals, supermarkets, harbors, schools, homes, places of worship, and transportation lines.</p> <p>4. Demonstrate familiarity with the school's layout, environs, and the jobs people do there.</p> <p>K.5 Students put events in temporal order using a</p>	<p>Child's Place in Time and Space</p> <p>1.1 Students describe the rights and individual responsibilities of citizenship.</p> <p>1. Understand the rule-making process in a direct democracy (everyone votes on the rules) and in a representative democracy (an elected group of people make the rules), giving examples of both systems in their classroom, school, and community.</p> <p>2. Understand the elements of fair play and good sportsmanship, respect for the rights and opinions of others, and respect for rules by which we live, including the meaning of the "Golden Rule."</p> <p>1.2 Students compare and contrast the absolute and relative locations of places and people and describe the physical and/ or human characteristics of places.</p> <p>1. Locate on maps and globes their local community, California, the United States, the seven continents, and the four oceans.</p> <p>2. Compare the information that can be derived from a three-dimensional model to the information that can be derived from a picture of the same location.</p> <p>3. Construct a simple map, using cardinal directions and map symbols.</p> <p>4. Describe how location, weather, and physical environment affect the way people live, including the effects on their food, clothing, shelter, transportation, and recreation.</p> <p>1.3 Students know and understand the symbols, icons, and traditions of the United States that provide continuity and a sense of community across time.</p> <p>1. Recite the Pledge of Allegiance and sing songs that express American ideals (e.g., "My Country 'Tis of Thee").</p> <p>2. Understand the significance of our national</p>

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<p>calendar, placing days, weeks, and months in proper order.</p> <p>Kindergarten Learning and Working Now and Long Ago (cont)</p> <p>K.6 Students understand that history relates to events, people, and places of other times.</p> <p>1. Identify the purposes of, and the people and events honored in, commemorative holidays, including the human struggles that were the basis for the events (e.g., Thanksgiving, Independence Day, Washington's and Lincoln's Birthdays, Martin Luther King Jr. Day, Memorial Day, Labor Day, Columbus Day, Veterans Day).</p> <p>2. Know the triumphs in American legends and historical accounts through the stories of such people as Pocahontas, George Washington, Booker T. Washington, Daniel Boone, and Benjamin Franklin.</p> <p>Understand how people lived in earlier times and how their lives would be different today (e.g., getting water from a well, growing food, making clothing, having fun, forming organizations, living by rules and laws).</p>	<p>holidays and the heroism and achievements of the people associated with them.</p> <p>1st Child's Place in Time and Space</p> <p>3. Identify American symbols, landmarks, and essential documents, such as the flag, bald eagle, Statue of Liberty, U.S. Constitution, and Declaration of Independence, and know the people and events associated with them.</p> <p>1.4 Students compare and contrast everyday life in different times and places around the world and recognize that some aspects of people, places, and things change over time while others stay the same.</p> <p>1. Examine the structure of schools and communities in the past.</p> <p>2. Study transportation methods of earlier days.</p> <p>3. Recognize similarities and differences of earlier generations in such areas as work (inside and outside the home), dress, manners, stories, games, and festivals, drawing from biographies, oral histories, and folklore.</p> <p>1.5 Students describe the human characteristics of familiar places and the varied backgrounds of American citizens and residents in those places.</p> <p>1. Recognize the ways in which they are all part of the same community, sharing principles, goals, and traditions despite their varied ancestry; the forms of diversity in their school and community; and the benefits and challenges of a diverse population.</p> <p>2. Understand the ways in which American Indians and immigrants have helped define Californian and American culture.</p> <p>3. Compare the beliefs, customs, ceremonies, traditions, and social practices of the varied cultures, drawing from folklore.</p> <p>1. 6 Students understand basic economic concepts and the role of individual choice in a free-market economy.</p> <p>1. Understand the concept of exchange and the use of money to purchase goods and services.</p> <p>2. Identify the specialized work that people do to manufacture, transport, and market goods and services and the contributions of those who work in the home.</p>
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2 nd	3 rd
<p>People Who Make a Difference</p> <p>2.1 Students differentiate between things that happened long ago and things that happened yesterday.</p> <p>1. Trace the history of a family through the use of primary and secondary sources, including artifacts, photographs, interviews, and documents.</p> <p>2. Compare and contrast their daily lives with those of their parents, grandparents, and/ or guardians.</p> <p>3. Place important events in their lives in the order in which they occurred (e.g., on a time line or storyboard).</p> <p>2.2 Students demonstrate map skills by describing the absolute and relative locations of people, places, and environments.</p>	<p>Continuity and Change</p> <p>3.1 Students describe the physical and human geography and use maps, tables, graphs, photographs, and charts to organize information about people, places, and environments in a spatial context.</p> <p>1. Identify geographical features in their local region (e.g., deserts, mountains, valleys, hills, coastal areas, oceans, lakes).</p> <p>Trace the ways in which people have used the resources of the local region and modified the physical environment (e.g., a dam constructed upstream changed a river or coastline).</p> <p>3.2 Students describe the American Indian nations in their local region long ago and in the recent past.</p>
<p>2nd People Who Make a Difference (cont)</p> <p>1. Locate on a simple letter-number grid system the specific locations and geographic features in their neighborhood or community (e.g., map of the classroom, the school).</p> <p>2. Label from memory a simple map of the North American continent, including the countries, oceans, Great Lakes, major rivers, and mountain ranges. Identify the essential map elements: title, legend, directional indicator, scale, and date.</p> <p>3. Locate on a map where their ancestors live(d), telling when the family moved to the local community and how and why they made the trip.</p> <p>4. Compare and contrast basic land use in urban, suburban, and rural environments in California.</p> <p>2.3 Students explain governmental institutions and practices in the United States and other countries.</p> <p>1. Explain how the United States and other countries make laws, carry out laws, determine whether laws have been violated, and punish wrongdoers.</p> <p>2. Describe the ways in which groups and nations interact with one another to try to resolve problems in such areas as trade, cultural contacts, treaties, diplomacy, and military force.</p> <p>2.4 Students understand basic economic concepts and their individual roles in the economy and demonstrate basic economic reasoning skills.</p>	<p>3rd Continuity and Change (cont)</p> <p>1. Describe national identities, religious beliefs, customs, and various folklore traditions.</p> <p>2. Discuss the ways in which physical geography, including climate, influenced how the local Indian nations adapted to their natural environment (e.g., how they obtained food, clothing, tools).</p> <p>3. Describe the economy and systems of government, particularly those with tribal constitutions, and their relationship to federal and state governments.</p> <p>4. Discuss the interaction of new settlers with the already established Indians of the region.</p> <p>3.3 Students draw from historical and community resources to organize the sequence of local historical events and describe how each period of settlement left its mark on the land.</p> <p>1. Research the explorers who visited here, the newcomers who settled here, and the people who continue to come to the region, including their cultural and religious traditions and contributions.</p> <p>2. Describe the economies established by settlers and their influence on the present-day economy, with emphasis on the importance of private property and entrepreneurship.</p> <p>3. Trace why their community was established, how individuals and families contributed to its founding and development, and how the community has changed over time, drawing on</p>

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<p>1. Describe food production and consumption long ago and today, including the roles of farmers, processors, distributors, weather, and land and water resources.</p> <p>2. Understand the role and interdependence of buyers (consumers) and sellers (producers) of goods and services.</p> <p>3. Understand how limits on resources affect production and consumption (what to produce and what to consume).</p> <p>2.5 Students understand the importance of individual action and character and explain how heroes from long ago and the recent past have made a difference in others' lives (e.g., from biographies of Abraham Lincoln, Louis Pasteur, Sitting Bull, George Washington Carver, Marie Curie, Albert Einstein, Golda Meir, Jackie Robinson, Sally Ride).</p>	<p>maps, photographs, oral histories, letters, newspapers, and other primary sources.</p> <p>3.4 Students understand the role of rules and laws in our daily lives and the basic structure of the U.S. government.</p> <p>1. Determine the reasons for rules, laws, and the U.S. Constitution; the role of citizenship in the promotion of rules and laws; and the consequences for people who violate rules and laws.</p> <p>2. Discuss the importance of public virtue and the role of citizens, including how to participate in a classroom, in the community, and in civic life.</p> <p>3. Know the histories of important local and national landmarks, symbols, and essential documents that create a sense of community among citizens and exemplify cherished ideals (e.g., the U.S. flag, the bald eagle, the Statue of Liberty, the U.S. Constitution, the Declaration of Independence, the U.S. Capitol).</p> <p>4. Understand the three branches of government, with an emphasis on local government.</p> <p>5. Describe the ways in which California, the other states, and sovereign American Indian tribes contribute to the making of our nation and participate in the federal system of government.</p> <p><i>3rd Continuity and Change (cont)</i></p> <p>6. Describe the lives of American heroes who took risks to secure our freedoms (e.g., Anne Hutchinson, Benjamin Franklin, Thomas Jefferson, Abraham Lincoln, Frederick Douglass, Harriet Tubman, Martin Luther King, Jr.).</p> <p>3.5 Students demonstrate basic economic reasoning skills and an understanding of the economy of the local region.</p> <p>1. Describe the ways in which local producers have used and are using natural resources, human resources, and capital resources to produce goods and services in the past and the present.</p> <p>2. Understand that some goods are made locally, some elsewhere in the United States, and some abroad.</p>
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	<p>3. Understand that individual economic choices involve trade-offs and the evaluation of benefits and costs.</p> <p>4. Discuss the relationship of students' "work" in school and their personal human capital.</p>
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4 th	5 th
<p>California: A Changing State</p> <p>4.1 Students demonstrate an understanding of the physical and human geographic features that define places and regions in California.</p> <p>1. Explain and use the coordinate grid system of latitude and longitude to determine the absolute locations of places in California and on Earth.</p> <p>2. Distinguish between the North and South Poles; the equator and the prime meridian; the tropics; and the hemispheres, using coordinates to plot locations.</p> <p>3. Identify the state capital and describe the various regions of California, including how their characteristics and physical environments (e.g., water, landforms, vegetation, climate) affect human activity.</p> <p>4. Identify the locations of the Pacific Ocean, rivers, valleys, and mountain passes and explain their effects on the growth of towns.</p> <p>5. Use maps, charts, and pictures to describe how communities in California vary in land use, vegetation, wildlife, climate, population density, architecture, services, and transportation.</p> <p>4.2 Students describe the social, political, cultural, and economic life and interactions among people of California from the pre-Columbian societies to the Spanish mission and Mexican rancho periods.</p> <p>1. Discuss the major nations of California Indians, including their geographic distribution, economic activities, legends, and religious beliefs; and describe how they depended on, adapted to, and modified the physical environment by cultivation of land and use of sea resources.</p> <p>4th California: A Changing State (cont)</p> <p>2. Identify the early land and sea routes to, and</p>	<p><i>United States History and Geography: Making a New Nation</i></p> <p>5.1 Students describe the major pre-Columbian settlements, including the cliff dwellers and pueblo people of the desert Southwest, the American Indians of the Pacific Northwest, the nomadic nations of the Great Plains, and the woodland peoples east of the Mississippi River.</p> <p>1. Describe how geography and climate influenced the way various nations lived and adjusted to the natural environment, including locations of villages, the distinct structures that they built, and how they obtained food, clothing, tools, and utensils.</p> <p>2. Describe their varied customs and folklore traditions.</p> <p>3. Explain their varied economies and systems of government.</p> <p>5.2 Students trace the routes of early explorers and describe the early explorations of the Americas.</p> <p>1. Describe the entrepreneurial characteristics of early explorers (e.g., Christopher Columbus, Francisco Vásquez de Coronado) and the technological developments that made sea exploration by latitude and longitude possible (e.g., compass, sextant, astrolabe, seaworthy ships, chronometers, gunpowder).</p> <p>2. Explain the aims, obstacles, and accomplishments of the explorers, sponsors, and leaders of key European expeditions and the reasons Europeans chose to explore and colonize the world (e.g., the Spanish Reconquista, the Protestant Reformation, the Counter Reformation).</p> <p>3. Trace the routes of the major land explorers of the United States, the distances traveled by explorers, and the Atlantic trade routes that linked Africa, the West Indies, the British colonies, and Europe.</p>

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<p>European settlements in California with a focus on the exploration of the North Pacific (e.g., by Captain James Cook, Vitus Bering, Juan Cabrillo), noting especially the importance of mountains, deserts, ocean currents, and wind patterns.</p> <p>3. Describe the Spanish exploration and colonization of California, including the relationships among soldiers, missionaries, and Indians (e.g., Juan Crespi, Junipero Serra, Gaspar de Portola).</p> <p>4. Describe the mapping of, geographic basis of, and economic factors in the placement and function of the Spanish missions; and understand how the mission system expanded the influence of Spain and Catholicism throughout New Spain and Latin America.</p> <p>5. Describe the daily lives of the people, native and nonnative, who occupied the presidios, missions, ranchos, and pueblos.</p> <p>6. Discuss the role of the Franciscans in changing the economy of California from a hunter-gatherer economy to an agricultural economy.</p> <p>7. Describe the effects of the Mexican War for Independence on Alta California, including its effects on the territorial boundaries of North America.</p> <p>8. Discuss the period of Mexican rule in California and its attributes, including land grants, secularization of the missions, and the rise of the rancho economy.</p> <p>4.3 Students explain the economic, social, and political life in California from the establishment of the Bear Flag Republic through the Mexican-American War, the Gold Rush, and the granting of statehood.</p> <p>1. Identify the locations of Mexican settlements in California and those of other settlements, including Fort Ross and Sutter's Fort.</p> <p>2. Compare how and why people traveled to California and the routes they traveled (e.g., James Beckwourth, John Bidwell, John C. Fremont, Pio Pico).</p> <p>3. Analyze the effects of the Gold Rush on settlements, daily life, politics, and the physical environment (e.g., using biographies of John Sutter, Mariano Guadalupe Vallejo, Louise Clapp).</p> <p>4. Study the lives of women who helped build early California (e.g., Biddy Mason).</p> <p>5. Discuss how California became a state and how its new government differed from those during the</p>	<p><i>5th United States History and Geography: Making a New Nation (cont)</i></p> <p>4. Locate on maps of North and South America land claimed by Spain, France, England, Portugal, the Netherlands, Sweden, and Russia.</p> <p>5.3 Students describe the cooperation and conflict that existed among the American Indians and between the Indian nations and the new settlers.</p> <p>1. Describe the competition among the English, French, Spanish, Dutch, and Indian nations for control of North America.</p> <p>2. Describe the cooperation that existed between the colonists and Indians during the 1600s and 1700s (e.g., in agriculture, the fur trade, military alliances, treaties, cultural interchanges).</p> <p>3. Examine the conflicts before the Revolutionary War (e.g., the Pequot and King Philip's Wars in New England, the Powhatan Wars in Virginia, the French and Indian War).</p> <p>4. Discuss the role of broken treaties and massacres and the factors that led to the Indians defeat, including the resistance of Indian nations to encroachments and assimilation (e.g., the story of the Trail of Tears).</p> <p>5. Describe the internecine Indian conflicts, including the competing claims for control of lands (e.g., actions of the Iroquois, Huron, Lakota [Sioux]).</p> <p>6. Explain the influence and achievements of significant leaders of the time (e.g., John Marshall, Andrew Jackson, Chief Tecumseh, Chief Logan, Chief John Ross, Sequoyah).</p> <p>5.4 Students understand the political, religious, social, and economic institutions that evolved in the colonial era.</p> <p>1. Understand the influence of location and physical setting on the founding of the original 13 colonies, and identify on a map the locations of the colonies and of the American Indian nations already inhabiting these areas.</p> <p>2. Identify the major individuals and groups responsible for the founding of the various colonies and the reasons for their founding (e.g., John Smith, Virginia; Roger Williams, Rhode Island; William Penn, Pennsylvania; Lord Baltimore, Maryland; William Bradford, Plymouth; John Winthrop, Massachusetts).</p>
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<p>Spanish and Mexican periods.</p> <p>4.4 Students explain how California became an agricultural and industrial power, tracing the transformation of the California economy and its political and cultural development since the 1850s.</p> <p>1. Understand the story and lasting influence of the Pony Express, Overland Mail Service, Western Union, and the building of the transcontinental railroad, including the contributions of Chinese workers to its construction.</p> <p>4th California: A Changing State (cont)</p> <p>2. Explain how the Gold Rush transformed the economy of California, including the types of products produced and consumed, changes in towns (e.g., Sacramento, San Francisco), and economic conflicts between diverse groups of people.</p> <p>3. Discuss immigration and migration to California between 1850 and 1900, including the diverse composition of those who came; the countries of origin and their relative locations; and conflicts and accords among the diverse groups (e.g., the 1882 Chinese Exclusion Act).</p> <p>4. Describe rapid American immigration, internal migration, settlement, and the growth of towns and cities (e.g., Los Angeles).</p> <p>5. Discuss the effects of the Great Depression, the Dust Bowl, and World War II on California.</p> <p>6. Describe the development and locations of new industries since the turn of the century, such as the aerospace industry, electronics industry, large-scale commercial agriculture and irrigation projects, the oil and automobile industries, communications and defense industries, and important trade links with the Pacific Basin.</p> <p>7. Trace the evolution of California's water system into a network of dams, aqueducts, and reservoirs.</p> <p>8. Describe the history and development of California's public education system, including universities and community colleges.</p> <p>9. Analyze the impact of twentieth-century Californians on the nation's artistic and cultural development, including the rise of the entertainment industry (e.g., Louis B. Meyer, Walt Disney, John Steinbeck, Ansel Adams, Dorothea Lange, John Wayne).</p>	<p>3. Describe the religious aspects of the earliest colonies (e.g., Puritanism in Massachusetts, Anglicanism in Virginia, Catholicism in Maryland, Quakerism in Pennsylvania).</p> <p>4. Identify the significance and leaders of the First Great Awakening, which marked a shift in religious ideas, practices, and allegiances in the colonial period, the growth of religious toleration, and free exercise of religion.</p> <p><i>5th United States History and Geography: Making a New Nation (cont)</i></p> <p>5. Understand how the British colonial period created the basis for the development of political self-government and a free-market economic system and the differences between the British, Spanish, and French colonial systems.</p> <p>6. Describe the introduction of slavery into America, the responses of slave families to their condition, the ongoing struggle between proponents and opponents of slavery, and the gradual institutionalization of slavery in the South.</p> <p>7. Explain the early democratic ideas and practices that emerged during the colonial period, including the significance of representative assemblies and town meetings.</p> <p>5.5 Students explain the causes of the American Revolution.</p> <p>1. Understand how political, religious, and economic ideas and interests brought about the Revolution (e.g., resistance to imperial policy, the Stamp Act, the Townshend Acts, taxes on tea, Coercive Acts).</p> <p>2. Know the significance of the first and second Continental Congresses and of the Committees of Correspondence.</p> <p>3. Understand the people and events associated with the drafting and signing of the Declaration of Independence and the document's significance, including the key political concepts it embodies, the origins of those concepts, and its role in severing ties with Great Britain.</p> <p>4. Describe the views, lives, and impact of key individuals during this period (e.g., King George III, Patrick Henry, Thomas Jefferson, George Washington, Benjamin Franklin, John Adams).</p> <p>5.6 Students understand the course and</p>
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<p>4.5 Students understand the structures, functions, and powers of the local, state, and federal governments as described in the U.S. Constitution.</p> <p>1. Discuss what the U.S. Constitution is and why it is important (i.e., a written document that defines the structure and purpose of the U.S. government and describes the shared powers of federal, state, and local governments).</p> <p>2. Understand the purpose of the California Constitution, its key principles, and its relationship to the U.S. Constitution.</p> <p>3. Describe the similarities (e.g., written documents, rule of law, consent of the governed, three separate branches) and differences (e.g., scope of jurisdiction, limits on government powers, use of the military) among federal, state, and local governments.</p> <p>4. Explain the structures and functions of state governments, including the roles and responsibilities of their elected officials.</p> <p>5. Describe the components of California's governance structure (e.g., cities and towns, Indian rancherias and reservations, counties, school districts).</p>	<p>consequences of the American Revolution.</p> <p>1. Identify and map the major military battles, campaigns, and turning points of the Revolutionary War, the roles of the American and British leaders, and the Indian leaders' alliances on both sides.</p> <p>2. Describe the contributions of France and other nations and of individuals to the out-come of the Revolution (e.g., Benjamin Franklin's negotiations with the French, the French navy, the Treaty of Paris, The Netherlands, Russia, the Marquis Marie Joseph de Lafayette, Tadeusz Ko'sciuszko, Baron Friedrich Wilhelm von Steuben).</p> <p>3. Identify the different roles women played during the Revolution (e.g., Abigail Adams, Martha Washington, Molly Pitcher, Phillis Wheatley, Mercy Otis Warren).</p> <p>4. Understand the personal impact and economic hardship of the war on families, problems of financing the war, wartime inflation, and laws against hoarding goods and materials and profiteering.</p> <p><i>5th United States History and Geography: Making a New Nation (cont)</i></p> <p>5. Explain how state constitutions that were established after 1776 embodied the ideals of the American Revolution and helped serve as models for the U.S. Constitution.</p> <p>6. Demonstrate knowledge of the significance of land policies developed under the Continental Congress (e.g., sale of western lands, the Northwest Ordinance of 1787) and those policies' impact on American Indians' land.</p> <p>7. Understand how the ideals set forth in the Declaration of Independence changed the way people viewed slavery.</p> <p>5.7 Students describe the people and events associated with the development of the U.S. Constitution and analyze the Constitution's significance as the foundation of the American republic.</p> <p>1. List the shortcomings of the Articles of Confederation as set forth by their critics.</p> <p>2. Explain the significance of the new Constitution of 1787, including the struggles over its ratification and the reasons for the addition of the Bill of Rights.</p> <p>3. Understand the fundamental principles of</p>
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	<p>American constitutional democracy, including how the government derives its power from the people and the primacy of individual liberty.</p> <p>4. Understand how the Constitution is designed to secure our liberty by both empowering and limiting central government and compare the powers granted to citizens, Congress, the president, and the Supreme Court with those reserved to the states.</p> <p>5. Discuss the meaning of the American creed that calls on citizens to safeguard the liberty of individual Americans within a unified nation, to respect the rule of law, and to preserve the Constitution.</p> <p>6. Know the songs that express American ideals (e.g., "America the Beautiful," "The Star Spangled Banner").</p> <p>5.8 Students trace the colonization, immigration, and settlement patterns of the American people from 1789 to the mid-1800s, with emphasis on the role of economic incentives, effects of the physical and political geography, and transportation systems.</p> <p>1. Discuss the waves of immigrants from Europe between 1789 and 1850 and their modes of transportation into the Ohio and Mississippi Valleys and through the Cumberland Gap (e.g., overland wagons, canals, flatboats, steamboats).</p> <p>2. Name the states and territories that existed in 1850 and identify their locations and major geographical features (e.g., mountain ranges, Principal rivers, dominant plant regions).</p> <p>3. Demonstrate knowledge of the explorations of the trans-Mississippi West following the Louisiana Purchase (e.g., Meriwether Lewis and William Clark, Zebulon Pike, John Fremont).</p> <p><i>5th United States History and Geography: Making a New Nation (cont)</i></p> <p>4. Discuss the experiences of settlers on the overland trails to the West (e.g., location of the routes; purpose of the journeys; the influence of the terrain, rivers, vegetation, and climate; life in the territories at the end of these trails).</p> <p>5. Describe the continued migration of Mexican settlers into Mexican territories of the West and Southwest.</p> <p>6. Relate how and when California, Texas, Oregon, and other western lands became part of the United States, including the significance of the Texas War for Independence and the Mexican-</p>
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	American War. 5.9 Students know the location of the current 50 states and the names of their capitals.
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2.4.3 Science

Physical Sciences

Kindergarten	1 st
<p>1. Properties of materials can be observed, measured, and predicted. As a basis for understanding this concept:</p> <p>a. Students know objects can be described in terms of the materials they are made of (e.g., clay, cloth, paper) and their physical properties (e.g., color, size, shape, weight, texture, flexibility, attraction to magnets, floating, sinking).</p> <p>b. Students know water can be a liquid or a solid and can be made to change back and forth from one form to the other.</p> <p>c. Students know water left in an open container evaporates (goes into the air) but water in a closed container does not.</p>	<p>1. Materials come in different forms (states), including solids, liquids, and gases. As a basis for understanding this concept:</p> <p>a. Students know solids, liquids, and gases have different properties.</p> <p>b. Students know the properties of substances can change when the substances are mixed, cooled, or heated.</p>

2 nd	3 rd
<p>1. The motion of objects can be observed and measured. As a basis for understanding this concept:</p> <p>a. Students know the position of an object can be described by locating it in relation to another object or to the background.</p> <p>b. Students know an object's motion can be described by recording the change in position of the object over time.</p> <p>c. Students know the way to change how something is moving is by giving it a push or a pull. The size of the change is related to the strength, or the amount of force, of the push or pull.</p> <p>d. Students know tools and machines are used to apply pushes and pulls (forces) to make things move.</p> <p>e. Students know objects fall to the ground unless something holds them up.</p> <p>f. Students know magnets can be used to make some objects move without being touched.</p> <p>g. Students know sound is made by vibrating objects and can be described by its pitch and volume.</p>	<p>1. Energy and matter have multiple forms and can be changed from one form to another. As a basis for understanding this concept:</p> <p>a. Students know energy comes from the Sun to Earth in the form of light.</p> <p>b. Know sources of stored energy take many forms, such as food, fuel, and batteries.</p> <p>c. Know machines and living things convert stored energy to motion and heat.</p> <p>d. Know energy can be carried from one place to another by waves, such as water waves and sound waves, by electric current, and by moving objects.</p> <p>e. Know matter has three forms: solid, liquid, and gas.</p> <p>f. Know evaporation and melting are changes that occur when the objects are heated.</p> <p>g. Know that when two or more substances are combined, a new substance may be formed with properties that are different from those of the original materials.</p> <p>h. Know all matter is made of small particles</p>

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	<p>called atoms, too small to see with the naked eye.</p> <p>i. Know people once thought that earth, wind, fire, and water were the basic elements that made up all matter. Science experiments show that there are more than 100 different types of atoms, which are presented on the periodic table of the elements.</p> <p>2. Light has a source and travels in a direction. As a basis for understanding this concept:</p> <p>a. Know sunlight can be blocked to create shadows.</p> <p>b. Know light is reflected from mirrors and other surfaces.</p> <p>c. Students know the color of light striking an object affects the way the object is seen.</p> <p>d. Know an object is seen when light traveling from the object enters the eye.</p>
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4 th	5 th
<p>1. Electricity and magnetism are related effects that have many useful applications in everyday life. As a basis for understanding this concept:</p> <p>a. Students know how to design and build simple series and parallel circuits by using components such as wires, batteries, and bulbs.</p> <p>b. Students know how to build a simple compass and use it to detect magnetic effects, including Earth's magnetic field.</p> <p>c. Students know electric currents produce magnetic fields and know how to build a simple electromagnet.</p> <p>d. Students know the role of electromagnets in the construction of electric motors, electric generators, and simple devices, such as doorbells and earphones.</p> <p>e. Students know electrically charged objects attract or repel each other.</p> <p>f. Students know that magnets have two poles (north and south) and that like poles repel each other while unlike poles attract each other.</p> <p>g. Students know electrical energy can be converted to heat, light, and motion.</p>	<p>1. Elements and their combinations account for all the varied types of matter in the world. As a basis for understanding this concept:</p> <p>a. Students know that during chemical reactions the atoms in the reactants rearrange to form products with different properties.</p> <p>b. Students know all matter is made of atoms, which may combine to form molecules.</p> <p>c. Students know metals have properties in common, such as high electrical and thermal conductivity. Some metals, such as aluminum (Al), iron (Fe), nickel (Ni), copper (Cu), silver (Ag), and gold (Au), are pure elements; others, such as steel and brass, are composed of a combination of elemental metals.</p> <p>d. Students know that each element is made of one kind of atom and that the elements are organized in the periodic table by their chemical properties.</p> <p>e. Students know scientists have developed instruments that can create discrete images of atoms and molecules that show that the atoms and molecules often occur in well-ordered arrays.</p> <p>f. Students know differences in chemical and physical properties of substances are used to separate mixtures and identify compounds.</p> <p>g. Students know properties of solid, liquid, and gaseous substances, such as sugar (C₆H₁₂O₆),</p>

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	<p>water (H₂O), helium (He), oxygen (O₂), nitrogen (N₂), and carbon dioxide (CO₂).</p> <p>h. Students know living organisms and most materials are composed of just a few elements.</p> <p>i. Students know the common properties of salts, such as sodium chloride (NaCl).</p>
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Life Sciences

Kindergarten	1st
<p>2. Different types of plants and animals inhabit the earth. As a basis for understanding this concept:</p> <p>a. Students know how to observe and describe similarities and differences in the appearance and behavior of plants and animals (e.g., seed-bearing plants, birds, fish, insects).</p> <p>b. Students know stories sometimes give plants and animals attributes they do not really have.</p> <p>c. Students know how to identify major structures of common plants and animals (e.g., stems, leaves, roots, arms, wings, legs).</p>	<p>2. Plants and animals meet their needs in different ways. As a basis for understanding this concept:</p> <p>a. Students know different plants and animals inhabit different kinds of environments and have external features that help them thrive in different kinds of places.</p> <p>b. Students know both plants and animals need water, animals need food, and plants need light.</p> <p>c. Students know animals eat plants or other animals for food and may also use plants or even other animals for shelter and nesting.</p> <p>d. Students know how to infer what animals eat from the shapes of their teeth (e.g., sharp teeth: eats meat; flat teeth: eats plants).</p> <p>e. Students know roots are associated with the intake of water and soil nutrients and green leaves are associated with making food from sunlight.</p>

2nd	3rd
<p>2. Plants and animals have predictable life cycles. As a basis for understanding this concept:</p> <p>a. Students know that organisms reproduce offspring of their own kind and that the offspring resemble their parents and one another.</p> <p>b. Students know the sequential stages of life cycles are different for different animals, such as butterflies, frogs, and mice.</p> <p>c. Students know many characteristics of an organism are inherited from the parents. Some characteristics are caused or influenced by the environment.</p> <p>d. Students know there is variation among individuals of one kind within a population.</p> <p>e. Students know light, gravity, touch, or environmental stress can affect the germination, growth, and development of plants.</p> <p>f. Students know flowers and fruits are associated with reproduction in plants.</p>	<p>3. Adaptations in physical structure or behavior may improve an organism's chance for survival. As a basis for understanding this concept:</p> <p>a. Students know plants and animals have structures that serve different functions in growth, survival, and reproduction.</p> <p>b. Students know examples of diverse life forms in different environments, such as oceans, deserts, tundra, forests, grasslands, and wetlands.</p> <p>c. Students know living things cause changes in the environment in which they live: some of these changes are detrimental to the organism or other organisms, and some are beneficial.</p> <p>d. Students know when the environment changes, some plants and animals survive and reproduce; others die or move to new locations.</p> <p>e. Students know that some kinds of organisms that once lived on Earth have completely disappeared and that some of those resembled</p>

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	others that are alive today.
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<p>4th</p> <p>2. All organisms need energy and matter to live and grow. As a basis for understanding this concept:</p> <p>a. Students know plants are the primary source of matter and energy entering most food chains.</p> <p>b. Students know producers and consumers (herbivores, carnivores, omnivores, and decomposers) are related in food chains and food webs and may compete with each other for resources in an ecosystem.</p> <p>c. Students know decomposers, including many fungi, insects, and microorganisms, recycle matter from dead plants and animals.</p> <p>4th Life Sciences (cont)</p> <p>3. Living organisms depend on one another and on their environment for survival. As a basis for understanding this concept:</p> <p>a. Students know ecosystems can be characterized by their living and nonliving components.</p> <p>b. Students know that in any particular environment, some kinds of plants and animals survive well, some survive less well, and some cannot survive at all.</p> <p>c. Students know many plants depend on animals for pollination and seed dispersal, and animals depend on plants for food and shelter.</p> <p>d. Students know that most microorganisms do not cause disease and that many are beneficial.</p>	<p>5th</p> <p>2. Plants and animals have structures for respiration, digestion, waste disposal, and transport of materials. As a basis for understanding this concept:</p> <p>a. Students know many multicellular organisms have specialized structures to support the transport of materials.</p> <p>b. Students know how blood circulates through the heart chambers, lungs, and body and how carbon dioxide (CO₂) and oxygen (O₂) are exchanged in the lungs and tissues.</p> <p>5th Life Sciences (cont)</p> <p>c. Students know the sequential steps of digestion and the roles of teeth and the mouth, esophagus, stomach, small intestine, large intestine, and colon in the function of the digestive system.</p> <p>d. Students know the role of the kidney in removing cellular waste from blood and converting it into urine, which is stored in the bladder.</p> <p>e. Students know how sugar, water, and minerals are transported in a vascular plant.</p> <p>f. Students know plants use carbon dioxide (CO₂) and energy from sunlight to build molecules of sugar and release oxygen.</p> <p>g. Students know plant and animal cells break down sugar to obtain energy, a process resulting in carbon dioxide (CO₂) and water (respiration).</p>
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Earth Sciences

<p>Kindergarten</p> <p>3. Earth is composed of land, air, and water. As a basis for understanding this concept:</p> <p>a. Students know characteristics of mountains, rivers, oceans, valleys, deserts, and local landforms.</p> <p>b. Students know changes in weather occur from day to day and across seasons, affecting Earth and its inhabitants.</p> <p>c. Students know how to identify resources from Earth that are used in everyday life and understand that many resources can be conserved.</p>	<p>1st</p> <p>3. Weather can be observed, measured, and described. As a basis for understanding this concept:</p> <p>a. Students know how to use simple tools (e. g., thermometer, wind vane) to measure weather conditions and record changes from day to day and across the seasons.</p> <p>b. Students know that the weather changes from day to day but that trends in temperature or of rain (or snow) tend to be predictable during a season.</p>
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	c. Students know the sun warms the land, air, and water.
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2 nd	3 rd
<p>3. Earth is made of materials that have distinct properties and provide resources for human activities. As a basis for understanding this concept:</p> <p>a. Students know how to compare the physical properties of different kinds of rocks and know that rock is composed of different combinations of minerals.</p> <p>b. Students know smaller rocks come from the breakage and weathering of larger rocks.</p> <p>c. Students know that soil is made partly from weathered rock and partly from organic materials and that soils differ in their color, texture, capacity to retain water, and ability to support the growth of many kinds of plants.</p> <p>2nd Earth Sciences (cont)</p> <p>d. Students know that fossils provide evidence about the plants and animals that lived long ago and that scientists learn about the past history of Earth by studying fossils.</p> <p>e. Students know rock, water, plants, and soil provide many resources, including food, fuel, and building materials, that humans use.</p>	<p>4. Objects in the sky move in regular and predictable patterns. As a basis for understanding this concept:</p> <p>a. Students know the patterns of stars stay the same, although they appear to move across the sky nightly, and different stars can be seen in different seasons.</p> <p>b. Students know the way in which the Moon's appearance changes during the four-week lunar cycle.</p> <p>c. Students know telescopes magnify the appearance of some distant objects in the sky, including the Moon and the planets. The number of stars that can be seen through telescopes is dramatically greater than the number that can be seen by the unaided eye.</p> <p>3rd Earth Sciences (cont)</p> <p>d. Students know that Earth is one of several planets that orbit the Sun and that the Moon orbits Earth.</p> <p>e. Students know the position of the Sun in the sky changes during the course of the day and from season to season.</p>

Earth Sciences

4 th	5 th
<p>4. The properties of rocks and minerals reflect the processes that formed them. As a basis for understanding this concept:</p> <p>a. Students know how to differentiate among igneous, sedimentary, and metamorphic rocks by referring to their properties and methods of formation (the rock cycle).</p> <p>b. Students know how to identify common rock-forming minerals (including quartz, calcite, feldspar, mica, and homblende) and ore minerals by using a table of diagnostic properties.</p> <p>5. Waves, wind, water, and ice shape and reshape Earth's land surface. As a basis for understanding this concept:</p> <p>a. Students know some changes in the earth are due to slow processes, such as erosion, and some</p>	<p>3. Water on Earth moves between the oceans and land through the processes of evaporation and condensation. As a basis for understanding this concept:</p> <p>a. Students know most of Earth's water is present as salt water in the oceans, which cover most of Earth's surface.</p> <p>b. Students know when liquid water evaporates, it turns into water vapor in the air and can reappear as a liquid when cooled or as a solid if cooled below the freezing point of water.</p> <p>c. Students know water vapor in the air moves from one place to another and can form fog or clouds, which are tiny droplets of water or ice, and can fall to Earth as rain, hail, sleet, or snow.</p> <p>d. Students know that the amount of fresh water</p>

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<p>changes are due to rapid processes, such as landslides, volcanic eruptions, and earthquakes.</p> <p>b. Students know natural processes, including freezing and thawing and the growth of roots, cause rocks to break down into smaller pieces.</p> <p>c. Students know moving water erodes landforms, reshaping the land by taking it away from some places and depositing it as pebbles, sand, silt, and mud in other places (weathering, transport, and deposition).</p>	<p>located in rivers, lakes, under-ground sources, and glaciers is limited and that its availability can be extended by recycling and decreasing the use of water.</p> <p>e. Students know the origin of the water used by their local communities.</p> <p>4. Energy from the Sun heats Earth unevenly, causing air movements that result in changing weather patterns. As a basis for understanding this concept:</p> <p>a. Students know uneven heating of Earth causes air movements (convection currents).</p> <p>b. Students know the influence that the ocean has on the weather and the role that the water cycle plays in weather patterns.</p> <p>c. Students know the causes and effects of different types of severe weather. d. Students know how to use weather maps and data to predict local weather and know that weather forecasts depend on many variables.</p> <p>e. Students know that the Earth's atmosphere exerts a pressure that decreases with distance above Earth's surface and that at any point it exerts this pressure equally in all directions.</p> <p>5. The solar system consists of planets and other bodies that orbit the Sun in predictable paths. As a basis for understanding this concept:</p> <p>a. Students know the Sun, an average star, is the central and largest body in the solar system and is composed primarily of hydrogen and helium.</p> <p>b. Students know the solar system includes the planet Earth, the Moon, the Sun, eight other planets and their satellites, and smaller objects, such as asteroids and comets.</p> <p>5th Earth Sciences (cont)</p> <p>c. Students know the path of a planet around the Sun is due to the gravitational attraction between the Sun and the planet.</p>
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Investigation and Experimentation

<p>Kindergarten</p>	<p>1st</p>
<p>4. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Observe common objects by using the five senses.</p>	<p>4. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Draw pictures that portray some features of the</p>

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<p>b. Describe the properties of common objects.</p> <p>c. Describe the relative position of objects by using one reference (e.g., above or below).</p> <p>d. Compare and sort common objects by one physical attribute (e.g., color, shape, texture, size, weight).</p> <p>e. Communicate observations orally and through drawings.</p>	<p>thing being described.</p> <p>b. Record observations and data with pictures, numbers, or written statements.</p> <p>c. Record observations on a bar graph.</p> <p>d. Describe the relative position of objects by using two references (e. g., above and next to, below and left of).</p> <p>e. Make new observations when discrepancies exist between two descriptions of the same object or phenomenon.</p>
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2.5 Investigation and Experimentation

2nd	3rd
<p>4. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Make predictions based on observed patterns and not random guessing.</p> <p>b. Measure length, weight, temperature, and liquid volume with appropriate tools and express those measurements in standard metric system units.</p> <p>c. Compare and sort common objects according to two or more physical attributes (e. g., color, shape, texture, size, weight).</p> <p>d. Write or draw descriptions of a sequence of steps, events, and observations.</p> <p>e. Construct bar graphs to record data, using appropriately labeled axes.</p> <p>f. Use magnifiers or microscopes to observe and draw descriptions of small objects or small features of objects.</p> <p>g. Follow oral instructions for a scientific investigation.</p>	<p>5. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Repeat observations to improve accuracy and know that the results of similar scientific investigations seldom turn out exactly the same because of differences in the things being investigated, methods being used, or uncertainty in the observation.</p> <p>b. Differentiate evidence from opinion and know that scientists do not rely on claims or conclusions unless they are backed by observations that can be confirmed.</p> <p>c. Use numerical data in describing and comparing objects, events, and measurements.</p> <p>d. Predict the outcome of a simple investigation and compare the result with the prediction.</p> <p>e. Collect data in an investigation and analyze those data to develop a logical conclusion.</p>

2.6 Investigation and Experimentation

4th	5th
<p>6. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Differentiate observation from inference (interpretation) and know scientists' explanations come partly from what they observe and partly from how they interpret their observations.</p> <p>b. Measure and estimate the weight, length, or volume of objects.</p>	<p>6. Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:</p> <p>a. Classify objects (e.g., rocks, plants, leaves) in accordance with appropriate criteria.</p> <p>b. Develop a testable question.</p> <p>c. Plan and conduct a simple investigation based on a student-developed question and write</p>

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<p>c. Formulate and justify predictions based on cause-and-effect relationships. d. Conduct multiple trials to test a prediction and draw conclusions about the relationships between predictions and results. e. Construct and interpret graphs from measurements. f. Follow a set of written instructions for a scientific investigation.</p>	<p>instructions others can follow to carry out the procedure. d. Identify the dependent and controlled variables in an investigation. e. Identify a single independent variable in a scientific investigation and explain how this variable can be used to collect information to answer a question about the results of the experiment. f. Select appropriate tools (e.g., thermometers, meter sticks, balances, and graduated cylinders) and make quantitative observations. g. Record data by using appropriate graphic representations (including charts, graphs, and labeled diagrams) and make inferences based on those data. h. Draw conclusions from scientific evidence and indicate whether further information is needed to support a specific conclusion. i. Write a report of an investigation that includes conducting tests, collecting data or examining evidence, and drawing conclusions.</p>
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2.7 Attendance Requirements

Wisdom Academy for Young Scientists will adopt a school calendar with at least 180 full-days and provide more instructional minutes than required by the State of California through the use of an extended day schedule. The calendar for the 2011-2012 school year will be the similar the District's 2010-2011 Single Track Instructional School Calendar.

2.8 Daily Schedule

Breakfast 7:00 – 7:40
 English Language Arts 8:00 – 9:30
 Nutrition and Recess 9:30 – 10:00
 Math/Science 10:00 – 11:45
 Lunch and Recess 11:45 - 12:30
 Social Science 12:30 – 1:00
 English Language Development 1:00-1:45
 Physical Education 1:45 – 2:45
 330 daily minutes X 180 days = 59,400 instructional minutes

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2.9 Process by Which Curriculum, Materials and Instructional Activities Are To Be Selected

The books utilized for each course, course material, and instructional activities at Wisdom Academy for Young Scientists are chosen through a collaborative effort between a team comprised of the principal, teachers and curriculum and instruction consultant. This WAYS curriculum development team has begun an ongoing process of material selection, curriculum mapping, unit development, lesson design, assessment development and identification of teaching strategies for different courses at WAYS. The principal and teachers have selected textbooks from the state approved list that best suit the needs of their students. To encourage innovation, and emphasis on technology, teachers will have the flexibility to use books or strategies that are not on the WAYS recommended list as long as they achieve the required results.

2.10 Delineation Of When And How Pupil Outcomes Will Be Assessed

Students are first assessed (using Saxon Math, CELDT, and McLeod Assessment of Reading Comprehension assessments and a writing prompt) upon matriculation. They then periodically take the Saxon Math and CELDT assessments to monitor student progress. At the end of the school year, they will take CST and CELDT assessments (they will also take the CELDT at the beginning of each year).

See Element 3 for more details related to formative and authentic assessments.

2.11 Identification of Who Will Be Accountable For Student Progress

The following guidelines have been established to guide the development of the curriculum and to keep in sight the goal of improved student learning.

California State Curriculum Frameworks and State Standards will provide the base content for the instructional program.

Wisdom Academy for Young Scientists will chart student progress from year to year on the State of California's adopted standardized and standards-based statewide examinations.

Wisdom Academy for Young Scientists will meet or exceed all County and state standards and will establish a policy to ensure that evidence of improved pupil learning is shared with the parents, the County, and the state.

Advancement from one grade to the next requires demonstration of mastery of the concepts and development of the skills in alignment with the standards required by the California Department of Education.

Wisdom Academy for Young Scientists will make available after-school tutorials, as preventative measures for those students deemed at-risk of being held back.

Specific times will be allocated to provide the opportunity and time for teachers to discuss and share concerns related to student progress before students matriculate to the next grade. Teachers will have time prior to the start of the

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school year to evaluate students' standardized test scores from the previous year and to identify individual strengths, areas of concern and focus for each student. Student progress reports will be used to monitor student progress. Parent conferencing on student progress will occur twice per year.

Once per year, the Executive Director will be responsible for preparing and presenting a report to the Governing Board that details and summarizes the school's progress toward meeting its goals during the previous school year. The Executive Director is committed to ensuring that a robust assessment and accountability system is in place on an ongoing basis at the school, and that the information be used effectively and in a timely manner to ensure the high quality of the school's program for all of its students. If needed, the Board can take measures, based on this report that will ensure the school is consistently making progress toward its goals. Such an action, may include creating a working committee, made up teachers, parents, administration and students, to take a closer look at elements of the report, conduct research as necessary, and make appropriate recommendations.

In accordance with the provisions set forth in No Child Left Behind, WAYS will track student achievement data in order to ensure students are meeting required proficiency levels. Teachers and administrators will analyze data and use it as a tool when planning curriculum, designing interventions and adopting curricular materials. The administration, to include the principal, teachers, and the special education program coordinator will coordinate all efforts in order to maximize student achievement.

2.12 Student Retention and Promotion

Wisdom Academy for Young Scientists strives to ensure that students show progress in their achievements and are ready to be promoted to the next level. For those students who are identified as "at risk" of retention, a meeting will be called that includes the teacher, parents and special education program coordinator. At this meeting it may be determined that a Student Success Team (as described in the Special Education section above) is necessary to develop an educational plan that will include tutorials, special classes and learning strategies that best suit the student. Parent conferencing on the student's progress will occur every couple of months. If necessary the option of summer school and after school enrichment classes will be offered as a measure to curtail retention.

If we believe a student needs to be retained, we will hold a Student Success Team meeting and discuss the repercussions of this action. If the team agrees that this is in the best interest of the child then all measures will be taken to ensure that this will be a positive experience for the student. These measures include:

- Meeting with the team and the student
- Creating an accepting environment in the class.
- Creating many opportunities for success for the student in the classroom.

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- Ensuring that the student receives the necessary assistance and support to ensure future promotion.

Specific times will be allocated to provide the opportunity and time for teachers to discuss and share concerns related to student progress before students matriculate to the next grade.

2.13 Reference to NCLB

WAYS accepts the NCLB premise that all children will succeed and will review its Adequate Yearly Progress annually, with special attention given to the progress of sub-groups. The Principal will recommend and the Board will approve annual action plans to meet Adequate Yearly Progress goals.



At WAYS you will see older children reading with younger children

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3 Methods for Assessing Student Progress

3.1 THE METHODS FOR ASSESSING STUDENT PROGRESS AT WAYS WILL INCLUDE THE FOLLOWING:

- CA STATE STANDARDIZED TESTS (I.E., STAR TESTING PROTOCOL, CST, CAT-6)
- Text based pre and post assessments
- Tri-yearly standards-based Benchmark performance assessments
- Unit level standards-based Benchmark performance assessments
- Formal and Informal Classroom assessment (tests, projects, worksheets, presentations, personal communication, surveys, anecdotal records)
- Portfolio evaluation
- Parent Conferences, and Student-led conferences

3.2 Use of Standardized Test Scores in Measuring Pupil Progress

Our students will participate fully in the Standardized Testing and Reporting (STAR) program. WAYS agrees to comply with and adhere to the State requirements for participation and administration of all state mandated tests.

Teachers need only review the test results, which will be presented to them in a graphic format. These tests measure student outcomes to monitor progress, highlight student learning deficiencies for teachers, and increase teachers' pedagogical efficiency (teachers can shift time away from test preparation and scoring to other activities).

Assessments will be tied to ongoing teacher, classroom and grade level goals and action plans. The collaboration and monitoring of this information will allow for the sharing of resources and innovative solutions.

Teachers will share data with students and classrooms will work together to establish action plans. Data and action plans can also be shared with parents through class and school newsletters to involve them in the collaborative effort of continuous improvement.

With measures matched to our philosophy and instructional intents, we will develop and will build upon our assessment system, which will enable us to systematically:

- Assess the progress of each individual child in our curriculum, with particular emphasis on their academic, standards-based achievement.
- Evaluate the effectiveness of the school program in meeting its objectives, relative to our own standards and compared to schools serving similar students in the district.

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- Contribute to the continual strengthening of curriculum and instructional processes at the individual, team, and program levels.
- Be accountable to students, parents, our community, the County and the state.

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Wisdom Academy for Young Scientists will participate in the state-mandated testing programs. They will enable us to track individual students' and the school's performance from year to year; however, these tests do not fully meet the assessment needs of the classroom teachers nor are they designed to encourage students' self-reflection. For these latter purposes, students will prepare portfolios composed of the projects, daily work, journal samples, self-evaluations, writing samples, exhibitions, reading logs, analytic reflections and other tasks which students complete over the course of the instructional year. To provide a more complete picture of student growth, the school will institute a system of benchmark assessments at the end of each trimester—faculty designed, administered, and scored—tied to the full school curriculum, including rigorous measurement of student standards-based achievement.

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3.3 Use of Longitudinal, Survey and other Data in Measuring Pupil Progress

Students will be given a variety of ongoing assessments, including teacher observations, performance-based assessments, grade-level assignments, presentations, and projects, as well as the "Standards Master" assessments, and Unit level "Benchmark" assessments. The Principals will ensure that all necessary assessments are completed in a timely manner and that teachers use the information from the assessments to modify their curriculum accordingly.

California-aligned "Standards Master" assessments developed by Renaissance Learning Co. (a testing and curriculum tool developed by Renaissance Learning Inc. that is aligned to California state standards in math, reading and language arts) or a comparable system will be used to measure students' and classroom growth towards mastery of state standards in mathematics, language arts and reading. These assessments will be conducted three times a year; extensive reports will be generated compiling both classroom and individual student results. Reports will be used to inform both standards based classroom curriculum development and individual student support programs. This assessment and/or other comparable state content standards aligned testing program will be used until our benchmark assessments are completed.

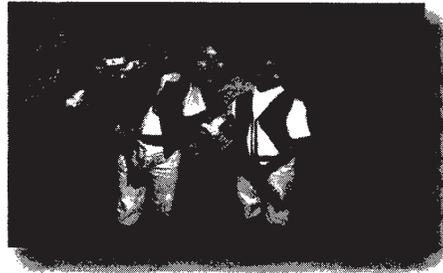
The faculty will come together to agree on benchmark tasks and assessments that represent key objectives for curriculum and instruction to be included in student portfolios and Student Assessment Collections, addressing the state standards and additional criteria by which student performance should be judged. We will examine how the evidence contained in student portfolios can be used to determine each student's progress toward the attainment of specific goals, and

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develop our portfolio criteria in a manner that maximizes this attainment. The appropriateness of various assessment strategies will be reevaluated by the staff as needed—considering such areas as whole child growth and development (academic, social, physical, creative, critical thinking, etc.), content standards mastery, curriculum effectiveness, level of task difficulty and student mastery.

Of greatest importance is the opportunity for the faculty to establish clear measures of growth that are direct outcomes of the school's full educational goals. The criteria for evaluation of student growth will, of course, reflect achievement in terms of California's content standards, but may also be chosen to include curricular goals measuring the growth of the "whole child" – honoring the richness of the school's broader curriculum goals

Ongoing student assessment will include additional tools such as checklists, narrative descriptions, anecdotal records of observations, parent conference notes, teacher-designed tests, teacher-developed rubrics, rating forms, surveys, personal conference data and student portfolios.



WAYS' students participate in an extra-curricular dance recital. Teachers support students through home visitations and attendance at family events.

3.3.1 Benchmark Assessments

The establishment of our benchmark assessment will begin with Staff work during our professional development days in August and will continue the first trimester of the 2011 - 2012 Academic Year. Both large scale and smaller scale benchmark assessments will be developed and employed.

Small-scale benchmark assessment will be done during each unit of instruction, as well as ongoing performance assessments related to the CSTP and unit goals. These benchmark assessments will act to guide instruction, indicate the need to modify strategies for individuals of whole classes, act as targets for student self-assessment toward their goals, and operate as the primary source of summative unit level grading criteria.

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Broad-scale Benchmark assessments will be given in each trimester of the 2011-2012 academic year, evaluated with the aim of using the improved assessment tools from the second trimester as well as a second and additional set to be employed alongside the former set during the final trimester of the 2011 - 2012 academic year. Staff development days in June will be used to review of Benchmark assessment tools employed during the prior year. In this manner, our target goal of a completed and effective Benchmark Assessment Structure can be achieved by the end of the 2011 - 2012 Academic Year of school.

Benchmark assessments of student academic growth will be designed by the faculty to provide an accurate assessment of student progress in mastering grade-level standards and will be essential to the success of our instructional program. Assessments will be designed to for three specific purposes:

1. Entry-level Assessment – Essential questions: Do students possess crucial prerequisites skills and knowledge? Do students already know some of the material that is to be taught? The assessment will contain a range and balance of items, some of which reach back to measure where students are, others will reach forward to identify those students who may already know the new material.
2. Progress Monitoring – Essential question: Are students progressing adequately toward achieving the standards? Teachers will adjust instruction so that all students are constantly progressing. Teachers will continually look for indicators among student responses and in student work. Monitoring will also include checking for understanding during instruction, checking homework, unit/chapter tests or quizzes. Assessment will be tied to items already taught and will be used as the basis for making we-informed adjustments to instruction. Teachers will rely on answers to the following:
 - i. Should I move ahead or spend more time on the current phase of instruction?
 - ii. Are students able to practice what they have learned through independent activities, or do I need to provide additional instruction?
 - iii. Can I accelerate the planned instruction for some or all students, and if so, what is the best way to do that?
3. Summative Evaluation – Essential question: Have students shown concrete evidence that they have met the goals for each unit as defined by each content standard or group of standards?

The Benchmark assessments will be organized around a Student Assessment Collection, including the results of the trimester's on-demand tests. Each piece of the "Student Assessment Collection" (SAC) that is gathered for evaluation in the Benchmark assessments for each student will be evaluated by the classroom teacher for growth over time using criteria reviewed and approved by the faculty as a whole. One additional faculty member will review each (SAC) to establish the validity of the overall evaluation. The faculty will also establish criteria for the evidence to be included in the SAC, a description of the dimensions to be

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evaluated, and criteria for determining levels of achievement for the collections as a whole, including a clearly defined "Mastery" level.

The Benchmark assessments primarily serve a "formative" function, and will provide a powerful, concrete, and results-focused opportunity for the faculty to refine the school's vision and program, to help each other in their work with students, and to identify and address the needs of individual students in a timely way.

3.3.2 Portfolios

Consistent with our instructional philosophy, portfolios will give students opportunities for choice and to show their individual interests and talents. In addition to offering teachers a tool for gauging students' progress and their strengths and challenges, the portfolio design will include procedures to bring students and parents into the assessment process. By asking students to reflect on their own performance, we will empower them to recognize and be responsible for their own learning.

The full collection of evidence will lead to a student portfolio for teacher will use with students and parents, and the results for all students (with anonymous examples of the variety of student performances) can be used for accountability within the school community and with broader educational stakeholders.

3.4 Specific Standards That Students Must Demonstrate Proficiency In; Process School Will Use to Ensure That Students Meet the Statewide Performance Standards And Evidence Of Improved Pupil Learning

Each grade level teacher will identify, with review and approval by the faculty, one third of the specific state content standards for language arts, mathematics, history-social science, and science for instructional emphasis and student mastery in each trimester. Student progress will be assessed using a variety of ongoing classroom assessments, and at the end of the trimester, the Standards Master and Benchmark assessments. The time unit for demonstrating student learning is the trimester. The results of these assessments will be evaluated formatively to identify content in need of additional instruction and/or summatively to identify and verify specific content mastered.

3.5 Assessment Schedule

ASSESSMENT FRAMEWORK	DESCRIPTION OF ASSESSMENT TOOL	DATE
PRE-POST TESTING	TEACHER-MADE TESTS/OBSERVATIONS PUBLISHER'S ASSESSMENTS	FALL/ SPRING
ANNUAL	STATE TESTING & REPORTING SYSTEM CAT-6	MAY

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	(CALIFORNIA ACHIEVEMENT TEST-6) CALIFORNIA WRITING TEST FOR GRADE 4 PHYSICAL EDUCATION TESTING FOR GRADE 5 CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (Annually or 30 days following enrollment)	
	EXIT INTERVIEWS	JUNE
	PERFORMANCE ASSIGNMENT	MAR/APR
BI-ANNUAL	McLeod Assessment of Reading Comprehension Saxon Math Assessments	SEP/JAN
	THE WORK SAMPLING SYSTEM	ON-GOING
	DEVELOPMENTAL GUIDELINES & CHECKLIST	OCT/MAR
	PORTFOLIOS	FEBRUARY/ MAY
TRI-ANNUAL	SUMMARY REPORTS (PARENT CONFERENCES)	NOV/MAR/JUNE

The Wisdom Academy for Young Scientists will track and analyze the following factors that influence academic achievement and growth.

Measurable Outcomes	Expected Outcomes	Assessment Tools
Student Conduct	Average daily attendance of 95%	Student Records
	Tardiness will decrease each year by 5%	
	Suspensions/expulsions will decrease each year by 5%	
Parent Involvement	90% will attend on-going parent teacher	Running

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	conferences during the year	Records/Sign-In Sheets
	90% will attend at least two parent workshops during the academic year	
	Participation of parents with children in special events/programs will increase 20% each year until 90% are involved	
	90% will join the Parent Teacher Association (PTA)	By the end of year three
	Parent attendance at performing arts events, science fairs, festivals, and forums will grow by 10% yearly beginning with 65% the first year	
Teacher Involvement	Participation in school planning/collaboration sessions will be measured by sign-in sheets	90% is required
Professional Development	100% attendance at the annual one-week retreat prior to school opening	Running Records/Sign-in Sheets
State-mandated standardized tests	California Standards Test (CST)	Students who are continuously enrolled for at least two years, and have at least one year of prior testing will improve performance by no less than (4) percentage points each year until norm is reached, at which point students will improve at least three (3) percentage points each year
Grade-level competency and	FOSS Assessment System (formative and summative)	Students who are continuously

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continuing higher levels of proficiency	Open Court Reading Assessments Saxon Math Assessments	enrolled for at least two years, and have at least one year of prior testing will improve performance by no less than (4) percentage points each year until grade level competency (70+) is reached, at which point students will improve at least by three (3) percentage points each year
Teacher Performance	Student attainment of CA standards as evidenced in benchmark assessment performance and test scores.	Comparison of Student designated test scores and percentages of students achieving benchmarks.
	Competence in pedagogy	Principal/ Peer/ Self Evaluations
	Professional Attitude	Parent/Student Surveys
	Effective teaching strategies	Adherence to terms of contract. Rating on WASSC Classroom Climate Pedagogy scale.
	Effective classroom management	Rating on WASSC Classroom Climate management scale.
Financial Solvency	No deficit in the operation budget after the initial two years of operating (time frame allows for start-up costs)	Independent Annual Audit Forecast Budget

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3.6 Methods to ensure that all statewide standards are met and pupil assessments conducted

To ensure that all statewide performance standards are met and to ensure continual evidence of pupil learning, WAYS shall conduct testing pursuant to Education Code Section 47605(c) as well as its own assessment and evaluation processes. Multiple forms of assessment will be used to measure student achievement and progress, tailor programs of instruction, validate and continuously improve teaching methods, gauge the school's performance in comparison to similar schools throughout the state, and provide the metrics for programmatic audits reported to the County and the California Department of Education (CDE).

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3.7 Process school will use to ensure that students meet the statewide performance standards and evidence of improved student learning

Staff has identified what students should know (California state content standards) and what they should be able to do (performance standards) in all learning areas at critical points in their education (see Element 2). Steps in this process include: reviewing the school's mission, purpose, and expectations, reviewing state and district standards, developing exit outcomes and graduation standards, and listing specific academic outcomes that students will demonstrate in each subject area, grade, or skill level.

Linking standards to curriculum and assessment: Standards, curriculum, and assessment are aligned with each other, with state guidelines, and with the school's educational goals. Professional development includes training in the use of data-driven decision making and educators review the alignment of assessment and curriculum with the state content standards at least twice a year.

Determining assessments that will actually measure if curriculum has been learned and monitoring progress toward goals: This includes a combination of portfolios and assessments. Instruments used measure important student objectives and reflect the vision of the school but do not adversely affect the learner. Progress is objectively measured by the annual statewide assessments for each grade (CST, etc.) and by other adopted statewide assessments (CELDT, etc.). Classroom teachers may also measure achievement in a traditional manner, such as through quizzes, essays, tests, and exams.

The staff will:

- Set baseline expectations for incoming students (e.g., information from previous assessments);
- Recommend additional support if needed;
- Administer all assessments, including school, County, and state-required testing (e.g., STAR, proficiency tests, CST);

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- Develop evaluative comparisons with similar populations using disaggregated data;
- Set priorities for professional development;
- Assist with the allocation of resources.

3.8 Process for Conducting Pupil assessment Pursuant to EC60602.5

WAYS will administer the CELDT, CST, and other state-mandated assessments as required. It will adhere to the administration protocols specified in the relevant State Department of Education bulletins.

3.9 Identification of the Grading Policy

Trimester progress reports will be issued identifying students' strengths, abilities, interests and areas for improvement. These progress reports will effectively summarize a student's development and progress in Reading, Language Arts, Mathematics, Social Studies, Science, Working Skills, Human Relations and Life Skills and will reflect student's progress toward grade level state standards. The progress report, which lists strategies, attitudes and skills required in each area, along with a rating system, will be implemented. The following is an example:

- E = Exceeds Grade Level Expectations
- M = Meets Grade Level Expectations
- W = Working Toward Grade Level Standards
- R = Requires Assistance

Reading

- Enjoys books and recognizes the power of text
- Reads with grade level fluency
- Uses phonics conventions to sound out unfamiliar words
- Has a grade level appropriate sight vocabulary
- Comprehends and absorbs written ideas
- Uses text as a resource for gathering facts and ideas

Student-Parent Conferences will be held twice per year to discuss the students' development and progress and to set goals on how school and home can support and promote student's efforts toward achievement. The conferences will teach each student to take command of his/her development and learning. The portfolio-based conference allows a student to evaluate current levels of strength and weakness in all developmental areas (academics, creativity and artistic expression, critical thinking, social development and motor development). Students gather evidence of their aptitudes and skills, analyze the evidence, and then set goals for the next progress period (approximately a trimester).

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Parents are invited to tri-yearly conferences where younger students (grades K – 1) display current levels of development in activities centers, and older students (grades 2 – 5) display current levels of development by presenting evidence of work and reflective analysis from their portfolios. Once parents have had the opportunity to observe their child's skills first hand, they will sit with their child and teacher to discuss the student goals for the upcoming progress period, and develop a parent/teacher plan to support the child's attainment of those goals.

Portfolio-based student led conferences have proven to be an essential tool for nurturing student ownership of learning and development, as students are not simply included in the process of evaluation, but in fact put at the helm in the analysis and goal setting process. Additionally, this process involves parents directly in the observation and analysis of student development, and in supporting specific goals for growth. Student-Parent conferences allow each the student support team to celebrate each child's hard work, to share in the process of self reflection, and finally to set attainable goals for the coming months at school and home.

The overall focus of our reporting system (which includes report cards, Student-Parent Conferences and the six year [K – 5] cumulative portfolio) will be: 1) to offer parents information on their children's progress in a form they can understand and use effectively, 2) to certify the attainment of learning goals, and 3) to identify where additional work is needed and set appropriate goals and strategies. The development and refinement of our assessment tools will be continually evaluated and improved upon in order to meet the individual needs of our student population. Assessment tools and reporting systems are to be modified as the goals for students are further developed and evolving methodologies become incorporated into our educational program.

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4 Governance

Wisdom Academy for Young Scientists' governance structure is set up to support the school's overall mission and vision with all stakeholders being involved on all levels of school governance.

WAYS shall comply with the Brown Act.

Wisdom Academy for Young Scientists will operate as a DBA of the Merle Williamson Foundation (MWF), a non-profit corporation established in the State of California under the guidelines set forth by the state and in compliance with Federal laws establishing non-profit corporations. MWF has been granted tax-exempt status under section 501 (c) (3) of the Internal Revenue Code. An interim school board has been appointed. This board is responsible for developing and establishing a set of governing bylaws as required by laws that will apply to the Wisdom Academy of Young Scientists. All provisions under the Brown Act and Section 1090 of the Education Code that pertain to public charter schools organized as non-profit corporations will be followed.

Members of the WAYS' executive board, any administrators, managers or employees, and any other committees of the School shall comply with federal and state laws, nonprofit integrity standards and the County's Charter School policies and regulations regarding ethics and conflicts of interest. (Appendix B - Organizational Chart, Board Questionnaire and Resume).

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WAYS and/or its non-profit corporation will be solely responsible for the debts and obligations of the Charter School.

The County reserves the right to appoint a single representative to the charter school board pursuant to Education Code Section 47604(b).

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4.1 Process Which Ensures Staff, Students and Other stakeholder Involvement

4.1.1 School Community

The School Community refers to all teachers, support staff, parents, students, administration and community representatives that are involved with the school. The School Community shall have an opportunity to be involved and participate in school wide matters. Opportunities to be involved on the board, advisory council, working committees, etc. are available for all of its members. Whole School Community meetings will be regularly scheduled at an hour that is conducive to parent participation.

4.1.2 Parents

Wisdom Academy for Young Scientists recognizes that parents and other family members are the most valuable people in each child's life and that they possess insights into the child's abilities and needs. Therefore, we feel that it is imperative that we work closely with them to develop the most successful and enriched educational experiences possible for each child. Parent involvement is an

Wisdom Academy for Young Scientists Charter Renewal Petition

important and integral part of our program. The following will be implemented at our school to accomplish this goal.

The office staff reviews with parents the Home-School agreement, at the time of enrollment. WAYS will encourage parents to sign an agreement indicating they understand and agree to the level of involvement necessary to optimize success for their child in our program. Teachers and parents will annually review and evaluate this agreement and make any necessary modifications

Parents are strongly encouraged to commit to school service and involvement at the requested amount of four hours per school month, in a manner, which is flexible with their work schedules. Parent's interests, skills and availability are discussed to determine how they can best serve the school community. Parents have the option of working in classrooms, on the playground and/or taking some work home to assist the teacher. Although there is no penalty to the student or family who does not meet this standard, a meeting with the parents will be scheduled to discuss the importance of their participation and solutions to those obstacles that are preventing the family from being involved at the school.

Parents will be asked to join the Parent Council, which will be developed and led by the parents. The parent group provides a forum for parents to gather for the purpose of coordinating parent volunteerism, fundraisers and activities that support the school program and goals.

Parents will be asked to form committees, when necessary to provide a forum for parent concerns and standard procedures to address concerns and initiate solutions to said concerns. This may involve working to assist in the development of school policies and procedures.

Parent workshops that share information on skills and techniques that can assist them in areas such as Core Knowledge Skills/Sequence, Standards Based Learning And Assessment, Literacy Development, Social Development And Effective Conflict Resolution, The Successful Learning Environment At Home And School, How To Promote Learning During The Summer, and the like, will be offered on a regular basis. These workshops are intended to help parents gain a greater understanding of our program and how they can work closely with us to help their child succeed in school.

Parents will be provided with information on an ongoing basis regarding the content of the educational program and on-going school meetings and events. Written material will be translated into Spanish to keep all of our families informed.

Staff will advise and consult with parents regarding the school's educational program at the orientation meetings and community discussions. Parents will be encouraged to reinforce the educational program by monitoring their child's progress, responding to written notices and reports, engaging in conversations with school personnel as needed and attending student-led conferences twice per year.

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Our school will strive to ensure that parents and family are visible members of the school community. Room-parents responsible for setting up a telephone tree to keep parents informed will be established as part of our school.

Grievance Procedure for Parents and Students

WAYS will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with WAYS alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. WAYS will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.

WAYS will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504. We will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

4.1.3 Student Involvement

Wisdom Academy for Young Scientists recognizes that the students themselves are the experts when it comes to knowing the interests, abilities and strengths, which they possess. Often times students' strengths are overlooked when they are compared to conventional success criteria. Our goal is to ensure that children know they are valued. We plan to meet our goals by identifying and building on strengths and by encouraging the development of additional skills and thereby implement the following:

Create and incorporate a curriculum that is experientially based in order to maintain a high level of intrinsic motivation in the student and build on his or her inner desire to learn.

Identify children's learning strengths, then use our findings to inform the creation of a powerful curriculum that utilizes these strengths, thus allowing children to experience the values of developing and employing skills mastery.

Build on each child's interests, experiences, culture awareness and appreciation, social skills, and their abilities in an effort to maximize their learning.

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Cross curriculum will be offered that emphasis the importance of science now and in the future as it relates to our natural environment, sharing learning experiences through assemblies, field trips and working on school community events, such as the annual "Science Fair."

4.1.4 Teacher Involvement

Wisdom Academy for Young Scientists recognizes the importance of teacher input in matters that directly involve their classroom and student achievement. WAYS will strive to ensure that teachers become more involved in the governance of the school and the development and implementation of curriculum programs in the school. Therefore, the governance structure is set up to be inclusive of the teacher's input and we have purposefully left room to further develop our curriculum, so that teachers along with parents could have some input into the instructional program.

Teachers participate as members of a collective in our ongoing program development, staff development and the administrative decision making process. They participate in designing and running staff development workshops, where teachers share experience and methodology with one another, overseen by the Academic Co-Principals. Through continuous analysis of our philosophy, and weekly reflection on our practices in action, our staff collective works toward greater unification.

Teachers will meet weekly after school with the principal to share concerns, communicate requests, discuss program goals, assess overall student progress, evaluate program effectiveness, develop plans to implement policies and discuss individual student needs. Teachers will be encouraged to serve on working committees to provide input that will help shape policies and effect change.

4.1.5 Community Involvement

We recognize that Wisdom Academy for Young Scientists community is a part of a larger community and should therefore take more effective measures to make it possible for the community to become actively involved. To this end, WAYS has formed a working committee do the following:

Elect representatives from the scientific, business and educational community to serve on the School Board.

Continually seek community partnerships that will enhance the instructional program and support the vision and goals of the school.

Make concerted efforts to establish collegial relationships with the District's elementary schools in the area, for the purpose of increased student achievement within the District.

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4.2 Methods By Which Schools Consult With Parents and Teachers Regarding School's Organizational Program

As part of the process of creating a small learning community where everyone has a sense of ownership and purpose, Wisdom Academy for Young Scientists Board of Directors has been formed of parents, community members, and other stakeholders. Parent and teacher involvement will be ensured in the following manner.

A Site Council composed of teachers, parents and at least one student representative will meet monthly at the school to discuss school issues and policies.

Student-led conferences will be held at least biannually in order to facilitate communication among their business partners (parents), teachers, administration, and students; track the progress of the students; and develop any necessary interventions.

Parent/guardians will be encouraged to form committees that will plan events and fundraisers, review curriculum and policies, or get involved in other areas of interest consistent with the vision, mission, and policies of the school.

Wisdom Academy for Young Scientists staff will maintain open lines of communication at all times with parents. Beyond meeting with staff at student-led conferences, parents will be advised that teachers will be available for additional conferences as needed.

4.3 Decision-Making Process and Organizational Chart

The governance structure includes the School Board that guides and governs the school. A governance chart is provided (See Appendix B). The school community and the established parent groups will be major stakeholders and vital participants in the school governance. School committees needed to research and work on identified needs of the school will evolve from the school board and parent group. A Site Council that will offer information, support and resources to the Board will be developed within the 1st year of operation.

The Board of Wisdom Academy for Young Scientists will be made up of 5 – 15 members that include parent, staff, administrators and community member representatives. The board members are made up of the founding parents, educational consultant, and community members. (see Appendix C). The County has the option of having a representative to serve on the Board as a non-voting member. The remaining members will be nominated from the school community and outer community members, based on their expertise and desire to promote a quality educational program. These individuals may have backgrounds in areas such as business, law, fundraising, community outreach, finance, mental health, etc., along with their willingness to serve a needed role on the WAYS Board. During the term of this charter, WAYS will comply with the provisions of the Brown Act and Government Code section 1090, as those sections are amended from time to time. WAYS will fax a copy of all meeting notices to the County's Charter Schools Office.

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The Governing Board ultimately will be charged with assessing how the school is doing overall. The President of the Governing Board will provide an annual report to the Board of Principals of the Merle Williamson Foundation in April of each year. Once the Governing Board receives reports from the administration, with regards to the academic progress of the students, the level of parent involvement and the financial status of the school, it will review the information and ascertain whether recommendations need to be made or committees need to be formed to work on specific issues. These committees may examine closely the curriculum and staffing priorities for maximum effectiveness; identifying budgetary priorities involving the use of discretionary funds; evaluating the academic effectiveness of the school program, its administration and staff, and make recommendations for improvement, accordingly. These committees are established to implement the business of the Governing Board and to facilitate its functioning. Furthermore, the Governing Board facilitates communication and team building and acts as negotiator for disagreements.

Matters that arise concerning budgets, curriculum, school discipline, and other school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to develop a policy for the school regarding specific issues and present its findings to the Governing Board and the School Community. WAYS has adapted a set of detailed procedures and policies for all fiscal matters, which are outlined in Element I. Core policies that the board will adopt include:

- Fiscal Policies – how the school's budget is drafted, approved and monitored; budget development calendar; staff roles related to fiscal issues.
- Instructional Program Policies – when necessary, establish formal policies to clarify or add specific/amend specific charter elements
- Personnel Policies – Establishes how the school recruits, hires, monitors, compensates, and dismisses staff. Policies will also be adopted that address state and federal labor laws related to non-discrimination, leaves, sexual harassment, and other matters. These policies will be adopted prior to hiring staff and will be drafted with legal consultation.
- Student and Parent Policies – how the school recruits orients, admits, disciplines, suspends, and expels students. These policies will also clarify parents' roles and responsibilities.
- Legal Policies – Board members' legal responsibilities, including conflict of interest, duty of care, confidentiality (See Appendix E).
- Internal Board Policies – Board composition and renewal/succession and to clarify any policy ambiguities
- Policy, policy – this policy will help to keep the policy development process at a minimum and describe how policies are made and revised.

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The Governing Board will:

- Insure that the entire school is moving in the direction of the school vision.
- Serve as a clearinghouse for information to facilitate communication.
- Monitor committees to ensure progress toward goals and accomplishment of duties.
- Assist Administration in dealing with incoming information to the school and disseminating information to the School Community.

4.4 School board decisions

No business shall be considered by the Board at any meeting at which a quorum is not present.

A quorum shall consist of a majority of the sitting voting members.

The board will make decisions using a majority vote (51% of the board members).

Board members who were not in favor of an approved motion must fully support the organization as it carries out the majority's decision.

Every member has the right to participate in the discussion and every designated voting member has the right to vote on all issues before the Board or any Board Committee. A Board Member or Committee Member must abstain from any vote where there is a conflict of interest.

4.5 School Principal

The School Principal, with the support of staff, will develop and execute the school policies and develop and implement procedures consistent with such policies. The Principal will make decisions that govern ongoing operations, such as selection of curricular field trips, purchase of instructional materials and equipment, facilities, improvements and repairs, expenditures related to facilitation of instructional program and operation of school, etc. The Principal will make efforts to establish collaborative relationships with community members and organizations that will support the instructional program of the school. The job description for the Principal is found in Element 5 of this petition. The principal is responsible for designing and implementing the academic program. The teachers report to the principal, who in turn reports to the Executive Director.

4.6 Assurance that Wisdom Academy for Young Scientists will comply with all laws

Wisdom Academy for Young Scientists affirms that it:

- Is not a conversion from a private school.
- Will be non-sectarian in our programs, practices and employment.

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- Will not discriminate on the basis of race, gender, socio-economic status, national origin, disability, immigration status
- Will not charge tuition.
- Will achieve a racial and ethnic balance that is reflective of the District population.
- Will not compel students to attend nor teachers to be employed at the charter school.
- Will not enroll pupils over 19 years of age unless continuously enrolled in public school and making satisfactory progress toward high school diploma requirements.
- Will adhere to minimum age requirements for the purposes of admission.

4.7 Amendments to charter

Following approval, the governing board of Wisdom Academy for Young Scientists may request from the County governing board an amendment of the charter at any time prior to expiration. Modifications to this charter agreement may be made only with the approval of the County Board of Education.

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Expansion of the charter school beyond the initial configuration described in the approved petition, i.e., adding grade levels, increasing enrollment or adding new sites must formally be approved by the Board of Education prior to implementation. An amendment to the charter will be presented to the Charter School Board for approval. If the charter school wishes to use a calendar which differs significantly from any of the District's calendars or change the calendar, we will obtain County approval prior to implementation.

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Responding to Inquiries

WAYS shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the County and shall consult with the County regarding any inquiries. WAYS acknowledges that it is subject to audit by the County.

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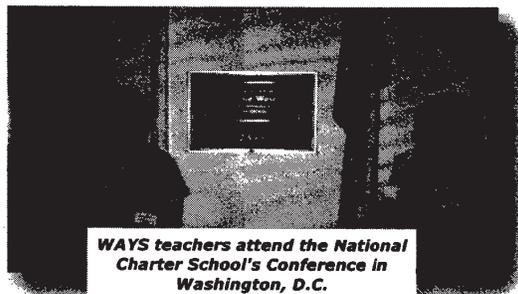
Notifications

Notification is to be made to the County of any notices of workplace hazards, investigations by outside regulatory agencies, lawsuits, or other formal complaints, within one week of receipt of such notices by WAYS.

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5 Employment Qualifications and Rights

The employees of Wisdom Academy for Young Scientists will incorporate a group of the professionals committed to the education of all children.

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5.1 Process for Staff Selection

At Wisdom Academy for Young Scientists, all staff shall be selected by an open, objective and competitive process. WAYS shall screen applicants for basic criteria, namely: credentials, team teaching ability/experience, years of experience, area of academic expertise. A staff selection committee initially made up of administration, board members and parents will be developed for the purpose of recruiting and hiring staff. After the initial teaching staff has been selected, teachers shall also be on the SSC. The search for the Academic-Principals was conducted by a panel of educational experts, board members and the Executive Director.

Teacher candidates are asked to do the following:

- Submit a write up on their philosophy on teaching.
- Observe one of our teachers in class, fill out a questionnaire on their observation and participate in a short non-formal discussion with a few SSC members.
- Prepare and present a one hour lesson to one of our classes (teachers and members of our SSC observe), followed by a short informal interview with SSC members.
- Participate in a formal interview with a majority of the SSC and all Principals.

Wisdom Academy for Young Scientists shall select its own staff. WAYS believes that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against qualified applicants or employees on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment. Wisdom Academy for Young Scientists staff shall consist of persons who are committed to Wisdom Academy for Young Scientists philosophy.

The hiring process has been an ongoing process and has included:

Interviewing and collecting from applicants:

- Resume
- College transcripts
- References
- TB Clearance

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- Department of Justice Clearance
- Credentials, licenses, etc.
- Verifying previous employment
- Selection of top candidate

5.2 Job Descriptions for Positions

Teachers (Certified Personnel):

- Provide a quality, enriched, and powerful curriculum for the students enrolled in their class emphasizing the scientific method.
- Provide an effective room environment, which reflects and facilitates the learning process and incorporates intrinsically motivating activities.
- Help students regulate their own behavior and develop problem-solving skills, while remaining respectful and interested in the child's well being, at all times.
- Provide continual assessment of student progress and maintain records, while continually evaluating class performance and modifying the environment and/or curriculum to meet the changing needs of students.
- Keep portfolios and observation evaluations on all students and fill out progress reports each trimester.
- Actively strive for continuous and open communication with parents and hold parent teacher conferences twice per year for mutual sharing on the child's growth and progress at school and home.
- Provide opportunities for peer assistance to fellow teachers and actively participating in team meetings.
- Participate in-service staff development meetings and outside workshop to continue to grow professionally.
- Keep regular and punctual attendance.
- Demonstrate a commitment to Wisdom Academy for Young Scientists philosophy and process
- Be an active participant in at least one committee.

Principal:

- Mapping and Coordinating Curriculum at each grade level.
- Lead in-service training

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- Assess, Consult with, and advise Teachers regularly
- Lead periodic instructional activities with students
- Communicate with Parents
- Select and Develop Curricular materials
- Facilitate both Large and Small scale Student Benchmark Assessments.

Executive Director:

- Oversee the business practices of the school and attract new resources.
- Oversee the instructional program in collaboration with the principal.
- Oversee classroom management in collaboration with the principal to ensure appropriate and instructive student discipline is in place.
- Supervise staff in collaboration with the principal.
- Assist with scheduling when necessary.
- Spend 3 - 5 hours per week in the classrooms.
- Keep regular and punctual attendance.
- Oversee the school-operating budget, authorize spontaneous and ongoing daily expenses as necessary and maintain robust fiscal vitality.
- Demonstrate a thorough commitment to Wisdom Academy for Young Scientists' philosophy and process.
- Be an active member of the School Board and serve on at least one other standing committee
- Facilitate communication among staff, parents, and community.

Other Personnel:

Teacher Assistants

Teacher assistants and bilingual aides will assist with instruction under the direct supervision of a highly qualified teacher and will assist the teacher with other classroom duties.

Office Personnel

Office staff will assist the Principal, perform daily accounting, answer telephones, give school tours, call back parents, keep files updated and organized, gather student data for funding reports and applications, perform compliance checks and administer first aid, as necessary. In addition, the office staff will perform

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daily school business, assist with enrolling students, typing, clerical duties, answer telephones and administer first aid as necessary.

5.3 Credentials, Requirements and Qualifications of Staff

Teachers shall be required to hold a California credential or other document equivalent to that which a teacher in other public schools would be required to hold. Such documentation will be monitored by the Principal and/or designee. Copies of required forms and records will be kept at the school. WAYS may choose to contract with the Los Angeles County Office of Education to monitor teaching credentials. Highly qualified teachers will be required to have prior educational experience (i.e. teaching, paraprofessional, child development center, or school volunteer), where the work experience is found beneficial to education. Teachers will have either a clear credential or an alternate certification based on No Child Left Behind. WAYS will comply with federal guidelines on the N.C.L.B. act.

WAYS will require that each employee (paid or volunteer) of the school submit to a criminal background check and furnish a criminal record summary as required by Education Code Section 44237. The Executive Director or office staff will conduct a background investigation, including T.B. clearance and fingerprinting shall be required for all employees, both classified and certified personnel. WAYS instructional staff must have ample experience in working with and a thorough understanding of education and children.

WAYS staff will be required to demonstrate ability to be personable, work cooperatively with co-workers and an enthusiasm for working with children. Along with these skills, the following are minimum qualifications for each staff position:

Principal:

- MS Degree in Science, or MA Degree in Education or Closely Related Field
- Excellence and leadership in curriculum and instruction at the classroom and school levels
- Experience with business, budgets, facilities management and scheduling
- Experience with overseeing, hiring, evaluating and working with staff
- Strong Organizational, leadership and office management skills
- Strong interpersonal skills

Teachers:

- CA SB 2042 teaching credential
- Exceptional character and performance level ratings
- Bachelor's Degree

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- Two years of experience working with students of diverse backgrounds

Teachers Assistants:

- An associate's degree from a recognized college or university or completed 2 years of college with a minimum of 60 semester units (90 quarter units) from a recognized college or university.
- A minimum of 6 units in child development (12+ units preferred)
- Experience or demonstrate potential in working with students

Office/Clerical Personnel Manager:

- Advanced skills in computer and business machines operations
- Understanding and experience with scheduling
- Organizational, leadership and office management skills
- Experience with office technical procedures
- Experience in working with students, parents, families and community members
- Personable

5.4 Identification of the Roles and Responsibilities of Staff Members

The roles and responsibilities of staff are detailed in the job descriptions above.

5.5 Measures of Assessment of Performance

5.5.1 Teachers

The Principal will observe teachers at least three times a year and evaluate them on these five categories and their underlying Teacher Performance Expectations (TPE):

5.5.1.1 Making Subject Matter Comprehensible to Students

TPE 1 – Specific Pedagogical Skills for Subject Matter Instruction

5.5.1.2 Assessing Student Learning

TPE 2 – Monitoring Students Learning During Instruction

TPE 3 – Interpretation and Use of Assessment

5.5.1.3 Engagement and Supporting Students in Learning

TPE 4 – Making Content Accessible

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TPE 5 – Student Engagement

TPE 6 – Developmentally-appropriate Teaching Practices

TPE 7 – Teaching English Learners

5.5.1.4 Planning Instruction and Designing Learning Experiences for Students

TPE 8 – Learning About Students

TPE 9 – Instructional Planning

5.5.1.5 Creating and Maintaining Effective Environments for Student Learning

TPE 10 – Instructional Time

TPE 11 – Social Environment

5.5.1.6 Developing as a Professional Educator

TPE 12 – Professional, Legal and Ethical Obligations

TPE 13 – Professional Growth

5.5.1.7 Other Staff

All staff other than teachers report to and are evaluated by the Principal, who will set goals with them and evaluate them on their performance and on the extent to which they achieved their goals.

5.6 Procedure to be used For Adequate Background Checks

All faculty and staff will undergo a criminal background check and fingerprinting to be conducted by the local police department or an outside vendor as well as a child abuse registry check. The applicants will be required to provide a full disclosure statement regarding prior criminal records. All staff will be required to produce documents for U.S. employment authorization and to follow all mandated child abuse reporting laws.

5.7 Staff Development

Teachers are the key to the success of our program. Wisdom Academy for Young Scientists will put forth great effort into recruiting, hiring and training highly qualified teachers. These teachers have chosen their careers primarily out of a deep caring for children and a personal sense of responsibility to the future of our society. . We recognize that supporting teachers is the first step to supporting students. Thus we have carefully selected teachers whose goals are aligned with those of the school and then facilitate each teacher's development process in a manner that respects and supports his or her individual teaching style.

The teachers who will join our staff will recognize the importance of a child-centered learning environment, and continually seek to improve their skills in

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facilitating such an environment. They will recognize the importance of meeting our educational standards and work to support the needs of individual students in reduced-size classrooms. They demonstrate a value for and embrace a lifelong learning process.

The staff development at WAYS will focus on integrating the interdisciplinary curriculum and rigorous state standards. Teachers will be trained on how to utilize the standards based instructional materials and texts in the process of developing backwards planning and curriculum mapping.

WAYS holds that each teacher brings a unique set of skills, insights and creativity. Therefore, all teachers are provided time to work in team clusters to continue to refine and develop teaching skills. In-service staff development to review goals and objectives, to stimulate curriculum enhancement, and to explore effective methods of assessment, including establishing a uniform portfolio assessment system across grade levels will be implemented. Ongoing staff development outside of our school is encouraged and viewed as opportunities to provide for professional growth and to ensure proper renewal of clear credentials. Team building and conflict resolution skills will also be a part of our staff development program element.

Team teaching will be a major component of our staff development program. Team meetings will be held every week to develop curriculum objectives and theme projects, exchange ideas and information relative to their clusters and their profession, and develop solutions to problems or social conflicts that may have arisen in their classrooms. Mentoring by experienced teachers, who have been in our school more than two years, or by administration is will be a major part of our program. Mentors will make routine observations of new staff, meet individually to offer suggestions, assistance and information vital to learning and incorporating the school philosophy, goals and objectives.

Teachers will participate in weekly grade level meetings to discuss and review/prepare lesson plans, develop benchmark assessments, gather materials, review class work and organize classrooms and learning groups. This time is recognized as crucial to the successful planning and implementing of classroom objectives and student achievement. The Principal will work with the staff to provide assistance as needed. This time will be considered part of the teacher's workweek on which their annual salary is based.

The WAYS in-service teacher training program consists of approximately 10 days before the start of the first year and 5 days of each subsequent school year; 2 days after spring and winter breaks, 2 days staff retreat and 5 days at the end of the school year. During this time, teachers will work on identifying successful strategies for direct and explicit instruction of needed skills. During these days, teachers receive intensive training on the school's educational philosophy and curriculum development to ensure successful implementation of the curriculum aligned with the state standards. Teachers also participate in on-going weekly staff development meetings for approximately 2-3 hours each week. These meetings include teacher support sessions, discussions and training on an

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agreed upon topic, sharing of curriculum ideas and implementation, upcoming events, special education, student issues, etc.

5.8 Child abuse reporting

Wisdom Academy for Young Scientists will, before opening the school, develop child abuse reporting procedures that are consistent with all child protection laws.

5.9 Personnel policy

Wisdom Academy for Young Scientists will have complete fiscal autonomy and zero-based budgeting. A personnel policy and procedures manual will be developed to delineate the relationship between staff and the school. These policies will be presented to all staff prior to the school opening. After the school's opening this will be made readily available to staff in May of each year prior to the start of the following school year. Staff will have the opportunity to review said policies and provide feedback, which may in turn affect said policies.

Certificated and classified personnel will be hired by at will contracts. Contracts will be renewed based on demonstration of meeting those requirements outlined in the teacher contracts, adhering to the policies and procedures outlined in the WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations outlined in the staff evaluation form are in alignment with and support the mission and vision of WAYS.

Wisdom Academy for Young Scientists shall be an equal opportunity employer. No school district or County employee shall be required to or denied the right to be employed at Wisdom Academy for Young Scientists.

Employees will be eligible to receive Worker's Compensation Insurance, unemployment insurance and Medicare, as applicable, with WAYS and the employee contributing appropriate amounts. The school will ensure that employee benefits are extended under the provisions of the Family Medical Leave Act (CFRA) and Labor Code 233 to all employees.

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Wisdom Academy for Young Scientists Charter Renewal Petition

6 Health and Safety

6.1 SCHOOL WILL MEET THE REQUIREMENTS THAT EACH EMPLOYEE OF THE SCHOOL FURNISH CRIMINAL RECORD SUMMARY AS REQUIRED IN EC44237

Wisdom Academy for Young Scientists shall comply with the provisions and procedures of Education Code 44237, including the requirement that as a condition of employment each new employee must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. No employee shall be permitted to commence work at WAYS until clearance has been obtained from the Department of Justice. Policies and procedures shall be adopted for issues such as fires, earthquakes, compliance with health and safety laws and other emergency responses.

6.2 HOW THE SCHOOL WILL ENSURE THAT ITS FACILITIES ARE SAFE

Wisdom Academy for Young Scientists will maintain a safe and secure environment for its students, staff, administration, school volunteers, and visitors. WAYS has developed a school safety plan and it will acquire emergency supplies for the school. Additionally, WAYS will develop and implement the following policies and procedures:

- Periodic Fire and Earthquake Drills.
- Policies and procedures for responding to natural disasters and emergencies.

Wisdom Academy for Young Scientists Charter Renewal Petition

- Policies relating to the administration of prescription drugs and other medications.
- Equipped with disaster emergency supplies including water, food, blankets and supplies necessary to sustain the campus population for three days.
- Ensure that a minimum of 75% of the staff is CPR/First Aid certified.
- Procedures for preventing contact with blood-borne pathogens.
- Policy that establishes the school functions as a drug, alcohol and tobacco-free workplace and that adheres to Title IV of the Safe and Drug-Free Schools and Communities Act.
- Policy that require that all school employees (paid or volunteer), furnish the school with a criminal background check and submit a criminal record summary as described in Education Code 44237.
- A requirement that all enrolling students and staff provide records documenting immunizations to the extent required for enrollment in non-charter public schools.
- Ensure that administrator and staff receive sexual harassment training.

WAYS will have a Health, Safety and Emergency Plan in place prior to beginning the operation of the school. WAYS will ensure that staff has been trained in health, safety, and emergency procedures and will maintain a calendar and conduct emergency response drills for students and staff. WAYS, its employees and officers will comply with the Family Educational Rights and Privacy Act (FERPA) at all times. WAYS shall require all employees of the Charter School, and all volunteers who will be performing services that are not under the direct supervision of a Charter School employee, and any onsite vendors having unsupervised contact with students to submit to criminal background checks and fingerprinting . The Charter School will maintain on file and available for inspection evidence that the Charter School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

The written policies will updated and revised as needed and distributed as appropriate to all students and staff annually. Emergency and school safety procedures will routinely be covered during staff development.

Wisdom Academy for Young Scientists Charter Renewal Petition

6.3 HOW THE SCHOOL WILL ENSURE THAT ITS AUXILIARY SERVICES ARE SAFE (FOOD SERVICES, TRANSPORTATION, CUSTODIAL SERVICES, HAZARDOUS MATERIALS)

WAYS will provide food for our students that is prepared in our commercial kitchen. WAYS reserves the right to prepare food on site in our commercial kitchen or contract with a third party vendor.

The school will maintain a list of locally stored hazardous materials and will prepare a safety plan. The school will also request periodic safety inspections from its insurer.

6.4 ROLE OF STAFF AS MANDATED OR NON-MANDATED CHILD ABUSE REPORTERS

WAYS Learning administrators and employees are responsible for complying with the Child Abuse and Neglect Reporting Act, California Penal code Sections 11165.7, 11165.8, and 11166.

6.5 TB Requirements

Records of student immunizations shall be maintained, and staff shall follow requirements for periodic TB tests using the Mantoux tuberculosis test.

6.6 Maintenance, repairs and improvement

WAYS will contract with outside professionals for the ongoing custodial and grounds maintenance of the property. The Coordinator of Operations of Wisdom Academy for Young Scientists is responsible for supervising the following:

- The janitorial service and ensuring daily cleaning duties are carried out.
- Gardening services.
- Rubbish pick-up service.
- Outside contractors for major repairs or improvements.

6.7 Insurance Requirements

No coverage shall be provided to WAYS by the County under any of the County's self-insured programs or commercial insurance policies. WAYS shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the County [A.M. Best A-, VII or better] to protect the Charter School from claims which may arise from its operations. Each Charter School location shall meet the below insurance requirements individually.

It shall be the Charter School's responsibility, not the District's, to monitor its vendors, contractors, partners or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

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Wisdom Academy for Young Scientists Charter Renewal Petition

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the County which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Office of Risk Management for the County.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if the Charter School does not operate a student bus service. If the Charter School provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
4. Fidelity Bond coverage shall be maintained by the Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.
5. Professional Educators Errors and Omissions liability coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
6. Sexual Molestation and Abuse coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy.
7. Employment Practices Legal Liability coverage with limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.

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Wisdom Academy for Young Scientists Charter Renewal Petition

- 8. Excess/umbrella insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

**Coverages and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies. The policy shall be endorsed to name the County as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy.*

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Evidence of Insurance

The Charter School shall furnish to the County within 30 days of all new policies inceptions, renewals or changes, certificates or such insurance signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

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"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

Facsimile or reproduced signatures may be acceptable upon review by the Office of Risk Management and Insurance Services. However, the County reserves the right to require certified copies of any required insurance policies.

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Should the Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall be the responsibility of the Charter School.

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Additionally, the charter will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations. Currently, the required reserve is 5% of total operational expenditure

6.8 Hold Harmless/Indemnification Provision

To the fullest extent permitted by law, the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this Charter agreement. The Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the County and the Board of Education and their members, officers, directors,

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Wisdom Academy for Young Scientists Charter Renewal Petition

agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by the Charter School, and their officers, directors, employees or volunteers. Moreover, the Charter School agrees to indemnify and hold harmless the County for any contractual liability resulting from third party contracts with its vendors, contractors, partners or sponsors.

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7 Means to Achieve Racial and Ethnic Balance

7.1 Nonsectarian Compliance

Wisdom Academy for Young Scientists is nonsectarian in its programs, admission policies, employment practices, and all other operations and does not discriminate against any student on the basis of ethnicity, race, national origin, gender, disability or socioeconomic status. Wisdom Academy for Young Scientists does not charge tuition.

Wisdom Academy for Young Scientists embraces the idea of racial and ethnic diversity and will strive to achieve a racial and ethnic balance that is reflective of the general population residing within the territorial jurisdiction of the surrounding community and the sponsoring district. We will recruit by strategically disseminating application handouts to 1) businesses frequented by the local community members that are racially diverse, 2) school personnel of LAUSD program improvement and overcrowded schools in the area (with their approval), 3) private and public preschools in a 5 mile radius 4) at town hall meetings open to the local community. Recruitment efforts shall include publicizing our instructional program, hosting Community Open Houses, providing ongoing tours of the school, and speaking to interested parents. All printed material will be disseminated in English and Spanish.

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Travelling Students

Wisdom Academy for Young Scientists Charter Renewal Petition

7.3 Federal Compliance

To the extent that WAYS is a recipient of federal funds, including federal Title I, Part A funds, WAYS has agreed to meet all of the programmatic, fiscal and other regulatory requirements of the No Child Left Behind Act and other applicable federal grant programs. WAYS agrees that it will keep and make available to the County any documentation necessary to demonstrate compliance with the requirements of the No Child Left Behind Act and other applicable federal programs, including, but not limited to, documentation related to required parental notifications, appropriate credentialing of teaching and paraprofessional staff, the implementation of Public School Choice and Supplemental Educational Services, where applicable, or any other mandated federal program requirement. The mandated requirements of NCLB include, but are not limited to, the following:

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- Notify parents at the beginning of each school year of their "right to know" the professional qualifications of their child's classroom teacher including a timely notice to each individual parent that the parent's child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- Develop jointly with, and distribute to, parents of participating children, a school-parent compact.
- Hold an annual Title I meeting for parents of participating Title I students.
- Develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy.
- Submit biannual Consolidated Application to California Department of Education (CDE) requesting federal funds
- Complete and submit Local Education Agency (LEA) Plan to CDE
- Complete reform planning process with stakeholders and submit to CDE all appropriate documents for Title I schoolwide status, if applicable; otherwise, identify and maintain roster of eligible students for the Title I Targeted Assistance School Program
- Maintain inventory of equipment purchased with categorical funds, where applicable
- Maintain appropriate time-reporting documentation, including semi-annual certification and personnel activity report, for staff funded with categorical resources, where applicable

WAYS also understands that as part of its oversight of the school, the County may conduct program review of federal and state compliance issues.

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Wisdom Academy for Young Scientists Charter Renewal Petition

8 Admissions

8.1 Admission requirements

Wisdom Academy for Young Scientists does not discriminate against any student on the basis of ethnicity, national origin, gender or disability. In accordance with Education Code Section 47605 (d)(2) (A), WAYS shall admit all students who wish to attend, up to the school's enrollment limit. The school adheres to entrance age requirements set by law.

Students applying to Wisdom Academy for Young Scientists are required to complete an application and submit immunization records and previous school records. Students are accepted on a first-come, first-served basis, with the following exceptions: (1) students residing in the District shall be given first priority; (2) siblings of enrolled students shall be given priority; (3) children of staff and founding members shall be given priority limited to 10% (4) students who reside in the State of California and (5) a lottery, in accordance with the Education Code Section 47605(d)(2), shall be conducted to fill available places in the event that there are more applicants than placements available (See Appendix F).

Wisdom Academy for Young Scientists offers a choice for students, parents, and the community to an alternative approach to teaching. WAYS will hold an Orientation Meeting before the school year begins to discuss the School's philosophy and policies to ensure their understanding of the school's vision, curriculum program and policies. In the event a parent is unable to attend an

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Wisdom Academy for Young Scientists Charter Renewal Petition

orientation, the Executive Director or Principal will make an appointment to meet with said parent to discuss the information otherwise obtained from the orientation. Parents are notified that Wisdom Academy for Young Scientists is not subject to the Field Act and many other provisions of the Education Code. The Charter School will adhere to all procedures related to confidentiality and privacy of records.

8.2 Recruitment Efforts

Initially, WAYS will hold an enrollment day one or two weeks after charter approval. Fliers (in English and Spanish) will be distributed in the community. These fliers will include information on our instructional program, grades we will be serving and total foreseen enrollment for the school. These fliers will be distributed as follows:

- Public schools in the immediate area.
- Local supermarkets in the immediate area.
- Local businesses in the immediate area.

A school open house will be held one week prior to the enrollment day.

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Wisdom Academy for Young Scientists Charter Renewal Petition

9 Annual Financial Audits

Wisdom Academy for Young Scientists shall obtain an annual financial audit to be conducted in accordance with generally accepted auditing standards and in accordance with the state audit guide. The auditor shall be a qualified Certified Public Accountant with experience auditing California public schools. The annual audit report will be forwarded to the State Controller and the Los Angeles County Office of Education. Any exceptions in the audit will be resolved to the satisfaction of the County. The School Board Finance Committee will develop a contract that includes the scope of the audit and requirements in the form of a Request for Application (RFA) to seek qualified applicants.

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Two interim reports and a year-end report, which include actual and revised budget figures and projected revenues, expenditures and fund balances, will be submitted to the County within the timelines specified, unless a different system is agreed to by all parties. In addition, all financial statements audited by a Certified Public Accountant will be submitted to the County by December 15, after the close of the fiscal year. WAYS' financial system shall follow the generally accepted accounting principles (GAAP).

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Any equipment given to Wisdom Academy for Young Scientists or purchased by the school with funds received from donations will be property of Wisdom Academy for Young Scientists.

9.1 County Oversight Costs

The County may charge for the actual costs of supervisorial oversight of the WAYS not to exceed 1% of WAYS' revenue, or the County may charge for the actual costs of supervisorial oversight of the Charter School not to exceed 3% if the Charter School is able to obtain substantially rent

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Wisdom Academy for Young Scientists Charter Renewal Petition

free facilities from the County. Notwithstanding the foregoing, the District may charge the maximum supervisory oversight fee allowed under the law as it may change from time to time. The supervisory oversight fee provided herein is separate and distinct from the charges arising under the charter school/facilities use agreements.

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9.2 Balance Reserves

Additionally, the WAYS will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations.

Audit and Inspection of Records

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining their charter authorization:

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- Charter School is subject to County oversight.
- The County's statutory oversight responsibility continues throughout the life of the Charter and requires that it, among other things, monitors the fiscal condition of the Charter School.
- The County is authorized to revoke this Charter for, among other reasons, the failure of the Charter School to meet generally accepted accounting principles or if it engages in fiscal mismanagement.

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Accordingly, the County hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures. The audit may include, but is not limited to, the following areas:

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- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of school financial information,
- The school's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- The school's enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

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WAYS shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days notice to

Wisdom Academy for Young Scientists Charter Renewal Petition

WAYS. When 30 days notice may defeat the purpose of the audit, the County may conduct the audit upon 24 hours notice.

WAYS will use all revenue received from the state and federal sources only for the educational services specified in the charter for the students enrolled and attending the charter school. Other sources of funding must be used in accordance with applicable state and federal statutes, and their terms or conditions, if any, of any grant or donation. WAYS will develop and maintain internal fiscal control policies governing all financial activities.

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Wisdom Academy for Young Scientists Charter Renewal Petition

10 Suspensions and Expulsions

WAYS shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

WAYS shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

WAYS shall ensure the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process. If the student receives or is eligible for special education, the WAYS shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process. WAYS shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

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If a student is expelled from the Charter School, the Charter School shall forward an expulsion packet to the student's school district of residence immediately or as soon as practically possible, containing the pupil's last known address, a copy of the cumulative record of the pupil, a transcript of grades or report card, health information, documentation of the expulsion proceeding including specific facts supporting the expulsion, and the student's current educational placement.

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Charter School shall also provide documentation that it has followed Charter School's policies and procedures on suspensions and expulsions, which shall include the following provisions:

- Criteria for expulsions as found in Title V, section 11967.5.1 (f) (10) of the California Code of Regulations;
- *Discipline of Students with Disabilities:* Reasonably comprehensive descriptions of student discipline policies that expand on what is stated in the charter. If the student is eligible for special education, that the Charter School followed specific provisions related to expulsion pursuant to the IDEA have been followed including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, evidence that the Charter School administrator convened a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially

Wisdom Academy for Young Scientists Charter Renewal Petition

related to the student's disability? B) Was the misconduct a direct result of the Charter's failure to implement the 504 Plan?

- - Notice of reinstatement of students after the conclusion of the period of expulsion, which is no longer than one calendar year. The charter school is responsible for reinstating the student upon the conclusion of the expulsion period.
 - When a student is expelled, the charter school shall:
 - Provide the parent documentation of the expulsion providing a written explanation of the following:
 - Reason for expulsion
 - Term of expulsion
 - Rehabilitation plan (what the student needs to demonstrate to be reinstated)
 - Eligibility date of reinstatement
 - Appeal process
 - Explain to the parent their responsibility and options to seek enrollment in:
 - Student's home school district
 - Another charter school
 - Private or parochial school
 - Explain to the parent their responsibility to submit records/documents when the student is eligible for reinstatement to prove student's compliance and to request reinstatement.
 - Forward student records upon request of new school (district) in a timely fashion.
- Send a letter to the parent when the reinstatement review date is approaching.

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10.1 Outcome Data

Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the County upon request.

Wisdom Academy for Young Scientists will develop and implement a comprehensive set of student discipline policies in collaboration with students, parents and staff. The discipline policy will be reviewed with students and parents upon admission and signing of the parent/student compact. By signing the

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Wisdom Academy for Young Scientists Charter Renewal Petition

student/parent compact, the students and parents will acknowledge their understanding of the responsibility to the standards set forth in the discipline policy that includes progressive discipline procedures.

10.2 Readmission.

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

10.3 Gun Free Schools Act

The Charter School shall comply with the federal Gun Free Schools Act.

10.4 Procedure for Involving Parents, Students and Staff in designing and Implementing the Discipline Policy

The Site Council, which includes parents, students and staff, will review the discipline policy annually and make recommendations for changes in it. The Board of Principals will have the final determination on any changes to the discipline policy.

The discipline policy will include students' rights and responsibilities and the school's suspension and expulsion policies. The discipline policy will not be discriminatory, arbitrary, or capricious, and will follow the general principles of due process. The policy will be adapted as needed in regard to the discipline of a student with disabilities as determined by the provisions of IDEA or Section 504 of the Americans with Disabilities Act.

Student rights:

- To attend a safe and clean school
- To be treated with dignity and respect by all students and school personnel
- To receive a rigorous core curriculum on a daily basis to encourage a desire for a higher education
- To receive guidance, encouragement, and assistance when necessary
- To receive ongoing assessments of progress

Student responsibilities:

- To follow all rules of behavior and conduct

Wisdom Academy for Young Scientists Charter Renewal Petition

- To show respect to fellow students and school personnel
- To maintain excellent school attendance
- To complete to the best of their ability, all assigned work
- To participate in all assessment measures (i.e., tests)

Students who do not adhere to their responsibilities, and who violate the school rules should expect consequences for their behavior. Consequences may include:

- Warning
- Loss of Privileges
- Notices to parents by telephone or letter
- Parent conferences

Students who present an immediate threat to the health and safety of others may be suspended or expelled from school.

10.5 Student suspension and expulsion procedures

Wisdom Academy for Young Scientists may suspend or expel a child who continually breaks the school rules of safety, respect towards others and non-violence in a manner consistent with the due process rights of students and the requirements of federal law.

Grounds for suspension/expulsion:

- Threatening, attempting to, or actually causing injury or harm to another person.
- Intentional destruction of property.
- Habitual profanity or vulgarity.
- Stealing school or another person's private property.
- Possession or use of tobacco.
- Possession of alcoholic beverage or mind altering substance.
- Causing serious injury or harm to another person.
- Possession of any firearm, knife, explosive or other life threatening objects.
- Sale of narcotics.

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- Robbery or extortion.
- Harassment, assault or battery upon any student or school employee.
- Committed sexual harassment on another person

In accordance with the Gun-Free Schools Act of 1994, federal mandate, WAYS will expel a student for a period of not less than one year (except on a case-by-case basis), any student who is determined to have brought a firearm to school.

10.6 Due Process for Students and Procedures For Ensuring Rights of Students

An informal conference conducted by the Principal with the student and his/her parent/guardian, shall follow a suspension. If the Principal determines that an emergency situation exists, the conference may be omitted. An "emergency situation" involves a clear and present danger to the lives, safety or health of any school community members. If a conference is not held for the reason stated, the parent/guardian shall be notified of the suspension and a conference will be held as soon as possible. Written notification describing the events leading to the suspension will be provided for the parent/guardian in either case.

The length of suspension for students may not exceed a period of 10 continuous days unless an administrative recommendation has been made and agreed to by the student's parent/guardian. A plan for cooperative action between home and school will be developed, within five days of a suspension. This cooperative plan must be followed in order to avoid expulsion from the program. All reasonable arrangements will be made to provide the student with classroom material and current assignments to be completed at home during the length of suspension. If a student is recommended for a period of suspension exceeding 10 continuous days, a second conference will be scheduled with the parent/guardian to discuss the timeline of the suspension and the plan for cooperative action.

Aside from those specified grounds for suspension, a student's suspension may lead to expulsion if the Principal finds that at least one of the following has been verified:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.
- The parent/guardian refuses to participate in conferences to resolve the matter.

WAYS will send written notification of the student expulsion to the parent/guardian of any student who is expelled. This notice will contain the following:

Wisdom Academy for Young Scientists Charter Renewal Petition

- The specific offense committed by the student for any of the acts listed in "Grounds for Suspension/Expulsion."
- Notice of the parent/guardian's obligation to inform any new district in which the student seeks future enrollment, of the student's status with WAYS.

10.7 Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within thirty (30) days after the school administrator determines that the student committed an act subject to expulsion. The hearing may be presided over by the School Board or an administrative hearing panel appointed by the Board.

Written notice of the hearing will be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. This notice will include 1) date and place of the hearing; 2) statement of the specific facts, charges and offense upon which the proposed expulsion is based; 3) copy of the disciplinary rules which relate to the alleged violation; 4) opportunity for the student or the student's parent/guardian to appear in person at the hearing or to be represented by legal counsel or by a non-attorney adviser to a) inspect and obtain copies of all documents to be used at the hearing, b) to confront and question all witnesses who testify at the hearing, c) to question all other evidence presented, and d) to present oral and documentary evidence on the student's behalf, including witnesses.

10.1 Appeals of Disciplinary Action

The suspension or expulsion of a student is at the discretion of the school's Principal or the administrative designee. Parent/Guardian will be notified in advance to enactment of the suspension or expulsion. Parent/Guardian may appeal a student's expulsion within five (5) working days to the School Board. The student who has been suspended will return to school after number of days suspended have expired. If the board votes in favor of the parent/guardian, the suspension will be expunged from the student's records. The student, who has been expelled, will be considered suspended until the appeal hearing and a decision is rendered. A meeting will be convened by the School Board to hear the appeal within ten (10) working days of the expulsion. Parent/Guardian must attend to present their appeal. The appeal will be heard by a fair and impartial panel of representatives appointed by the School Board. An appeal hearing includes the Principal, the parent of the student, the student's teacher and any other pertinent person. The decision of the panel of representatives of the School Board will be final.

In the event of a decision to expel a student, WAYS will work cooperatively with the district of residence, county and/or private schools to assist with the educational placement of the student. Any incident of violent and/or serious behavior will be communicated by WAYS to the district/school to which the

Wisdom Academy for Young Scientists Charter Renewal Petition

student matriculates, as permitted by law. It is the sole discretion of WAYS to readmit a student who has been expelled from WAYS or admit a student who has been expelled from any other district school.

10.2 Rehabilitation Plan

WAYS will develop and review with the student and family, the rehabilitation plan. This rehabilitation plan will need to be successfully followed in order to lift a student's expulsion. A rehabilitation plan will be based on the grounds for expulsion and may include requirements such as, attending counseling or group therapy, attending an alternative educational program and showing reasonable progress, making restitution, avoiding further illegal activity, etc. Consideration for lifting the suspension will not exceed one calendar year.

Pupils who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

10.7 Special Education Discipline

In the case of a student who has an IEP, or a student who has a 504 Plan, the charter will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973. An IEP team will meet to conduct a manifestation determination and to discuss alternative placement. Prior to recommending expulsion for a student with a 504 Plan, the charter administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter's failure to implement the 504 Plan?

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11 Procedures for dealing with staff issues

11.1 RELATIONSHIP BETWEEN THE TEACHERS AND THE DISTRICT/COUNTY BARGAINING UNIT

In accordance with the Educational Employee Relations Act (EERA) WAYS employees may join and be represented by an organization of their choice for collective bargaining purposes. However, unless the employees elect to be represented by an organization for bargaining purposes, all employees will be employed on an individual basis.

11.2 Process by which salaries, benefits, working conditions and other items will be determined

Wisdom Academy for Young Scientists administrative staff recommends the policies for salaries, benefits and annual work calendars for all employees to the school board for approval. Work calendars are submitted to staff in March and for their input. Staff is given opportunities to discuss and vote on any changes affecting benefits. WAYS is committed to equitable and just salaries and benefits for its employees. The school will always consider matching the salaries and benefits offered by the authorizer, budget permitting. WAYS will provide its own health benefits package.

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11.3 LABOR PROCEDURES WHICH WILL BE APPLIED TO EMPLOYEES

The employee handbook delineates the relationship between staff and the school. This handbook will be presented to all staff prior to the opening of the school. After the school's opening this will be made readily available to staff in May of each year prior to the start of the following school year. Staff will have the opportunity to review said policies and provide feedback, which may in turn affect said policies.

Certificated and classified personnel will be hired on at-will contracts. Contracts will be renewed based on demonstration of meeting those requirements outlined in the teacher contracts, adhering to the policies and procedures outlined in the WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations outlined in the staff evaluation form are in alignment with and support the mission and vision of WAYS.

Wisdom Academy for Young Scientists shall be an equal opportunity employer. No school district or County employee shall be required to or denied the right to be employed at Wisdom Academy for Young Scientists.

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11.4 PROCESS FOR RESOLVING COMPLAINTS/GRIEVANCES

Employees will be encouraged to resolve complaints and grievances informally and with their immediate supervisor. However, they will have the right to appeal informally or formally (in writing) to the Principal. If unsatisfied with the resolution, they may appeal to the Board as well.

Wisdom Academy for Young Scientists Charter Renewal Petition

All employees will be asked to agree to binding arbitration in their employment agreement.

11.5 PROCESS FOR ENSURING DUE PROCESS

The Board of Principals will request an annual report of complaints and grievances brought to the Principal and the Board from the Principal. The will review the report and correct the process for resolving complaints and grievances if warranted.

In addition, employees will have the right to enter into binding arbitration if grievances are unresolved.

11.6 STRS, PERS, SOCIAL SECURITY AND MEDICARE

Wisdom Academy for Young Scientists will participate in the State Teachers Retirement System. Uncertificated staff will participate in the federal social security system.

Prior to any changes in the retirement benefit packages, WAYS agrees to provide written notification to all employees. If WAYS opts to participate in outside retirement benefit program(s) for its full time employees, these programs will be reviewed with the staff and decided upon annually, provided funds are available within the school budget

11.7 Process for Staff Recruitment, Selection, Evaluation and Termination

For the staff recruitment and selection processes, see Element 5.

In matters regarding accountability and evaluation of personnel, Wisdom Academy for Young Scientists will develop its own procedure, which includes classroom ongoing observations by the Principal, peer observations, self evaluations, parent surveys and student questionnaires.

Evaluation is based upon adequate completion of assigned job duties, setting and attainment of goals and regular, punctual attendance, teacher-parent and teacher-child relations, as determined by the Principal. These measures will be evaluated annually and upgraded as necessary. Employee evaluations are conducted as follows:

11.7.1 Teachers

Teacher evaluations will occur once per year. These evaluations will include a written evaluation by the Executive Director and Principal Teachers will also receive classroom visitations and written observations by the administrative staff. If necessary, conferences will be held to discuss recommendations for successful strategies and improvements on areas of concern.

Wisdom Academy for Young Scientists Charter Renewal Petition

11.7.2 Teacher Assistants

Teacher Assistants will be evaluated once per year. These evaluations will include a written evaluation by the lead teacher. The Principal may also participate in the evaluations process.

11.7.3 Principals

The School will be evaluated once per year. These evaluations include written evaluations by the entire staff. These evaluations will be passed on to the Personnel Committee of the School Board and presented by the Board President to the Merle Williamson Foundation Board of Principal.

11.7.4 UNPROFESSIONAL STAFF CONDUCT

In-service staff training and on-going evaluation will be practiced in an effort to limit if not deter unprofessional conduct among staff. In any case, if the situation should arise the following measures will generally be implemented after each incident.

First incident: A meeting will be held to discuss the unsatisfactory act. At this time, a written Plan for Correction will be reviewed and discussed with staff member, who will be asked to write their comments in the section provided and sign. This document shall remain in personnel file and can be forwarded upon request.

Second incident: The step above may be repeated.

Third incident: Dismissal.

If the unsatisfactory act threatens the safety and well being of the students, parents and/or other staff members, WAYS retains the right to dismiss said employee, immediately. All staff members have the right to due process during any step of the above. From time to time, these procedures may be revised in accordance with policies adopted by the Board of WAYS.

11.8 PROCEDURE FOR PROCESSING AND MONITORING CREDENTIALS IF REQUIRED

Administrators will review the checklist with teachers and examine their credentials to determine whether they are fully qualified. A suspension file will be created by the lead credential administrator to track staff progress in meeting credential milestones.

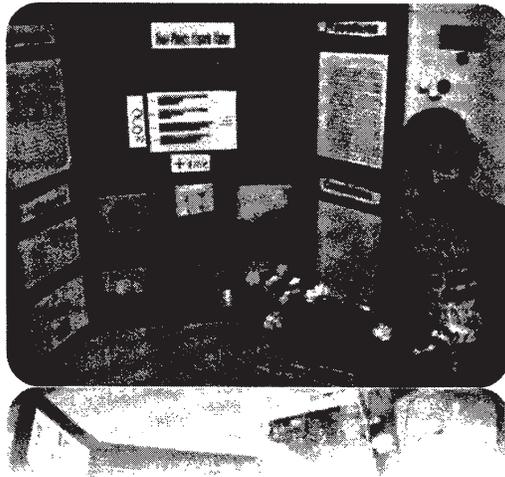
Wisdom Academy for Young Scientists Charter Renewal Petition

12 Attendance alternatives

Wisdom Academy for Young Scientists will draw its student population from the neighborhood and surrounding community in which it is located. No student in any existing school will be required to attend Wisdom Academy for Young Scientists. Students who do not choose to attend WAYS and live within the district boundaries may attend their school of residence, apply for a magnet school through LAUSD's Choices program, and apply for an inter-district permit to attend a school outside of LAUSD. Pupils who choose not to attend WAYS may choose to attend other public schools in their district of residence or pursue an interdistrict-transfer in accordance with existing enrollment and transfer policies of the district.

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Wisdom Academy for Young Scientists Charter Renewal Petition

13 Employee Rights

All classified and certified employees shall join Wisdom Academy for Young Scientists staff voluntarily. A school district employee may take leave from employment with that district to work in a charter school.

All provisions pertaining to leave and return rights for district union employees will be granted to certificated and classified employees in accordance with applicable collective bargaining agreements.

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14 Dispute Resolution

14.1 Process for Resolving Complaints/Grievances within the Wisdom Academy for Young Scientists

All staff members will follow state and federal laws for reporting alleged improprieties as well as adhere to Wisdom Academy for Young Scientists Staff Policy. The policy will be revised and updated through the collaboration of the Principal and the teaching staff.

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The following process shall apply to staff members filing a complaint or grievance:

An appointment with the Principal to discuss the incident/problem must be scheduled. This meeting will be held in an effort to discuss and resolve the matter effectively for all parties concerned.

If after the meeting the employee determines that a problem still exists then it must next be taken to the School Board. A conference with all parties involved and two-three board members will be held and mediated by an impartial third party agreed upon by the grievant and conference participants.

If the staff member who filed the complaint or grievance determines that a problem still exists, then he/she has the right to request that a representative from the State Arbitration Board mediate the process.

The decision following the final step, (step 2 or 3, as determined by the grievant) shall be binding and a conference report of the decision will be issued to all parties involved.

Non-participation in the process will result in issuance of a conference memo or a notice of unsatisfactory act or service to remain in the personnel file.

14.2 Process for Resolving Disputes between WAYS and the County

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Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below:

(1) Any controversy, claim, or dispute arising out of or relating to the charter agreement, or the breach thereof, must be submitted in writing ("Written Notification"). The Written Notification must identify the nature of the dispute. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. Written Notifications shall be addressed as follows:

To Charter School:

Kendra Okonkwo

Wisdom Academy for Young Scientists

706 East Manchester

Los Angeles, CA 90001

323-253-8865

Wisdom Academy for Young Scientists Charter Renewal Petition

To the County:

Charter Schools Office

Los Angeles County Office of Education

9300 Imperial Highway

Downey, CA 90242

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(2) A written response ("Written Response") shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification. The parties agree to schedule a conference to discuss and resolve the controversy, claim, or dispute at issue ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date the written Response is received by the other party. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

(3) If the controversy, claim, or dispute cannot be resolved by mutual agreement at the Issue Conference, then either party may request that the matter be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator's fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 120 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute. The mediator may be selected from the approved list of mediators prepared by the American Arbitration Association. Mediation proceedings must be administered in accordance with the mediation rules or guidelines of the American Arbitration Association.

(4) If mediation is not successful, then the parties agree to settle the controversy, claim, or dispute by arbitration conducted by a single arbitrator in accordance with the rules or guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator's fees and the administrative fees of the arbitration shall be shared equally among the parties.

(5) Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim, or dispute.

The staff and governing board members of WAYS agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both will refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

Wisdom Academy for Young Scientists Charter Renewal Petition

Any controversy or claim arising out of or relating to the charter agreement between the County and WAYS, except any controversy or claim that is in any way related to revocation of this Charter, shall be handled first through an informal process in accordance with the procedures set forth below.

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(1) Any controversy or claim arising out of or relating to the Charter agreement, except any controversy or claim that is in any way related to revocation of this Charter, must be put in writing ("Written Notification"). The Written Notification must identify the nature of the dispute and any supporting facts. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 PM or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. All written notices shall be addressed as follows:

To Charter School: Wisdom Academy for Young Scientists
c/o School Director Kendra Okonkwo, Executive Director
706 E. Manchester Ave.
Los Angeles, CA 90001

To County: Charter Schools Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242

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(2) A written response ("Written Response") shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification. The parties agree to schedule a conference to discuss the claim or controversy ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date the Written Response is received by the other party. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

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(3) If the controversy, claim, or dispute cannot be resolved by mutual agreement at the Issue Conference, then either party may request that the matter be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator's fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 120 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute. The mediator may be selected from the approved list of mediators prepared by the American Arbitration Association. Mediation proceedings must be administered in accordance with the mediation rules or guidelines of the American Arbitration Association.

(4) If the mediation is not successful, then the parties agree to settle the controversy, claim or dispute by arbitration conducted by a single arbitrator in accordance with the guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator's fees and the administrative fees of the arbitration shall be shared equally among the parties. Each party shall bear their own costs and expenses.

(5) However, any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim, or dispute.

15 Declaration of Exclusive Public School Employer

Wisdom Academy for Young Scientists shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Education Employment Relations Act as specified in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the California State Education Code [47611.5(b)]. In accordance with this code, WAYS employees have the right to join organizations of their choice, to be represented by such organizations in their professional and employment relationships with public school employers, to select one employee organization as the exclusive representative of the

Wisdom Academy for Young Scientists Charter Renewal Petition

employees in an appropriate unit, and to afford certificated employees a voice in the formulation of educational policy.

16 Charter School Closure

Revocation

The County may revoke the charter if WAYS commits a breach any provisions set forth in the Charter School Act of 1992. The County may revoke the charter of the WAYS if the County finds, through a showing of substantial evidence, that the charter school did any of the following:

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Wisdom Academy for Young Scientists Charter Renewal Petition

- WAYS committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- WAYS failed to meet or pursue any of the pupil outcomes identified in the charter.
- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- WAYS violated any provision of law.

Prior to revocation, and in accordance with Cal. Educ. Code section 47607(d) and State regulations, the County will notify WAYS in writing of the specific violation, and give WAYS a reasonable opportunity to cure the violation, unless the County determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution clause set forth in this charter.

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Closure Procedures

The following are closing procedures that abide by Cal. Educ. Code §47605(b)(5)(P), should the Charter School close for any reason. The decision to close Wisdom Academy for Young Scientists either by the WAYS governing Board or by the County, will be documented in a Closure Action. The Closure Action shall be deemed to have been automatically made when any of the following occur: the charter is revoked or non-renewed by the County; the Charter School board votes to close the school; or the Charter lapses. In the event of such a Closure Action or as soon as WAYS informs the County of its intent to voluntarily close, the following steps are to be implemented:

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1. Identification of a responsible person(s) – e.g., Director, Financial Officer, President of the Charter School's governing board, to oversee and conduct the closure process.

2. Written notification to parents/guardians/caregivers of the enrolled students of the WAYS will be issued by WAYS within 72 hours after the determination of a Closure Action and the effective date of closure. A sample copy of the language used in the written notification is also to be made to the County within the same time frame.

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a. The written notification will also include information on assistance in transferring each student to another appropriate school, and a process for the transfer of all

b. The process for transferring student records to the receiving schools shall be in accordance with County procedures for students moving from one school to another as indicated above.

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Wisdom Academy for Young Scientists Charter Renewal Petition

c. Parents will also be provided with student information that includes closure notice, a copy of their child's cumulative record which will include grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements and a transcript, and State testing results.

d. WAYS will prepare an electronic master list of all students to the County. This list will include the student's identification number, Statewide Student Identifier (SSID), birthdate, grade, full name, address, home school, enrollment date, exit code, exit date. If WAYS closure occurs before the end of the school year, the list should also indicate the name of the school that each student is transferring to, if known.

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e. The original cumulative files should be organized for District pick up in two categories: active students and inactive students.

f. The charter school must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.

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g. The Charter school will provide to the County a copy of student attendance records, teacher gradebooks, school payroll records, and Title I records (if applicable)

3. Written notification to LAUSD and any other school districts of residence of the list of returning students and their home schools, to be made within 72 hours of the determination of the Closure Action.

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4. Transfer of the original student records to the County, within seven calendar days from the determination of an Action to Close.

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5. Written notification to the California Department of Education, the Los Angeles County Office of Education, and the Special Education Local Planning Area (SELPA) in which the Charter School participates, of the Closure Action shall be made by the [Charter School] by registered mail within 72 hours of the decision to Closure Action. Charter School shall provide a copy of these correspondences to the County.

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6. WAYS shall allow the County access, inspection and copying of all school records, including financial and attendance records, upon written request by the County.

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7. A financial closeout audit of the Charter School will be paid for by WAYS to determine the disposition of all assets and liabilities of the Charter School, including plans for disposing of any net assets. The final independent audit shall be completed within six months after the closure of the school. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by WAYS will be the

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responsibility of WAYS and not the County. [Charter School] understands and acknowledges that WAYS will cover the outstanding debts or liabilities of WAYS. Any unused monies at the time of the audit will be returned to the appropriate funding source. WAYS understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the SELPA in which WAYS participates, and other categorical funds will be returned to the source of funds.

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8. For six calendar months from the Closure Action or until budget allows, whichever comes first, sufficient staff as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfers.

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9. The WAYS Board shall adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

10. In addition to a final audit, WAYS will also submit any required year end financial reports to the California Department of Education and the County, in the form and time frame required.

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11. If the Charter School is operated by a nonprofit corporation, and if the corporation does not have any other functions than operation of the Charter School, the corporation will be dissolved according to its bylaws.
a. The corporation's bylaws will address how assets are to be distributed at the closure of the corporation.
b. A copy of the corporations bylaws containing the information on how assets are to be distributed at the closure of the corporation, are to be provided to the County prior to approval of this Charter.

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12. WAYS shall provide LAUSD within fourteen (14) calendar days of closure action prior written notice of any outstanding payments to staff and the method by which the school will make the payments.

13. WAYS will within fourteen (14) calendar days of closure action contact the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), and the Los Angeles County office of Education and follow their procedures for dissolving contracts and reporting. Copy the County on all correspondence.

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14. Prior to final closure, WAYS shall do all of the following on behalf of the school's employees, and anything else required by applicable law:
a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
b. File the Federal Notice of Discontinuance with the Department of Treasury (Treasury Form 63).

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- c. Make final federal tax payments (employee taxes, etc.)
- d. File the final withholding tax return (Treasury Form 165).
- e. File the final return with the IRS (Form 990 and Schedule).

This Element 16 shall survive the revocation, expiration, termination, cancellation of this charter or any other act or event that would end WAYS right to operate as a Charter School or cause WAYS to cease operation.

Additionally, should it be necessary for Wisdom Academy for Young Scientists to close for any reason, the following procedures will be observed:

- Documentation of closure action will be issued by the WAYS Board. The action will identify the reason for the school's closure whether the charter was revoked, not renewed or closed voluntarily and the effective date of the closure.
- Notification to parents and students will be issued by the WAYS Board, as soon as possible, once it appears that closure is imminent. The notification will include information on assistance in transferring each student to another appropriate school and a process for the transfer of all student records.
- WAYS and the County will work together to develop a process for the transfer of student records to the students' district of enrollment eligibility or other school to which the student will transfer. This process will include provisions for the County to maintain all school records including financial and attendance records, for a reasonable period after the school closure.
- A final independent audit shall be completed within 6 months after the closure of the school, its purpose being to determine the net assets or net liabilities of the school. This assessment will be conducted by a licensed CPA and will employ generally accepted accounting principles. Any liability or debt incurred by WAYS is the responsibility of the charter school and not the County. WAYS understands that the charter school will cover outstanding debts or liabilities. Any unused monies at the time of the audit will be returned to the appropriate funding source. It is noted that only unrestricted funds will be used to pay creditors. Any unused AB 602 will be returned to the SELPA and other categorical funds will be returned to the source of funds.
- As needed for up to six months or until budget allows whichever comes first, sufficient staff, as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfer. The WAYS Board shall also adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

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Wisdom Academy for Young Scientists Charter Renewal Petition

Other Items

16.1 Employment Status of Employees

Persons employed by WAYS are not considered employees of the County for any purpose whatsoever. Charter school employees will be employees of the charter school, not the County. Employees of a school district who resign from employment to work at WAYS and who later wish to return to a school district shall be treated the same as any other former school district employee seeking reemployment accept for the exceptions noted in Element 13: Employee Rights.

16.2 Court Ordered Integration

The Charter will comply with all requirements of the Crawford vs. Board of Education, City of Los Angeles court order and the LAUSD Integration Policy, adopted and maintained pursuant to the Crawford court order, by the Office of Student Integration Services (collectively the "Court-ordered Integration Program"). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD. The School will provide a written plan in the charter petition and upon further request by the District outlining how it would achieve and maintain the LAUSD's ethnic goal of 70:30 or 30:70 ratio.

LAUSD receives neither Average Daily Attendance (ADA) allocations nor Court-ordered Integration program cost reimbursements for charter school students. Instead, LAUSD now receives the Targeted Instructional Improvement Grant (TIIG) for its Court-ordered Integration Program. LAUSD retains sole discretion over the allocation of TIIG funding, where available, and cannot guarantee the availability of this funding to the Charter. In addition, the availability of TIIG funding in prior years does not guarantee that LAUSD will allocate these funds to the Charter in any subsequent school year.

The Charter will comply with all Office of Student Integration Services requirements related to Court-ordered Integration Program compliance:

1. Below is the Charter's written plan to achieve and maintain the District's ethnic balance goal, which is within a 70:30 or 30:70 ratio.

- Every effort will be made to reach out to all families with children in Kindergarten through fifth grade within a five-mile radius of the school. Families will be notified through community meetings, mailings, personal phone calls, and possibly newspaper advertisements. We expect to hold at least three informational meetings during the winter and spring of 2006 where we will share information about the Wisdom Academy for Young Scientists and our alternative setting for families and their children.
- In addition, WAYS expects referrals from local preschools as well as from local community service organizations.
- Each family showing interest will be sent an application packet (See Appendix G). Parents are responsible for completing an application. Once

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Wisdom Academy for Young Scientists Charter Renewal Petition

the student list has been set, a waiting list will be developed for those students still wishing to enroll should space become available.

- The charter school shall maintain an accurate accounting of the ethnic and racial balance of students enrolled in the school, along with documentation of the efforts the school has made to achieve racial and ethnic balance in accordance with the charter petition and standards of charter legislation

2. The Charter will provide to LAUSD all requested information using District forms, including the ethnic survey. The Charter must provide LAUSD with a system that can inter-face with the LAUSD Student Information System (SIS) for all enrolled students to assist with compliance monitoring. After the Charter submits the ethnic survey information during the first year of operation, Budget Services, Financial Planning Division and the Office of Student Integration Services will use the information listed below for compliance purposes:

Norm Day Classification	List of all highly qualified Certificated Personnel in core subjects as defined in No Child Left Behind and State policy and recommendations
List of Register-Carrying Teachers	Number of Students by Ethnicity & Grade Level
Number of Students by Grade Level	Number of Students Living Outside LAUSD Attendance Area
Total School Enrollment	Fiscal Year-End Financial Report
	Unfilled Classroom Teacher Positions

16.3 Administrative services

Wisdom Academy for Young Scientists will contract with an independent business management firm to process payroll, quarterly payroll tax reports, and annual tax reports as required by the Employment Development Department, Internal Revenue Service and Social Security Administration.

WAYS will contract with an independent business management firm to process and maintain all accounting records. This company along with the Executive Director will have direct oversight responsibility for maintaining accounts receivables, accounts payable, general ledger and payroll.

Wisdom Academy for Young Scientists Charter Renewal Petition

16.4 PROCESS FOR INVESTMENT PROCEDURES AND DEPOSIT OF FUNDS

The WAYS Board will set investment policies and the Executive Director will be responsible for executing those policies. Liquid cash will be invested in a checking account that will require two signatures for withdrawals greater than \$5,000.

16.5 PROCEDURE FOR ENSURING ADEQUATE CASH FLOW

An independent business management company will prepare monthly cash flow statements comparing actual cash flow to budget (See Appendix H). Bi-monthly presentations to the WAYS Board will be made and will highlight cash flow concerns if any are present.

16.6 Cash and revenue flow

Wisdom Academy for Young Scientists is a directly funded charter school. Funds still flowing through the County will be transferred via journal voucher entry, in a timely manner. Warrants are to be payable to Wisdom Academy for Young Scientists.

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16.7 Balanced budget

Budget development will begin each year immediately following the January announcement of the governor's K-12 State Budget Proposals and continually refined through the May Revision to the Final State Budget Act. Budgeted resources will always be consistent with charter school goals as identified by the governing council.

Wisdom Academy for Young Scientists will adopt site based budgeting to 1) allow the direction of spending priorities in order to provide leverage for fundamental change 2) link budget to student outcomes and 3) make budgeting program-driven instead of formula-driven. WAYS will submit a balanced budget (see attached budgets), based upon projected enrollment and revenues, to the authorizer on a yearly basis.

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16.8 Financial reports

WAYS will provide any financial information requested by the County and make its books available to the County during any business day upon request or within 24 hours. In addition, all legally required financial reports will be submitted to the County, in the format required by the County within time lines specified and clearly communicated by the County each year. The legally required financial statements include, but are not limited to, the following:

- Provisional Budget – Spring prior to operating fiscal year
- Final Budget – August of the budget fiscal year
- First Interim Projections – November of operating fiscal year

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Wisdom Academy for Young Scientists Charter Renewal Petition

- Second Interim Projections – February of operating fiscal year
- Unaudited Actuals – July following the end of the fiscal year
- Audited Actuals – November following the end of the fiscal year
- Classification Report – monthly the Monday after close of the last day of the school month
- Statistical Report – monthly the Friday after the last day of the school month. In addition:
 - P1, first week of January
 - P2, first week of April

Wisdom Academy for Young Scientists shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the County and shall consult with the County regarding any inquiries.

16.9 Appropriation of funds

Wisdom Academy for Young Scientists shall invest in accordance with Government Code section 53600, et seq. The charter school can lease or acquire any needed facilities, with site inspection approval from the County. Any monies accrued from deposits or investments must be used to support the instructional program. All funds raised or generated by Wisdom Academy for Young Scientists will remain with the charter school.

In accordance with current Federal legislation, Wisdom Academy for Young Scientists will apply for directly to receive Title I funding based on eligibility of students. Funds will be used to support service personnel, e.g. paraprofessionals, nurse, psychologist, etc., and programs in accordance with federal guidelines do not prohibit such expenditures. Expenditures of Title I funds will conform to all guidelines, rules and regulations pertaining to the expenditures of such funds.

16.10 Special education attendance, fiscal and legal issues

WAYS will provide approved legal verification of membership in a state-approved SELPA.

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- <#>Norm Day Classification .
- <#>Total School Enrollment .
- <#>Number of Students by Grade Levels .
- <#>Number of Students by Ethnicities and Grade Levels .
- <#>List of Register-Carrying Teachers in Classrooms .
- <#>List of All Certified Personnel .

 ... [1]

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Wisdom Academy for Young Scientists Charter Renewal Petition

Wisdom Academy for Young Scientists will assume responsibility for providing its own special education services and instruction, as set forth in the IDEA. WAYS may opt to purchase special education services on a fee for service basis. Any changes to this agreement for fiscal accountability and provision of services to special education students shall be renegotiated with the district two (2) months prior to the beginning of a new fiscal year.

To meet State and Federal standards, County will maintain oversight responsibility for the delivery of special education services but will work cooperatively with Wisdom Academy for Young Scientists.

For students transferring to WAYS from other school districts. The school shall provide related services required by the students' IEPs upon enrollment regardless of the type of service provider; the IEP team meetings for such students shall be held within thirty (30) days of enrollment.

To the degree the school is found out of compliance by a court, or federal or state agency, the School is solely responsible for all costs, fees (including attorney's fees), or other remedies associated therewith.

16.11 Description of the Facility to be Used

Wisdom Academy for Young Scientists will be located at 706 E. Manchester Avenue, Los Angeles, California. The site is located in South East Los Angeles, within the borders of the Los Angeles Unified School District. The facility has 9 classrooms, exploration/creation space, offices, multi-purpose room, staff resource room, conference room and full kitchen. Wisdom Academy for Young Scientists will also be located at a satellite site, 8778 S. Central Avenue, Los Angeles, California.

16.12 INSURANCE Requirements

No coverage shall be provided to the charter school by the County under any of the County's self-insured programs or commercial insurance policies. The charter school shall secure and maintain, as a minimum, insurance as set forth below with insurance companies acceptable to the County to protect the charter school from claims which may arise from its operations. The following insurance policies are required:

- a. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the charter school from claims under Workers' Compensation Acts which may arise from its operations.
- b. Comprehensive Bodily Injury and Property Damage Liability for combined single limit coverage of not less than \$5,000,000 for each

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The District recognizes that Wisdom Academy for Young Scientists program is different from the District's, and that the special education efforts need to support that program, District agrees that WAYS' Principal shall make final decisions on selection of special education personnel to serve at the School. The WAYS Principal shall also be responsible for assigning responsibilities to, overseeing, and evaluating all special education staff. .

WAYS anticipates having a special education population of less than 12%. To effectively meet the needs of these students it is imperative that as is true for other District schools in the LAUSD SELPA, the charter school must receive adequate funding to meet the needs of its students. To this end, WAYS requires that funding be fair and equitable, in accordance with funding principles set for LAUSD schools. Funding will be as follows: .

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Wisdom Academy for Young Scientists Charter Renewal Petition

occurrence. The policy shall be endorsed to name the County, as additional insurers and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the charter school's insurance primary despite any conflicting provisions in the charter school's policy. Coverage shall be maintained with no self-insured retention.

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c. Fidelity Bond coverage shall be maintained by the charter school to cover all charter school employees who handle, process, or otherwise have responsibility for charter school hinds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.

Concerning Insurance Certificates, the charter school shall furnish to the County's Insurance Section by the first Friday in October, certificates of such insurance signed by an authorized representative of the insurance carrier.

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Certificates shall be endorsed as follows:

"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County."

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Facsimile or reproduced signatures may be acceptable. However, the County reserves the right to require complete certified copies of the required insurance policies.

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Should the charter school deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee, or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall the responsibility of the charter school.

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16.13 Hold Harmless indemnification

To the fullest extent permitted by law the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but no limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this charter agreement. The Charter School further agrees to the fullest extent permitted by law at its own expense, to indemnify, defend, and hold harmless the County and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission or acts committed by the Charter School, and their officers, Principals, employees or volunteers.

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Wisdom Academy for Young Scientists Charter Renewal Petition

16.14 AB 1994

Consistent with AB 1994, WAYS will provide an annual financial report to the County in a format developed by the Superintendent of Public Instruction. The County will send this financial report to the Superintendent of Public Instruction. WAYS will submit its annual audit to the State Controller, COE, and the CDE.

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16.15 Legal obligations/responsibility

Wisdom Academy for Young Scientists shall be solely responsible for the legal obligations and financial debts for the charter school or of its non-profit corporation.

16.16 Legal representation

Legal representation will be provided by Middleton, Young and Minney, LLP., to act as an advisor regarding:

- Drafting and implementing of policies and procedures.
- All aspects of the operation of a non-profit California Public Benefit Corporation.
- All matters related to the school's potential liability.

16.17 Food service program

In accordance with the Federal Lunch Act, eligible students will be provided breakfast and lunch free or at reduced rate. WAYS will prepare and serve meals on site in our commercial kitchen.

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16.18 County impact

The Wisdom Academy for Young Scientists is located at 706 E. Manchester Avenue, Los Angeles, California The site will house grades K - 5 and school offices. These facilities will be leased by the school. At this time, the school does not anticipate having any material effect on any school district's facilities needs.

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16.19 Proposed charter term

This Charter shall become effective July 1, 2011 and expire on June 30, 2015.

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16.20 Revocation of the charter

The County may revoke the charter of WAYS if WAYS commits a breach of any terms of its charter. Further, the County may revoke the charter if WAYS commits a breach of any provisions set forth in the Charter School Act of 1992. Furthermore, the County may revoke the charter of the WAYS on any of the following grounds:

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- WAYS committed a material violation of any of the conditions, standards, or procedures set forth in the charter.

Wisdom Academy for Young Scientists Charter Renewal Petition

- WAYS failed to meet or pursue any of the pupil outcomes identified in the charter.
- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- WAYS violated any provision of law.

Prior to revocation, and in accordance with Cal. Educ. Code section 47607(d), the County will notify WAYS in writing of the specific violation, and give WAYS a reasonable opportunity to cure the violation, unless the County determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Notwithstanding the immediately preceding language, revocation proceedings are not subject to the dispute resolution clause set forth in this charter.

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16.22 Charter Renewal

The Charter School must submit its renewal petition to the County,

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16.23 Closure Procedures

The following are closing procedures that abide by Cal. Educ. Code §47605(b)(5)(P), should the Charter School close for any reason. The decision to close WAYS either by the WAYS governing Board or by the County, will be documented in a Closure Action. The Closure Action shall be deemed to have been automatically made when any of the following occur: the charter is revoked or non renewed by the County; the Charter School board votes to close the school; or the Charter lapses. In the event of such a Closure Action, the following steps are to be implemented:

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1. Written notification to parents/guardians/caregivers of the enrolled students of the WAYS will be issued by WAYS within 72 hours after the determination of a Closure Action. A sample copy of the language used in the written notification is also to be made to the County within the same time frame.

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a. The written notification will also include information on assistance in transferring each student to another appropriate school, and a process for the transfer of all student records.

b. The process for transferring student records to the receiving schools shall be in accordance with County procedures for students moving from one school to another.

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c. Parents will also be provided with student information that includes closure notice, grade reports, discipline records, immunization records, completed coursework and credits that meet graduation requirements.

Wisdom Academy for Young Scientists Charter Renewal Petition

2. Written notification to the County of the list of returning students and their home schools, to be made within 72 hours of the determination of the Closure Action.

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3. Transfer of student records to the receiving schools, within seven calendar days from the determination of an Action to Close.

4. Written notification to the California Department of Education and the Los Angeles County Office of Education of the Closure Action shall be made by the WAYS by registered mail within 72 hours of the decision to Closure Action.

5. The WAYS shall allow the County access, inspection and copying of all school records, including financial and attendance records, upon written request by LAUSD.

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6. A financial closeout audit of the Charter School will be paid for by the WAYS to determine the disposition of all assets and liabilities of the Charter School, including plans for disposing of any net assets. The final independent audit shall be completed within six months after the closure of the school. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by WAYS will be the responsibility of the WAYS and not the County. WAYS understands and acknowledges that WAYS will cover the outstanding debts or liabilities of WAYS. Any unused monies at the time of the audit will be returned to the appropriate funding source. WAYS understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the SELPA, and other categorical funds will be returned to the source of funds.

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7. For six calendar months from the Closure Action or until budget allows, whichever comes first, sufficient staff as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfers.

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8. The WAYS Governing Board shall adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

9. In addition to a final audit, WAYS will also submit any required year-end financial reports to the California Department of Education and the County, in the form and time frame required.

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Wisdom Academy for Young Scientists Charter Renewal Petition

10. If the Charter School is operated by a nonprofit corporation, and if the corporation does not have any other functions than operation of the Charter School, the corporation will be dissolved according to its bylaws.

- a. The corporation's bylaws will address how assets are to be distributed at the closure of the corporation.
- b. A copy of the corporations bylaws containing the information on how assets are to be distributed at the closure of the corporation, are to be provided to the County prior to approval of this Petition.

This Element 16 shall survive the revocation, expiration, termination, cancellation of this charter or any other act or event that would end WAYS right to operate as a Charter School or cause WAYS to cease operation.

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Wisdom Academy for Young Scientists Charter Renewal Petition

16.24 Obligation for compliance with the Education Code

It is understood that the Charter School shall comply with all the provisions set forth in this charter, but is otherwise exempt from the laws governing school districts except for all of the following:

- That which is specified in Section 47611
- That which is specified in Section 41365
- All laws establishing minimum age for public school attendance

16.25 Supervisory oversight

Per Education Code Section 47613, the County may charge the maximum supervisory oversight fee, permitted by law.

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16.26 Attendance accounting

Wisdom Academy for Young Scientists will utilize reporting procedures approved by the County. Attendance accounting procedures will satisfy requirements of CDE and LACOE. Classroom teachers will report daily attendance to the office manager. Official registers will be completed on a monthly basis documenting the month's attendance. Required reports will be completed regarding daily attendance and submitted to the requesting agencies. This includes reporting enrollment and attendance figures to the County on a monthly basis. School calendar will be provided to the County yearly for annual review. WAYS school year calendar spans 180 days. The school day begins at 8:00 and concludes at 2:45 pm.

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16.27 Student information systems

Wisdom Academy for Young Scientists will utilize a Student Information System (SIS) acceptable to the County. WAYS will utilize attendance software and forms approved by the State and the County to facilitate transmission of attendance data.

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16.29 Operations

School policy is developed by the school administration and approved by the school board. The faculty has input and may assist in the development of such policies. The day-to-day operations will be carried out by the school Principal and staff. The Principal will be held responsible for the timely and appropriate reporting regarding student outcomes, budget, etc. Reporting will be implemented in accordance with specific agreements between WAYS and the District. Evaluation and hiring criteria, decisions and procedures are set forth in this petition.

Wisdom Academy for Young Scientists Charter Renewal Petition

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Facilities

- Charter Petitioner or Developer: Kendra Okonkwo, Wisdom Academy for Young Scientists
- Charter Management Organization N/A
- Petitioner's Mailing Address 706 E. Manchester Ave., L.A., CA 90001
- Proposed Charter School Location 706 E. Manchester Ave., L.A., CA 90001
- LAUSD Attendance Area Local District R, South Park Elementary
- Proposed Charter School to be located within the boundaries of LAUSD.

Facility status: The charter petitioner must demonstrate control of a facility such as a commitment from the landlord, to ensure that the property is actually available to the charter developer, and that the facility is usable with or without conditions (such as a conditional code permit.) The charter school facility shall comply with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which the charter school is to be located, and the Americans with Disabilities Act (ADA). Applicable codes and ADA requirements shall also apply to the construction, reconstruction, alteration of or addition to the proposed charter school facility. The Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA requirements.

Occupancy of the Site: The charter petitioner or developer shall provide the County with a final Certificate of Occupancy at least 45 days prior to the date the school is scheduled to open, issued by the applicable permitting agency, allowing the petitioner to use and occupy the site. The Charter School may not open without a Certificate of Occupancy for the designated use of the facility unless an exception is made by the County. If the Charter School moves or expands to another facility during the term of this charter, the Charter School shall provide a Certificate of Occupancy to the County for each facility at least 45 days before the school is scheduled to open or operate in the facility or facilities. Charter School shall not open in any location for which it has failed to timely provide a Certificate of Occupancy to the County, unless otherwise

ruley 3/24/11 9:21 PM
Deleted: District

ruley 3/24/11 9:21 PM
Deleted: LAUSD's Innovation and Charter Schools Division.

ruley 3/24/11 9:21 PM
Deleted: District

ruley 3/24/11 9:21 PM
Deleted: District

Wisdom Academy for Young Scientists Charter Renewal Petition

discussed with and approved by the County. Notwithstanding any language to the contrary in this charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

jriley 3/24/11 9:21 PM

Deleted: Innovation and Charter Schools Division

Health & Safety: The school will comply with the Healthy Schools Act California Education Code Section 17608, which details pest management requirements for schools. Developers may find additional information at: www.laschools.org/employee/mo/ipm.

Asbestos Management: The charter school will comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

If District facilities are used during the term of this charter, the charter shall abide by and adhere to all LAUSD standards and established policies relating to Maintenance & Operations.

jriley 3/24/11 9:22 PM

Deleted: As a condition to the approval of the charter petition, if the charter school is using or will use any LAUSD facilities during the term of this charter petition, the charter school shall execute an agreement provided by LAUSD for the use of LAUSD facilities: (a) if the charter school is currently using LAUSD facilities, the charter school shall execute the agreement provided by LAUSD for the use of LAUSD facilities within sixty (60) days of the approval of this charter petition; or (b) if the charter school requests and will use LAUSD facilities at any time during the term of this charter petition, the charter shall execute the agreement provided by LAUSD for the use of LAUSD facilities prior to occupying or using the LAUSD facilities; and (c) if the charter school has the opportunity to continue in occupancy and use without vacating the LAUSD facilities on an annual basis, the charter school agrees it shall execute the agreement provided by LAUSD for the use of the LAUSD facilities within sixty (60) days of delivery of the agreement. In the event of any conflict between references in this charter petition to LAUSD facilities and an agreement executed by the charter school and LAUSD for the use of LAUSD facilities by the charter school, the agreement for the use of the LAUSD facilities shall supersede.

jriley 3/24/11 9:22 PM

Deleted: LAUSD OWNED PROPERTY/FACILITIES

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix A: Calendar of Operational Days

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix B: Organizational Chart, Board Questionnaires and Resumes

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix C: Governing Board Member's Roster

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix D: Annual Audit

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix E: Conflict of Interest

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix F: Lottery Form

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix: G: Enrollment Application

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix H: Budget

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix I: Articles of Incorporation and Bylaws

Wisdom Academy for Young Scientists Charter Renewal Petition

Appendix J: Demographic Information for Prospective Site

ATTACHMENT 6



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

November 17, 2011

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Wisdom Academy for Young Scientists Board

Mr. Edward Cabil, Executive Director

Mr. Armando Espinoza

Mr. Jonathan Fields

Mr. Norman Golden

Ms. Karen Haynes

Ms. Cheryl Johnson

Ms. Dorothy Valenti

706 E. Manchester Ave.

Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board of Directors:

Notice of Investigation Pursuant to *Education Code* Section 47604.4

Pursuant to *Education Code* section 47604.4, "a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school."

This *Notice of Investigation (Notice)* informs Wisdom Academy for Young Scientists (WAYS) that the Los Angeles County Superintendent of Schools has received complaints regarding the operation of the school. The nature of the complaints is that the school has not complied with the terms of the charter and lacks the capacity to govern the school and implement the charter. The Los Angeles County Office of Education (LACOE), under my direction, has begun to investigate these allegations.

On October 19, 2011, LACOE requested a meeting with current members of WAYS governing board and its executive director to determine whether the school has complied with the terms of the charter and has the capacity to govern the school and implement the charter.

On October 26, 2011, the current WAYS board president informed LACOE by email, "I cannot make a sole decision regarding this matter. I will inform the board of your request in the next board meeting...." (Attachment 1)

Agendas for the October 29, 2011 and November 3, 2011 board meetings did not include this item. (Attachments 2 – 3)

This *Notice* provides WAYS with a final opportunity to meet with LACOE prior to the conclusion of the investigation.

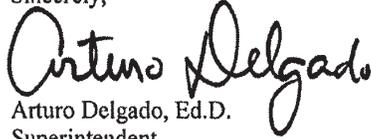
9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

Wisdom Academy for Young Scientists Board
November 17, 2011
Page 2

The meeting is scheduled for December 9, 2011 at 1:00 p.m. at 12830 Columbia Way, Downey, CA 90242.

Please contact Ms. Jan Isenberg in the Charter School Office at (562) 922-8806 to confirm this meeting no later than December 1, 2011, and if you have any other questions.

Sincerely,



Arturo Delgado, Ed.D.
Superintendent

AD/JI:ls
Attachments (3)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Interim Assistant Superintendent, LACOE
Jan Isenberg, Project Director III, LACOE

Attachment I

From: dorothy_onwuegbusi
To: [Isenberg_Jan](mailto:isenberg_jan)
Cc: Benitez_Yolanda; Higelin_Judy; Reed-Hunter_Deborah; Sanchez_Lila; "Edward Cabil"
Subject: Re: Follow-up WAYS: Second Request
Date: Wednesday, October 26, 2011 4:16:01 PM

Greetings Jan Isenberg:

I cannot solo make a sole decision regarding this matter. I will inform the board of your request in the next board meeting for a quorum to decide if and when they are willing to participate in the capacity interview. Thank you for your overstanding.

Sincerely,

D. Valenti

WAYS Board President

From: Isenberg_Jan <isenberg_jan@lacoedu.edu>
To: "dvalenti747@yahoo.com" <dvalenti747@yahoo.com>
Cc: [Benitez_Yolanda](mailto:Benitez_Yolanda@lacoedu.edu) <Benitez_Yolanda@lacoedu.edu>; [Higelin_Judy](mailto:Higelin_Judy@lacoedu.edu) <Higelin_Judy@lacoedu.edu>; [Reed-Hunter_Deborah](mailto:Reed-Hunter_Deborah@lacoedu.edu) <Reed-Hunter_Deborah@lacoedu.edu>; [Sanchez_Lila](mailto:Sanchez_Lila@lacoedu.edu) <Sanchez_Lila@lacoedu.edu>; 'Edward Cabil' <edcabil@sbcglobal.net>
Sent: Tuesday, October 25, 2011 1:24 PM
Subject: Follow-up WAYS: Second Request

Hi Dorothy:

Please let us know by the close of day tomorrow (October 26, 2011) which day and time the Board and acting Executive Director are able to meet.

Thank you.

Jan Isenberg
Charter School Office
(562) 922-8806

From: Isenberg_Jan
Sent: Wednesday, October 19, 2011 12:03 PM
To: 'dvalenti747@yahoo.com'
Cc: Benitez_Yolanda; Higelin_Judy; Sanchez_Lila; 'Edward Cabil'
Subject: Follow-up: WAYS
Importance: High

Hi Dorothy:

This is a follow-up to our conversation on October 19, 2011. Due to the resignations of WAYS Board members and the Executive Director, we are requesting that the Board and the acting Executive Director meet with the Charter School Office for a Capacity Interview. The interview will be conducted in two phases:

- The first phase will assist us in determining whether the governing board understands its role and responsibilities, and has the capacity to govern the school. Only voting members of the board participate in this phase.
- The second phase will assist us in determining whether the board and the leadership team have the capacity to implement the charter. Toward that end, questions will focus on petition, the educational program, outcomes, and other elements, the financial plan, and the governance and management structure. The entire leadership team participates in this phase.

Tentative dates:

Friday, October 21, 2011- 10:00 am or 1:00pm; Thursday October 27, 2011 10:00 or 1:00pm. Once the date is confirmed please email us with names of the Board members that will be attending. Thank you for your assistance.

Jan Isenberg

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)

From: dorothy onwuegbusi [mailto:dvalenti747@yahoo.com]
Sent: Wednesday, October 19, 2011 10:17 AM
To: Isenberg_Jan
Subject: Re: Second Request: Please contact

Greetings Ms. Isenberg:

Per messages sent to me, via email regarding your request, my phone number is (626) 429-6458. I prefer all request relating to WAYS, or communication in relation to the board be sent to me by email. Due to the nature of my job I only return calls during my break time.

Thank you for your overstanding,

D. Valenti
WAYS Board President

From: Isenberg_Jan <Isenberg_Jan@lacoed.edu>
To: Isenberg_Jan <Isenberg_Jan@lacoed.edu>; "dvalenti747@yahoo.com" <dvalenti747@yahoo.com>

Cc: ' Edward Cabil ' <edcabil@sbcglobal.net>; Higelin_Judy < Higelin_Judy @lacoedu.edu>;
Sanchez_Lila < Sanchez_Lila @lacoedu.edu>
Sent: Wednesday, October 19, 2011 8:44 AM
Subject: Second Request: Please contact

Please contact the Charter School Office. Thank you.

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)
From: Isenberg_Jan
Sent: Monday, October 17, 2011 12:23 PM
To: ' dvalenti747@yahoo.com '
Cc: Higelin_Judy ; Sanchez_Lila
Subject: FW: Dorothy Valenti Phone Number

Hi Dorothy:
Please give call.
Jan

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)
From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Monday, October 17, 2011 12:06 PM
To: Isenberg_Jan
Subject: Re: Dorothy Valenti Phone Number

Hi Ms. Isenberg,

I received your message left on my voice mail regarding you not being able to reach Dorothy Valenti by phone! I called the school to verify that her number was correct, and when I dialed the number, I too, could not reach her. Perhaps it is best to just leave her an email. Her email address is dvalenti747@yahoo.com

I believe that she needs to get the phone company involved so that her phone problem can be resolved!

Blessings,
Ed Cabil

Attachment 2

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Saturday, October 29, 2011
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Karen Haynes	____/____
Cheryl Johnson	____/____
Norman Golden	____/____
Jonathan Fields	____/____
Armando Espinoza	____/____
Dorothy Valenti	____/____

Others in Attendance

Edward Cabil	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 14, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Approval of October 14, 2011 Board Meeting Minutes
2. Removal of previous Executive Director from all accounts associated with Wisdom Academy for Young Scientists
3. Approve new authorized bank account signatories.
4. Approval persons authorized to retrieve checks from LACOE
5. Approval of Board Member Resignation

VI. Closed Session

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

Attachment 3

Wisdom Academy for Young Scientists

706 E. Manchester Avenue

Los Angeles, CA 90001

Board of Directors Meeting

Thursday, November 3, 2011

5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Karen Haynes	_____ / _____
Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____
Jonathan Fields	_____ / _____
Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____

Others in Attendance

Edward Cabil	_____ / _____
Alake Watson	_____ / _____
Lawrence Wynder	_____ / _____
Jason Okonkwo	_____ / _____
Bali Business Management	_____ / _____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 29, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Approval of Interim Executive Director's status to permanent.
2. Approval of 2010-11 SY Fiscal Audit

VII. Closed Session

1. Settlement of previous Executive Director.
2. Revisit Of Staff Contracts

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

ATTACHMENT 7

Wisdom Academy for Young Scientists

November 28, 2011

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists Charter School

Dear Superintendent Delgado:

As the Executive Director of the Wisdom Academy for Young Scientists Charter School ("WAYS"), I am responding to your letter dated November 17, 2011 concerning what you have called a "Notice of Investigation".

First and foremost, you incorrectly cite Education Code section 47604.4 as authority to "investigate" whether WAYS "has the capacity to govern the school and implement the charter." The Education Code provides no such authority. In fact, the Education Code specifically provides the authority to make determinations about the likely success of charter implementation to the LACOE Board as part of the charter approval or denial procedure. Please see Education Code section 47605(b)(2). By granting the charter on June 7, 2011, the LACOE Board implicitly determined that the school is likely "to successfully implement the program set forth in the petition". You have cited no facts or even allegations to the contrary.

You have misinterpreted section 47604.4. That section provides that the County Superintendent may monitor and conduct an investigation into the operations of a charter school. Of course, you must have a reasonable, articulated basis for doing so. And because LACOE is the school's authorizer, your oversight is further affected by the charter itself. Your letter vaguely states that you have "received complaints regarding the operation of the school." However, the supporting documentation you attached to your letter demonstrates nothing of the sort. Rather, it is a series of emails from your staff attempting to schedule what its calls a "Capacity Interview". There is no mention whatsoever of any "complaint". And there is no such process as a "capacity interview" authorized by the Education Code or the charter.

Please immediately provide copies of any and all "complaints" referred to in your November 17, 2011 letter. If there is in fact a complaint, WAYS will respond. To the extent a LACOE investigation is reasonable and appropriate, we will of course fully and immediately cooperate to the extent necessary.

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 ♦ Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 ♦ Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com ♦ web: www.wisdomacademy.org

If you do not provide copies of the "complaints" by December 1, 2011, we will presume that no such complaint exists. If there is a problem at the school, we wish to resolve it immediately for the benefit of our students.

WAYS does not concede that you have authority to conduct what appears to be a fishing expedition / witch hunt under authority of the Education Code. If you believe you have a reasonable basis to conduct an investigation about anything whatsoever concerning WAYS, please immediately inform us of that basis and your supporting facts.

We do not wish to engage in prolonged disputes with you concerning charter oversight. If you truly have a specific concern with the implementation of any provision of our charter, please let us know so that we can engage in meaningful dialogue and get any real problem fixed for the benefit of the children. Your vague, unsupported allegations and incorrect read of the Education Code are not helpful.

Sincerely,



Edward Cabil
Executive Director

ATTACHMENT 8

Wisdom Academy for Young Scientists

December 12, 2011

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: LACOE's Violation of Government Code

Dear Superintendent Delgado:

As the Executive Director of the Wisdom Academy for Young Scientists Charter School ("WAYS"), I am following up concerning my letter to you dated November 28, 2011, responding to yours dated November 17, 2011. I am enclosing copies of both letters for your reference.

More than two weeks ago, we requested copies of the records referenced in your letter as "complaints". Due to the serious nature of your letter, we expected a prompt response from you. We asked that you respond by December 1, 2011, or we would presume that no such complaint exists. Unfortunately, you did not respond at all. In fact, you missed the statutory response deadline imposed by the Government Code, and **you are now in violation of the Public Records Act**. In light of your failure to timely respond, you have waived any objection to our request. Please produce the requested "complaints" and related records immediately, or confirm that the records do not exist.

A few days ago, we received communication from LACOE Financial Operations Consultant Vo Chan. Mr. Chan requested a meeting, but vaguely described the subject matter. It appeared to be the same matter addressed in your November 17, 2011 letter. Nevertheless, I responded in good faith seeking clarification, and informed Mr. Chan that there was a pending records request presented to LACOE concerning what appears to be the same matter. To my surprise, Mr. Chan responded via email that he is "not part of that process", and stated that he does not communicate with your office. Either Mr. Chan's statements are incorrect, or you have no coordination among your staff. Either way, you appear to have an internal problem in that regard.

Again, WAYS does not wish to engage in prolonged disputes with you concerning charter oversight. If you truly have a specific concern with the implementation of any provision of our charter, please let us know so that we can engage in meaningful dialogue and get any real

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8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com • web: www.wisdomacademy.org

Page 2 – Letter To Superintendent Arturo Delgado

problem fully resolved for the benefit of the children. So far, no specific concerns have been articulated to us. It is our goal to be a highly successful school that we, the community, and LACOE can all be proud of. Please help us achieve that goal.

Sincerely,



Ed Cabil – Executive Director
Wisdom Academy For Young Scientists

Cc: Frank Kwan, LACOE: kwan_frank@lcoe.edu
Members of the Board of Education, via Board President Douglas Boyd:
boyd_douglas@lcoe.edu

ATTACHMENT 9

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 2 of 9



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

December 12, 2011

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braudo

Gabriella Holl

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Wisdom Academy for Young Scientists Board
Mr. Edward Cabil, Executive Director
Mr. Armando Espinoza
Mr. Jonathan Fields
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cheryl Johnson
Ms. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

RE: Response to WAYS Letters Dated November 28, 2011 and December 12, 2011

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board of Directors:

We write this on behalf of the Los Angeles County Office of Education (LACOE) and apologize for the delay in providing this response; we did not realize that you had characterized your request as a California Public Records Act Request.

In response to your November 28, 2011 letter, the allegations under investigation are as follows:

- Breach of the conditions of authorization
- Fiscal mismanagement
- Breach of fiduciary responsibility
- Breach of duty of care
- Conflict of interest
- Failure to implement the academic program described in the charter

LACOE received complaints of the allegations above from parents and employees of the Wisdom Academy for Young Scientist Charter School (WAYS). The complaints were corroborated through discussions with members of WAYS Board, the Executive Director who held the position at the time of authorization, observations by LACOE staff, and the attached documents of former WAYS Board members and staff. The attached are provided as a courtesy to you. In the future, please note that LACOE charges \$.25 per page for any documents produced pursuant to the Public Records Act.

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

WAYSAPPEAL-000332

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 3 of 9

Wisdom Academy for Young Scientists Board
December 12, 2011
Page 2

LACOE requested a meeting (Capacity Interview) with the current WAYS Board to provide it with an opportunity to respond to the complaints. Irrespective of the labeling of the "Capacity Interview," LACOE is obligated under the law to investigate the complaints made by parents, employees, and former WAYS Board members given the serious nature of the allegations. Please provide dates of availability for a meeting to be held this month.

Should WAYS Board choose not to participate in the meeting and not provide input, LACOE will indicate such on the investigative report it will complete and provide to the Los Angeles County Board of Education. A copy of the investigation will be provided to you at that time. We anticipate concluding the investigation by January 31, 2012, depending on the participation of the Wisdom Board. Any other documents that may exist and that could be responsive to your Public Records Act request, LACOE hereby claims the deliberative process privilege for any draft documents.

Please contact Ms. Jan Isenberg in the Charter School Office at (562) 922-8806 to provide possible dates of the WAYS Board attendance at the requested meeting and if you have any other questions.

Sincerely,



Sung Yon Lee
Deputy General Counsel
Office of General Counsel

SYL:rlg

Attachments (5)

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Interim Assistant Superintendent, LACOE
Jan Isenberg, Project Director III, LACOE

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 4 of 9

Attachment 1

From: Epps_Cheri
Sent: Monday, September 19, 2011 9:07 AM
To: Isenberg_Jan
Cc: Yamamoto_Brian
Subject: FW: Contact Msg: To Jan Isenberg

Hi Jan,

Please assist patron below. Reply to the "E-mail Address" provided by the requester.

-----Original Message-----

From: alexlove93@hotmail.com [mailto:alexlove93@hotmail.com]
Sent: Monday, September 19, 2011 8:44 AM
To: Webmaster
Subject: Contact Msg: To Jan Isenberg

Organization: Los Angeles County Office of Education
Org Acronym: LACOE
Org Id: 1
Email Address: alexlove93@hotmail.com

Message:
"September 19, 2011

Re: Letter of Resignation

To: Jan Isenberg

Due to the extreme ~~disfunction~~ created by non participating or some participating board members who serve only to stir up chaos and dissention, the ignorant and judgmental thought processes of a large sum of misguided parents, and a the flat out lack of support which created an environment so negative that in one day this school lost two board members and the current Executive Director (Michael Cureton). Prior to that WAYS had already been red flagged for a conflict of interest that should have been obvious to any person who bother to read the elements in the definition of Conflict of Interest.

I maybe could have handle some of those things, and still been able to function. However, the combination of all of these things with the understanding that this experience is the same ,day in...and day out, which makes any type of positive steps forward not possible.

It is with this knowledge that I realize what I came on board to accomplish here, can not be done here, and WAYS will remain in disarray no matter how much time passes because they only want to enforce what they want but WAYS is not sensible enough to realize that is not what they actually need (There is an obvious difference between the two).

Effective immediately I am resigning from my position on this board (Wisdom Academy of Young Scientist). I am not the first person to resign and it is my belief that I will not be, the last.

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 5 of 9

Good-bye and Good-luck,

Alexandria Love"

Web Applications Services TIP:

Consider adding frequently requested information to your LACOE.edu website. Assistance in doing this, or in launching a LACOE.edu website for your workgroup, can be obtained from WAS Customer Support at SmartSupport@lacoe.edu, or by contacting Cheri Epps at extension 6668.

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 6 of 9

Attachment 2

October 20, 2011

Kandee Lewis
Los Angeles, CA 90044

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

To Whom It May Concern,

Please accept my immediate resignation from the Board of Directors for Wisdom Academy of Young Scientist, as Vice President of the Board. It is with great sadness that I must tender this letter.

I wish the best for Principal Alake Watson and Principle Lawrence Wynder, as well as the children, parents, faculty and staff of WAYS. I hope the school and the board members are able execute a professional, positive, nurturing and encouraging environment in which everyone involved learns, grows and develops into positive, enlightened community leaders.

My best wishes to you, Mr. Cabil. As Executive Director, you have taken on a serious responsibility. I know you are well qualified for the job. I pray that you continue to act with the same integrity, resilience and consideration, I briefly witnessed during my short tenure.

To the Board, I wish you the best as well. Please don't just sit in your chairs and attend a meeting once a month. Go to the school; engage the students, parents and staff. Watch, listen and learn.

To the students. Take every opportunity afforded to you. Never let anyone or anything stop you from achieving your dreams! You are a blessing and a miracle! You are worthy and you have the world at your fingertips! Reach for the stars and you just may grab hold of the universe! It's your choice, win it all or lose everything for fear of taking a chance on yourself! Be a Winner!

Best regards,

Kandee Lewis

Kandee Lewis,
Ex-Vice President
WAYS Governing Board

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 7 of 9

Attachment 3

Jan Isenberg, Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242

Re: Board Resignation

Dear Jan Isenberg:

In light of recent occurrences, I regretfully submit my resignation from the Governing Board of Wisdom Academy for Young Scientists as of September 30, 2011. I am fully committed to the education of our children, however after the September 16, 2011 meeting I am discouraged by the many attempts from misguided disgruntled parties to dissuade the educational process.

On June 30, 2011, I was asked by the Board President, Board Secretary and the new Executive Director to give the Board ninety days before rendering my decision to resign from the Board. However, at this time I do not see any positive movement in correcting past issues.

The September 16, 2011 meeting was an abusive assault on the Board President. I was so disgusted of by the negative atmosphere I walked out of the meeting with the audience yelling at me from the top of there lungs. When I walked out of the meeting I saw faces of anger and militant behavior by these disgruntled parties. A professional business meeting should not be driven down to this level of misbehaving. The misguided and disgruntled parties involved in this gang warfare are unable to see the big picture of educating our children, what they see is an agenda guided by personal issues.

I wish the school luck.

Sincerely,

Loretta McDonald

Loretta McDonald, Sergeant of Arms
WAYS Governing Board

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 8 of 9

Attachment 4

September 20, 2011

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

To: Jan Isenberg, WAYS' Administration and WAYS' Board of Directors

The role of an educational board member is such a serious undertaking and requires commitment and dedication to the system of making sure our children's learning is always at the forefront. The future of the school (WAYS) is at stake and the board is the essential element in assuring the mission of the school is carried out. A board needs information to perform effectively and committees need forming to operate efficiently. The ability of a charter school to carry out its mission and vision depend on the strength of its organizational foundation. A critical element of this foundation is the charter school board itself—it is important to the health of the charter school and its financial base is primary.

When I joined the WAYS' board I witnessed no written description of board roles and responsibilities (there were two members who performed many functions and wore many hats)—no R&Rs in place at the time; there was no Board Development Committee supported by the full board of directors (there were only two functioning members); no recruitment priorities based on analysis of current board and future skills and knowledge assessed; no formal orientation training sessions offered; no written board manual in place; no annual board self-evaluation process in place (was not sure of the process by which the annual review of administrators performance were assessed); well written charter school bylaws and other governance documents; commitment to and active role in strategic planning, and more could be named.

There's no getting around it—it takes time to build an effective charter school board; and, the investment of time and energy creates a board that becomes a self-renewing resource that adds value to the charter school—these are my beliefs as a qualified member and this is what I envision coming on as a WAYS Board member. Learning to govern well requires effort and dedication and is a matter of consistency and discipline.

One of the roles of the board is to ensure a safe and appropriate educational environment is provided to all students and another major role is to set policies and procedures and follow-through. These tasks require a cohesive and strong board with emphasis on supporting the school and its mission to empower students to be all that they can be for successful citizens in a global world.

At this juncture, I can no longer give of my time (As a volunteer board member I have not missed a board meeting since inception), expertise, knowledge, and energy to meetings that are disruptive, chaotic and forced fed with manipulation, hate, and bitterness. Manipulations are not a good practice and I will not be manipulated. The meetings are now appalling and stressful—they are abusive assaults on board members—I am beginning to fear for safety—meetings are not in a spirit that is "forward moving" for the good of the students, families, and community. Our efforts should be about supporting the school and its mission to empower children to become leaders. In light of the present situation at WAYS (gang warfare-like meetings, misguided, disgruntled parties, and personal issues even though they are not on the agenda)-and due to the nature of the many conflicts still in existence, I regretfully resign my position on the WAYS board effective immediately.

Best regards,

Adell Walker

Adell Walker, Secretary
WAYS Governing Board

To: '913237526644'

From: Gallardo_Rachel

12-12-11 6:34pm p. 9 of 9

Attachment 5

Cathy G. Roby
4640 Admiralty Way #500
Marina Del Rey, CA 90292
Tel. 310-215-1770
Email: cathy_robby@yahoo.com

September 19, 2011

Jan Isenberg
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242 – 2890

RE: LETTER OF RESIGNATION

Dear Jan Isenberg,

I am deeply troubled by the conflict and chaos displayed by the founder and former executive director of Wisdom Academy for Young Scientists who continues to be a disruptive force against the Executive Director's, Administrators' and Governing Board's every attempt to move forward for the betterment of the students, faculty and administrators we are charged to support.

The founder prefers to meddle and manipulate rather than comply with the decrees of the authorizing agency, while quoting the Brown Act to us as if she believed in its principles.

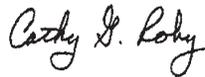
Instead of coming forward in a community spirit for the good of the students, Okonkwo and her supporters prefer to steamroll over established Charter Rules with in-your-face verbal abuse.

The entire situation is appalling.

There can be no orderly transition in this climate of discord. As a volunteer who has already invested excessive time, energy and personal resources to fight this unending battle - to the extent that I jeopardize my own livelihood and now fear for my own personal safety as well as that of parents with young students at meetings-turned-violent – I see that to continue in this vein is an exercise in futility.

As the Board elected Treasurer, I refuse to lend my name to this madness and misconduct. Therefore, I hereby submit my resignation effective immediately.

Yours truly,



Cathy G. Roby
WAYS Board Treasurer

ATTACHMENT 10



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

January 19, 2012

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil:

Written Response to Wisdom Academy for Young Scientists (WAYS)
Letter Dated December 19, 2011

Please allow this letter to respond to your fax letter dated December 19, 2011, which was received on December 20, 2011.

The Dispute Resolution Procedure in Charter Element 14 requires that the Written Notification identify the nature of the dispute with specificity. Your letter simply fails to clearly identify the nature of any dispute. By merely attaching past letters without specifically identifying the nature of the dispute, WAYS requires the Los Angeles County Office of Education (LACOE) to speculate as to what, if at all, the dispute is.

Your letter does assert that LACOE staff members have made false allegations against WAYS over the past several months including the LACOE letter dated December 12, 2011. The letter dated December 12, 2011, states that the allegations under investigation are as follows:

- Breach of the conditions of authorization
- Fiscal mismanagement
- Breach of fiduciary responsibility
- Breach of duty of care
- Conflict of interest
- Failure to implement the academic program described in the charter

If the foregoing are the allegations WAYS is disputing, as a point of clarification, these allegations were not made by LACOE staff. The December 12, 2011 letter clearly states that LACOE received complaints of the allegations above from parents and employees of WAYS. These allegations were then corroborated by WAYS board members. Some of these complaints were made telephonically or in person.

The validity of said allegations, in fact, is the subject matter of the ongoing investigation as stated in the December 12, 2011 letter. LACOE has yet to determine whether these allegations are true.

Mr. Edward Cabil
Wisdom Academy for Young Scientists
January 19, 2012
Page 2

The Charter School Office has extended an invitation to the WAYS Board to be interviewed on more than one occasion, only to be rejected. Rather than address the veracity of the allegations through attempting to invoke the dispute resolution procedure, we encourage WAYS to participate in the investigation itself.

If the WAYS Board refuses to participate in the investigation, it will result in an investigation report without input from the WAYS Board, and all findings and conclusions reached with the information at hand will be assumed to be true.

If the WAYS Board wishes to present its side and address the allegations by partaking in the investigation, LACOE will gladly set up interview times to accommodate the Board's schedule.

We recognize that you have attempted to invoke the Dispute Resolution Procedure in Charter Element 14. That Element states that:

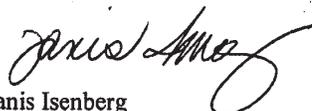
Any controversy or claim arising out of or relating to the charter agreement between the District and WAYS, except any controversy or claim that is in any way related to revocation of this Charter, shall be handled first through an informal process with the procedures set forth below. WAYS Charter, Page 155. (Emphasis added.)

The investigation concerns allegations that may relate to revocation of this Charter, and therefore, it would not be subject to the process as enumerated in the Dispute Resolution Procedure.

Again, it is unclear what the nature of WAYS' dispute is. Please clarify any and all of your points of contention with specificity. Without further detailed information, LACOE is unable to provide a more substantive response.

Please contact me at (562) 922-8806 if you have any questions.

Sincerely,



Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls

c: Wisdom Academy for Young Scientists Board
Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Interim Assistant Superintendent, LACOE

Wisdom Academy for Young Scientists

January 26, 2012

Jan Isenberg
Charter Schools Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Response to your letter dated January 19, 2012 concerning the Wisdom Academy for Young Scientists

Dear Ms. Isenberg:

This letter is intended to correct misstatements made in your letter dated January 19, 2012 concerning the Wisdom Academy for Young Scientists ("WAYS").

You complain that my December 20, 2011 letter to you did not identify any specific allegations in dispute. That is because *you have never articulated any specific allegations*. Instead, my letter identified "the nature of the dispute" as is required by the charter. If you have any specific question or seek any specific information, please ask and WAYS will promptly respond.

You suggest that the WAYS Board should "present its side and address the allegations", and that its members should "partake" in LACOE staff's "investigation". WAYS cannot present "its side" when you have not told us what your allegations are, or even identified any problem at all. Again, if you would like information, please ask.

WAYS has not "refused" to participate in an "investigation" as you assert. To the contrary, if you would like information and/or documentation from WAYS, please ask. However, based upon your course of conduct over the past few months, it is clear that you are seeking to manufacture a problem where none exists. First, you demanded to "capacity interview" our individual board members. That was highly inappropriate. Then, you sent a LACOE consultant to do the same thing. Now, you claim that parents have complained about something, but have produced no such complaint despite our specific request that you do so.

Your bad faith conduct is demonstrated by your own offensive threat:

"If the WAYS Board refuses participate in [LACOE staff's] investigation, it will result in an investigation report without input from the WAYS Board, and all findings and conclusions reached with the information at hand will be assumed to be true."

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8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

Page 2 – Letter To Jan Isenberg

Of course, no such assumption of truth may be made. Your position violates even the most basic tenets of fairness and due process, and the law. Again, if you truly have “information at hand”, you must tell WAYS what that is and provide the school a meaningful opportunity to respond. Even law enforcement officials and courts do not have the unchecked authority to act as you propose for yourself. You have lost track of the correct nature and extent of your duties and obligations as charter authorizer. We look forward to the opportunity to respond to whatever “findings and conclusions” you may reach.

Lastly, your statement that this matter is not subject to dispute resolution is dead wrong. There is no revocation proceeding pending whatsoever. Therefore, this matter cannot be related to such a proceeding. Further, your selective quote of the charter left this out:

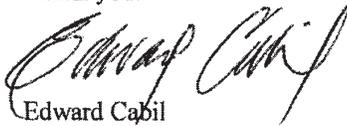
14.2 Process for Resolving Disputes between WAYS and the County

Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below:

(1) Any controversy, claim, or dispute arising out of or relating to the charter agreement, or the breach thereof, must be submitted in writing (“Written Notification”). The Written Notification must identify the nature of the dispute....

Your letters clearly “arise out of or relate to the charter agreement.” Please provide us with whatever information you have “at hand” that suggests WAYS has not complied with its charter or law. We wish to resolve this matter as quickly as possible.

Thank you.


Edward Cabil
Executive Director

Cc: County Board of Education c/o Douglas Boyd, President (email)
Arturo Delgado, LACOE Superintendent (email)
Ricardo Soto, General Counsel, California Charter Schools Association (email)
Anne Lee, California Charter Schools Association (email)

Wisdom Academy for Young Scientists

January 26, 2012

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

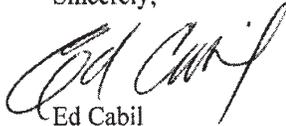
Re: Response to your letter dated January 25, 2012 concerning the Wisdom Academy for Young Scientists

Dear Dr. Delgado:

I am responding on behalf of the Wisdom Academy for Young Scientists ("WAYS") to your letter dated January 25, 2012, wherein you incorrectly state that WAYS did not respond to your December 21, 2011 Written Notification, which you incorrectly described as your "Written Response".

WAYS provided its Written Response by letter to you more than two weeks ago on January 11, 2012, sent via email, fax, and U.S. Mail. We note that the letter had an incorrect date of *December 11, 2012*. Attached is a copy of that response for your reference.

Sincerely,



Ed Cabil

Cc: LA County Board of Education c/o Douglas Boyd, President
Ricardo Soto, General Counsel, California Charter Schools Association

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706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 • Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com • web: www.wisdomacademy.org



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

May 25, 2012

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holl

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinoza
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cheryl Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Response to May 11, 2012 Letter Regarding Investigation Pursuant to
Education Code 47604.4

This letter serves as a response to your letter dated May 11, 2012, and accompanying attachments, which were received by the Los Angeles County Office of Education (LACOE) by email on May 14, 2012.

Your May 11, 2012 letter responds to two (2) different letters that originated from LACOE, both dated May 4, 2012.

A response to the issues pertaining to the County Board's action of May 1, 2012, will be addressed in a separate letter.

The May 4, 2012 letter (attached) signed by me was sent pursuant to the investigation conducted by LACOE under the authority of a County Superintendent of Schools pursuant to *Education Code 47604.4*.

Based on allegations and complaints received by LACOE, the Los Angeles County Superintendent of Schools authorized an investigation of Wisdom Academy for Young Scientists (WAYS). To date, the school has not provided LACOE the requested documents necessary to complete the investigation. I am reiterating those requested documents from my May 4, 2012 letter, below:

- Copies of all credit card statements from June 2011 to April 30, 2012
- A listing of all independent contractors including building services and maintenance contracts

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
May 25, 2012
Page 2

- Copies of all contracts executed between June 2011 and April 30, 2012, and evidence of the competitive bidding process as described in WAYS' Fiscal Policy from June 2011 to April 30, 2012
- Any revised or updated Fiscal Policies and Procedures since July 1, 2011
- Copies of all employment contracts and settlement agreements
- Copies of all teacher lesson plans for science from September 2011 to April 30, 2012

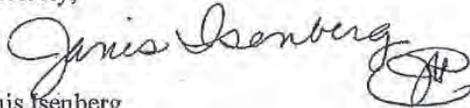
LACOE has offered to meet with WAYS' governing board on multiple occasions to discuss the complaints and allegations. Again you declined to meet on the dates proposed in my May 4, 2012 letter, and LACOE did not receive the requested documents necessary to schedule a meeting. Therefore, LACOE is unable to meet on the dates proposed in your May 11, 2012 letter, and will not be able to meet unless you provide the information requested in my May 4, 2012 letter.

If WAYS submits the requested fiscal information by noon on Friday, June 1, 2012, LACOE can meet with WAYS' governing board on June 8, 2012 (12:30 – 4:30 p.m.), June 11, 2012 (8:30 a.m. – 12:30 p.m.), or June 14, 2012 (8:30 a.m. – 12:30 p.m.).

This proposed meeting with WAYS' governing board is not an issues conference pertaining to the dispute resolution process of the charter. It is an opportunity for WAYS' governing board to provide information regarding the complaints and allegations that have been made against it and respond to questions regarding the school's fiscal, educational, and governance practices.

Please contact the Charter School Office at 562-922-8806 if you have any questions and to make arrangements to submit requested documents, schedule the meeting, and inform LACOE of the names and titles of the individuals who will attend the meeting so a suitable meeting space can be secured.

Sincerely,



Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls
Attachment

c: Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, LACOE
Patricia Smith, Controller, LACOE

Wisdom Academy for Young Scientists

May 31, 2012

Jan Isenberg – Director III
Charter Schools Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Response to your May 25, 2012 letter

Dear Ms. Isenberg:

Your May 25, 2012 letter requesting to meet with WAYS officials *apart from the dispute resolution/mediation process* pertains to the very same issues (nearly verbatim) that addressed in your May 1, 2012 staff report to the Los Angeles County Board of Education regarding WAYS. You explicitly sought direction from the County Board to pursue dispute resolution / mediation concerning these very same issues. The County Board voted to direct you to do just that, and we assent to comply. We diligently endeavored for more than three weeks to engage LACOE staff in the dispute resolution conference required by the charter and directed by LACOE Board. We are surprised that the only communication we have received from you in that regard since our May 11, 2012 request is your May 25 letter stating that *you do not intend to follow the direction* you sought and that *LACOE Board approved*: dispute resolution and mediation. Your May 25 letter entirely ignores the detailed responses and attachments we sent you on May 11.

Your May 1 report comprised of vague allegations: “fiscal mismanagement”, “breach of fiduciary responsibility”, “breach of duty of care”, “conflict of interest”, and “failure to implement the academic program described in charter”, were presented without any reasonable basis or evidence. It now appears that your office is now seeking to sidestep dispute resolution on these issues because your May 1 report lacked supporting documentation. Furthermore, we have yet to obtain a substantial response from your office *after numerous requests to be given evidence of the alleged complaints*. Now, we are heading toward mediation and your office appears unable to frame any real disputes with WAYS, simply because your allegations are either long ago cured or unfounded.

We still await your response to our May 11 and May 23, 2012 letters pursuing the process explicitly requested by your LACOE Board as a result of your May 1, 2012 staff report.

Sincerely,



Ed Cabil – Executive Director

Cc: Ricardo Soto, California Charter Schools Association
Douglas Boyd, LACOE Board President
Los Angeles County Board of Education
Arturo Delgado, County Superintendent
Yolanda M. Benitez, County Assistant Superintendent

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Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

June 8, 2012

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Fraer
Vice President

Katie Braude

Gabriella Holl

María Reza

Thomas A. Saenz

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Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinoza
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cheryl Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Response to May 31, 2012 Letter Regarding Investigation Pursuant to
Education Code 47604.4

This letter serves as a response to Mr. Edward Cabil's letter dated May 31, 2012.

Wholly apart from the issues involved in mediation, the Los Angeles County Office of Education's (LACOE) ongoing request to meet with Wisdom Academy for Young Scientists' (WAYS) governing board has been and continues to be made pursuant to the statutory authority granted to a county superintendent under *Education Code* section 47604.4. LACOE has repeatedly proposed dates for such a meeting six (6) separate times, but WAYS has refused to agree to meet and *thus far* has *refused to provide* the documents requested by the Los Angeles County Superintendent of Schools.

To date, the school has not provided LACOE the documents requested in letters dated May 4, 2012, and May 25, 2012, necessary to complete the investigation. The Charter School Office is requesting that you provide the documents by June 25, 2012. Upon receipt of the documents we will provide WAYS with dates to meet. If the requested documents are not provided, LACOE has no other alternative but to request the County Board to issue a Notice of Violation for failure to comply with *Education Code* section 47604.4.

Sincerely,

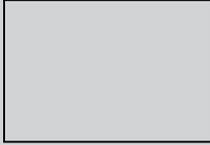
A handwritten signature in cursive script, appearing to read "Janis Isenberg".

Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

JJ:ls

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
June 8, 2012
Page 2

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, LACOE
Patricia Smith, Controller, LACOE



LOS ANGELES COUNTY BOARD OF EDUCATION
9300 Imperial Highway, Downey, CA 90242
Phone (562) 922-6128 Fax (562) 940-1727

No. 27:2012-13

The full agenda is accessible through the receptionist at the northeast entrance of the above address. Enclosures to the agenda are available for review in the Superintendent's office. Procedures for addressing the Board are in the wall receptacle in the entry to the Board Room. To request a disability-related accommodation under the ADA, please call Ms. Beatrice Robles at (562) 922-6128 at least 24 hours in advance.

Board Meeting
April 9, 2013
3:00 p.m. —Board Room

I. BOARD COMMITTEE MEETINGS (none)

II. PRELIMINARY ACTIVITIES – 3:00 p.m.

- Mrs. Freer
Mr. Boyd
Dr. Delgado
Mrs. Freer
- A. Call to Order
 - B. Pledge of Allegiance
 - C. Ordering of the Agenda
 - D. Approval of the Minutes
 - 1. March 19, 2013

III. COMMUNICATIONS: BOARD OF EDUCATION / SUPERINTENDENT / PUBLIC

IV. PRESENTATIONS

- Mrs. Freer
- A. Recognition of the Annual Los Angeles County Regional Science Olympiad, Los Angeles Environmental Education Fair and Los Angeles County Science and Engineering Fair

V. HEARINGS (none)

VI. REPORTS / STUDY TOPICS

- Dr. Delgado
Ms. Benitez
- A. Report on Camp Kilpatrick Facilities
 - B. Report on the *Wisdom Academy for Young Scientists Charter School* failure to fulfill conditions of authorization

VII. CONSENT CALENDAR RECOMMENDATIONS

- A. Fees for Conferences, Workshops, and Meetings No. 21

VIII. RECOMMENDATIONS

- Dr. Ybarra
Ms. Benitez
- A. Approval of Second Reading and Adoption Board Policy BP/AR*6161.11 (Supplementary Instructional Materials)
 - B. Approval for the Superintendent to proceed with the dispute resolution process and initiate binding arbitration with *Wisdom Academy for Young Scientists Charter School*

IX. INTERDISTRICT AND EXPULSION APPEAL HEARINGS

- Mrs. Freer A. Los Angeles County Board of Education’s Decision on Interdistrict Attendance Appeals (Open Session) (Enclosure)
 1. Samantha C. v. Alhambra USD
- Mrs. Freer B. Los Angeles County Board of Education’s Decision on Expulsion Appeal (Enclosures)
 1. Case No. 1213-006 v. Beverly Hills USD (Closed Session)

X. CLOSED SESSION

- Mrs. Freer A. Conference with Legal Counsel – Pursuant to Government Code Section 54956.9

XI. CLOSING ITEMS

- Dr. Delgado A. Governmental Relations
Mrs. Freer B. Board Committee / Liaison Reports
Dr. Delgado C. Los Angeles County Board of Education Meeting Schedule, Establishment of Meeting Times, Future Agenda Items, Follow up

Mrs. Freer **XII. ADJOURNMENT**

Board Meeting – April 9, 2013

Item VI. Reports / Study Topics

A. Report on Camp Kilpatrick Facilities

The Superintendent and Educational Programs will present a report on Camp Kilpatrick Facilities.

Board Meeting – April 9, 2013

Item VI. Reports / Study Topics

B. Report on the *Wisdom Academy for Young Scientists Charter School* failure to fulfill conditions of authorization

The County Board approved the renewal of the Wisdom Academy for Young Scientists Charter School (WAYS) on June 7, 2011. The County Board received the renewal petition on appeal after it was denied by the Los Angeles Unified School District Board of Education.

The June 7, 2011 action of the County Board granting renewal of the WAYS charter was subject to seven (7) conditions, including a condition that WAYS make changes to the petition to reflect the County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967. Changes were to be submitted to the Los Angeles County Office of Education (LACOE) by June 30, 2011.

On May 1, 2012, the County Board received a report on the status of the school's compliance with the conditions of authorization. The report identified the school's failure to make changes to the petition to reflect the County Board as the authorizer.

Based on the findings of the May 1, 2012 report, the County Board received a recommendation to initiate mediation pursuant to the Dispute Resolution Process stated in the renewal petition. The Board approved this recommendation on that same date.

WAYS and LACOE entered into a Mediation Agreement on June 15, 2012. The agreement required the school to make changes to the petition to reflect the County Board as the authorizer as specified in the *LACOE Monitoring and Oversight Memorandum of Understanding* Attachments F, "Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer" and Attachment G, "Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)"

To date, WAYS has not complied with the condition of authorization to reflect the County Board as the authorizer or with the terms of the June 15, 2012 Mediation Agreement. Petition deficiencies remain in the Affirmations and Assurances; Educational Program (Element 1); Measurable Outcomes (Element 2); Employee Qualifications (Element 5); Racial and Ethnic Balance (Element 7); Suspension and Expulsion (Element 10); and Dispute Resolution (Element 14).

The full report on WAYS Charter School is attached.

Los Angeles County Office of Education
Charter School Office
April 9, 2012

Report on the *Wisdom Academy for Young Scientists Charter School Status*
of the June 7, 2011 Conditions of Renewal Established by the County Board

Background

The Los Angeles County Board of Education (County Board) approved the renewal of the Wisdom Academy for Young Scientists Charter School (WAYS) on June 7, 2011, after the Los Angeles Unified School District (LAUSD) Board of Education (Board) denied renewal of the school's charter.

The LAUSD Board based its denial on the following findings:

EC 47605(b)(2): The petitioners are demonstrably unlikely to successfully implement the program based on concerns regarding the following:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal.... the WAYS Board...was minimally responsive to staff communications.... LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility...which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so....

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC 47605(b)(5): The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, and Closure Procedures.

County Board Action to Grant Renewal was Subject to Conditions

The June 7, 2011 action of the County Board granting renewal of the WAYS charter was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect the County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;
2. WAYS' Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;
3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;
4. WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;"

5. WAYS was to comply with all California Conflict of Interest Laws;
6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and
7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

May 2012 Status Report to the County Board

On May 1, 2012, the County Board received a report on the status of compliance with the conditions of authorization and a recommendation to request mediation pursuant to the Dispute Resolution Process. (Attachment 1) The County Board approved this recommendation.

Status of Compliance with the First Condition of Renewal

WAYS will make changes to the petition to reflect County Board as the authorizer as required by the California Code of Regulations, Title 5 section 11967 by June 30, 2011

The necessary changes were identified in the LACOE *Monitoring and Oversight Memorandum of Understanding* (MOU) as Attachment F, "Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer." The attachment specified the necessary non-material changes to Elements 1, 2, 3, 7, 8, 12, 14, and 16.

Review of Events Prior to Mediation: (From the May 1, 2012 Report to the County Board)

1. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.
2. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Alake Watson, school principal, would continue to lead the revision process until a new Executive Director is named.
3. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and was appointed interim Executive Director.
4. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.
5. November 17, 2011, WAYS' attorney notified LACOE that the charter agreement is "fully authorized" and there "can be no other terms or conditions imposed by staff." The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)
6. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS' Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS' unauthorized changes to the petition.
7. January 26, 2012, LACOE received a letter from WAYS dated *December 11, 2012*, which (1) disputed LACOE's ability to impose conditions for authorization; and (2) failed to respond to LACOE's request for an Issues Conference.

8. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss “whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer.”
9. February 6, 2012, WAYS sent LACOE a letter stating the purpose of the Issues Conference had not been identified. The letter states, “It is our position (as should be yours) that the WAYS charter document speaks for itself, as does the County Board’s action approving the charter.”
10. May 1, 2012, LACOE reported to the County Board on which conditions of authorization WAYS had and had not fulfilled. The County Board took action to direct staff to enter into mediation with WAYS.

Review of Events from Mediation Forward:

1. On June 15, 2012, WAYS and LACOE met with a mediator. The terms agreed to as the result of mediation were as follows:

WAYS and LACOE agree that WAYS will revise its charter to reflect LACOE’s conditions of approval and MOU attachments F and G. WAYS will submit a draft document to LACOE CSO by 8/3/12. LACOE shall review the document and affirm compliance or shall provide specific comments and request further revision by 8/31/12.

WAYS will submit any further revisions by 9/14/12.

Except as amended, all other terms and conditions of the MOU and agreements remain in effect.

MOU Attachment F, “Necessary Changes to the Charter Petition, to Reflect the County Board as the Authorizer” specified the necessary non-material changes to Elements 1, 2, 3, 7, 8, 12, 14, and 16.

MOU Attachment G, “Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)” required the school to bring the petition into compliance with current law. It stated that the renewal petition did not comply with *EC § 47607(a)(2)* which requires that renewal petitions *shall include ... a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed.... The attachment stated, “The sections that shall be brought current include...Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.”*

2. On August 3, 2012, WAYS submitted a revised petition as required by the Mediation Agreement. LACOE reviewed the changes and on August 29, 2012, provided WAYS specific feedback on which changes were insufficient and made a request for further revisions.
3. On September 14, 2012, WAYS submitted a second revised petition. After review, Superintendent Dr. Arturo Delgado notified WAYS on December 4, 2012, that it had failed to comply with the terms of the Mediation Agreement because it failed to make all of the changes specified in the August 29, 2012 communication from LACOE. (Attachment 2) Dr. Delgado’s letter stated:

*While the Mediation Agreement does not require that LACOE provide WAYS with additional opportunity to comply, LACOE is extending the school a **final opportunity** to make the necessary changes to the petition. An analysis of the submitted petition is attached. (Enclosure 4) The final submission is due to the Charter School Office (CSO) by 4:30 p.m., **Wednesday, December 19, 2012.***

The County Board was informed of the school's failure to comply with the Mediation Agreement.

4. On December 19, 2012, WAYS submitted a third revised charter petition. LACOE reviewed the document and concluded the petition still did not fully comply with the Mediation Agreement.
5. On January 10, 2013, Dr. Delgado notified WAYS the petition was not compliant, identified the remaining deficiencies, and informed the school that the County Board would be apprised of the school's failure to comply. (Attachment 3) The County Board was informed of the school's failure to comply with the Mediation Agreement.

To date, the WAYS Charter School has failed to comply with the conditions of authorization established by the County Board and as stipulated in the June 15, 2012 Mediation Agreement. The following is an overview of remaining key deficiencies:

Affirmations and Assurances: Missing required assurances stated in original petition

Educational Program (Element 1):

- Inadequate description of special education program
- Build-out plan does not reflect last material revision to charter (enrollment, facilities/location, grades to be served)

Measurable Outcomes (Element 2): Insufficient outcome measures for English learners

Employee Qualifications (Element 5):

- Positions do not match governance structure and some materially revise the organizational structure
- Does not indicate how contractor effectiveness is determined (the school has had difficulty maintaining compliant special education programs and services provided by a contractor)
- Contradictions and lack of clarity with regard to supervisory roles

Racial and Ethnic Balance (Element 7):

- Lacks demographic data necessary to ensure the plan is adequate
- Does not reflect county authorization by inclusion of LAUSD court-ordered integration

Suspension and Expulsion (Element 10):

- Does not differentiate between mandatory and permissive causes for suspension and expulsion as required by law
- Procedures include due process concerns

Dispute Resolution (Element 14):

- Timeline remains excessive
- Language from original petition regarding revocation was removed

A detailed matrix of the deficiencies was provided to the school as an attachment to Dr. Delgado's January 10, 2012 letter and is included as a component of this report through Attachment 3.

Attachment 1

Los Angeles County Office of Education
Charter School Office
May 1, 2012

Report on the *Wisdom Academy for Young Scientists Charter School* Status of the June 7, 2011 Conditions of Renewal Established by the County Board

Background

Wisdom Academy for Young Scientists Charter School (WAYS) is located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). The school has three (3) sites; one was approved by the Los Angeles County Board of Education (County Board) as a Material Revision to the Charter on August 9, 2011. WAYS currently has an enrollment of 488 students (CALPADS Spring 1 Certification, April 2, 2011).

The County Board took action to renew WAYS subject to specific conditions. The renewal petition was received by the County Board on appeal after it was denied by the LAUSD Board of Education based on the following findings:

EC 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal.... the WAYS Board...was minimally responsive to staff communications.... LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility...which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so....

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Action to Grant Renewal by the County Board was Subject to Conditions

The June 7, 2011 action to grant renewal was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;

2. WAYS' Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;
3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;
4. WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;"
5. WAYS was to comply with all California Conflict of Interest Laws;
6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and
7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

Status of Compliance with County Board Conditions of Renewal

To date, the school's status on fulfilling the conditions of renewal is as follows:

1. WAYS did not make changes to the petition to reflect County Board as the authorizer. Events relevant to the school's failure to comply with the conditions of renewal are as follows:
 - a. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.
 - b. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Watson, school principal, would continue to lead the revision process until a new Executive Director is named.
 - c. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and is appointed interim Executive Director.
 - d. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.
 - e. November 17, 2011, WAYS' attorney notified LACOE that the charter agreement is "fully authorized" and there "can be no other terms or conditions imposed by staff." The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)
 - f. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS' Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS' unauthorized changes to the petition.
 - g. January 26, 2012, LACOE received a letter from WAYS dated *December 11, 2012*, which (1) disputed LACOE's ability to impose conditions for authorization; and (2) failed to respond to LACOE's request for an Issues Conference.
 - h. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss "whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer."

pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).

- a. Based on a review of credit card statements (supporting documents not available for review), and inquiries to WAYS' management and back-office services provider, WAYS exhibits a lack of internal control and oversight over credit card usage. For example, WAYS made credit card payments prior to obtaining receipts and verifying the validity of the charges, which is contrary to its fiscal policies and procedures.
 - b. Controller's Office staff was scheduled to visit WAYS' back-office services provider on November 18, 2011, to make further inquiries and review documentation, but the visit was objected to and cancelled by WAYS. Subsequently, on January 10, 2012, staff met with WAYS Executive Director and Director of Operations to discuss LACOE's concerns regarding WAYS' internal controls. WAYS' Executive Director acknowledged weaknesses exist.
3. LACOE received verbal and written complaints against WAYS, its governing board, and the former Executive Director by a parent, staff, and former members of WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*¹. The complaints allege WAYS engaged in fiscal mismanagement, the Board did not fulfill its fiduciary responsibility or duty of care, there were ongoing conflicts of interest, and the school failed to implement the academic program stated in the charter. Evidence supporting the various allegations includes but is not limited to the following:
- a. The former Executive Director interfered with governing board's ability to fulfill its responsibility to oversee the governance of the school.
 - i. Five (5) of WAYS' nine (9) Board members, in office at the time of County Board action, resigned between September 19 and October 20, 2011. The letters of resignation indicate concerns regarding conflict of interest, on-going Board resignations, dissention, the former Executive Director's verbal abuse of Board members, and the precipitous resignation of Mr. Cureton.
 - ii. The former Executive Director failed to comply with the WAYS Board request to remove herself as a signatory on school accounts until after October 28, 2011.
 - iii. Multiple complaints that the former Executive Director was present at and refused to be unseated from the board table at the September 16, 2011 board meeting. The agenda for this meeting included discussion of moving the school to facilities not owned by the former Executive Director. The meeting was disbanded due to unruly behavior by individuals supporting continued use of the former Executive Director's facilities.
 - iv. At the September 22, 2011 special Board meeting, LACOE staff observed that the former Executive Director was seated at the Board table, held private conversations with one Board member during the course of the meeting, and called an absent Board

¹47604.4(a) In addition to the authority granted by Sections 1241.5 and 47604.3, a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school.

member to ask if they were coming to the meeting. The meeting was disbanded due to lack of a quorum.

- b. The former Executive Director interfered with the day to day operations of the school.
 - i. In July 2011, the former Executive Director represented WAYS in a Department of Labor Relations Division of Labor Standard Enforcement Hearing as reported by the filing party.
 - ii. On August 30, 2011, LACOE staff observed the presence of the former Executive Director at a WAYS' professional development day including her access to confidential student level data. LACOE also obtained written evidence, corroborated by Mr. Cureton, that she had addressed the staff using materials identifying her as the "Chief Executive Officer of Wisdom Academy."
 - iii. On September 30, 2011, Mr. Cureton sent an email stating, "I will resign my position as Executive Director at Wisdom Academy for Young Scientists Charter School on October 1, 2011, because I am being constantly harass[ed] by the founder/former executive director and her son."
- c. WAYS has not implemented the academic program described in the charter.
 - i. WAYS has not provided the science-centered curriculum stated in Element 1 of the charter. The petition states WAYS' mission as follows:

The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, **enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program** and expecting them to be leaders who will act as change agents in their local community. (Emphasis added)

As part of WAYS' renewal application to LAUSD, the district asked the question, "What innovative elements of your charter could be considered best practices and replicated by other schools?" WAYS' response, in part, was its "Science Centered curriculum."

- A. The 2010-11 California Standards Test (CST) for science (administered at fifth grade) indicates only 33% of students scored proficient or above in science. In the previous year, 81% of students scored proficient or above.
- B. Observation by LACOE staff during October 19, 2011, and February 22, 2012, site visits is that the science kits named in the charter are not being utilized and are not present in classrooms. WAYS staff verbally confirmed this observation.
- C. The complaint that textbooks are out of date is corroborated by statements made by WAYS staff that the school is in need of textbooks.
- D. At a December 2011 Board meeting, the WAYS principal reported to the WAYS Board that the school was meeting with a contractor to "bring back"

a science program the school previously utilized. There was no evidence of that program during a February 22, 2012 site visit. During that visit, the principal stated the school has deferred the science focus until the school's performance in math and language arts improves.

- E. April 2012, LACOE received a complaint against WAYS alleging the school did not provide adequate instructional materials, including textbooks, to implement the educational program.
- d. The WAYS Board failed to fulfill its duty of care and fiduciary responsibility by:
- i. Permitting the former Executive Director access to school financial accounts past her date of employment:
 - A. She remained as a signatory on school bank accounts for more than four (4) months past her date of employment.
 - B. She made charges to a credit card in the school's name between June 13 and June 30, 2011, for travel, accommodations, meals, and gasoline in the amount of \$2,155.00.
 - ii. Providing insufficient oversight to ensure adherence to its fiscal policies, including
 - A. The Director of Operations, son of the former Executive Director, approved the check request for the school's credit card payment including charges he initiated.
- e. The following allegations are still pending due to WAYS' failure to cooperate with LACOE's request for information pursuant to EC 47604.4:
- *Fiscal mismanagement*
 - *Breach of fiduciary responsibility*
 - *Conflict of interest*
 - *Breach of duty of care*
- f. Over the course of the past six (6) months, LACOE issued repeated invitations to WAYS Board and Executive Director to participate in the investigation, only to be met by resistance and later refusal. WAYS even improperly invoked the Dispute Resolution Process to as to what it claims were "false" allegations prompting the investigation. In its last correspondence WAYS maintained its position that it refuses to participate in the investigation.

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

MAY 01 2012

BY: AD:RC
Ex Officio Secretary

Board Meeting – May 1, 2012

Item VIII. Recommendations

- D. Approval for the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition

The Superintendent recommends that the Los Angeles County Board of Education (County Board) directs the Superintendent to issue a letter to Wisdom Academy for Young Scientists Charter School requesting mediation pursuant to the Dispute Resolution Process stated in the petition.

Attachment 2



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

December 4, 2012

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Frear
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cherly Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Noncompliance with June 15, 2012 Mediation Agreement

This letter informs the Wisdom Academy for Young Scientists (WAYS) that after careful review and consideration, the revised petition submitted September 14, 2012, **does not conform** to all of the requirements specified in Enclosures F and G of the Los Angeles County Office of Education (LACOE) Monitoring and Oversight Memorandum of Understanding (MOU) as required by the June 15, 2012 Mediation Agreement. (Enclosures 1 - 3)

While the Mediation Agreement does not require that LACOE provide WAYS with additional opportunity to comply, LACOE is extending the school a **final opportunity** to make the necessary changes to the petition. An analysis of the submitted petition is attached. (Enclosure 4) The final submission is due to the Charter School Office (CSO) by 4:30 p.m., **Wednesday, December 19, 2012.**

Additionally, a letter to WAYS dated September 25, 2012, from the CSO (Enclosure 5) indicates that, to comply with the terms of the mediation agreement, the petition shall contain **no material revisions**. Therefore, any change that is considered a material revision, including all references to adding a sixth grade, shall be removed.

Should this final opportunity to comply with the terms of the mediation agreement be unsuccessful, LACOE will apprise the County Board and make a recommendation to begin the revocation process.

If you have any questions, please contact the CSO at (562) 922-8806.

Sincerely,

Handwritten signature of Arturo Delgado in black ink.
Arturo Delgado, Ed.D.
Superintendent

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
December 4, 2012
Page 2

AD/JH:ls
Enclosures (5)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Interim Project Director III, Charter School Office, LACOE

Enclosure 1

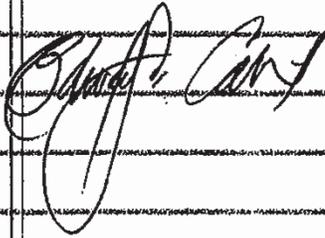
mediation Agreement 6/15/12

WAYS and LACOE agree that
WAYS will revise its charter to
reflect LACOE's conditions of approval
and MOU Attachments F and G. WAYS
will submit a draft document to LACOE
CSO by 8/3/12. LACOE shall review
the document and affirm compliance
or shall provide specific comments and
request further revision by 8/31/12.

WAYS will submit any further revisions
by 9/14/12.

Except as amended,
All other terms and conditions of the
MOU remain in effect.
and agreements

Jessie Allen, Project Director 6-15-12
Janis Isenberg

 Executive Director
Wisdom Academy for Young Scientists
06-15-12

*This page sent
to WAYS via
email 8/9/12
GA*

Enclosure 2

ATTACHMENT F

Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

Element 1 – Educational Program: Describe the manner in which the school shall comply with the requirement to serve students with disabilities in the same manner as students are served in other public schools (EC 47646 and 56145). The Charter School shall:

1. Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join.

If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. Including, description of the accommodations and/or modifications that may be used during standardized assessments and how the Charter School is responsible for students with disabilities when the IEP Team exempts them from standardized testing; how parents of students with disabilities are informed about the school's educational program; how the school shall provide special education services to students who are English learners. Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency.

Describe the target population to be served, how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. Specifically, respond to Findings of Fact contained in the Report and Recommendation to the County Board with regard to students with disabilities.

2. Provide a five-year build-out plan that describes the number of students and grade levels to be served each year including the location (facility) in which the students will be housed.
3. Describe how the school identifies and responds to the needs of students who are not achieving at or above expected levels.

Element 2 – Measurable Student Outcomes:

1. Revised Section 2.3 (Extent to which all pupils demonstrate that they have attained skills #1 and #2) of the Charter School's petition shall be revised to reflect the County Board as the authorizer.
2. Describe the measurable outcomes the school uses to determine whether students in grade K and 1 are making progress toward meeting the content standards.
3. Describe the measurable outcomes the school uses to determine whether English learners are making progress toward meeting the content standards in all content areas.

Element 3 – Means for Measuring Pupil Progress:

1. Describe the assessment instruments the school uses to measure ongoing student progress in all academic areas, grade levels, and student populations.

Element 5 – Employee Qualifications:

1. Submit copies of all current job descriptions including any new job descriptions for special education positions.

This page sent
to WAYS via
email 8/9/12

Element 7 – Means to Achieve a Racial and Ethnic Balance:

1. Submit recruitment plan used for 2011-12 enrollment. Describe the racial and ethnic balance the school is attempting to achieve and show how that balance is reflective of LAUSD.

Element 8 – Admissions Requirements:

1. Describe the process for conducting the lottery.

Element 12 – Public School Attendance Alternatives:

1. Describe how the school notifies the parent/guardian of each enrolled pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

Element 14 – Dispute Resolution Procedures: Minimally, this section shall be revised to come into compliance with County Board Policies and Regulations and the terms of the petition shall not place LAGOE or the County Board in the position of being adversely impacted.

1. *As written, the charter petition provides an unacceptable description of how the costs of the dispute resolution process would be funded. LAGOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."*
2. *The charter petition fails to recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including but not limited to, revocation of the charter in accordance with EC S 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto. The charter petition does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).*
3. *The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.*

The Charter School agrees to submit changes to the petition that adhere to the concerns identified above, no later than August 15, 2011. (Initial: WMM)

Element 16 – Closure Procedures:

1. Closure procedures in the charter petition reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

The Charter School shall make the necessary technical amendments to the complete charter petition to reflect the County Board as the authorizer.

Enclosure 3

ATTACHMENT G

Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

The Charter School's renewal petition fails to comply with EC § 47607(a)(2) which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed....*

The sections that shall be brought current include, but may not be limited to: Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.

Enclosure 4
 Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
Finding 1	Sound Educational Practice	N/A				
Finding 2	Ability to Successfully Implement the Intended Program	N/A				
Finding 3	Required Number of Signatures	N/A				
Finding 4	Affirmation of Specified Conditions	No	Yes	Certifier, some affirmations, and Ed Code citations were removed. Restore to Original Petition and state who is certifying. 8/9/12 informed WAYS' ED/D of O via phone conference of the issue.	√	Not compliant. Petition is missing some affirmations, assurances, and legal citations were contained in original petition submitted 8/8/11. Compliant. Certifier identified.
Finding 5 – Required Elements	1. Description of Educational Program 1. Special Education 2. Build-Out Plan including where students will be served 3. Plan for identifying & serving low-performing student	Yes	1. Yes 2. No 3. Yes	1. Feedback provided under #6, Special Education Review (page 3) 2. Incomplete submission 3. Feedback provided in attached pdf document of Elements 1-3	√	1. Not compliant. See comments under Special Education Review 2. Not compliant. The petition does not provide a build-out plan that identifies where (which location) each grade level of students will be served. 3. Compliant. ¹
	2. Measureable Pupil Outcomes 1. 2.3 must reflect County 2. Outcomes for K-1 3. Outcomes for ELs to show standards met in all content areas	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	1. Compliant. ² 2. Compliant. 3. Not compliant. ELD outcomes do not reflect all levels of proficiency. There is no outcome measure for EL students specific to content subject.
	3. Method for Measuring Pupil Progress 1. Describe assessment instruments to measure ongoing progress in all academic areas, grade levels, and student populations	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	Compliant. ³ Notes: (1) Table 3.5, Description of Assessment Tools provides incorrect test date for Writing Test and Fitness Gram. (2) Table on page 93 states criteria for "students who are continuously enrolled for at least two years, and have at least one year of prior testing," which cannot be used to determine if WAYS has successfully implemented its educational program at renewal as the school is

¹ Data Director (p. 58) is not a formative assessment as stated; it is a web-based assessment management system.

² Not considered a measurable outcome upon which the school's success is measured. Data Director (p. 73) is not a formative assessment as stated.

³ Reference to "District" (p. 87) shall be changed to LACOE or authorizer.

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "CP"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	Resolved (Identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
					✓	responsible for the progress of students continuously enrolled from CBEDS to the first day of testing.
4	Governance Structure	No	No	Question: 4.3 States "educational consultant" sits on board; is this accurate?	✓	Compliant.
5	Employee Qualifications 1. Submit copies of all current job descriptions including any new job desc. for special education positions. Note: The Job descriptions for special education are necessary because the school is now its own LEA for Special Education and must show evidence that it is aware of the legal requirements for holding these positions.	Yes	Yes	Restore crossed out job description for RST. As its own LEA, WAYS must demonstrate it knows the legal qualifications to provide special education services such as RST, Psychologist, S/L Specialist, S/L Aides, OT, PT, etc. The petition does not show the school has sufficient knowledge about these qualifications to be an LEA. The description of "Director of Operations" was not in original petition but text is not identified as new; must so indicate. The description says the D of O supervises classified employees. Under Human Resources, it states "personnel evaluations" but does not specify which staff. The lack of clarity results in the following conflicts: (1) the responsibility list for Principal identified as "personnel management"; (2) S.5.1.7 states, "all staff other than teachers report to and are evaluated by the principal"; and (3) In Element 4, the petition states the Principal supervises the teachers. In Element 5, there is no indication who evaluates/supervises the Executive Director, T.A., Special Ed Staff, On-site Financial Mgr. calling into question whether the D of O does this under "personnel evaluations" because it states the D of O reports to and is evaluated by the Board. The job descriptions in Element 5 do not support the Org Chart submitted with the Original Charter and can therefore be considered a material change to the charter, which would require County Board Approval unless corrected. In Element 4 it does state the Principal supervises the teachers and the principal reports to the ED. The petition lacks mention of the position of "vice principal" yet documents submitted by the charter assign this title to two staff members. Additionally, documents submitted by the charter do not identify	✓	Not compliant. <ul style="list-style-type: none"> The job description for the RST was not replaced. Positions described in this section are not supported by the governance structure or organizational chart; adding the positions of Director of Operations and On-Site Financial Manager constitute a material revision, which is beyond the scope of the mediation agreement. There is no "vice principal" on the organization chart and no job description for this position, yet the school has identified staff with this title in documents submitted to LACOE. While reporting/supervision lines have been clarified, they do not match the organization chart submitted with the petition. Changes to the organizational structure are material revisions, which is beyond the scope of the mediation agreement. Under Executive Director, the phrase "all related subsidiaries" is not clear (p. 107) There is no indication of how contractors that provide educational or instructional services are evaluated. There is a contradiction between the role of the Principal and Director of Operations with regard to supervision

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	" <input checked="" type="checkbox"/> " Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
				a Principal, which is inconsistent with the petition submitted to the County Board and as revised. <i>Multiple conflicts in this element must be resolved.</i>		and evaluation of classified staff (p. 108 and p.109)
6	Health and Safety Procedures	No	No			
7	Racial and Ethnic Balance 1. Submit 2011-12 recruitment plan 2. Describe racial & ethnic balance attempting to achieve 3. Show balance in #2 reflects LAUSD	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item was under review. Review shows none of the items are addressed. Language is crossed off resulting in an Element that is even less comprehensive than the original submission.	√	1. Compliant. 2011-12 recruitment plan included in Element 8. 2. Not compliant. Demographic data not provided. The petition states the school shall attempt to reflect the demographic balance of the surrounding community and Los Angeles County, which is not compliant with statute. Ed Code requires the school to reflect the District in which it is located. Section 7.4 Regarding Court-ordered integration contains numerous errors and does not reflect the County Board as the authorizer in subsections 1 and 2 (p. 123 and p. 124). 3. Not compliant. Balance not shown.
8	Admission Requirements 1. Describe process for conducting lottery 2. Removal of McKinney Vento Act (page 194) is a violation of law and must be replaced in the petition. 3. The petition (p. 193) specifies three areas of Ed Code the charter will follow and limits its adherence to Ed Code to these three sections. The petition is an incomplete citation of Ed Code 47610; there are additional sections of Ed Code that are applicable to charter schools.	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	1. Compliant. 2. Compliant. McKinney Vento Act language replaced. 3. Compliant. Full citation included.
9	Annual Independent Financial Audits	No	Yes	The wording change to the first sentence changes the meaning and makes the element non-compliant with law. Maintain original petition language. Change to 9.3 is okay.	√	Compliant.
10	Suspension and Expulsion Procedures	No	Yes	Feedback provided in attached pdf document of Element 10	√	Not compliant. Changes made to the petition appear to reflect an attempt to bring the petition current with requirements of law applicable to non-

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to <i>Education Code Section 47605(b)</i> And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to <i>EC 47605(b)</i>	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	" <input checked="" type="checkbox"/> " Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
						charter public schools (reflect changes to current law MOU attachment G). Changes do not differentiate between expenses for which students may and separately must be suspended/expelled and contain due process and other concerns as written (p. 137 and p. 139).
1 1	Retirement Coverage	No	No			
1 2	Public School Attendance Alternatives 1. Describe how parents notified pupil has no right to admission in another school because they attended the charter	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed.	<input checked="" type="checkbox"/>	Not compliant. The petition does not describe which document will provide the information to parents; it says only the information will be given in writing.
1 3	Post-employment Rights of Employees	No	No			
1 4	Dispute Resolution Procedures 1. Costs 2. Revocation precludes DRP 3. Timelines	Yes	Yes	1. Cost issue resolved as written 2. Change not made here, but the statement is made under Element 16, which is acceptable. 3. Timelines are excessive. The combination of Mediation (120 days) and Arbitration (120 days) allows the DRP to extend 8 months. 60 days for each step would be more reasonable. Additionally the changes to 14.1 are substantive and are not the same as approved by the County Board. This change could only be made through the Material Revision Process.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3. Not compliant. No change was made to the petition; timeline remains excessive. Language from original petition regarding revocation (p. 155) was removed unilaterally, which is not compliant with County Board authorization. Compliant. Changes previously made to 14.1 were removed.
1 5	Exclusive Public School Employer	No	No			
1 6	Closure Procedures 1. Procedures must reflect LACOE; special ed procedures must reflect responsibilities as an LEA	Yes	Yes	Under (e) did not change District to County. Under (g) reference to "ICSD" is unclear. Under 11, "end financial" is unclear. Under 13, insert "WAYS will" between "reporting" and "Copy" Under 16.10 strikeout of 7651 S. Central is inconsistent with the material revision approved by the County Board in Aug. 2011 and lease documents WAYS submitted for this address. If the school is not utilizing the facilities at this site, it must notify the County Board.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Compliant. Compliant. Compliant. Compliant.

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
Other Statutory Reqrmts	Standards, Assessments, and Parent Consultation	No	No			
	Employment is Voluntary	No	No			
	Pupil Attendance is Voluntary	No	No			
	Effect on Authorizer and Financial Projections	No	No			
	Academically Low Achieving Pupils	No	No			
	Teacher Credentialing	No	No			
	Transmission of Audit Report	No	No			

Special Education Review		WAYS Response	LACOE Analysis of Petition Submitted 10/6/12
<p>Special Education Review: Upon WAYS' acceptance into this SELPA, many of the specific items required by LACOE were immediately fulfilled because those specific items are identified in the Local Plan for the LAC SELPA. For ease of analysis, each item required within "Element 1" is reviewed with the analysis of WAYS' response and/or compliance highlighted in red.</p> <p>The requirements were as follows: The Charter School shall</p> <ol style="list-style-type: none"> Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join (accomplished 8/26/11) If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services (accomplished 8/26/11 – when they joined the LAC SELPA) How the school will provide or access special education programs and services. On page 64 OF 207 there was a reference to this item: "In addition to the supports offered during regular school hours, WAYS will allow additional instructional / tutorial time after school. It is unclear whether this implies special education services will be provided after school and may be noncompliant with federal regulations. (not accomplished) The school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. (accomplished 8/26/11 – when they joined the LAC SELPA.) Include a description of the accommodations and /or modifications that may be used during standardized assessments. (not accomplished - missing) How parents of students with disabilities are informed about the school's educational program (accomplished 8/26/11 – when they joined the LAC SELPA) How the school shall provide special education services to students who are English Learners. (not accomplished – missing) Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency. (not accomplished – missing) 			<p>(1) Compliant. (2) Compliant.</p>
		resolved	(3) Not compliant. It appears special education services are not offered during the school day for those students who need more intensive support from special education teacher.
			(4) Compliant.
		resolved	Not compliant. Accommodations for listed for disabled English Learners but not for non-EL special ed students.
			(6) Compliant.
		resolved	(7) Not compliant. Same comments as for (3) and(4).
		resolved	(8) Not compliant. No specifics are listed except to identify one staff member who will coordinate services, but even here, no title or name is listed.

**Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists**

Special Education Review	WAYS Response	LACOE Analysis of Petition Submitted 10/6/12
<p>(9) Describe</p> <p>(a) the target population to be served (accomplished 8/26/11 – when they joined the LAC SELPA),</p> <p>(b) how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. (not accomplished – missing)</p> <p>(c) In Summary: The petition has not fulfilled conditions 3, 7, 8, and 9b.</p>	resolved	(9) Compliant.
Additional Feedback of Submitted Revision		LACOE Analysis of Petition Submitted 10/6/12
<p>1. Changes to the petition identified in MOU Attachment G – The revised petition submitted August 3, 2012, did not identify any changes to comply with the requirements set forth in Attachment G.</p>	resolved	Not compliant. There is no indication where the petition reflects changes to the law since the petition was first authorized by LAUSD. Such revision is required by Ed Code for each renewal and each material revision.
<p>2. The County Board approved a material revision in Aug. 2011, which added a site and changed the enrollment. That material revision is not reflected in the petition changes submitted by WAYS on August 3, 2012. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference the item had not been addressed.</p>	resolved	Not compliant. Salvation Army site approved by County Board by August 2011. Material Revision was not included in the charter as required by Ed Code.
<p>3. Although the submitted charter reflects the addition of a sixth grade in some parts of the petition, changes to Elements 1, 2, and 3 are inconsistent regarding the addition of a sixth grade and are insufficient to support a positive recommendation of such a material revision. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference that they had been given the process for submitting a material revision in May 2012, and that the August 3 submission of a revised charter petition was insufficient to fulfill that process. The process for submitting a material revision was provided again in a letter dated August 8, 2012.</p>	partially resolved	Not compliant. The mediation agreement states, "All other terms and conditions of the MOU and agreements remain in effect." The MOU clearly indicates that any change to grade levels served is a material revision to the charter. WAYS has not submitted a request for a material revision, but made unilateral changes to the petition changing the grade levels to be served.

Enclosure 5



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

September 25, 2012

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
Email: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabriella Holt

María Reza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil:

Response to September 14, 2012 Email and Petition Submission

This letter is a response to your email and petition submission of September 14, 2012. Your email states, "In good-faith and compliance with the June 15, 2012, Agreement *regarding the material revisions* to WAYS' Charter per Mediation." [Emphasis Added]

The Mediation Agreement provided for revisions to the Wisdom Academy of Young Scientists (WAYS) Charter only on the conditions of authorization; it does not provide for material revisions. To be clear, the petition revisions submitted September 14, 2012, pursuant to the June 15, 2012 Mediation Agreement (Attachment 1) do not constitute material revisions to the (WAYS) Charter, and any material revisions unilaterally made by WAYS shall not be considered under the terms of the mediation agreement.

The Mediation Agreement states, "WAYS will revise its charter to reflect LACOE's [Board] conditions of approval and MOU attachments F and G." Attachment F contains "Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer." Attachment G contains "Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)." These are the only changes to the charter that will be considered pursuant to the mediation agreement.

The Mediation Agreement further states, "All other terms and conditions of the MOU and agreements remain in effect." The terms and conditions of the Charter specify that WAYS may serve students in grades K-5. County Board Policy states, "A material revision is a change to the content of an authorized charter that affects substantively the process or manner in which the charter school operates. Some examples of material revisions include... grade levels or number of pupils to be served.... Material revisions may be made only with County Board approval."

Therefore, if WAYS wishes to make material revisions to its charter, the proper procedure must be followed. The Charter School Office (CSO) provided WAYS with the process for submitting a Material Revision to the County Board in a letter dated August 8, 2012 and the email dated Wednesday, May 2, 2012 (Attachment 2).

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

Mr. Edward Cabil
Wisdom Academy for Young Scientists
September 25, 2012
Page 2

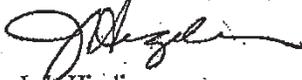
For your convenience, this letter reiterates what is needed to present a request for a Material Revision to the County Board:

1. Send a letter addressed to Dr. Arturo Delgado (in care of the CSO) requesting a material revision to the charter last approved by the County Board. Include the following information:
 - a. The reason for the expansion;
 - b. The number of additional classes, students and staff;
 - c. The location where students will be served including evidence that the facilities can accommodate the expansion such as Certificate of Occupancy, lease agreement, etc.;
 - d. The time classroom(s) will operate;
 - e. The proposed start date; and
 - f. The financial impact to the school.
2. Provide a redline copy of the charter identifying the following:
 - a. A reasonably comprehensive description of any new requirement of law since the charter was last renewed pursuant to *Education Code 47607(a)(2)*;
 - b. All changes reflecting the expansion (deletions and additions); and
 - c. Changes to the instructional program (Elements 1, 2, 3) including the sixth grade curriculum to be used and state standards, revised measurable outcomes for sixth grade, and the method for measuring student progress. (*Education Code 47605(b)(5)(A-C)*)
3. A revised budget reflecting the proposed revision. (*Education Code 47605(g)*)

As explained in the August 8, 2012 and May 12, 2012 communications, once our office receives all required documents, the CSO will request a date for a Public Hearing, Report, and Recommendation. Once calendared, our office will also contact you about the timeline for submitting copies of the material revision and supporting documents identified above to the County Board.

If you have any questions, please contact the CSO at (562) 922-8806.

Sincerely,



Judy Higelin
Interim Project Director III
Charter School Office
Division of Accountability, Support and Monitoring

JH:ls
Attachments (2)

- c: Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE

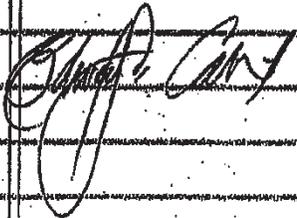
Attachment 1

Mediation Agreement 6/15/12

WAYS and LACOE agree that
WAYS will revise its charter to
reflect LACOE's conditions of approval
and MOU Attachments F and G. WAYS
will submit a draft document to LACOE
CSO by 8/3/12. LACOE shall review
the document and affirm compliance
or shall provide specific comments and
request further revision by 8/31/12.
WAYS will submit any further revisions
by 9/14/12.

Except as amended,
All other terms and conditions of the
MOU remain in effect.
and agreements

Special Agent, Charter Director 6-15-12
Tania Isenberg

 Executive Director
Wisdom Academy for Young Scientists
06-15-12

Attachment 2



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

August 8, 2012

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudolf S. Freer
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabrielle Holt

Marla Raza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil:

Response to Request for Material Revision

This letter is a response to your email of August 3, 2012, in which you requested a Material Revision to the Wisdom Academy of Young Scientists (WAYS) Charter.

The Charter School Office previously emailed you the process for submitting a Material Revision to the County Board on Wednesday, May 12, 2012 (Attached) in response to your request for that information.

The request we received on Friday, August 3, 2012, does not include all the necessary documents. For your convenience, this letter reiterates what is needed to present the request for a Material Revision to the County Board:

1. Send a letter addressed to Dr. Arturo Delgado (in care of the Charter School Office) requesting a material revision to the charter last approved by the County Board. Include the following information:
 - a. The reason for the expansion;
 - b. The number of additional classes, students and staff;
 - c. The location where students will be served including evidence that the facilities can accommodate the expansion such as Certificate of Occupancy, lease agreement, etc.;
 - d. The time classroom(s) will operate;
 - e. The proposed start date; and
 - f. The financial impact to the school.

9300 Imperial Highway, Downey, California 90242-2880 (562) 922-6111

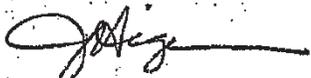
Mr. Edward Cabil
Wisdom Academy for Young Scientists
August 8, 2012
Page 2

2. Provide a redline copy of the charter identifying the following:
 - a. A reasonably comprehensive description of any new requirement of law since the charter was last renewed pursuant to *Education Code 47607(a)(2)*;
 - b. All changes reflecting the expansion (deletions and additions); and
 - c. Changes to the instructional program (Elements 1, 2, 3) including the sixth grade curriculum to be used and state standards, revised measurable outcomes for sixth grade, and the method for measuring student progress. (*Education Code 47605(b)(5)(A-C)*)
3. A revised budget reflecting the proposed revision. (*Education Code 47605(g)*)

As explained in the May 12, 2012 email, once our office receives all required documents the Charter School Office will request a date for a Public Hearing, Report, and Recommendation. Once calendared, our office will also contact you about the timeline for submitting copies of the material revision and supporting documents identified, above to the County Board.

If you have any questions, please contact the Charter School Office at (562) 922-8806.

Sincerely,



Judy Higelin
Coordinator II
Charter School Office
Division of Accountability, Support and Monitoring/Williams IM

JH:ls

c: Yolanda M. Benitez, Assistant Superintendent

Attachment

From: Isenberg, Jan
To: Patel, Neha
Subject: FW: Request For Info
Date: Wednesday, May 02, 2012 5:29:09 PM

Save

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8806 (fax)

From: Isenberg, Jan
Sent: Wednesday, May 02, 2012 11:32 AM
To: 'Edward Cabil'
Cc: Benitez, Yolanda; Higelin, Judy; Patel, Neha; Sanchez, Lila
Subject: Request For Info

Hi Edward:

This is a response to your request for the process for submitting a material revision to the County Board.

1. Send a letter addressed to Dr. Delgado (in care of the charter school office) requesting a material revision of the charter petition. Include the following information: reason for the expansion; number of additional classes, students and staff; location where students will be served including evidence that the facilities can accommodate the expansion such as Certificate of Occupancy; lease agreement, etc.; time classroom(s) will operate; start date; and financial impact.
2. Provide a redline copy of the charter identifying the following:
 - a. A reasonably comprehensive description of any new requirement of law since the charter was last renewed pursuant to Ed Code 47907(a)(2)
 - b. All changes reflecting the expansion (deletions and additions)
 - c. Changes to the instructional program (Elements 1, 2, 3) including the sixth grade curriculum to be used and state standards; revised measurable outcomes for sixth grade; and the method for measuring student progress
 - d. A revised budget

Once our office receives all required documents the Charter School Office will request a date for a Public Hearing, Report and Recommendation.

If you have any further questions or need additional assistance, please contact the Charter School Office.

Jan

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8806 (fax)

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Tuesday, May 01, 2012 6:11 AM
To: Isenberg, Jan
Subject: Fw: Request For Info

Good Morning,

This is a follow up to the email I sent below requesting info relating to the steps I need to follow to add 6th graders for next school year, for our parents are making daily requests for their children to remain at WAYS.

I thank you in advance for your immediate response regarding this request.

Blessings,
Ed Cabil

----- Forwarded Message -----

From: Edward Cabil <edcabil@abcglobal.net>
To: Isenberg Jan <isenberg_jan@laco.edu>
Sent: Friday, April 27, 2012 6:16 AM
Subject: Request For Info

Good Morning,

Being that there are available classrooms that we are not using at the Salvation Army site, our 5th grade parents have asked us to keep their children at WAYS for the 6th grade year. We have responded to their request by asking the board to first approve the addition. Now, I need to know what steps and process must I take to move forward. Would you please share with me this process?

On another subject, I shared with Judy that Ms. Colette, the aunt of three of our students, is not the legal guardian, and she has no educational rights. This was confirmed in my second conversation with Ms. Colette yesterday evening. She finally admitted that she anticipates receiving educational rights at next Wednesday's court hearing. She is on a relentless mission to get custody of the children and place them on SSL. Don't you think the courts should know that this woman has acted outside of her legal authority by attempting to coerce WAYS' officials to side with her repeated requests for an IEP against the will of the mother, who adamantly does not want her children tested?

Thanks for your cooperation concerning the above request.

Blessings,
Ed Cabil

Attachment 3



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

January 10, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabriella Holt

Marla Reza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cheryl Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Notice of Noncompliance with June 15, 2012 Mediation Agreement

This letter informs the Wisdom Academy for Young Scientists (WAYS) that after careful review and consideration, the revised petition submitted December 19, 2012, does not conform to all of the requirements specified in Attachments F and G of the Los Angeles County Office of Education (LACOE) Monitoring and Oversight Memorandum of Understanding (MOU) as required by the June 15, 2012 Mediation Agreement. (Enclosures 1 - 3)

While references to adding a sixth grade were removed, the petition otherwise failed to comply with requirements of the Mediation Agreement as detailed in Enclosure 4 of my December 4, 2012 letter. (Enclosure 4)

Areas that continue to be noncompliant are specified in the document entitled, *Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization*. (Enclosure 5)

As the final opportunity to comply with the terms of the mediation agreement was unsuccessful, LACOE will apprise the County Board of this status and recommend that it issues a *Notice of Violation* and pursues its legal remedies.

If you have any questions, please contact the Charter School Office at (562) 922-8806.

Sincerely,

Handwritten signature of Arturo Delgado in black ink.
Arturo Delgado, Ed.D.
Superintendent

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
January 10, 2013
Page 2

AD/JH:ls
Enclosures (5)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Interim Project Director III, Charter School Office, LACOE

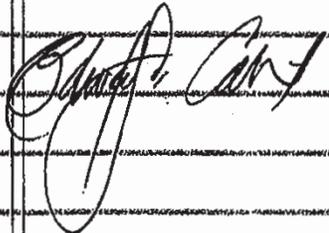
Enclosure 1

Mediation Agreement 6/15/12

WAYS and LACOE agree that
WAYS will revise its charter to
reflect LACOE's conditions of approval
and MOU Attachments F and G. WAYS
will submit a draft document to LACOE
CSO by 8/3/12. LACOE shall review
the document and affirm compliance
or shall provide specific comments and
request further revisions by 8/31/12.
WAYS will submit any further revisions
by 9/14/12.

Except as amended,
All other terms and conditions of the
MOU remain in effect.
and agreements

James Allen, Project Director 6-15-12
Janis Isenberg

 Executive Director
Wisdom Academy for Young Scientists
06-15-12

Enclosure 2

This page sent
to WAYS via
email 8/9/12
QA

ATTACHMENT F

Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

Element 1 – Educational Program: Describe the manner in which the school shall comply with the requirement to serve students with disabilities in the same manner as students are served in other public schools (EC 47646 and 58145). The Charter School shall:

1. Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join.

If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. Including, description of the accommodations and/or modifications that may be used during standardized assessments and how the Charter School is responsible for students with disabilities when the IEP Team exempts them from standardized testing; how parents of students with disabilities are informed about the school's educational program; how the school shall provide special education services to students who are English learners. Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency.

Describe the target population to be served, how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. Specifically, respond to Findings of Fact contained in the Report and Recommendation to the County Board with regard to students with disabilities.

2. Provide a five-year build-out plan that describes the number of students and grade levels to be served each year including the location (facility) in which the students will be housed.
3. Describe how the school identifies and responds to the needs of students who are not achieving at or above expected levels.

Element 2 – Measurable Student Outcomes:

1. Revised Section 2.3 (Extent to which all pupils demonstrate that they have attained skills #1 and #2) of the Charter School's petition shall be revised to reflect the County Board as the authorizer.
2. Describe the measurable outcomes the school uses to determine whether students in grade K and 1 are making progress toward meeting the content standards.
3. Describe the measurable outcomes the school uses to determine whether English learners are making progress toward meeting the content standards in all content areas.

Element 3 – Means for Measuring Pupil Progress:

1. Describe the assessment instruments the school uses to measure ongoing student progress in all academic areas, grade levels, and student populations.

Element 5 – Employee Qualifications:

1. Submit copies of all current job descriptions including any new job descriptions for special education positions.

This page sent
to WAYS via
email 8/9/12

Element 7 -- Means to Achieve a Racial and Ethnic Balance:

1. Submit recruitment plan used for 2011-12 enrollment. Describe the racial and ethnic balance the school is attempting to achieve and show how that balance is reflective of LAUSD.

Element 8 -- Admissions Requirements:

1. Describe the process for conducting the lottery.

Element 12 -- Public School Attendance Alternatives:

1. Describe how the school notifies the parent/guardian of each enrolled pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

Element 14 -- Dispute Resolution Procedures: Minimally, this section shall be revised to come into compliance with County Board Policies and Regulations and the terms of the petition shall not place LACOE or the County Board in the position of being adversely impacted.

1. *As written, the charter petition provides an unacceptable description of how the costs of the dispute resolution process would be funded. LACOE cannot agree to the provision: "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."*
2. *The charter petition fails to recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including but not limited to, revocation of the charter in accordance with EC S 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto. The charter petition does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).*
3. *The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.*

The Charter School agrees to submit changes to the petition that adhere to the concerns identified above, no later than August 15, 2011. (Initials) WMS

Element 16 -- Closure Procedures:

1. Closure procedures in the charter petition reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

The Charter School shall make the necessary technical amendments to the complete charter petition to reflect the County Board as the authorizer.

Enclosure 3

ATTACHMENT G

Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

The Charter School's renewal petition fails to comply with EC § 47607(a)(2) which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed...*

The sections that shall be brought current include, but may not be limited to: Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.

May 2011 Revised for WAYS June 23, 2011 as discussed July 8, 2011
Page 31 of 31

Enclosure 4
 Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
Finding 1	Sound Educational Practice	N/A				
Finding 2	Ability to Successfully Implement the Intended Program	N/A				
Finding 3	Required Number of Signatures	N/A				
Finding 4	Affirmation of Specified Conditions	No	Yes	Certifier, some affirmations, and Ed Code citations were removed. Restore to Original Petition and state who is certifying. 8/9/12 informed WAYS' ED/D of O via phone conference of the issue.	√	Not compliant. Petition is missing some affirmations, assurances, and legal citations were contained in original petition submitted 8/8/11. Compliant. Certifier identified.
Finding 5 – Required Elements	Description of Educational Program 1. Special Education 2. Build-Out Plan including where students will be served 3. Plan for identifying & serving low-performing student	Yes	1. Yes 2. No 3. Yes	1. Feedback provided under #6, Special Education Review (page 3) 2. Incomplete submission 3. <i>Feedback provided in attached pdf document of Elements 1-3</i>	√	1. Not compliant. See comments under Special Education Review 2. Not compliant. The petition does not provide a build-out plan that identifies where (which location) each grade level of students will be served. 3. Compliant. ¹
	Measureable Pupil Outcomes 1. 2.3 must reflect County 2. Outcomes for K-1 3. Outcomes for ELs to show standards met in all content areas	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	1. Compliant. ² 2. Compliant. 3. Not compliant. ELD outcomes do not reflect all levels of proficiency. There is no outcome measure for EL students specific to content subject.
	Method for Measuring Pupil Progress 1. Describe assessment instruments to measure ongoing progress in all academic areas , grade levels, and student populations	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	Compliant. ³ Notes: (1) Table 3.5, Description of Assessment Tools provides incorrect test date for Writing Test and Fitness Gram. (2) Table on page 93 states criteria for "students who are continuously enrolled for at least two years, and have at least one year of prior testing," which cannot be used to determine if WAYS has successfully implemented its educational program at renewal as the school is

¹ Data Director (p. 58) is not a formative assessment as stated; it is a web-based assessment management system.

² Not considered a measurable outcome upon which the school's success is measured. Data Director (p. 73) is not a formative assessment as stated.

³ Reference to "District" (p. 87) shall be changed to LACOE or authorizer.

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to <i>Education Code</i> Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	Resolved" (Identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
					✓	responsible for the progress of students continuously enrolled from CBEDS to the first day of testing.
4	Governance Structure	No	No	Question: 4.3 States "educational consultant" sits on board; is this accurate?	✓	Compliant.
5	Employee Qualifications 1. Submit copies of all current job descriptions including any new job desc. for special education positions. Note: <i>The Job descriptions for special education are necessary because the school is now its own LEA for Special Education and must show evidence that it is aware of the legal requirements for holding these positions.</i>	Yes	Yes	Restore crossed out job description for RST. As its own LEA, WAYS must demonstrate it knows the legal qualifications to provide special education services such as RST, Psychologist, S/L Specialist, S/L Aides, OT, PT, etc. The petition does not show the school has sufficient knowledge about these qualifications to be an LEA. The description of "Director of Operations" was not in original petition but text is not identified as new; must so indicate. The description says the D of O supervises classified employees. Under Human Resources, it states "personnel evaluations" but does not specify which staff. The lack of clarity results in the following conflicts: (1) the responsibility list for Principal identified as "personnel management"; (2) S.5.1.7 states, "all staff other than teachers report to and are evaluated by the principal"; and (3) In Element 4, the petition states the Principal supervises the teachers. In Element 5, there is no indication who evaluates/supervises the Executive Director, T.A., Special Ed Staff, On-site Financial Mgr. calling into question whether the D of O does this under "personnel evaluations" because it states the D of O reports to and is evaluated by the Board. The job descriptions in Element 5 do not support the Org Chart submitted with the Original Charter and can therefore be considered a material change to the charter, which would require County Board Approval unless corrected. In Element 4 it does state the Principal supervises the teachers and the principal reports to the ED. The petition lacks mention of the position of "vice principal" yet documents submitted by the charter assign this title to two staff members. Additionally, documents submitted by the charter do not identify	✓	Not compliant. <ul style="list-style-type: none"> The job description for the RST was not replaced. Positions described in this section are not supported by the governance structure or organizational chart; adding the positions of Director of Operations and On-Site Financial Manager constitute a material revision, which is beyond the scope of the mediation agreement. There is no "vice principal" on the organization chart and no job description for this position, yet the school has identified staff with this title in documents submitted to LACOE. While reporting/supervision lines have been clarified, they do not match the organization chart submitted with the petition. Changes to the organizational structure are material revisions, which is beyond the scope of the mediation agreement. Under Executive Director, the phrase "all related subsidiaries" is not clear (p. 107) There is no indication of how contractors that provide educational or instructional services are evaluated. There is a contradiction between the role of the Principal and Director of Operations with regard to supervision

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to <i>Education Code</i> Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline				WAYS 9/14/12 Response	LACOE Analysis	
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
				a Principal, which is inconsistent with the petition submitted to the County Board and as revised. Multiple conflicts in this element must be resolved.	✓	and evaluation of classified staff (p. 108 and p.109)
6	Health and Safety Procedures	No	No			
7	Racial and Ethnic Balance 1. Submit 2011-12 recruitment plan 2. Describe racial & ethnic balance attempting to achieve 3. Show balance in #2 reflects LAUSD	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item was under review. Review shows none of the items are addressed. Language is crossed off resulting in an Element that is even less comprehensive than the original submission.	✓	1. Compliant. 2011-12 recruitment plan included in Element 8. 2. Not compliant. Demographic data not provided. The petition states the school shall attempt to reflect the demographic balance of the surrounding community and Los Angeles County, which is not compliant with statute. Ed Code requires the school to reflect the District in which it is located. Section 7.4 Regarding Court-ordered integration contains numerous errors and does not reflect the County Board as the authorizer in subsections 1 and 2 (p. 123 and p. 124). 3. Not compliant. Balance not shown.
8	Admission Requirements 1. Describe process for conducting lottery 2. Removal of McKinney Vento Act (page 194) is a violation of law and must be replaced in the petition. 3. The petition (p. 193) specifies three areas of Ed Code the charter will follow and limits its adherence to Ed Code to these three sections. The petition is an incomplete citation of Ed Code 47610; there are additional sections of Ed Code that are applicable to charter schools.	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	✓	1. Compliant. 2. Compliant. McKinney Vento Act language replaced. 3. Compliant. Full citation included.
9	Annual Independent Financial Audits	No	Yes	The wording change to the first sentence changes the meaning and makes the element non-compliant with law. Maintain original petition language. Change to 9.3 is okay.	✓	Compliant.
10	Suspension and Expulsion Procedures	No	Yes	<i>Feedback provided in attached pdf document of Element 10</i>	✓	Not compliant. Changes made to the petition appear to reflect an attempt to bring the petition current with requirements of law applicable to non-

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists

Summary of Required Charter Elements Pursuant to <i>Education Code</i> Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to <i>EC</i> 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"√" Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
						charter public schools (reflect changes to current law MOU attachment G). Changes do not differentiate between expenses for which students may and separately must be suspended/expelled and contain due process and other concerns as written (p. 137 and p. 139).
1 1	Retirement Coverage	No	No			
1 2	Public School Attendance Alternatives 1. Describe how parents notified pupil has no right to admission in another school because they attended the charter	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed.	√	Not compliant. The petition does not describe which document will provide the information to parents; it says only the information will be given in writing.
1 3	Post-employment Rights of Employees	No	No			
1 4	Dispute Resolution Procedures 1. Costs 2. Revocation precludes DRP 3. Timelines	Yes	Yes	1. Cost issue resolved as written 2. Change not made here, but the statement is made under Element 16, which is acceptable. 3. Timelines are excessive. The combination of Mediation (120 days) and Arbitration (120 days) allows the DRP to extend 8 months. 60 days for each step would be more reasonable. Additionally the changes to 14.1 are substantive and are not the same as approved by the County Board. This change could only be made through the Material Revision Process.	√ √ √	3. Not compliant. No change was made to the petition; timeline remains excessive. Language from original petition regarding revocation (p. 155) was removed unilaterally, which is not compliant with County Board authorization. Compliant. Changes previously made to 14.1 were removed.
1 5	Exclusive Public School Employer	No	No			
1 6	Closure Procedures 1. Procedures must reflect LACOE; special ed procedures must reflect responsibilities as an LEA	Yes	Yes	Under (e) did not change District to County. Under (g) reference to "ICSD" is unclear. Under 11, "end financial" is unclear. Under 13, insert "WAYS will" between "reporting" and "Copy" Under 16.10 strikeout of 7651 S. Central is inconsistent with the material revision approved by the County Board in Aug. 2011 and lease documents WAYS submitted for this address. If the school is not utilizing the facilities at this site, it must notify the County Board.	√ √ √ √	Compliant. Compliant. Compliant. Compliant.

**Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
Wisdom Academy of Young Scientists**

Summary of Required Charter Elements Pursuant to <i>Education Code</i> Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12
Other Statutory Reqrmts	Standards, Assessments, and Parent Consultation	No	No			
	Employment is Voluntary	No	No			
	Pupil Attendance is Voluntary	No	No			
	Effect on Authorizer and Financial Projections	No	No			
	Academically Low Achieving Pupils	No	No			
	Teacher Credentialing	No	No			
	Transmission of Audit Report	No	No			

Special Education Review	WAYS Response	LACOE Analysis of Petition Submitted 10/6/12
<p>Special Education Review: Upon WAYS' acceptance into this SELPA, many of the specific items required by LACOE were immediately fulfilled because those specific items are identified in the Local Plan for the LAC SELPA. For ease of analysis, each item required within "Element 1" is reviewed with the analysis of WAYS' response and/or compliance highlighted in red.</p> <p>The requirements were as follows: The Charter School shall</p> <p>(1) Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join (accomplished 8/26/11)</p> <p>(2) If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services (accomplished 8/26/11 – when they joined the LAC SELPA)</p> <p>(3) How the school will provide or access special education programs and services. On page 64 OF 207 there was a reference to this item: "In addition to the supports offered during regular school hours, WAYS will allow additional instructional / tutorial time after school. It is unclear whether this implies special education services will be provided after school and may be noncompliant with federal regulations. (not accomplished)</p> <p>(4) The school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. (accomplished 8/26/11 – when they joined the LAC SELPA.)</p> <p>(5) Include a description of the accommodations and /or modifications that may be used during standardized assessments. (not accomplished - missing)</p> <p>(6) How parents of students with disabilities are informed about the school's educational program (accomplished 8/26/11 – when they joined the LAC SELPA)</p> <p>(7) How the school shall provide special education services to students who are English Learners. (not accomplished – missing)</p> <p>(8) Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency. (not accomplished – missing)</p>		<p>(1) Compliant.</p> <p>(2) Compliant.</p> <p>(3) Not compliant. It appears special education services are not offered during the school day for those students who need more intensive support from special education teacher.</p> <p>(4) Compliant.</p> <p>Not compliant. Accommodations for listed for disabled English Learners but not for non-EL special ed students.</p> <p>(6) Compliant.</p> <p>(7) Not compliant. Same comments as for (3) and(4).</p> <p>(8) Not compliant. No specifics are listed except to identify one staff member who will coordinate services, but even here, no title or name is listed.</p>

Review of Charter Petition Submitted August 3, 2012 & September 14, 2012 to Fulfill Conditions of Authorization:
 Wisdom Academy of Young Scientists

Special Education Review	WAYS Response	LACOE Analysis of Petition Submitted 10/6/12
(9) Describe (a) the target population to be served (accomplished 8/26/11 – when they joined the LAC SELPA), (b) how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. (not accomplished – missing) (c) In Summary: The petition has not fulfilled conditions 3, 7, 8, and 9b.	resolved	(9) Compliant.
Additional Feedback of Submitted Revision		LACOE Analysis of Petition Submitted 10/6/12
1. Changes to the petition identified in MOU Attachment G – The revised petition submitted August 3, 2012, did not identify any changes to comply with the requirements set forth in Attachment G.	resolved	Not compliant. There is no indication where the petition reflects changes to the law since the petition was first authorized by LAUSD. Such revision is required by Ed Code for each renewal and each material revision.
2. The County Board approved a material revision in Aug. 2011, which added a site and changed the enrollment. That material revision is not reflected in the petition changes submitted by WAYS on August 3, 2012. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference the item had not been addressed.	resolved	Not compliant. Salvation Army site approved by County Board by August 2011 Material Revision was not included in the charter as required by Ed Code.
3. Although the submitted charter reflects the addition of a sixth grade in some parts of the petition, changes to Elements 1, 2, and 3 are inconsistent regarding the addition of a sixth grade and are insufficient to support a positive recommendation of such a material revision. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference that they had been given the process for submitting a material revision in May 2012, and that the August 3 submission of a revised charter petition was insufficient to fulfill that process. The process for submitting a material revision was provided again in a letter dated August 8, 2012.	partially resolved	Not compliant. The mediation agreement states, "All other terms and conditions of the MOU and agreements remain in effect." The MOU clearly indicates that any change to grade levels served is a material revision to the charter. WAYS has not submitted a request for a material revision, but made unilateral changes to the petition changing the grade levels to be served.

Enclosure 5
 Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
 Wisdom Academy for Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis 12/4/12	LACOE Analysis 12/20/12
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "F"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (Identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
Finding 1	Sound Educational Practice	N/A					
Finding 2	Ability to Successfully Implement the Intended Program	N/A					
Finding 3	Required Number of Signatures	N/A					
Finding 4	Affirmation of Specified Conditions	No	Yes	Certifier, some affirmations, and Ed Code citations were removed. Restore to Original Petition and state who is certifying. 8/9/12 Informed WAYS' ED/D of O via phone conference of the issue.	√	Not compliant. Petition is missing some affirmations, assurances, and legal citations were contained in original petition submitted 8/8/11. Compliant. Certifier identified.	Not compliant. The submission did not address this issue. Language is identical to previous submission. Affirmations from original petition are missing as follows: <ul style="list-style-type: none"> • "Shall meet all requirements for employment... including... credentials..." • "Shall adhere to all provisions of federal law related to students with disabilities..." • "Will follow...federal, state, and local laws and regulations that apply to WAYS including...: <ul style="list-style-type: none"> o ...maintain accurate and contemporaneous written records that document pupil attendance..." o ...on a regular basis consult with its parents and teachers... o ...comply with jurisdictional limitations to locations of its facilities... o ...comply with the Public Records Act."
Finding 5 – Required Elements	Description of Educational Program 1. Special Education 2. Build-Out Plan including where students will be served 3. Plan for identifying & serving low-performing student	Yes	1. Yes 2. No 3. Yes	1. Feedback provided under #6, Special Education Review (page 3) 2. Incomplete submission 3. <i>Feedback provided in attached pdf document of Elements 1-3</i>	√	1. Not compliant. See comments under Special Education Review 2. Not compliant. The petition does not provide a build-out plan that identifies where (which location) each grade level of students will be served. 3. Compliant. ¹	1. Not Compliant: The submission did not address this issue. Language is identical to previous submission. See comments under Special Education Review. 2. Not Compliant: The submission did not address this issue. Language is identical to previous submission. It fails to reflect the material revision to sites and number of students to be served approved by the County Board on 8-9-11.
	Measureable Pupil Outcomes 1. 2,3 must reflect County 2. Outcomes for K-1 3. Outcomes for ELs to show standards met in all content areas	Yes	No	8/9/12 Informed WAYS' ED/D of O via phone conference the item had not been addressed	√	1. Compliant. ² 2. Compliant. 3. Not compliant. ELD outcomes do not reflect all levels of proficiency. There is no outcome measure for EL students specific to content subject.	3. Not Compliant: The submission did not address this issue. Language is identical to previous submission.

¹ Data Director (p. 58) is not a formative assessment as stated; it is a web-based assessment management system.

² Not considered a measurable outcome upon which the school's success is measured. Data Director (p. 73) is not a formative assessment as stated.

Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
Wisdom Academy for Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis 12/4/12	LACOE Analysis 12/20/12
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "p"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (Identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
3	Method for Measuring Pupil Progress 1. Describe assessment instruments to measure ongoing progress in all academic areas, grade levels, and student populations	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item had not been addressed	√	Compliant. ³ Notes: (1) Table 3.5, Description of Assessment Tools provides incorrect test date for Writing Test and Fitness Gram. (2) Table on page 93 states criteria for "students who are continuously enrolled for at least two years, and have at least one year of prior testing," which cannot be used to determine if WAYS has successfully implemented its educational program at renewal as the school is responsible for the progress of students continuously enrolled from CBEDS to the first day of testing.	
4	Governance Structure	No	No	Question: 4.3 States "educational consultant" sits on board; is this accurate?	√	Compliant.	
5	Employee Qualifications 1. Submit copies of all current job descriptions including any new job desc. for special education positions. Note: The Job descriptions for special education are necessary because the school is now its own LEA for Special Education and must show evidence that it is aware of the legal requirements for holding these positions.	Yes	Yes	Restore crossed out job description for RST. As its own LEA, WAYS must demonstrate it knows the legal qualifications to provide special education services such as RST, Psychologist, S/L Specialist, S/L Aides, OT, PT, etc. The petition does not show the school has sufficient knowledge about these qualifications to be an LEA. The description of "Director of Operations" was not in original petition but text is not identified as new; must so indicate. The description says the D of O supervises classified employees. Under Human Resources, it states "personnel evaluations" but does not specify which staff. The lack of clarity results in the following conflicts: (1) the responsibility list for Principal identified as "personnel management"; (2) 5.5.1.7 states, "all staff other than teachers report to and are evaluated by the principal"; and (3) In Element 4, the petition states the Principal supervises the teachers. In Element 5, there is no indication who evaluates/supervises the Executive Director, T.A., Special Ed Staff, On-site Financial Mgr.	√	Not compliant. <ul style="list-style-type: none"> The job description for the RST was not replaced. Positions described in this section are not supported by the governance structure or organizational chart; adding the positions of Director of Operations and On-Site Financial Manager constitute a material revision, which is beyond the scope of the mediation agreement. There is no "vice principal" on the organization chart and no job description for this position, yet the school has identified staff with this title in documents submitted to LACOE. While reporting/supervision lines have been clarified, they do not match the organization chart submitted with the petition. Changes 	Not Compliant. The submission did not address any of these issues. Language is identical to previous submission.

³ Reference to "District" (p. 87) shall be changed to LACOE or authorizer.

Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
Wisdom Academy for Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline				WAYS 9/14/12 Response	LACOE Analysis 12/4/12	LACOE Analysis 12/20/12	
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "A"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
				calling into question whether the D of O does this under "personnel evaluations" because it states the D of O reports to and is evaluated by the Board. The job descriptions in Element 5 do not support the Org Chart submitted with the Original Charter and can therefore be considered a material change to the charter, which would require County Board Approval unless corrected. In Element 4 it does state the Principal supervises the teachers and the principal reports to the ED. The petition lacks mention of the position of "vice principal" yet documents submitted by the charter assign this title to two staff members. Additionally, documents submitted by the charter do not identify a Principal, which is inconsistent with the petition submitted to the County Board and as revised. Multiple conflicts in this element must be resolved.	✓	to the organizational structure are material revisions , which is beyond the scope of the mediation agreement. <ul style="list-style-type: none"> Under Executive Director, the phrase "all related subsidiaries" is not clear (p. 107) There is no indication of how contractors that provide educational or instructional services are evaluated. There is a contradiction between the role of the Principal and Director of Operations with regard to supervision and evaluation of classified staff (p. 108 and p.109) 	
6	Health and Safety Procedures	No	No				
7	Racial and Ethnic Balance 1. Submit 2011-12 recruitment plan 2. Describe racial & ethnic balance attempting to achieve 3. Show balance in #2 reflects LAUSD	Yes	No	8/9/12 informed WAYS' ED/D of O via phone conference the item was under review. Review shows none of the items are addressed. Language is crossed off resulting in an Element that is even less comprehensive than the original submission.	✓	1. Compliant. 2011-12 recruitment plan included in Element 8. 2. Not compliant. Demographic data not provided. The petition states the school shall attempt to reflect the demographic balance of the surrounding community and Los Angeles County, which is not compliant with statute. Ed Code requires the school to reflect the District in which it is located. Section 7.4 Regarding Court-ordered integration contains numerous errors and does not reflect the County Board as the authorizer in subsections 1 and 2 (p. 123 and p. 124). 3. Not compliant. Balance not shown.	2. Not Compliant. The submission did not address this issue. Language is identical to previous submission. 3. Not compliant. The submission did not address this issue. Language is identical to previous submission.
8	Admission Requirements 1. Describe process for conducting lottery 2. Removal of McKinney Vento Act (page 194) is a violation of law and must be replaced in the petition.	Yes	No	8/9/12 Informed WAYS' ED/D of O via phone conference the item had not been addressed	✓	1. Compliant. 2. Compliant. McKinney Vento Act language replaced. 3. Compliant. Full citation included.	

Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
Wisdom Academy for Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline					WAYS 9/14/12 Response	LACOE Analysis 12/4/12	LACOE Analysis 12/20/12
	Changes to reflect County Board as Authorizer per MOU Attachment "A"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	"Resolved" (Identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12	
	Charter Elements Required Pursuant to EC 47605(b)						
	3. The petition (p. 193) specifies three areas of Ed Code the charter will follow and limits its adherence to Ed Code to these three sections. The petition is an incomplete citation of Ed Code 47610; there are additional sections of Ed Code that are applicable to charter schools.						
9	No	Yes	The wording change to the first sentence changes the meaning and makes the element non-compliant with law. Maintain original petition language. Change to 9.3 is okay.	√	Compliant.		
10	No	Yes	Feedback provided in attached pdf document of Element 10	√	Not compliant. Changes made to the petition appear to reflect an attempt to bring the petition current with requirements of law applicable to non-charter public schools (reflect changes to current law MOU attachment G). Changes do not differentiate between offenses for which students may and separately must be suspended/expelled and contain due process and other concerns as written (p. 137 and p. 139).	Not compliant. The submission did not address these issues. Language is identical to previous submission.	
11	No	No					
12	Yes	No	8/9/12 Informed WAYS' ED/D of O via phone conference the item had not been addressed.	√	Not compliant. The petition does not describe which document will provide the information to parents; it says only the information will be given in writing.	Not compliant. The submission did not address this issue. Language is identical to previous submission.	
13	No	No					
14	Yes	Yes	1. Cost issue resolved as written 2. Change not made here, but the statement is made under Element 16, which is acceptable. 3. Timelines are excessive. The combination of Mediation (120 days) and Arbitration (120 days) allows the DRP to extend 8 months. 60 days for each step would be more reasonable. Additionally the changes to 14.1 are substantive and are not the same as approved by the County Board. This change could only be made through the	√ √	3. Not compliant. No change was made to the petition; timeline remains excessive. Language from original petition regarding revocation (p. 155) was removed unilaterally, which is not compliant with County Board authorization. Compliant. Changes previously made to 14.1 were removed.	3. Not compliant. The submission did not address this issue. Language is identical to previous submission.	

Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
Wisdom Academy for Young Scientists

Summary of Required Charter Elements Pursuant to Education Code Section 47605(b) And Specific Feedback LACOE Provided to WAYS to Comply with 8/31/12 Mediation Agreement Timeline				WAYS 9/14/12 Response	LACOE Analysis 12/4/12	LACOE Analysis 12/20/12	
	Charter Elements Required Pursuant to EC 47605(b)	Changes to reflect County Board as Authorizer per MOU Attachment "a"	Substantive Changes Made to Petition by WAYS	Required Actions & Comments	Resolved" (identifies changes were made to petition)	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
	1 5	Exclusive Public School Employer	No	No			
	1 6	Closure Procedures 1. Procedures must reflect LACOE; special ed procedures must reflect responsibilities as an LEA	Yes	Yes	Under (e) did not change District to County. Under (g) reference to "ICSD" is unclear. Under 11, "end financial" is unclear. Under 13, insert "WAYS will" between "reporting" and "Copy" Under 16.10 strikeout of 7651 S. Central is inconsistent with the material revision approved by the County Board in Aug. 2011 and lease documents WAYS submitted for this address. If the school is not utilizing the facilities at this site, it must notify the County Board.	√ √ √ √	Compliant. Compliant. Compliant. Compliant.
Other Statutory Reqrmts		Standards, Assessments, and Parent Consultation	No	No			
		Employment is Voluntary	No	No			
		Pupil Attendance is Voluntary	No	No			
		Effect on Authorizer and Financial Projections	No	No			
		Academically Low Achieving Pupils	No	No			
		Teacher Credentialing	No	No			
		Transmission of Audit Report	No	No			

Special Education Review	WAYS Response	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
<p>Special Education Review: Upon WAYS' acceptance into this SELPA, many of the specific items required by LACOE were immediately fulfilled because those specific items are identified in the Local Plan for the LAC SELPA. For ease of analysis, each item required within "Element 1" is reviewed with the analysis of WAYS' response and/or compliance highlighted in red.</p> <p>The requirements were as follows: The Charter School shall</p> <p>(1) Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join (accomplished 8/26/11)</p> <p>(2) If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services (accomplished 8/26/11 - when they joined the LAC SELPA)</p> <p>(3) How the school will provide or access special education programs and services. On page 64 OF 207 there was a reference to this item: "In addition to the supports offered during regular school hours, WAYS will allow additional instructional / tutorial time after school. It is unclear whether this implies special education services will be provided after school and may be noncompliant with federal regulations. (not accomplished)</p> <p>(4) The school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. (accomplished 8/26/11 - when they joined the LAC SELPA.)</p>		(1) Compliant. (2) Compliant.	
	resolved	(3) Not compliant. It appears special education services are not offered during the school day for those students who need more intensive support from special education teacher.	(3) Not Compliant: The submission did not address this issue. Language is identical to previous submission.
		(4) Compliant.	

Review of Charter Petition Revisions Submitted August 3, 2012 through December 19, 2012 to Fulfill Conditions of Authorization
 Wisdom Academy for Young Scientists

Special Education Review	WAYS Response	LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
(5) Include a description of the accommodations and /or modifications that may be used during standardized assessments. <i>(not accomplished - missing)</i>	resolved	Not compliant. Accommodations for listed for disabled English Learners but not for non-EL special ed students.	Not Compliant: The submission did not address this issue. Language is identical to previous submission.
(6) How parents of students with disabilities are informed about the school's educational program <i>(accomplished 8/26/11 – when they joined the LAC SELPA)</i>		(6) Compliant.	
(7) How the school shall provide special education services to students who are English Learners. <i>(not accomplished – missing)</i>	resolved	(7) Not compliant. Same comments as for (3) and (4).	(7) Not Compliant: The submission did not address this issue. Language is identical to previous submission.
(8) Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency. <i>(not accomplished – missing)</i>	resolved	(8) Not compliant. No specifics are listed except to identify one staff member who will coordinate services, but even here, no title or name is listed.	(8) Not Compliant: The submission did not address this issue. Language is identical to previous submission.
(9) Describe (a) the target population to be served <i>(accomplished 8/26/11 – when they joined the LAC SELPA),</i> (b) how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. <i>(not accomplished – missing)</i> (c) In Summary: The petition has not fulfilled conditions 3, 7, 8, and 9b.	resolved	(9) Compliant.	

Additional Feedback of Submitted Revision		LACOE Analysis of Petition Submitted 10/6/12	LACOE Analysis of Petition Submitted 12/19/12
1. Changes to the petition identified in MOU Attachment G – The revised petition submitted August 3, 2012, did not identify any changes to comply with the requirements set forth in Attachment G.	resolved	Not compliant. There is no indication where the petition reflects changes to the law since the petition was first authorized by LAUSD. Such revision is required by Ed Code for each renewal and each material revision.	Not compliant. The submission did not address this issue. There are not changes in the petition identified as fulfilling this requirement.
2. The County Board approved a material revision in Aug. 2011, which added a site and changed the enrollment. That material revision is not reflected in the petition changes submitted by WAYS on August 3, 2012. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference the item had not been addressed.	resolved	Not compliant. Salvation Army site approved by County Board by August 2011. Material Revision was not included in the charter as required by Ed Code.	Not compliant. The submission did not address this issue. Language is identical to previous submission regarding the location of the school.
3. Although the submitted charter reflects the addition of a sixth grade in some parts of the petition, changes to Elements 1, 2, and 3 are inconsistent regarding the addition of a sixth grade and are insufficient to support a positive recommendation of such a material revision. 8/9/12 LACOE informed WAYS' ED/D of O via phone conference that they had been given the process for submitting a material revision in May 2012, and that the August 3 submission of a revised charter petition was insufficient to fulfill that process. The process for submitting a material revision was provided again in a letter dated August 8, 2012.	partially resolved	Not compliant. The mediation agreement states, "All other terms and conditions of the MOU and agreements remain in effect." The MOU clearly indicates that any change to grade levels served is a material revision to the charter. WAYS has not submitted a request for a material revision, but made unilateral changes to the petition changing the grade levels to be served.	Compliant.



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

April 12, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 589-6550
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil,

Confirmation of County Board Action on Initiating Arbitration

This letter serves as confirmation of the action taken by the Los Angeles County Board of Education (County Board) on initiating binding arbitration with Wisdom Academy for Young Scientists (WAYS).

At its regular meeting held on Tuesday, April 9, 2013, the County Board took action to direct the Superintendent to follow the dispute resolution procedures as stated in the WAYS charter school petition received on appeal.

Attached is a copy of the approved action taken by the County Board, which constitutes the final order in this matter.

Should you have any questions, please do not hesitate to contact me at (562) 922-8806.

Sincerely,

A handwritten signature in cursive script, appearing to read "Judy Higelin".

Judy Higelin
Interim Project Director III
Charter School Office
Division of Accountability, Support and Monitoring

JH:ls
Attachment

c: WAYS Board
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

Board Meeting – April 9, 2013

APR 09 2013

BY: AD-RC
Ex Officio Secretary

Item VIII. Recommendations

- B. Approval for the Superintendent to proceed with the dispute resolution process and initiate binding arbitration with *Wisdom Academy for Young Scientists Charter School*

The Superintendent recommends that the Los Angeles County Board of Education (County Board) direct the Superintendent to follow the dispute resolution procedures as stated in the *Wisdom Academy for Young Scientists (WAYS) Charter School* petition received on appeal.

The document states, “the parties agree to settle the controversy, claim, or dispute by arbitration conducted by a single arbitrator in accordance with the rules or guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator’s fees and the administrative fees of the arbitration shall be shared equally among the parties.”

The recommendation is to enter into binding arbitration with WAYS on the issue of the charter school’s failure to comply with the terms of the June 15, 2012 mediation agreement.



The Titan Group

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SUBROSA

REPORT OF INVESTIGATION

Attorney-Client Privileged Communication

April 30, 2013

Los Angeles County Office of Education
Vibiana M. Andrade, General Counsel
9300 Imperial Hwy.
Downey, CA 90242-2890

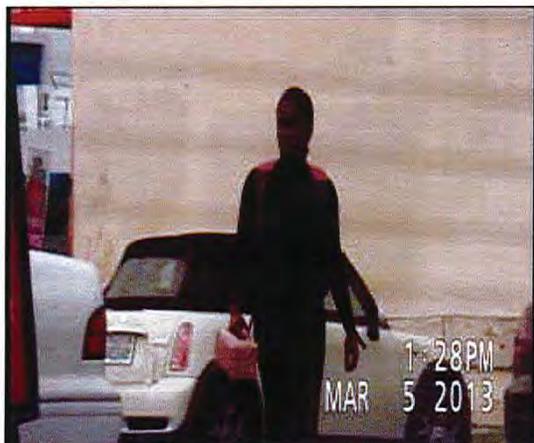
Re: Subject - Deara Okonkwo
Insured - Los Angeles County Office of Education

ASSIGNMENT:

On **Monday, March 4, 2013**, The Titan Group, Professional Investigations was assigned this investigation and retained by Vibiana M. Andrade, General Counsel on behalf of Los Angeles County Office of Education.

We were requested to conduct multiple days of surveillance on the person captioned above, hereinafter referred to as the "Subject." Investigator Z. Castro, Investigator E. Flores, Investigator G. Mendoza and Investigator M. Hernandez associates of The Titan Group, Professional Investigations were assigned this case by Qualified Manager, E. Saucerman.

SUBJECT IDENTIFICATION:



700 E. Redlands Blvd., Suite U-102, Redlands, CA 92373 • T-1.626.890.9148

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Deara Okonkwo

Client: Los Angeles County Office of Education

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SUBJECT INFORMATION:

Subject: Deara Okonkwo
Address: 1117 W. 112th St., Los Angeles, CA 90044
Employer: Los Angeles County Office of Education
Occupation: Contractor
Date of Birth: 07-07-1991
SSN: 661-40-XXXX

SURVEILLANCE SUMMARY:

Investigator Z. Castro Investigator, G. Mendoza and Investigator M. Hernandez conducted surveillance efforts on March 5, 6, 7, 8, 12, 14, 15, 19, 20, 2013 & April 2, 4, 5, 8, 9, 11, 22, 2013.

Results:

During the twelve (12) out of sixteen (16) days of surveillance and investigation, the Subject was observed departing her place of employment and traveling to Innovative Ways Academy Private School (IWAPS). The Subject was being compensated pursuant to her contract with LACOE and spent a vast amount of her time at IWAPS.

Tuesday, March 5, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was observed arriving at her place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the afternoon hours, the Subject departed her place of employment. A short time later, the Subject arrived at Carl's Jr. located in the City of Los Angeles, CA. Shortly thereafter, the Subject departed the location and drove across the street into the parking structure of Kaiser Permanente Hospital located at 6041 Cadillac Ave., Los Angeles, CA 90034. In the late afternoon hours, the Investigators discontinued surveillance efforts as requested.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Deara Okonkwo

Client: Los Angeles County Office of Education

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Wednesday, March 6, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject was there for approximately two (2) hours before departing the location. Shortly thereafter, the Subject arrived at her place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the evening hours, the Investigators discontinued surveillance efforts as requested.

Thursday, March 7, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject was there for approximately four and a half (4 1/2) hours before departing the location. Shortly thereafter, the Subject arrived at her place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the early evening hours, the Investigators discontinued surveillance efforts as requested.

Friday, March 8, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044.

The Subject was there for approximately two and a half (2 1/2) hours before departing the location. (Note: the Investigator lost contact with the Subject due to impeding traffic. The Investigator canvassed the area and checked the other school sites but was unable to locate the Subject.) In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Dearra Okonkwo

Client: Los Angeles County Office of Education

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Tuesday, March 12, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject was there for approximately two (2) hours before departing the location. Shortly thereafter, the Subject arrived at her place of employment Wisdom Academy for Young Scientists located 706 E. Manchester Ave., Los Angeles, CA 90001. In the late afternoon hours, the Investigators discontinued surveillance efforts as requested.

Thursday, March 14, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. In the late morning hours, the Subject was observed exiting the school building with an unidentified female and an unidentified male. She spoke with them briefly and shook both of their hands before entering the building out of view. The Subject was there for approximately three and a half (3 1/2) hours before departing the location. Upon following the Subject, the Investigator was unable to follow due to impeding traffic. Travel was made back to Innovative Ways Academy Private School to see if she would return. In the late afternoon hours, the Investigators discontinued surveillance efforts as requested.

Friday, March 15, 2013, the Subject was not active on this day of investigation. In the afternoon hours, the Investigator discontinued surveillance efforts as requested.

Tuesday, March 19, 2013, the Subject was not active on this day of investigation. In the afternoon hours, the Investigator discontinued surveillance efforts as requested.

Wednesday, March 20, 2013, the Subject was not active on this day of investigation. In the afternoon hours, the Investigator discontinued surveillance efforts as requested.

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REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Dearra Okonkwo

Client: Los Angeles County Office of Education

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Tuesday, April 2, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was observed at her place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the late morning hours, the Subject departed her place of employment. Upon following the Subject, the Investigator was unable to follow due to impeding traffic. A thorough canvas search was done of the surrounding area and travel was made back to Innovative Ways Academy Private School to determine if she would travel to the school location. The Subject was not located at IWAPS. In the afternoon hours, the Investigator discontinued surveillance efforts as requested.

Thursday, April 4, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was observed arriving at her place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the afternoon hours, the Subject traveled to Innovative Ways Academy Private School located in the City of Los Angeles, CA. The Subject was there for approximately two (2) hours before departing the location the location. In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

Friday, April 5, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. In the late morning hours, the Subject exited the building with an unidentified female. She placed a few items into her vehicle. Shortly thereafter, the Subject departed the location. She was there for approximately two (2) hours. The Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Dearra Okonkwo

Client: Los Angeles County Office of Education

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Monday, April 8, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044.

In the late morning hours, the Subject exited the building, entered her vehicle and departed the location. She was there for approximately three (3) hours. The Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

Monday, April 9, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject was there for approximately seven (7) hours. In the afternoon hours, the Subject departed the location. Upon following, the Investigator lost contact with the Subject due to a heavy amount of traffic on the freeway. In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

Thursday, April 11, 2013, the Subject was not active on this day of investigation. In the afternoon hours, the Investigator discontinued surveillance efforts as requested.

Monday, April 22, 2013, the Subject was active on this day of investigation. In the early morning hours, the Subject was located at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. In the late morning hours, the Subject exited the building, entered her vehicle and departed the location. She was there for approximately one (1) hour. The Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. In the late afternoon hours, the Investigator discontinued surveillance efforts as requested.

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IDENTIFICATION:

The Subject of investigation, Deara Okonkwo can be described as a twenty-two (22) year-old African American female with black short length hair. The Subject weighs approximately one-hundred and twenty-five pounds (125) and stands at 5'-2" feet tall.



BACKGROUND:

The Subject is suspected of engaging in outside employment at Innovative Ways Academy Private School. This conduct is not within the scope of her job duties for LACOE of which she is compensated to provide services at Wisdom Academy for Young Scientists.

SUBJECT'S VEHICLE:

1) 2008, Fiat 500, Beige, LP #6DIZ689. Registered to the Subject.



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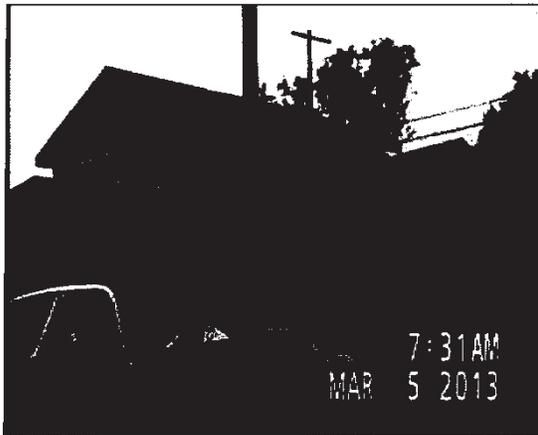
Subject: Debra Okonkwo

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RESIDENCE:

The Subject currently resides at 1117 W. 112th St., Los Angeles, CA 90044. The residence can be described as a two-story single family dwelling. The residence has a one (1) car attached garage. The residence has brown, and red colored stucco and three trees in the front yard.



INVESTIGATION SUMMARY:

Tuesday, March 5, 2013 (4:45 am to 3:45 pm)

Investigator Z. Castro and Investigator M. Hernandez initiated this investigation at 4:45 am by traveling and establishing surveillance at the Subject's reported place of residence located at 1117 W. 112th St., Los Angeles, CA 90001, and the Subject's reported place of employment located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 5:45 am.

Upon arrival, the Subject's vehicle was not observed in the driveway of the residence or the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

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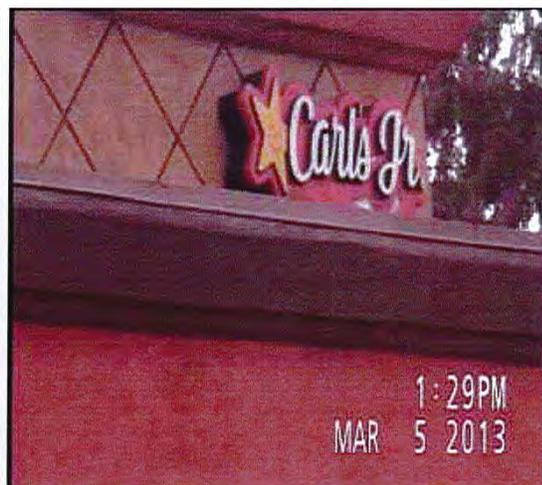
5:45 am to 8:10 am (Video Taken), integrity video was obtained of the Subject's residence and the Subject's place of employment. No activity was observed.

8:10 am, the Subject's vehicle was observed parked in the employee parking lot of her place of employment.

8:15 am to 12:45 pm (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed.

12:50 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.

1:29 pm (Video Taken), the Subject arrived at Carl's Jr. located at 2310 S. Cienega Blvd., Los Angeles, CA 90034. Minutes later the Subject was observed exiting her vehicle through the driver's side door and walked around to her passenger side door. She opened the passenger side door, removed a backpack, and then closed the door. The Subject was observed entering the location out of view.



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1:29 pm to 1:46 pm (Video Taken), integrity video was obtained of the Carl's Jr. restaurant located at 2310 S. Cienega Blvd., Los Angeles, CA 90034. No activity was observed.

1:46 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was resumed.

1:50 pm, the Subject arrived at Kaiser Permanente Hospital located at 6041 Cadillac Ave., Los Angeles, CA 90034. She entered the parking structure out of view. (Note: the Investigators were a few cars behind due to heavy traffic. The Investigators covered both exits and awaited the Subject's departure.)

2:00 pm to 3:00 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed. At this time surveillance was terminated for the day due to the lack of Subject activity and travel was made which ended at 3:45 pm.

Wednesday, March 6, 2013 (6:15 am to 4:45 pm)

Investigator Z. Castro and Investigator M. Hernandez initiated this investigation at 6:15 am by traveling and establishing surveillance at the Subject's reported place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:20 am (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed during this time.

8:30 am, the 2nd Investigator departed the Subject's place of employment to see if the Subject could be located at the other school sites.

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10:30 am (Video Taken), travel was made, for the second time, to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject's vehicle was observed parked in the school parking lot.

11:30 am, an unidentified vehicle was observed arriving at the school. An unidentified woman exited her vehicle and entered the location out of view.

12:19 pm, the Subject and the unidentified female were observed exiting the location. The Subject walked the unidentified female to her vehicle. The unidentified vehicle departed and the Subject entered the location out of view.

12:45 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.



12:55 pm, the Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. The Subject exited her vehicle and entered the location out of view.

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1:00 pm to 4:00 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed during this time. At this time, surveillance was terminated for the day due to the lack of Subject activity and travel was made which ended at 4:45 pm.

Thursday, March 7, 2013 (6:15 am to 4:15 pm)

Investigator Z. Castro and Investigator M. Hernandez initiated this investigation at 6:15 am by traveling and establishing surveillance at the Subject's reported place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:30 am (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed during this time.

8:40 am (Video Taken), the 2nd Investigator departed the Subject's place of employment to determine if the Subject could be located at the other school sites.

10:45 am (Video Taken), travel was made to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject's vehicle was observed parked in the school parking lot.

10:55 am to 1:50 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

1:56 pm (Video Taken), an unidentified young male was observed exiting the school building. He opened the Subject's rear hatch door of the vehicle and put unknown objects inside. He closed the rear hatch door and entered the location out of view.

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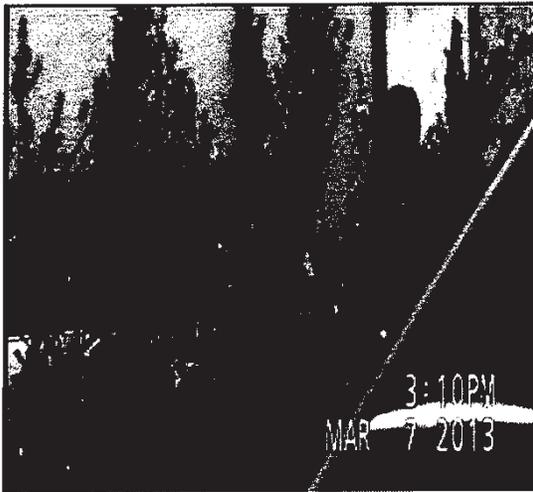
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2:00 pm to 3:05 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

3:10 pm (Video Taken), the Subject was observed exiting the school building. She placed her backpack in the passenger side of her vehicle. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.



3:15 pm, the Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. She exited her vehicle and entered the location out of view

3:20 pm to 3:30 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed during this time. At this time, surveillance was terminated for the day due to the lack of Subject activity and travel was made which ended at 4:15 pm.

Friday, March 8, 2013 (6:15 am to 3:45 pm)

Investigator M. Hernandez initiated this investigation at 6:15 am by traveling and establishing surveillance at the Subject's reported place of employment Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

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Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 9:50 am (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed during this time.

9:55 am (Video Taken), the Investigator departed the Subject's place of employment to see if the Subject could be located at the other school sites.

10:00 am (Video Taken), travel was made to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject's vehicle was observed parked in the school parking lot.



10:35 am to 12:30 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed during this time.

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12:35 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.



12:45 pm (Video Taken), the Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. The Subject exited her vehicle and entered the location out of view.

1:00 pm, the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location. (Note: the Investigator lost contact with the Subject due to impeding traffic. A canvas was conducted of the surrounding area for ten (10) minutes and the Investigator was unable to locate the Subject.)

1:15 pm, the Investigator traveled to Wisdom Academy for Young Scientists located at 7651 S. Central Ave., Los Angeles, CA 90001. The Subject's vehicle was not observed in the parking lot.

1:20 pm, the Investigator traveled to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject's vehicle was not observed in the parking lot.

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1:20 pm to 3:00 pm (Video Taken), integrity video was obtained of the school locations. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 3:45 pm.

Tuesday, March 12, 2013 (6:15 am to 3:45 pm)

Investigator Z. Castro initiated this investigation at 6:15 am by traveling and establishing surveillance at the Subject's reported place of employment located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:30 am (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed during this time.

8:35 am (Video Taken), the Investigator departed the Subject's place of employment to see if the Subject could be located at the other school sites.

9:21 am (Video Taken), travel was made to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. The Subject's vehicle was observed parked in the school parking lot.



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9:25 am to 11:05 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

11:11 am (Video Taken), the Subject was observed exiting the school building. The Subject entered the driver's side of her vehicle. She placed her backpack in the passenger side of her vehicle. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.



11:22 am, the Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. The Subject exited her vehicle and entered the location out of view.

11:30 am to 3:00 pm (Video Taken), integrity video was obtained of the school locations. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 3:45 pm.

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Thursday, March 14, 2013 (6:15 am to 3:45 pm)

Investigator Z. Castro initiated this investigation at 6:15 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:20 am (Video Taken), integrity video was obtained of the location. No activity was observed.

8:30 am, the Subject was observed arriving at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. She exited her vehicle and entered the location out of view.

8:35 am to 11:30 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.



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11:35 am (Video Taken), the Subject exited the building with an unidentified male and an unidentified female. She spoke with them for approximately one (1) minute and shook both of their hands. She waved goodbye to them and entered the building out of view.



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11:40 am to 11:55 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

12:00 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. (Due to impeding traffic and an island being in the center of the street, the Investigator was unable to follow the Subject.

The Investigator canvased the area and traveled back to Innovative Ways Academy Private School to see if the Subject would return.

12:20 pm to 3:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 3:45 pm.

Friday, March 15, 2013 (6:15 am to 2:45 pm)

Investigator Z. Castro initiated this investigation at 6:15 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 2:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed.

2:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 2:45 pm.

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Tuesday, March 19, 2013 (6:15 am to 1:45 pm)

Investigator Z. Castro and Investigator G. Mendoza initiated this investigation at 6:15 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044 and to Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was not observed in either of the employee parking lots. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:30 pm (Video Taken), integrity video was obtained of both locations. No activity was observed.

8:35 am, travel was made to the other school sites to see if the Subject could be located. The Subject's vehicle was not in the school parking lot of either site. The Investigator returned back to Innovative Ways Academy Private School.

9:00 am to 1:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 1:45 pm.

Wednesday, March 20, 2013 (6:15 am to 2:00 pm)

Investigator Z. Castro and Investigator M. Hernandez initiated this investigation at 6:15 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044 and to Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:00 am.

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Upon arrival, the Subject's vehicle was not observed in either of the employee parking lots. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 9:25 pm (Video Taken), integrity video was obtained of both locations. No activity was observed.

9:30 am, travel was made to the other school sites to see if the Subject could be located. The Subject's vehicle was not in the school parking lot of either site. The Investigator returned back to Innovative Ways Academy Private School.

10:00 am to 1:15 pm (Video Taken), integrity video was obtained of the location. No activity was observed during this time. At this time, surveillance was terminated for the day and travel was made which ended at 2:00 pm.

Tuesday, April 2, 2013 (6:45 am to 2:45 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:30 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 7:50 am (Video Taken), integrity video was obtained of the location. No activity was observed. At this time, travel was made to Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001 to see if the Subject could be located.

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8:03 am, the Subject's vehicle was observed in the parking lot of the school.

8:10 am to 10:05 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

10:07 am (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. (Due to impeding traffic and an island being in the center of the street, the Investigator was unable to follow the Subject.)

The Investigator thoroughly canvased the area and traveled to Innovative Ways Academy Private School to see if the Subject would travel to this location.)

10:45 pm to 2:00 pm (Video Taken), at this time surveillance was terminated for the day due to the lack of Subject activity and travel was made which ended at 2:45 pm.

Thursday, April 4, 2013 (6:45 am to 3:00 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at the Subject's reported place of employment located at 706 E. Manchester Ave., Los Angeles, CA 90001. Arrival was made at approximately 7:30 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:30 am to 7:55 am (Video Taken), integrity video was obtained of the location. No activity was observed.

8:03 am, the Subject was observed arriving at the location. She entered the school parking lot, exited her vehicle and entered the location out of view.

8:10 am to 12:00 pm (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed.

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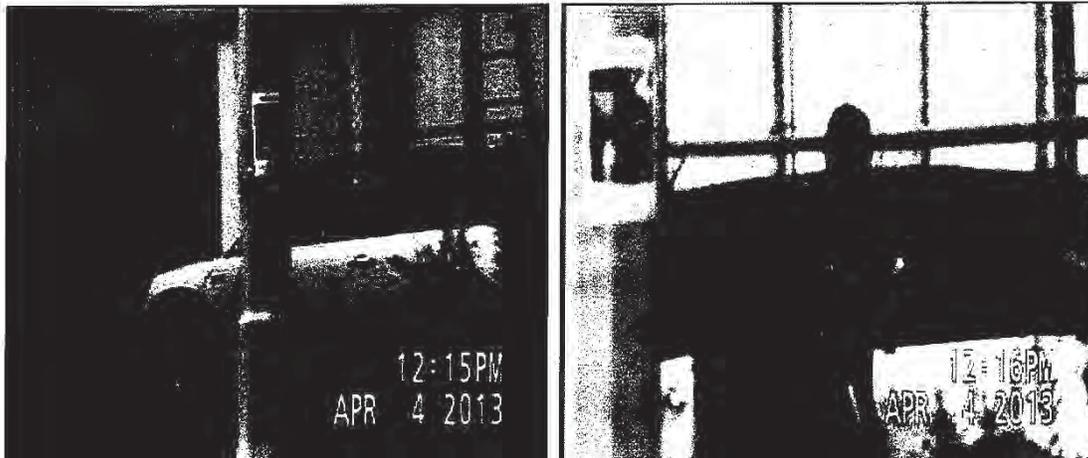
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12:05 pm (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.

12:15 pm (Video Taken), the Subject was observed arriving at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. She exited her vehicle and entered the location out of view.



12:20 pm to 2:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed. (Note: The Investigator had to relocate due to the security guard being present. Once relocated, the Investigator did not have view of the Subject's vehicle).

2:19 pm, the Investigator did a canvas check to see if the Subject's vehicle was still in the school parking lot. The Subject's vehicle was not observed in or around the school parking lot.

2:20 pm (Video Taken), at this time surveillance was terminated for the day and travel was made which ended at 3:00 pm.

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Friday, April 5, 2013 (6:45 am to 2:00 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:30 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:30 am to 9:00 am (Video Taken), integrity video was obtained of the location. No activity was observed. At this time, the Investigator traveled to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044 to see if the Subject could be located.

9:15 am, the Subject's vehicle was observed parked in the parking lot.

9:20 am to 10:40 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.



10:44 am (Video Taken), the Subject exited the building with an unidentified female. She placed some unknown items into her vehicle and entered the building out of view.

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10:46 am (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Minutes later the Subject departed the location, thus mobile surveillance was initiated.

10:57 am (Video Taken), the Subject was observed arriving at Wisdom Academy of Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. She exited her vehicle and entered the location out of view.

11:00 am to 12:35 pm (Video Taken), integrity video was obtained of the Subject's place of employment. No activity was observed.

12:40 pm, the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle and departed the location. Thus mobile surveillance was resumed. The Subject was observed driving towards the University of Southern California (USC) located in the City of Los Angeles, CA, the Investigator discontinued surveillance as instructed.

1:20 pm (Video Taken), at this time surveillance was terminated for the day and travel was made which ended at 2:00 pm.

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Monday, April 8, 2013 (6:45 am to 3:45 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:30 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:30 am to 8:00 am (Video Taken), integrity video was obtained of the location. No activity was observed.

8:05 am, the Subject was observed arriving at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. She exited her vehicle and entered the location out of view.

8:10 am to 10:45 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.



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10:47 am (Video Taken), the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. Thus mobile surveillance was initiated.



10:57 am (Video Taken), the Subject was observed arriving at Wisdom Academy of Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. She exited her vehicle and entered the location out of view.

11:15 am, the Subject was observed exiting the location. A short time later, the Subject entered the driver's side of her vehicle. (Due to impeding traffic and an island being in the center of the street, the Investigator was unable to follow the Subject.

The Investigator thoroughly canvassed the area and traveled to Innovative Ways Academy Private School to see if the Subject would travel back to this location.)

11:40 am to 3:00 pm (Video Taken), at this time surveillance was terminated for the day and travel was made which ended at 3:45 pm.

Monday, April 9, 2013 (6:45 am to 3:45 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:30 am.

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Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:30 am to 7:40 am (Video Taken), integrity video was obtained of the location. No activity was observed.

7:47 am (Video Taken), the Subject's vehicle was observed parked in the employee parking lot.

8:00 am to 2:40 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.



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2:45 pm, the Subject's vehicle was observed departing the location. Thus, mobile surveillance was initiated. (Due to a heavy amount of traffic the Investigator was unable to follow to Subject while on the freeway).

3:00 pm (Video Taken), at this time surveillance was terminated for the day and travel was made which ended at 3:45 pm.

Thursday, April 11, 2013 (6:45 am to 3:45 pm)

Investigator Z. Castro initiated this investigation at 6:45 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:30 am.

Upon arrival, the Subject's vehicle was not observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:30 am (Video Taken), integrity video was obtained of the location. No activity was observed. At this time, travel was made to Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001 to determine if the Subject could be located.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Dearra Okonkwo

Client: Los Angeles County Office of Education

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8:47 am, the Subject's vehicle was not observed in the parking lot of the school. Travel was made back to Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044.

9:00 am to 3:00 pm (Video Taken), integrity video was obtained of the location. No activity was observed. At this time surveillance was terminated for the day and travel was made which ended at 3:45 pm.

Monday, April 22, 2013 (6:15 am to 2:45 pm)

Investigator Z. Castro initiated this investigation at 6:15 am by traveling and establishing surveillance at Innovative Ways Academy Private School located at 8039 S. Vermont Ave., Los Angeles, CA 90044. Arrival was made at approximately 7:00 am.

Upon arrival, the Subject's vehicle was observed in the employee parking lot. A pre-surveillance check of the surrounding area was conducted and no counter surveillance measures were revealed.

7:00 am to 8:00 am (Video Taken), integrity video was obtained of the Subject's location. No activity was observed.

8:07 am (Video Taken), the Subject's vehicle was observed departing the location. Thus, mobile surveillance was initiated.

8:24 am, the Subject arrived at Wisdom Academy for Young Scientists located at 706 E. Manchester Ave., Los Angeles, CA 90001. She exited her vehicle and entered the location out of view.

8:30 am to 2:00 pm (Video Taken), integrity video was obtained of the Subject's location. No activity was observed. At this time surveillance was terminated for the day due to the lack of Subject activity and travel was made which ended at 2:45 pm.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Deara Okonkwo

Client: Los Angeles County Office of Education

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DVD MENU / VIDEO EVIDENCE:

Disc 1

Title 1 – 00:17:28-Minutes (Investigator Z. Castro, 3-5, 6, 7, 12, 14, 2013 & 4-4, 5, 8, 9, 22-2013)

Title 2 – 00:05:02-Minutes (Investigator M. Hernandez, 3-5, 6, 7 & 8-2013)

Total - 00:22:30 Minutes

Approximately **00:22:30 minutes** of video was obtained of relevant Subject activity. The above listed video evidence was transferred to a DVD and supplied with this Report of Investigation and enclosed in the investigation packet.

Two (2) date and time stamped SD cards were used to document this case and an original DVD was made and stored as evidence. Video was also taken for due diligence purposes and is on file with The Titan Group, Professional Investigations.

REPORT OF INVESTIGATION

April 30, 2013

Vibiana M. Andrade, General Counsel

Subject: Dearra Okonkwo

Client: Los Angeles County Office of Education

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INVESTIGATOR'S COMMENTS AND RECOMMENDATIONS:

There was a total of sixteen (16) days of covert surveillance and investigation conducted of the Subject. There was Subject activity observed at Innovative Ways Academy Private School, and her time present documented accordingly:

- ❖ The Subject was observed at Innovative Ways Academy Private School on numerous days for multiple hours on each occasion.

The Subject traveled to Innovative Ways Academy Private School on numerous occasions described above. She spent a total of approximately twenty-nine and a half (29.5) hours at IWAPT. Based upon the findings of this investigation, the Subject was being compensated by LACOE to work at Wisdom Academy for Young Scientists, when in fact she spent approximately 29.5 hours at Innovative Ways Academy Private School. Total amount of loss to LACOE is on file with Vibiana M. Andrade, General Counsel for LACOE.

If you have any questions, comments or further instructions, please feel free to contact our office. Once again, I thank you for the opportunity to be of assistance in this matter.

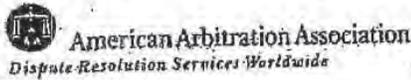
Sincerely,

Edward Saucerman, LPI #26242

THE TITAN GROUP, PROFESSIONAL INVESTIGATIONS

Qualified Manager E. Saucerman

Investigator Z. Castro (Primary Investigator/Author)



Commercial ARBITRATION RULES

(ENTER THE NAME OF THE APPLICABLE RULES)

Demand for Arbitration

MEDIATION: If you would like the AAA to contact the other parties and attempt to arrange mediation, please check this box.
There is no additional administrative fee for this service.

Name of Respondent Wisdom Academy for Young Scientists			Name of Representative (if known) unknown		
Address: 708 E. Manchester Avenue			Name of Firm (if applicable):		
City Los Angeles			Representative's Address		
State CA	Zip Code 90001	City Los Angeles	State CA	Zip Code	Phone No.
Phone No. (323) 752-8655	Fax No. (323) 762-8644	Phone No.	Fax No.	Email Address:	

The named claimant, a party to an arbitration agreement dated August 1, 2011, which provides for arbitration under the Arbitration Rules of the American Arbitration Association, hereby demands arbitration.

THE NATURE OF THE DISPUTE
Please see attached document.

Dollar Amount of Claim \$ 0.00 Other Relief Sought: Attorneys Fees Interest
 Arbitration Costs Punitive/ Exemplary Other Declarative

Amount Enclosed \$ 2,000.00 In accordance with Fee Schedule: Flexible Fee Schedule Standard Fee Schedule

PLEASE DESCRIBE APPROPRIATE QUALIFICATIONS FOR ARBITRATOR(S) TO BE APPOINTED TO HEAR THIS DISPUTE:
Active member of the member of the California State Bar or a retired judge of the state of federal judiciary of California. Experience with public charter schools is preferred.

Hearing locale LACOE Offices. (check one) Requested by Claimant Locale provision included in the contract

Estimated time needed for hearings overall: _____ hours or 1.00 days Type of Business: Claimant County Office of Education
Respondent Public Charter School

Is this a dispute between a business and a consumer? Yes No
Does this dispute arise out of an employment relationship? Yes No
If this dispute arises out of an employment relationship, what was/is the employee's annual wage range? Note: This question is required by California law. Less than \$100,000 \$100,000 - \$250,000 Over \$250,000

You are hereby notified that a copy of our arbitration agreement and this demand are being filed with the American Arbitration Association with a request that it commence administration of the arbitration. The AAA will provide notice of your opportunity to file an answering statement.

Signature (may be signed by a representative) <i>Vibiana M. Andrade</i>	Date: 5/21/13	Name of Representative Vibiana M. Andrade, Esq.
Name of Claimant Los Angeles County Office of Education	Name of Firm (if applicable) Office of General Counsel	
Address (to be used in connection with this case): 9300 Imperial Highway	Representative's Address: 9300 Imperial Highway	
City Downey	State CA	Zip Code 90242
Phone No. (562) 922-6123	Fax No. (562) 401-5452	Phone No. (562) 922-6123
Email Address: andrade_vibiana@lacoed.edu	Email Address: andrade_vibiana@lacoed.edu	

To begin proceedings, please send a copy of this Demand and the Arbitration Agreement, along with the filing fee as provided for in the Rules, to the AAA. Send the original Demand to the Respondent.
Please visit our website at www.adr.org if you would like to file this case online. AAA Case Filing Services can be reached at 877-495-4185

RECEIVED
Voorhees, NJ
JUN 03 2013
AMERICAN ARBITRATION ASSOCIATION

Attachment Regarding The Nature of the Dispute

The Los Angeles County Office of Education ("LACOE") hereby submits this demand for binding arbitration against Wisdom Academy for Young Scientists ("WAYS") in order to compel compliance with a memorandum of understanding executed between the parties. WAYS is a public charter school authorized by the Los Angeles County Board of Education ("County Board"). At the time of authorization, LACOE reviewed the charter petition and presented Findings of Fact to the County Board which identified numerous deficiencies in WAYS' charter petition. Thus, the parties executed a memorandum of understanding to correct these deficiencies and ensure that WAYS operated in compliance with the California Education Code and all applicable laws.

Pursuant to California Education Code section 47605, a charter petition must contain a reasonable description of a number of required elements in order to establish a charter school. When the petition is for renewal of a charter, the document must also be brought current to reflect changes in law since it was originally authorized or last renewed. When the petition is not approved at the local level and is appealed to the County Board, the petition must also contain changes to reflect the County Board as the authorizer. The original charter petition did not comply with these three requirements, so the parties executed a memorandum of understanding to bring the charter petition into compliance. WAYS failed to comply with the provisions of the memorandum of understanding regarding these required elements so that LACOE was forced to initiate the dispute resolution procedures contained in the petition. Pursuant to the dispute resolution procedures, an issue conference was held where the parties discussed the dispute. The dispute was not resolved, and on June 15, 2012, the parties met for mediation. The parties executed a "mediation agreement" which provided for WAYS revising its charter petition in order to come into compliance with the memorandum of understanding and provided a time frame for doing so. WAYS has failed to comply with the mediation agreement and the memorandum of understanding resulting in LACOE's demand for binding arbitration.

The specific deficiencies in WAYS' charter petition that are at issue for this proceeding are as follows:

- The description of the educational plan, including the build-out plan including where students will be served is non-compliant.
- Measurable pupil outcomes regarding outcomes for English language learner students are non-compliant.
- Employee qualifications including copies of current job descriptions and job descriptions for special education employees are non-compliant.
- Demographic data regarding racial and ethnic balance is non-compliant.
- Procedures regarding student suspension and expulsion are non-compliant.
- The material revision to the charter petition regarding the addition of a school site is non-compliant.

Attached to this Demand for Arbitration as Exhibit One is Section 14 of the charter petition entitled "Dispute Resolution" which provides that the parties will utilize the American Arbitration Association and as Exhibit Two, memorandum of understanding in which the County Board authorized the charter petition with provisions to correct the identified deficiencies.

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PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

At the time of service, I was over 18 years of age and **not a party to this action**. I am employed in the County of Los Angeles, State of California. My business address is 9300 Imperial Highway, Downey, California 90242-2890.

On May 31, 2013 I served a true copy of the following document described as **DEMAND FOR ARBITRATION** bon the interested parties in this action as follows:

[SEE ATTACHED SERVICE LIST]

BY MAIL: I enclosed the document(s) in a sealed envelope or package addressed to the persons at the addresses listed in the Service List and placed the envelope for collection and mailing, following our ordinary business practices. I am readily familiar with the Los Angeles County Office of Education's practice for collecting and processing correspondence for mailing. On the same day that the correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

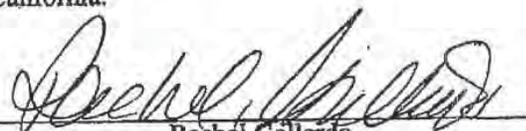
BY FAX TRANSMISSION: I faxed a copy of the document(s) to the persons at the fax numbers listed in the Service List. The telephone number of the sending facsimile machine was (562) 469-4332. No error was reported by the fax machine that I used.

BY FEDEX: I enclosed said document(s) in an envelope or package provided by FedEx and addressed to the persons at the addresses listed in the Service List. I placed the envelope or package for collection and overnight delivery at an office or a regularly utilized drop box of FedEx or delivered such document(s) to a courier or driver authorized by FedEx to receive documents.

BY PERSONAL SERVICE: I personally delivered the document(s) to the person being at the addresses listed in the Service List. (1) For a party represented by an attorney, delivery was made to the attorney or at the attorney's office by leaving the documents in an envelope or package clearly labeled to identify the attorney being served with a receptionist or an individual in charge of the office. (2) For a party, delivery was made to the party or by leaving the documents at the party's residence with some person not less than 18 years of age between the hours of eight in the morning and six in the evening.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on May 31, 2013, at Downey, California.


Rachel Gallardo

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SERVICE LIST

VIA Federal Express:

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Extraordinary Audit AB139

Intake Document

Los Angeles County Office of Education – WAYS Charter School

Pursuant to Education Code Section 1241.5 (b), if the Superintendent of the County Office of Education has reason to believe that fraud, misappropriation of funds or other illegal practices may have occurred can request that the FCMAT team conduct an extraordinary audit.

In an effort to assist the county office in this effort, FCMAT has developed a short checklist to determine what elements indicate potential fraud or misappropriation that warrants an extraordinary audit under the education code guidelines.

Fraud can benefit either an individual or an organization. All of the following elements must be present to be considered fraud:

1. *Knowing* making a false claim, or *untrue representation*, of a *material fact*;
2. The act is *intentional*, intent to deceive (*concealment*);
3. The victim *relies* on the untrue information (*reliance*);
4. *Damages*, or suffered *loss*, of money or property.

The following lists the major types of fraud. The COE will be asked to identify the category or categories.

Major types of fraud:

1. Embezzlement *unknown*
2. Breach of fiduciary duty ✓ *evidence of*
3. Conflict of interest ✓ *evidence of*
4. Bribery, or commercial bribery *unknown*
5. Illegal gratuity *unknown*
6. False statements or claims *unclear - possible*
7. Extortion *unclear - possible*
8. Mail and/or wire fraud *unknown - possible*
9. Conspiracy *unclear - possible w/ regard to items 2+3*

Name: Board of Directors / Charter - Appeal - Current Office of Superintendent	
Type of fraud	Breach of Fid. Duty
Are the specific allegations documented by the district or charter school?	Yes
Documented the allegations in writing?	Yes
Circumstantial evidence obtained:	Yes
Direct evidence obtained:	Yes
Original documents obtained:	
Copies of original documents obtained:	
What elements of fraud or misappropriation exist?	
Potential, or estimated loss:	1/2 million 3/4 million dollars
Neutral Third-Party Witnesses:	Vo Chan, Z. Memon (LACOE)
Corroborative Witnesses:	Former Board Members, S. Willard
Adverse Witnesses:	School Employees / Board
Co-conspirators:	Founder, Son, Board, Cibel
Suspects:	Founder, Son, Board, Cibel

- ~~Willard~~ S. Willard Case (payment 1/2 mil. from school funds caused by personal request of founder)

- Failure to give M. Curton access to bank accounts
- Payment to founder (250 K) w/out proof of payment being owed. Never listed as debt in budget submitted to LACOE on appeal.
- Failure to update Fiscal policies for 18 months after request by LACOE / Board (See Board Mins)

Type of fraud	Conflict of Interest *
Are the specific allegations documented by the district or charter school?	Yes
Documented the allegations in writing?	Yes - Audit, other
Circumstantial evidence obtained:	Yes
Direct evidence obtained:	Yes - Audit, other
Original documents obtained:	No
Copies of original documents obtained:	Yes - Audit, other
What elements of fraud or misappropriation exist?	
Potential, or estimated loss:	unclear
Neutral Third-Party Witnesses:	LACOE
Corroborative Witnesses:	K. Horowitz (WAYS)
Adverse Witnesses:	School Personnel
Co-conspirators:	Cabel, Okonkwo Family, Board WAYS
Suspects:	Blair Okonkwo Family

- There are multiple issues
- After school programming contractor (brother/sister; possible mother/daughter)
 - Sale of property under negotiation (Mother/son) (Founder/friend)
 - Hiring for positions where not qualified
 - Daughter working for another company while employed (also conspiracy)

LACOE Staff to Be Interviewed

a

Andrade, Vibiana

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Full Name: Courtney Brady
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Branch, Pamela

Full Name: Pamela Branch
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82-XXXX-21135801-1120

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Sanchez_LJla

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h

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Full Name: Joaquin Hernandez
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Hung, Anthony

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Department: Controller's Office
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81-7395-411041-5722

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Isenberg, Jan

Full Name: Jan Isenberg
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Downey, CA 90242
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Sanchez_LJla

2

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S

Smith, Pat

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Bus: 562 /922-8806
E-mail: Supple_Anne@lacoed.edu
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Sanchez_Lila

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FCMAT

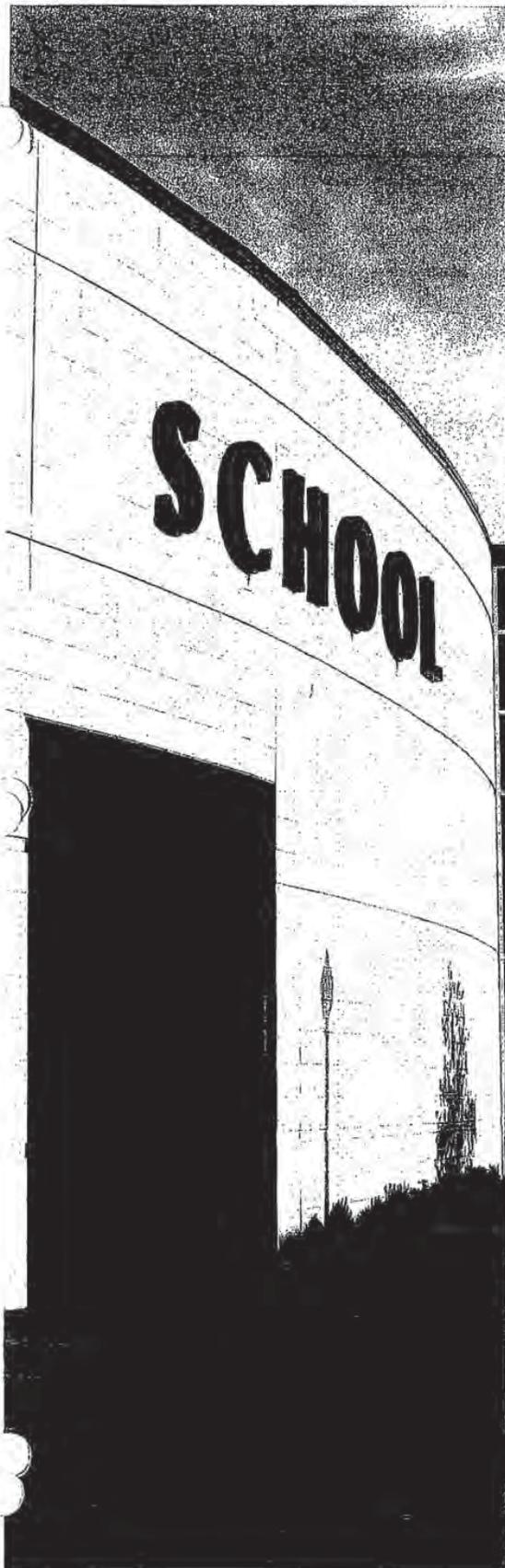
FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

Los Angeles County Office of Education regarding the Wisdom Academy for Young Scientists AB 139 Extraordinary Audit

March 19, 2014

Joel D. Montero
Chief Executive Officer



000048

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

000049

WAYSAPPEAL-000450

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

March 19, 2014

Arturo Delgado, Ed.D., Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Dear Superintendent Delgado:

The contract between the Fiscal Crisis and Management Assistance Team (FCMAT) and the Los Angeles County Office of Education to provide an Assembly Bill 139 extraordinary audit of the Wisdom Academy of Young Scientists (WAYS) was signed in May 2013 and returned to FCMAT in June 2013. Specifically, the agreement stated that FCMAT would perform the following:

Scope and Objectives of the Study

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

FCMAT

Joel D. Montero, Chief Executive Officer

1300 17th Street - City Centre, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 707-636-4647 • www.fcmat.org
Administrative Agent: Christine L. Frazier - Office of Kern County Superintendent of Schools

000050

- [REDACTED]
4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
 5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.

This final report contains the study team's findings and recommendations in the above areas of review. FCMAT appreciates the opportunity to serve the Los Angeles County Office of Education, and extends thanks to all the staff for their assistance during fieldwork.

Sincerely,



Joel D. Montero
Chief Executive Officer

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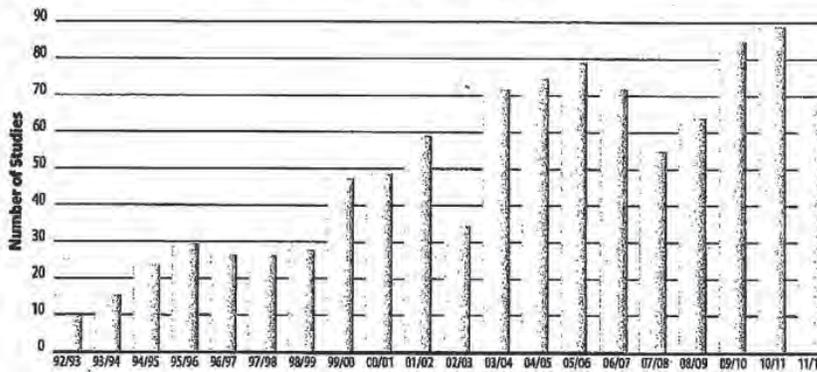
About FCMAT

FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices and efficient operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and share information.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the local education agency to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help local educational agencies operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) arm of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. Assembly Bill 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. Assembly Bill 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

iv

ABOUT FCMAT

In January 2006, SB 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform nearly 850 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

In May 2013, the Fiscal Crisis and Management Assistance Team (FCMAT) received a request from the Los Angeles County Office of Education for an Assembly Bill (AB) 139 extraordinary audit of the Wisdom Academy for Young Scientists charter schools. The county office had received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related-party transactions at WAYS charter school. Concerned that these allegations may have violated various government and education codes related to fraud and/or misappropriation of assets, the county superintendent initiated an investigation to determine whether sufficient evidence of fraud, misappropriation of funds or other illegal activities may have occurred to report the matter to the local district attorney's office for further investigation. Under the provisions of Education Code Section 1241, FCMAT entered into a contract with the Los Angeles County Office of Education to conduct an AB 139 extraordinary audit.

FCMAT interviewed employees and reviewed documents to determine if instances of fraud, misappropriation of funds or other illegal practices occurred that would warrant further investigation by the local district attorney's office.

Study Guidelines

FCMAT provides a variety of services to school districts and county offices of education upon request. Education Code Section 1241.5(b)(c) permits a county superintendent of schools to review or audit the expenditures and internal controls of any school district in that county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. According to the Education Code, the review or audit conducted by the county superintendent will focus on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and is to be conducted in a timely and efficient manner. This is in accordance with Education Code Section 42638(b), which states as follows:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the school district, the State Controller, the Superintendent of Public Instruction, and the local district attorney.

Therefore, FCMAT focused on the allegations of misappropriation of assets, misuse of grant funds and conflict of interest to determine whether Wisdom Academy for Young Scientists Charter School and/or its personnel were involved in or committed fraudulent activities.

Audit Fieldwork

Investigating allegations of fraud requires a number of steps that include interviewing potential witnesses and assembling evidence from internal and external sources. The FCMAT study team conducted initial county office interviews in June 2013 during the schools' summer vacation and then visited the three charter school campuses in November 2013 to conduct interviews, collect data and review documents. Based on new information, additional interviews and fieldwork were scheduled in December 2013 through February 2014. Specifically, FCMAT reviewed, analyzed and tested records that included audited financial statements, financial records, grant documents, board minutes, the charter petitions and other documentation from independent third party

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sources. The review also included interviews with a board member, management personnel, business service provider, and former charter school employees to evaluate information concerning any alleged mismanagement, fraud, or abuse.

The fieldwork focused on determining whether there is sufficient information to ascertain fraud, misappropriation of funds, conflict of interest particularly with related-party transactions, self-dealing through privately owned company transactions of management and key employees and the former executive director of the charter school, and breach of fiduciary duty.

Although there are many different types of fraud, a conflict of interest and breach of fiduciary duty exists when officers or employees of the organization have a personal financial interest in a contract or transaction and is considered to be a form of misappropriation of assets.

All fraud has common elements including the following:

Knowingly making an untrue representation or a false claim of a material fact;

- Intent to deceive, or concealment of the act;
- Reliance on untrue information; and
- Damages or a loss of money or property.

This report is the result of that investigation and is divided into the following sections:

- Introduction
- Background
- Scope and Procedures
- Findings and Recommendations
 - Occupational Fraud
 - Related-Party Transactions, Significant Influence, Self-Dealing
 - Audit Findings
 - Governing Board Oversight
- Appendices

Study Team

The FCMAT study team was composed of the following members:

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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Background

Wisdom Academy for Young Scientists (WAYS) operates under the Merle Williamson Foundation, a non-profit 501(c)(3). WAYS charter school was authorized as a charter school by the California Department of Education (CDE) in September 2006. The first-year enrollment of 141 grew to 267 pupils by June 30, 2012.

Originally approved by Los Angeles Unified School District Board of Education, the charter school was denied renewal of the petition effective July 1, 2011. The district cited several instances of Education Code violations that included:

1. Conflict of interest concerns between related parties, the executive director, the principal and members of the Board of Directors including self-dealing;
2. Violations of the Brown Act;
3. An ineffective governance structure; and
4. Failure to provide a reasonably comprehensive description in the petition for 12 of 16 required elements pursuant to EC 47605(b)(5).

The WAYS governing board is responsible for fiscal accountability and proper governance over all financial transactions but has limited involvement in the schools' financial affairs. The inability for the governing board to exercise due diligence and implement internal controls has effectively allowed the former executive director, current executive director and related parties unrestricted access to the assets of the organization and implied authority to enter into a variety of business arrangements for personal gain without board authorization and/or approval.

The involvement of the former executive director, related parties, business associates, former board members and numerous businesses owned by the former executive director and her husband has raised questions regarding potential conflict of interest, significant influence over financial transactions, self-dealing, control over fiscal management and related party transactions in violation of government and education codes.

On June 7, 2011, the Los Angeles County Board of Education (LACBOE) granted conditional approval for the WAYS charter school. Since that time, the management of the charter school has repeatedly resisted implementation of the conditions for approval by ignoring requests by the county office staff for information to support that the conditions have been met. On several occasions, verification that the conditions have been met including required reports such as financial information, interim budget reports, audited financial statements and monthly reports have been submitted after repeated requests by Los Angeles County Office of Education (LACOE) staff or have not been submitted at all.

County office staff cite several instances within the first year of operations where WAYS failed to comply with the conditions set forth in the original conditional approval. Some examples include: Management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage, attendance reports, contact information, student information, board minutes, board agendas, board meeting dates, failure to abide by

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BACKGROUND

conflict of interest laws, and interference in operations from the founder/former executive director, in addition to written and verbal complaints by board members, parents and staff.

Following the conditional approval by LACBOE, the county office staff received written and verbal complaints alleging WAYS engaged in fiscal mismanagement, interference with the board in its fulfillment of fiduciary duties by the founder/former executive director, disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board, resignation of five of the nine board members in one month citing concerns over conflict of interest, ongoing board member resignations, dissention, verbal abuse of board members by the founder/former executive director and, most recently, her son, the director of operations. In January 2014, three of five board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.

LACOE staff note several irregularities and possible misappropriation of funds within the WAYS charter school organization that oversees three charter school sites. These allegations of fraud involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases, related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school, execution of a vehicle lease without board approval, and a substantial separation of service payment to the former executive director without sufficient supporting documentation.

Governance issues include an ineffective governance structure caused by continued interference by the former executive director through her son and daughter that hold key positions of authority and decision making in the organization, effectively eliminating the governing board's ability to exercise its fiduciary responsibilities and duty of care. Evidence of board meeting cancellations and disruption by the current executive director and the founder's son (director of operations) are corroborated through emails, board minutes and audio recording of board meetings. Prior to the board president's resignation in January 2014, threatening outbursts by the founder's son at a specially scheduled board meeting ended the meeting, after which she obtained a restraining order for her personal protection.

Based on these allegations, the Los Angeles County Office of Education, Charter Schools Division conducted a preliminary investigation, and based on the results of their initial findings, requested assistance from FCMAT pursuant to Education Code Sections 47604.4 and 1241.5(c).

The county office requested FCMAT to provide for the assignment of professionals to study specific aspects of alleged fraud, misappropriation of funds or other illegal fiscal practices that may have occurred in the Wisdom Academy for Young Scientists organization that merit examination.

EC Section 42638(b) requires action by the county superintendent to include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Sufficient evidence exists to demonstrate that WAYS' management and governing board has failed to cooperate with its oversight agency; is engaged with fiscal mismanagement; violates California conflict of interest laws by engaging in related party transactions and self-dealing; and has breached its fiduciary responsibility and duty of care.

Scope and Procedures

The fraud investigation consisted of gathering adequate information regarding specific allegations, establishing an audit plan, and performing various audit test procedures to determine whether fraud occurred, and if so, evaluate the loss, determine who was involved, and determine how it occurred. During the interviews, FCMAT study team members asked questions pertaining to levels of authority to enter into contracts, governing board oversight, financial management policies and procedures, job duties and responsibilities, and questions related specifically to the founder/former executive director's settlement agreement, facility leases, automobile lease, excess fuel purchases and various purchases by selected vendors including the dance studio owned by the founder's daughter.

The primary focus of this review is to provide the Los Angeles County Office of Education with reasonable assurances based on the testing performed that adequate management controls are in place regarding the charter schools' reporting and monitoring of financial transactions and that fraud, misappropriation of funds or other illegal activities have not occurred. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance.

FCMAT utilized fraud risk assessment tools to conduct sample tests of financial transactions, other data and contracts to determine if fraud, misappropriation of funds or other illegal activities have occurred. Testing associated with this review is based upon sample selection and does not include the testing of the complete list of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

Transaction Sampling Analysis

To accomplish the objectives of this audit, a number of audit test procedures were developed to provide an in-depth analysis and understanding of the allegations and potential outcomes. The team had access to the general ledger records from July 1, 2008 through June 30, 2013. Specifically, FCMAT performed audit tests related to general ledger transactions, bank statements, check disbursements, and rent, facility and automobile lease agreements, including the following:

- Review of the charter schools' detailed QuickBooks general ledger records for the most recent five-year period from July 1, 2008 through December 31, 2013.
- Review of bank statements covering the audit period.
- Review of proper authorization and available supporting documentation.
- Review of credit card transactions and payments.
- Analysis of supporting documentation for credit card transactions.
- Review of federal forms W-9, 990 and 1099 over the audit period.
- Review of the charter schools' fiscal policies and procedures handbook.
- Review of the charter schools' petition documents and bylaws.
- Review of the governing board minutes and agendas.
- Analysis of purchases for school materials and supplies.

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- Analysis of the charter schools' compliance with laws and regulations relating to conflict of interest and the Political Reform Act and review of Forms 700.
- Review of the charter schools' internal control process and procedures to determine possible weaknesses in prevention and detection of fraud, misappropriation and/or criminal activity.

Transaction sampling was the method used to evaluate the vendor payments issued by WAYS. To evaluate WAYS' management of expenditure decisions, FCMAT obtained a full copy of the WAYS accounting software, QuickBooks. Using QuickBooks, the team reviewed the WAYS general ledger and vendors over the last five years.

The WAYS chart of accounts general ledger is comprised of 196 accounts. Vendor transactions are accounted for using the charter of accounts recorded in the general ledger to account for transactions in various like-kind groups such as office supplies, books, rent, loans, capital improvement, etc. For example, a typical purchase from Staples would be recorded as supplies and subsequently paid through accounts payable, eventually decreasing the cash account.

The team reviewed all 42 customers and 667 WAYS vendors and scanned each transaction in the QuickBooks software to identify potential individual transactions to be examined further.

An audit risk assessment involves sampling of both customer and vendor transactions. Customer transactions were consistent with audit risk parameters; therefore, no additional transactions were reviewed. However, the team identified 20 of the 667 vendors for an in-depth audit that included 137 individual transactions as demonstrated in the following table below.

WAYS Transaction Sampling	Customers	Vendors	Total
Total Number	42	667	709
FCMAT Team Previewed	42	667	709
Percent Previewed	100%	100%	100%
Selected For Detailed Review	-	20	20
Percent Previewed of Total Number	0%	3%	3%
Detailed Documentation Examined	n/a	137	137

Selected vendor transactions were audited for supporting documentation for paid invoices based on specific criteria and depending on the type of purchase:

- An invoice's appearance, calculations of extended prices and quantities, description of invoice line items, and sales tax calculations
- Invoice payments
- Shipping documents
- Bills of lading and/or packing slips
- Receipt documentation such as notes, description of the business purpose
- Proper authorization including governing board approval, management approval, and conformance to internal accounting policies and procedures

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- Proper coding of the transaction into the chart of accounts general ledger
- Vendor names and check payee names that are supported by valid business license, sales tax licenses and federal Form W-9
- Vendor invoices that present valid business addresses
- Vendors that were issued a federal Form 1099
- Contracts that are valid for the appropriate time period and contain authorized signatures
- Other proper documentation depending on the type of purchase or contract

After reviewing 137 detailed transactions of the 20 vendors selected for detailed review, the following six vendors fit the profile of related parties and/or were business entities that received payments from WAYS business accounts for goods or services:

1. OSE Business Services
2. American Express credit card
3. Godfrey Okonkwo
4. Emeka Enwezor
5. Avatar Technology
6. Toyota Motor Corporation - Lexus purchase and sale

The following findings and recommendations are the result of the audit procedures and analysis performed.

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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Findings and Recommendations

Occupational Fraud

The owners, executives, directors, managers and/or employees of an organization may commit occupational fraud, which has three primary classifications: schemes related to asset misappropriation, corruption, and financial statements. Occupational fraud is the most common type of fraud that occurs in school settings.

Asset misappropriation frauds include cash skimming, purchasing fraud, falsifying expense reports and/or forging company checks. Corruption schemes involve an employee(s) using his or her influence in business transactions to obtain a personal benefit that violates that employee's duty to the employer or the organization; conflicts of interest fall into this category. Financial statement fraud includes the intentional misstatement or omission of material information in the financial reports.

Occupational fraud is one of the most difficult types of fraud and abuse to detect; however, the most common method of detection is receiving tips from current and/or former employees, which occurs three times more frequently than any other fraud prevention method for this type of scheme, and accounts for 43.6% of detections overall. According to the 2012 Report to the Nations on Occupational Fraud and Abuse conducted by the Association of Certified Fraud Examiners (ACFE), corruption schemes accounted for approximately one-third of all occupational fraud cases reported, with a median loss of \$250,000.

Based on this study, there is a direct correlation between the perpetrator's position and authority in the organization and the losses incurred. Approximately 43% of fraudsters were employees; 34.3% were managers; 4.2% were "others," and 18.5% were owner/executives. Although the second lowest percentage is from owner/executives, this group generated the largest median loss of \$373,000 out of the 753 cases reported in the United States.

WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates. The founder/former executive director selected the board members, which gave her and other family members significant influence over financial decisions that benefited them financially. Even after the founder was removed from her executive director position as a condition of the newly executed charter petition by the county office of education, the founder/former executive director positioned her son, daughter and previous board president to hold key positions in the organization and run the day-to-day operations, and by this action still maintained effective control over the financial affairs of the organization.

This report will demonstrate that there is an integral relationship between appointed board members and related family members and business associates – particularly between the former executive director, her son, daughter, former board president and their associated private businesses and lease agreements – that created an environment that allowed and continues to allow access, opportunity and motivation for occupational fraud to occur.

Internal Control Elements

Internal controls are the principal mechanism for preventing and/or deterring fraud or illegal acts. Illegal acts, misappropriation of assets or other fraudulent activities can include an array of irregularities characterized by intentional deception and misrepresentation of material facts.

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Effective internal control processes provide reasonable assurance that a charter school's operations are effective and efficient, that the financial information produced is reliable, and that the organization operates in compliance with all applicable laws and regulations.

Internal control elements provide the framework for an effective fraud prevention program. An effective internal control structure includes the policies and procedures used by staff, adequate accounting and information systems, the work environment and the professionalism of employees. An effective internal control structure includes the five interrelated components of the control environment: fraud risk assessment, control activities, information and communication, and monitoring.

Internal Control Element	Description
Control Environment	Commonly referred to as "the moral tone of the organization," the control environment includes a code of ethical conduct; policies for ethics, hiring and promotion guidelines; proper assignment of authority and responsibility; oversight by management, the board or an audit committee; investigation of reported concerns; and effective disciplinary action for violations.
Fraud Risk Assessment	Identification and assessment of organization's objectives to establish and develop a strategy to react timely.
Control Activities	The development of policies and procedures to enforce the governing board's directives. These include the actions by management to prevent and identify misuse of the district's assets, including the prevention of override of controls in the system by any employee.
Information and Communication	The establishment of effective fraud communication. This includes ensuring that employees receive information regarding policies and opportunities to discuss ethical dilemmas. Establishing clear lines of communication in an organization to report suspected violations.
Monitoring	Ongoing monitoring that includes periodic performance assessments for fraud deterrence by managers and employees.

Examples of improper internal controls include, but are not limited to, the following:

- Failure to adequately segregate the duties and responsibilities of authorization.
- Failure to limit access to assets or sensitive data.
- Not recording transactions, resulting in lack of accountability and the possibility of theft.
- Unauthorized transactions, resulting in skimming, embezzlement or larceny.
- Lack of monitoring or implementing internal controls by the governing board and management.
- Collusion among employees where little or no supervision exists.

A system of internal controls consists of policies and procedures designed to provide the governing board and management with reasonable assurance that the organization achieves its objectives and goals. Traditionally referred to as *hard* controls, these include segregation of duties, limiting access to cash, management review and approval, and reconciliations. Other types of internal controls include *soft* controls such as management tone, performance evaluations, training programs, and maintaining established policies, procedures and standards of conduct. Controls that have been established must also be implemented and monitored to ensure their effectiveness.

Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document

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that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests. In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely.

The internal control environment is a critical component because it establishes the organization's moral tone, commonly referred to as "the tone at the top." The tone at the top is an intangible internal control element that consists of the perception of an organization's employees regarding the ethical conduct displayed by the governing board and executive management.

A strong system of internal controls that consists of all five elements can provide reasonable but not absolute assurance that the organization will succeed in achieving its goals and objectives. The failure to establish adequate internal controls limiting the ability of the founder, family members and other related parties to access assets coupled with a lack of accountability to the governing board created an environment for fraud and misappropriation to occur.

To further demonstrate the lack of effective internal controls, independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these findings have not been addressed by management and the governing board; therefore, these findings are repeated each year. The following table illustrates a complete list of audit findings from 2010-11 through 2012-13 prepared by annual independent auditors.

Audited Financial Statements Schedule of Findings and Questioned Costs for Audit Years 2011, 2012 and 2013

Finding	Description	2011
11-01/3000 - Combined Significant Deficiency Internal control condition	Untimely deposit of cash receipts	Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws and regulations.
11-02/3000 -Combined Significant Deficiency Internal control condition	Bank Reconciliation Over Site	Bank reconciliation was not properly reviewed resulting in inconsistent bank to book balances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor.
11-03/3000 - Combined Significant Deficiency Internal control condition	Accounts Receivable Reconciliation	The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances. Organization has not adequately established written policies and procedures to ensure accounts receivable balance is properly reconciled to subsidiary ledger balances and that differences are investigated and cleared in a timely manner. Could result in material errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

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11-04/3000 - Combined Significant Deficiency Internal control condition	Recording transaction with- out complete supporting documentation	Supporting documentation for several dis- bursements was not complete. Could result in duplicate payments, goods and/or services not received, or payments that are incorrect or fraudulent. Could be a material misstatement of the finan- cial statements. Organization lacks clear policies and proce- dures for the approval of all disbursements.
11-05/3000 - Significant Deficiency Internal control condition	Payroll Expense Reconciliation	Payroll expenses are not properly reconciled and adjusted in a timely manner. Could be a material misstatement of the finan- cial statements.
11-6/3000 - Significant Deficiency Internal control condition	Written Asset Capitalization Policy	Organization does not have a written asset capitalization policy or procedures. This could result in unreliable financial reporting and compliance. Could be a material misstatement of the finan- cial statements.
Finding	Description	2012
11-01/3000 - Significant Deficiency Internal control condition	Bank Reconciliation Over Site	Bank reconciliation was not properly reviewed resulting in inconsistent bank to book bal- ances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor.
11-02/3000 - Significant Deficiency Internal control condition	Payroll Expense Reconciliation	Payroll expenses were not consistently recon- ciled to the general ledger. Could result in a material misstatement of the financial statements. Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.
Finding	Description	2013
2013-1/3000 Significant Deficiency Internal control condition	Bank Reconciliations	Monthly adjustments are made to a "suspense" account. Correcting journal entries at year end were not reconciled or posted into the proper accounts. Questioned costs: \$13,735 posted in suspense accounts. Inadequate procedures to ensure that sup- porting documentation is provided for all transactions associated with bank accounts. Management officials from the school are not providing information necessary to post cor- recting journal entries to back office provider.

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<p>2013-2/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Payroll Expense Reconciliations</p>	<p>Payroll expenses were not consistently reconciled to the general ledger resulting in a material misstatement of the financial statements.</p> <p>Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liability.</p>
<p>2013-3/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Year End Accruals and Closing Process</p>	<p>The organization did not record closing transactions for the accounts receivable, accounts payable, prepaid expenses, and capital assets.</p> <p>Effect: Recording differences between unaudited actuals reported to oversight agency and audited financial statements.</p> <p>Material misstatement of the financial statements.</p> <p>Organization has not established clear written policies and procedures for year-end closing activities.</p>
<p>2013-4/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Payroll Documentation</p>	<p>Personnel Action Forms (PAFs) are not complete. In 100% of the PAFs reviewed there were missing approval signatures.</p> <p>Federal Form I-9s were not completed correctly in nine out of 10 forms tested, exposing the organization to risk of noncompliance with I-9 requirements.</p> <p>The organization is at risk for paying individuals that are not approved.</p> <p>The organization has not established adequate procedures for hiring, including required documentation.</p>
<p>2013-5/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Capital Assets</p>	<p>The organization was unable to provide detail of capital assets to support amounts recorded in the books of record.</p> <p>Purchases of capital assets were inappropriately expensed instead of capitalizing these assets appropriately.</p> <p>Insufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements.</p> <p>The organization has not established adequate procedures for tracking capital assets and ensuring that they are appropriately recorded in the financial statements.</p>

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<p>2013-6/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Credit Card Documentation</p>	<p>Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation.</p> <p>Credit cards are used to purchase items and subsequently repaid with a check. The organization is using the credit card statements for supporting documentation without including all receipts for the expenditures.</p> <p>Questioned costs: \$5,858 from sample selected.</p> <p>The organization has not established adequate procedures that require adequate supporting documentation.</p> <p>The organization is exposed to risk of misappropriation of assets.</p>
<p>2013-7/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Beginning Net Assets</p>	<p>Net assets were not in agreement with the prior year audited ending net assets. The organization was unable to provide reconciling items to support adjustments to beginning net assets.</p> <p>The organization has not established adequate procedures in place to track prior year adjustments.</p>
<p>2013-8/3000 Significant Deficiency</p>	<p>Inconsistent Reporting</p>	<p>Financial reporting to the oversight agency is based on a fiscal year and to the IRS on a calendar year and should be consistent.</p> <p>IRS regulations require tax returns to be prepared based on the fiscal year of operation.</p>
<p>Federal Award Findings</p>		
	<p>Tracking Expenditures</p>	<p>The organization failed to track expenditures separately for federal awards. This caused major delays with the timing of audit procedures associated with OMB Circular A-133 requirements because management had to identify each individual expenditure separately.</p> <p>Programs involved: National School Lunch Program: \$212,061 Special Education Cluster: \$99,925</p>
<p>State Award Findings</p>		
	<p>Class Size Reduction Program</p>	<p>Form J-7 CSR was prepared using the average monthly enrollment based on the last day of the school month rather than average daily enrollment from the first day of classes through April 15.</p> <p>Questioned costs: Under-reported eligible students by 1 student.</p>

Conflict of Interest

A conflict of interest exists when an individual has a private financial interest in the outcome of a contract or a public decision and does either of the following:

1. Participates in the decision-making process
2. Influences, or attempts to influence, others making a contract or decision

Statutes that govern conflicts of interest include the Political Reform Act, Government Code 1090, Government Code 87100, and Corporations Code Section 5233 for nonprofit organizations. Governing board members and administrators should abstain from all discussions, negotiations and votes that are related to a contract in which they have a personal financial interest by removing themselves from the meeting and ensuring that abstention and departure are recorded in the board minutes. A conflict of interest can still exist with subsequent action on the contract, such as authorizing payment under a contract, negotiating disputes or contract terms; therefore, the governing board member or administrator should abstain from all discussions, negotiations and/or votes related to the contract in which he or she has a personal interest.

The report will demonstrate that conflict of interest exists that allowed the founder/former executive director, family members, and close associates interacting as "vendors" to gain financially.

Political Reform Act – Disclosure, Conflicts of Interest and Enforcement

The Political Reform Act (PRA), Government Code Sections 81000 - 91015, was enacted by Proposition 9 in June 1974. The stated intent of the act was to establish a process for most state and local officials as well as certain designated employees to publicly disclose their personal income and assets as follows:

[a]ssets and income of public officials which may be materially affected by their official actions...[are] disclosed and in appropriate circumstances the officials...[are] disqualified from acting in order that conflicts of interest may be avoided.

The PRA provisions are enforced by the Fair Political Practices Commission (FPPC) and require every state and local governmental agency to adopt a conflict-of-interest code. The commission is the state agency responsible for interpreting the provisions of the law and issuing California Form 700 – Statement of Economic Interests. Because charter school governing board members are considered "public officials" and governing boards are considered "legislative bodies," board members and certain designated individuals must file Form 700 annually, or upon taking office/position. Additionally, a consultant to the organization "who makes, participates in making, or acts in a staff capacity for making governmental decisions" may be required to complete Form 700.

PRA provides an eight-step process to determine whether a conflict of interest exists as follows:

1. Is the individual a public official?
2. Is the public official making, participating in making, or influencing a governmental decision?
3. Does the public official have one of the six qualifying types of economic interests? (An economic interest will be discussed more fully in the next section of this report.)

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4. Is the economic interest directly or indirectly involved in the governmental decision?
5. Will the governmental decision have a material financial effect on the public official's economic interests?
6. Is it reasonably foreseeable that the economic interest will be materially affected?
7. Is the potential effect of the governmental decision on the public official's economic interests distinguishable from its effect on the general public?
8. Despite a disqualifying conflict of interest, is the public official's participation legally required?

The WAYS governing board members, charter school officials and designated employees have filed Form 700. Only one Form 700, by a former board member, declared any financial interest. All the other forms examined showed that these individuals did not declare any financial interest in the schools' affairs or disclosed any conflict of interest that would result in personal financial gain. Consultants that meet the conditions previously identified have not filed Form 700 to date.

The charter petition for WAYS contains a conflict of interest policy that has been approved by the county board of education as a condition of WAYS' petition approval. Board minutes and audio recordings, verbal and written complaints by former board members and direct observations by LACOE staff reveal instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties. Evidence in the board minutes indicate that at least two occurrences transpired when she was no longer employed by WAYS. The termination of her employment was a condition of the petition approved by LACOE.

On September 16, 2011, subsequent to her departure from WAYS, the founder/former executive director was present at the board meeting. She refused to be unseated from the board table during discussions concerning the relocation of WAYS to a property not owned by the founder/former executive director. Individuals at this meeting who supported continued use of her facilities by WAYS schools caused such a disruption that the board meeting was disbanded.

During the September 22, 2011 board meeting one week later, the founder/former executive director was observed by LACOE staff seated at the board table having private conversations with one board member.

The most recent independent audit report noted that facility leasehold agreements for 2013-14 were not approved by the governing board seven months into the new fiscal year, and that the sale of a school vehicle used by the director of operations was not approved by the governing board. Instead, the vehicle, a Lexus, was sold by the founder/former executive director's son in December 2013 without board approval. Shortly after the independent auditors' report, the governing board approved the facility leasehold agreements for 2013-14 and the sale of the director of operations' Lexus.

This report will demonstrate that facility leasehold agreements, leasehold facility improvement, payments made to the private dance studio owned by the founder/former executive director's daughter and vice principal, as well as substantial purchases from a related vendor were not disclosed in accordance with laws and regulations set forth by the FPPC.

OCCUPATIONAL FRAUD

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The founder/former executive director and other family members were present and exercised significant influence during board meetings that provided a direct personal financial benefit.

Government Code 1090 – Financial Interest of Public Officials, Officers and Employees

Simply stated, the intent of Government Code 1090 is to prohibit a public official, officer or employee from engaging in a contract in which he or she has a financial interest in both a governmental and personal capacity.

Section 1090 has broad implications, applies to school districts and can also apply to charter schools if included in the charter petition or the memorandum of understanding. Section 1090 provides as follows:

Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

As used in this article, "district" means any agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.

The WAYS charter petition states the governing board has adopted its own conflict of interest policy and will abide by the conflict of interest Government Code 1090.

This report will establish that a business relationship exists between the founder/former executive director and the WAYS schools as evidenced by contracts, lease agreements and other related business as vendors. There is conclusive documentation to support that the founder/former executive director and her family members as well as close business associates have significant personal involvement and financial interest, violating the conflict of interest statutes.

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Related-Party Transactions and Significant Influence

OCI Development Corporation – Building Leasehold Agreements

The current WAYS petition is subject to specific conditions including adherence with conflict of interest laws and regulations. WAYS charter school appealed to LACBOE in the spring of 2011 following a denial by LAUSD Board of Education to renew its petition after five years of operation.

The denial by LAUSD included concerns that WAYS failed to comply with the terms of the charter by allowing the charter school to enter “into a self-dealing transaction” with the founder/former executive director and her privately owned facilities that were leased to two of the three schools. Specifically, WAYS could not provide “evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.”

In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11. It was subsequently determined and concurred by the WAYS legal counsel that transferring the property to a holding company through a revocable trust did not ultimately transfer property ownership under California law and therefore did not resolve the conflict of interest concern.

The WAYS governing board approved the 2012-13 facility leasehold agreements August 3, 2012. These agreements were signed by the former governing board president and current executive director as the “tenant,” and by Dora Obien, CEO for OCI Development Corporation.

According to a report on the WAYS charter petition and appeal to LACBOE dated May 10, 2011 by the LACOE Charter School Review Team, it was revealed that WAYS’ governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.

As previously stated in this report, board meetings surrounding the relocation were met with strong opposition by the founder/former executive director and others during open board meetings ultimately exercising significant influence over the decision not to accept the LAUSD offer. WAYS continues to lease the facilities owned by the founder/former executive director through OCI Development Corporation.

WAYS paid \$1,070,921 to the founder/former executive director and her holding company, OCI Development Corporation, for leasehold agreements located at 706 E. Manchester Avenue, Los Angeles, CA and 8778 S. Central Avenue, Los Angeles, CA from the 2007-08 through 2012-13 fiscal years as shown in the following table.

RELATED-PARTY TRANSACTIONS AND DISBURSEMENTS

***OCI Development Corporation and Founder/Former Executive Director
Facility Leasehold Payments, 2007-2008 through 2012-13***

Fiscal Year	Payee	Annual Total
2007-08	Founder	\$110,400
2008-09	Founder	169,440
2009-10	Founder	179,560
2009-10	Founder - "Advanced Rent"	30,000
2010-11 (June - January)	Founder	93,245
2010-11 (February - June)	OCI	74,840
2011-12	OCI	226,450
2012-13	OCI	216,986
Grand Total		\$1,100,921

The facility leasehold agreement for 2013-14 was approved by the governing board in January 2014. Lease payments are estimated to be \$223,878 for the current fiscal year and are not included in the table above.

Other general ledger entries from the WAYS financial records show additional rent payments that are listed in the general ledger with no supporting documentation totaling \$115,550:

Lorraine Turner	2007-08 - 2012-13	\$89,350
Wisdom Pre-School	2007-08	2,900
Founder: Recruiting Students	2007-08	2,000
Founder: ERATE Consultancy	2007-08	500
Founder: "Good Faith Offer"	2008-09	10,000
Pre-School Rent	2008-09	10,800
Grand Total		\$115,550

There are three school sites under the WAYS name located in Los Angeles on Manchester Ave, S. Central and Central. Two are owned by the founder/former executive director and one leased with the Salvation Army. In addition, the school on Manchester Avenue pays \$2,400 per year for additional parking spaces. No contracts or lease agreements exist for Lorraine Turner, Wisdom Pre-School or Pre-School Rent. The payment of \$10,000 made to the founder/former executive director for "Good Faith Offer" is unsubstantiated. Other payments for recruiting students and E-Rate consultancy fees paid to the founder/former executive director are questionable.

WAYS' balance sheet dated June 30, 2013 shows leasehold improvements totaling \$341,710 plus \$35,483 in federal E-Rate funding for leasehold improvements to the properties owned by the founder/former executive director.

***Summary of Payments - Facility Leasehold, Rent, and Other Payments,
2007-08 through 2012-13***

Facility Lease Payments	\$1,070,921
Advanced Rent	30,000
Rent and Other Unsubstantiated Payments	\$115,550
Leasehold Improvements	341,710
Leasehold Improvements - E-Rate	35,483
Total	\$1,593,664

FOUNDER/FORMER EXECUTIVE DIRECTOR'S ACTIONS AND SIGNIFICANT INFLUENCE

Founder/Former Executive Director – Settlement Agreement

As a condition of approval for WAYS' charter school petition to LACOE in June 2011, the founder/former executive director was to terminate her employment with WAYS and be removed from any association with the school.

Approximately seven months later in a letter dated January 20, 2012, the founder/former executive director asserted claims totaling \$700,000 for money owed including interest accrued and damages but said she would be "content with a settlement of \$350,000 that will help me in the new project (Middle School) that I am currently working to establish."

In a separate letter dated May 21, 2012 three months later, the founder/former executive director revised her claim for \$480,312.90 for unused vacation, sick and personal necessity leave for the entire time of her employment with WAYS commencing July 1, 2008 through June 30, 2011, claiming she took "zero" days off work during this period of time. The accompanying schedule of liabilities showed a calculation that included 150 days of vacation plus 50 days of "accrued time off due for five years" totaling \$97,391.30. No time records or other documentation were supplied to substantiate this claim other than a single typed page identified as Attachment E by the founder/former executive director.

The founder/former executive director claims that she loaned the charter school money from personal savings, mortgaged her personal residence and loaned funds from her private preschool, Wisdom Pre-School.

A review of the QuickBooks records and audited financial statements show a short-term loan on December 18, 2007 from Los Angeles Unified School District and a line of credit from Wells Fargo Bank, both of which were fully repaid, but no mention of any other loans.

On October 26, 2012, the Merle Williamson Foundation, doing business as Wisdom Academy of Young Scientists, entered into a settlement agreement with the founder/former executive director. This agreement was signed by the current executive director and former board president in the amount of \$228,665.38. The breakdown of the final payment is as follows:

Severance pay – one year.	\$112,960.60
Contractual leave and vacation days accrued at the time of separation. Last three years.	\$58,434.78
Lease of a 2004 Toyota Land Cruiser.	57,940.00
Total	\$228,665.38

The employment contract for July 1, 2008 through June 30, 2011 states that the founder/former executive director shall be permitted to be paid upon termination. However, the contract provides that "written documentation of the Executive Director's earned and accrued vacation days" shall be maintained through a third-party vendor providing business services to the schools. According to the business services provider, no vacation or time records were ever provided to its office to support the founder/former executive director's claim for accrued vacation and other leave categories. The settlement agreement does not provide any documentation to support this claim; therefore, FCMAT cannot substantiate that the \$58,434.78 paid for 90 days of vacation leave and 30 days of unused time off was substantiated with independent records by the business services provider in accordance with the employment contract.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT INFORMATION

The contract from July 1, 2005 through June 30, 2008 as well as the most current contract states that the executive director shall be provided an automobile vehicle and operating expenses for her use in conducting official business and reasonable personal use during the period of the contract. Attached to the settlement agreement is a closed end motor vehicle 60-month lease agreement identifying the founder/former executive director as the lessee for a new 2004 Toyota Land Cruiser dated December 20, 2004. The gross capitalized cost on the lease agreement is \$57,940, which included extra add-ons:

- Maintenance agreement for \$1,800
- Credit life insurance premium for \$995

The employment contract states that a vehicle shall be provided to her, not that she could enter into a vehicle lease for a luxury vehicle paid by the school and be reimbursed for the lease and extra items prior to her contract. It is unclear if the school had available and/or provided a different vehicle during the contract period.

Professional Liability for Founder/Former Executive Director

Documents from a lawsuit settled against the Merle Williamson Foundation (MWF) for wrongful termination of a former teacher at WAYS against the school show that the founder/former executive director traveled to Omtsha, Nigeria and directed one of the school's teachers to go with her to marry her sister's husband (brother-in-law) for purposes of making the brother-in-law a United States citizen. Although the teacher married the brother-in-law, she ultimately refused to complete the Department of Homeland Security form I-130, Petition for Alien Relative, and brought suit against MWF. On December 4, 2012, a jury found in favor of the teacher plaintiff and subsequent judgment was awarded of \$566,803.

The contract dated July 1, 2008 through June 30, 2011 clearly states that the executive director shall be held harmless and be indemnified "from any and all demands, claims, suits, and legal proceedings brought against the Executive Director in her official capacity as agent and employee of the MWF, provided the incident arose while the Executive Director was acting within the scope of employment." (emphasis added) Clearly this action by the "Executive Director" was not within the scope of employment, was conducted during winter break in Nigeria, and yet the settlement was paid by WAYS charter school.

The Certificate of Marriage document from Federal Republic of Nigeria shows the founder/former executive director's signature as witness to the marriage between the teacher and Joseph Njor Enwezor (the founder/former executive director's brother-in-law) on January 4, 2010. According to staff at LACOE who conducted interviews, these interviews with former teachers and board members indicate many trips to Nigeria to visit a personal residence in that country by the founder/former executive director, yet she asserts that she took "zero" days off during the last five years.

OSE Business Services – Owner, Obiesie Enwezor

The analysis of large increases in purchases of books and supplies during the 2011-12 and 2012-13 fiscal years was attributed to one vendor, OSE Business Services (OSE). OSE is owned by Obiesie Enwezor, who is related to other WAYS vendors: Godfrey Okonkwo, Emeka Enwezor, and DeDe Dance Studio and bears the same last name as the founder/former executive director's brother-in-law, Joseph Njor Enwezor.

Godfrey Okonkwo is the husband of the founder/former executive director of WAYS and father of the owner of DeDe Dance Studio and vice principal of WAYS and director of operations. (These WAYS relationships are further described in detail later in this report.)

FCMAT compiled all OSE vendor invoices to review and analyze expenditure transactions and spending patterns. Purchases totaling \$158,871 for 20 invoices lacked any supporting documentation for the receipt of materials, supplies and snack food items.

WAYS Back Office Service Provider Warned of Books and Supplies Expenditures Exceeding Budget

During FCMAT's interview of the WAYS back office business services provider on Monday, November 25, 2013, the back office provider stated to the team that the WAYS governing board and management had been advised during a board presentation and in the budget narratives that the books and supplies expenditures "... are expected to be over budget at the end of the year by about \$70,000."

The back office provider presented for the team two samples of WAYS board and management reports for the periods ended January 31, 2013 and again on June 30, 2013 titled "Snap Shot Summary of Financial Condition of the School." These reports showed that the actual expenditures for books and supplies exceeded current budgeted amounts. Even though the WAYS back office provider warned of excessive expenditures, the management of WAYS continued to purchase from OSE.

WAYS Paid \$158,871 to OSE Business Services Over Two Years

The books and supplies category consists of textbooks, books other than textbooks, instructional materials, custodial supplies, automobile expenses, fuel, office supplies, other supplies, classroom furniture and equipment, computers, and other non-capitalized equipment.

During the fiscal years 2011-12 and 2012-13, WAYS paid \$57,533 and \$101,338 respectively to OSE, totaling \$158,871 for the two-year period. Of the combined 2011-2012 and 2012-13 payments to OSE, 98% was accounted for in WAYS' books and supplies expenditures category.

A total of 20 invoices were issued by OSE and paid by WAYS. All invoices were approved by the director of operations - the founder/former executive director's son, along with the current executive director/former board president. Ten of the payments to OSE were issued by cashier's checks and nine of the payments by check. During the interview conducted with both the executive director and director of operations, the director of operations stated that cashier's checks were used because WAYS "... bounced a check and OSE only wanted to be paid by cashier's check."

FCMAT requested copies of the OSE cashier's checks and regular checks, both front and back, from the director of operations and copied the executive director in an email dated Friday, December 13, 2013. One month later, on January 13, 2014, the team received nine of the 10 requested cashier's checks. The missing cashier's check was received on January 21, 2014. Repeated requests to management for the regular check copies were never received and no explanation was provided.

Of the nine copies of the cashier's checks provided to the team, it is not entirely clear that the copies came directly from the bank. The endorsement for OSE Business Services on the reverse side of the cashier's checks is by signature. No account number or other identifying information is provided on the back of these cashier's checks. The OSE cashier's check that was provided on

RELATED-PARTY TRANSACTIONS AND

January 21, 2014 showed that the check was printed through an online account at <https://oibservices.wellsfargo.com/OIB/PrintImage.jsp>.

Because WAYS executive management failed to provide OSE's regular checks front and back copies as requested by the team, and because OSE cashier's checks did not contain account information identifying the account where funds were deposited, the team is unable to authenticate the OSE payments.

OSE Business Services Irregular Invoices

During the 2011-12 and 2012-13 fiscal years, WAYS received from OSE 20 invoices that were authorized for payment by both the director of operations and executive director and present the following irregularities:

1. Invoices fail to provide a contact phone number.
2. Invoices lack proper authorization to purchase and/or accept OSE merchandise that would authenticate the supplies shipped by OSE to WAYS.
3. Invoices are not accompanied by packing slips identifying the shipping contents and quantities.
4. Invoices fail to identify any "ship to" or delivery address.
5. Invoices fail to present a shipping cost line item, or indicate if there was a charge for shipping.
6. Invoices do not appear professional and consistent and appear to be produced on a spreadsheet.
7. Invoices fail to present consistent per-unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per-unit pricing to the total amount for each inventory line item purchased.
8. Management could not provide an OSE product catalogue for review.
9. The OSE invoices fail to present consistent and clear descriptions of the supplies identified.
10. The OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is a postal service location and is not a warehouse or physical storefront.
11. The address is identical to that of Innovative WAYS Academy, which is owned and operated by the WAYS vice principal, the founder/former executive director's daughter.

The team interviewed the WAYS back office provider on Monday November 25, 2013. During the interview, the back office provider claimed there were repeated requests to WAYS management to provide OSE's approved purchase orders and packing slips in accordance with the back office provider's procedures manual. WAYS management failed to comply with these requests to follow procedures, and failed to provide the requested documentation.

OSE Business Services Address at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 – Related Parties

The audit fieldwork visit on November 13-15, 2013 revealed large quantities of supplies purchased from OSE. During the team's joint interview with the executive director and director of operations, the team was told that none of the WAYS vendors were related. The team made further inquiries regarding any relationship between WAYS management team or family members and OSE. The director of operations said that OSE Business Services was a legitimate business with many customers and that no relationship existed between these two entities.

During the fieldwork, the team visited the OSE address printed on their invoices at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045. This same address is identified as the mailing address of Innovative WAYS Academy.

The CEO of Innovative WAYS Academy is:

- The founder of DeDe Dance Studio and vice principal of WAYS,
- The daughter of the founder/former executive director of WAYS,
- The sister of WAYS' director of operations, and
- The CEO of DeDe Dance Studio that operates business at the WAYS school site.

The team interviewed the WAYS vice principal, Innovative WAYS Academy founder and CEO, and owner of DeDe Dance Studio on Friday, November 15, 2013 and discussed the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. In her statement to the team, she provided the following information for business operations associated with that address:

1. The 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address was the address used for Innovative WAYS Academy.
2. Stated that she "does not know much about the business side of Innovative WAYS" and said that her mother (founder of WAYS) operated Innovative WAYS Academy and is the most knowledge about its business operations.
3. She does not check the mail at the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. Instead, her mother, the founder/former executive director, is the only person who checks the mail and has the only key to the mailbox at that location.

On December 11, 2013, FCMAT made an inquiry to the director of operations and copied the executive director to verify that 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 is the same address as Innovative WAYS Academy and OSE Business Services, and that the founder/former executive director is the only person that checks the mail and has a key. WAYS management did not provide requested supporting documentation other than to provide invoices from OSE. In an attempt to corroborate the \$158,871 in materials and supplies purchased from OSE and concerns that OSE represented an undisclosed related-party, the team requested the following information to verify a legitimate business address and a warehouse facility with the ability to service numerous customers based on the statement from the director of operations:

- OSE business information documents IRS W9,
- IRS Form 1099 issued by WAYS to OSE,

RELATED-PARTY TRANSACTIONS AND BUSINESS OPERATIONS

- OSE's actual physical address and business phone number, and
- Notified the OSE business owner, Obiesie Enwezor, that FCMAT would like to review his supplier purchases to support the products OSE sold to WAYS.

On January 10, 2014, one month after the FCMAT's request for information, the director of operations provided the phone number and email address for OSE but failed to provide the actual physical address. The director of operations could not verify the WAYS vice principal's statements regarding access to the 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 address, and suggested that the team speak with the founder/former executive director regarding the relationship between OSE and WAYS. He stated during the interview, "I am not aware of any related party business relationships ... I have no expectations for the framework of OSE Business Services and infrastructure."

FCMAT attempted to contact the owner of OSE, Obiesie Enwezor, through a certified return receipt letter dated December 23, 2013 at the address on the invoices (6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045). This letter was returned on January 24, 2014, marked by the US Postal Service as Return to Sender, Unclaimed, and Unable to Forward.

WAYS Failed to Issue an IRS Form 1099 to OSE

FCMAT visited the back office provider to review records and conduct interviews. The team reviewed the IRS Federal Forms 1099 and W-9 files and was unable to locate either form in the back office provider files. Form 1099 is required for unincorporated vendors for payments in excess of \$600 in a calendar year to report miscellaneous income to IRS.

IRS Form W-9 is used to certify that payments made to vendors meet the IRS guidelines. These guidelines are intended to ensure that the taxpayer identification number to report Form 1099 is correct and that the vendor is not subject to backup withholding. Once complete, the W-9 form is signed by the owner or designated person. According to the back office provider, several requests made by staff to WAYS management for OSE's W-9 were unsuccessful.

Subsequent to FCMAT's request on November 29, 2013 for a W-9 from OSE, the director of operations sent a copy of a W-9 prepared by OSE on December 9, 2013 to the back office provider, which was forwarded to the team. The document was dated November 11, 2011.

On December 11, 2013, FCMAT requested the director of operations to provide a copy of Form 1099 issued to OSE but did not receive a response. There is no evidence that Form 1099 was sent either to the OSE or to the IRS. Shortly after FCMAT's request on December 11, 2013 for these documents, the director of operations provided a email from OSE dated December 16, 2013, which stated, "I still have not received a 1099 from you." The team was not provided prior requests or concerns by OSE before December 16, 2013 regarding the issuance of a Form 1099 from the prior two calendar years.

Obiesie Enwezor, owner of OSE, refused to meet with FCMAT; therefore, the team cannot confirm that OSE is a legitimate business that properly reported income and sales taxes totaling \$158,871 from WAYS to the taxing authorities, or that merchandise was actually delivered by OSE and received by WAYS.

OSE Business Services is Not a Resale Company or Store According to OSE

On January 10, 2014, the director of operations sent FCMAT the OSE Fictitious Business Name Statement dated November 2011 and OSE's W-9, Request for Taxpayer Identification Number and Certification, dated November 11, 2011. The OSE business address identified on both forms is 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045, the same post office box service center address where the founder/former executive director has possession of the only key.

The first OSE transaction entered into QuickBooks is dated August 17, 2011 as OSE Invoice Number One; however, the team was provided a copy of Invoice Number One that is dated December 5, 2011, approximately four months later.

The 20 OSE invoices for the 2011-12 and 2012-13 fiscal years have 289 inventory items ranging from paper and office supply products to food items, stamps, and small equipment. A summary of the OSE invoice items and price per item calculated by the team is presented in Appendix A. WAYS management was unable to provide any supporting documentation that would attest to the authenticity of the OSE purchases approved by the director of operations and the current executive director.

Each invoice that OSE issued to WAYS includes a total charge at the bottom of each invoice for sales tax on the inventory items purchased, providing evidence that WAYS is purchasing directly from OSE. According to OSE's email dated December 16, 2013, the owner states that OSE does not buy or resell as follows:

"Also, bear in mind that OSE Business Services is not a resale company or store, OSE is a service provider. We do not buy or resale. We provide and coordinate purchasing and delivery services to various agencies."

The owner's statement that OSE is a service provider and is "not in the resale business" is not supported by the presentation of the paid invoices to his company. First, the invoices include charges for California sales taxes. This would only occur if the business was reselling products. Second, none of the invoices state that the amount due is for consulting, service or coordination fees as described in the owner's statement to FCMAT.

FCMAT sent three emails and four voicemails during January 10-13, 2014 in an attempt to meet and clarify the OSE owner's assertion that the business was not a resale business, review records related to invoices sent to WAYS and ask general questions regarding suppliers that were utilized to provide merchandise.

Mr. Enwezor initially responded by saying, "I recognize the situation that you are facing, and I will do everything I can to help." However, on January 13, 2014, Mr. Enwezor sent the following statement declining to meet with the team:

"I understand that you are auditing the school but are you attempting to audit my business also? Under what authorization? For what reason. I am unable to meet with you. Send me your questions and I will respond in the best interest of my company."

Because Mr. Enwezor rescinded his decision to cooperate with the audit and allow inspection of OSE's sales and customer support documents, the following information cannot be confirmed:

- Whether WAYS is OSE's only customer,
- Where OSE obtained the merchandise allegedly sold to WAYS,

RELATED-PARTY TRANSACTIONS AND DISCLOSURES

- California State Board of Equalization report of sales tax payments that would assist in confirming the purchase and sale of merchandise,
- Quarterly sales tax reports,
- Documentation supporting OSE's supplier relationships from which OSE provided supplies to WAYS.

In addition, the team cannot audit and/or confirm if any of the alleged 288 OSE inventory items sold to WAYS representing payments of \$158,871 are for actual books and supplies received by the school.

OSE Business Services Product Inventory Sales to WAYS

FCMAT prepared an analysis of the 20 OSE invoices representing 288 inventory items, focused on items that exhibited high volume, and compared those items with other charter schools located in the metropolitan area of Los Angeles of similar size. Pricing was compared to vendors that specialize in office and cleaning supplies as well as snack foods WAYS offered in the after school program.

There are 6,696 per-unit inventory items on the OSE invoices that include cases of copier paper, numerous miscellaneous office supplies, various cleaning supplies and snack foods. In total there are 288 uniquely defined inventory products.

One example of the volume of supplies WAYS purchased from OSE during the 2011-12 and 2012-13 fiscal years is 971 boxes of paper totaling \$41,408.24 and representing 26.1% of the total purchases. Each box of paper contains 10 reams of paper, and each ream of paper contains 500 sheets representing a total of 4,855,000 sheets of paper. Based on the size of WAYS' schools and compared with other charter schools in the Los Angeles area, this is an excessive amount of paper purchased from one vendor over a two-year period of time.

Because this appeared excessive based on the average enrollment of 505 students over a two-year period from 2011-12 through 2012-13, the team compared copier paper purchases with a sample group of elementary charter schools.

The team received information from the seven comparable elementary charter schools listed in the table below. This analysis compares purchases of copier paper from all vendors in the selection group with the WAYS purchases from OSE (even though paper was also purchased from other vendors described later in this report) and based on student enrollment for 2011-12 through 2012-13.

Cases of Copier Paper Purchased per Student, 2011-12 through 2012-13

School	Average Enrollment	No. of Cases Purchased	Cases of Copier Paper per Student
Charter School #1	227	151	0.67
Charter School #2	304	186	0.61
Charter School #3	387	332	0.86
Charter School #4	416	332	0.80
Charter School #5	476	369	0.78
Charter School #6	601	551	0.92
Charter School #7	648	588	0.91
Averaged Totals - All Sample Schools	382	314	0.82
WAYS	505	971	1.92

TRANSACTIONS AND SIGNIFICANT INFLUENCE

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On a per student enrollment basis, WAYS averaged 1.92 cases of copier paper purchased per student over the two-year period, which is 2.34 times greater than the .82 average of all seven similar elementary charter schools combined.

The quantity of 971 cases of copier paper allegedly sold to WAYS by OSE is even more significant considering that during FCMAT's fieldwork visit on November 15, 2013, the team attempted to use the WAYS copy machine, which did not contain any copy paper. When the team asked the director of operations' permission to use the copy machine, the director stated, "They use very little paper and it is tightly controlled." He returned with a ream of copy paper that was locked in his office.

The volume of paper purchased and the director of operations' statement that the school uses very little paper do not reconcile. FCMAT anticipated that since WAYS' use of copier paper was tightly controlled, the amount purchased would be significantly lower than that of the seven comparative elementary charter schools sampled, but found the opposite.

OSE Sales Tax Calculations

The OSE invoices each include a line item for sales tax. OSE invoice number three, dated February 25, 2012 in the amount of \$6,172.39, is comprised of OSE inventory sales totaling \$5,625.76 and sales tax stated of \$546.63. The OSE invoice states that the sales tax rate is 8.75%; however, 8.75% of \$5,625.76 is \$492.25 rather than \$546.63, which is a difference of an additional \$54.38 that WAYS paid to OSE for sales tax.

FCMAT reverse calculated what percentage the \$546.63 in sales tax is compared to the total supplies WAYS purchased from OSE and arrived at a rate of 9.72%. In February 2012, the city of Los Angeles sales tax rate was 8.75%, not 9.72%.

Because the OSE invoices present numerous irregularities including the extension of per unit pricing to total charges and the incorrect calculation of sales tax noted above, OSE does not present itself as a legitimate business.

WAYS Purchases Office Supplies from Other Vendors in Addition to OSE, and OSE Inventory Pricing is Higher than Other Compared Vendors

During FCMAT's review of sampled WAYS American Express credit card statements, it was found that several statements were missing vendor receipts and other supporting documentation to support the purchases charged to that account. Without proper receipts, the team was unable to verify individual vendor purchases on the credit card statements.

The sampling showed several purchases for office supplies and other similar products from Staples, Office Max, and Smart & Final including copier paper, three-ring binders, and food snacks. It is apparent from these purchases that OSE was not the exclusive provider of office supplies to WAYS.

The following represent examples of purchases from other vendors with similar OSE merchandise discovered by FCMAT during the in-depth review of WAYS American Express credit card statement receipts compared with OSE's pricing:

RELATED-PARTY TRANSACTIONS AND SIGS INFLUENCE

Office Depot – Receipt dated April 30, 2013	Item 675041- Paper, Copy, AST	\$12.49
Office Depot– Receipt dated April 30, 2013	Item 348037 – Paper, Copy DD	\$41.99
OSE	Case of Paper 8 X 11.5	Ranging from \$35.00 - \$48.99
OSE	O/I COPY-20# 8.5 C/6-9	Ranging from \$39.99 - \$48.99
Office Depot – online	Store brand 8.5 X 11, 20#500 sheets, case of 10 reams	\$43.99
OSE	Office Impressions 92 Bright 20# 8.5 X 11 CASE	\$45.00
Staples – online	Various 8.5 X 11 cases of paper, 92 Bright, 20#	\$26.99 - \$43.99

The OSE invoice items are vague in description; therefore, an absolute comparison of products purchased is impossible. Without clarification from either OSE or WAYS management, FCMAT is unable to determine a reasonable explanation for the large variance in pricing based on OSE's invoices and like kind vendors.

FCMAT identified several OSE invoices with similar inventory items to those of other vendors, such as the Smart & Final receipt dated 04/10/13, inventory description, "Austin Cracker Vrt" at \$8.39, and "Rice Krisp Orig" at \$8.99. When FCMAT calculated the price per unit of the OSE inventory items, the amounts that OSE charged WAYS were varied and much higher. In some cases, OSE charged WAYS more than double the price for the same inventory items that WAYS also purchased from other vendors. Examples include:

1. OSE invoices list "Austin Variety 45 ct," with pricing calculated by FCMAT from \$7 per unit to \$19.99 per unit depending on the month of purchase.
2. OSE invoices list "Rice Crispy," with pricing calculated by FCMAT from \$11.99 to \$19.99 per unit, depending on the month of purchase.
3. Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California, dated 06/15/12, inventory description "1.5 In Better Binde" at \$9.49 per unit. WAYS purchased four units of binders. The OSE invoices vaguely described binders that FCMAT calculated the per unit pricing for as follows: 3" binders at \$30 per unit, 3.5" binders at \$24 per unit, 5" binders at \$24 per unit, Premium View Binders at \$29.99 per unit, and Premium Binder at \$46.00 per unit.

FCMAT searched prices at Staples online at www.staples.com and found 3" Avery Heavy-Duty View Binders with One Touch EZD Rings, item number 318402, Model 79-793 priced at \$9.99 per unit. Because OSE invoice inventory descriptions are not specific and are not identified with an item number, FCMAT cannot determine how these same items are sold by OSE for three times the cost of other vendors.

FCMAT also examined the WAYS vice principal reimbursements, which included receipts from the Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California. One Staples receipt dated 11/27/12 contained the inventory description "PENDEL LEAD REFIL" at \$2.79 per unit, and the reimbursement identified a quantity of three. OSE invoices have an inventory item called "Pencil" listed as \$12 per pencil.

OSE business sales documentation for products allegedly sold to WAYS cannot be confirmed because the documentation is limited to a one-sheet invoice from OSE similar to a spreadsheet, with no additional documentation to support the delivery of materials and supplies to WAYS. In addition, OSE has declined requests to meet and provide proof of its sales of merchandise to

PROPERTY TRANSACTIONS AND SIGNIFICANT INFLUENCE

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WAYS. The irregularities described in this report attributable to alleged supplies purchased from OSE raise serious concerns about the OSE and WAYS business relationship and whether OSE actually sold any supplies to WAYS.

The following summarizes the inconsistencies regarding WAYS purchases from OSE identified in this report:

- WAYS purchased 2.34 times more cases of copier paper per student from OSE than the seven comparable elementary schools sampled. Additional purchases of copier paper from other vendors further increases the average of 2.34.
- OSE invoices and other authorization to purchase and accept OSE merchandise that should be used to authenticate the supplies shipped by OSE to WAYS are missing packing slips that identify the shipping contents.
- OSE invoices fail to identify any ship to address or contact phone number.
- OSE invoices fail to present a shipping cost line item or indicate that shipping is waived and not charged.
- OSE invoices do not present a professional and consistent look.
- OSE invoices fail to present any per unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per unit pricing to the total amount for each inventory line item purchased.
- OSE product catalogue was not available for review.
- OSE invoices appear to have been prepared from a spreadsheet program.
- OSE invoices fail to present consistent and clear descriptions of the supplies identified in the invoices.
- OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is not a warehouse or store location. This same address is used for other WAYS vendors, including the private middle school previously operated by the vice principal of WAYS. This is the same address where the only key belongs to the founder and former executive director.
- OSE will not allow inspection of its sales and customer documents that would verify if WAYS is the only customer and the location of the warehouse or suppliers.

FCMAT was unable to confirm that OSE has paid \$12,926.35 in sales taxes collected from WAYS to the California State Board of Equalization, or that OSE has a valid California sales tax identification number, because the sales tax number is not printed on OSE's invoices or located on check requests that authorize payment to OSE by the director of operations. FCMAT is unable to audit and confirm that WAYS issued a IRS Form 1099 totaling \$158,871 over the audit time period.

WAYS Audited Financial Statement Reports and Qualified June 30, 2013 Audit Report

FCMAT's findings are consistent with the independent auditor's reports for WAYS for the fiscal years ending June 30, 2012 and June 30, 2013. Both FCMAT and independent auditors find that WAYS has significant internal control conditions and has failed to ensure that adequate internal controls are in place.

RELATED-PARTY TRANSACTIONS AND SUPPORTING DOCUMENTATION

The WAYS June 30, 2013 independent auditors report at Finding 2013-6, "Credit Card Supporting Documentation" states:

"The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they are used."

"Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets."

FCMAT has documented in this report that the necessary supporting documentation authenticating OSE Business Services payments was not available for the FCMAT audit. The team is unable to audit and confirm if any of the alleged inventory supplies purchased from OSE totaling \$158,871 actually received, because WAYS and OSE have failed to present the necessary supporting documentation.

The WAYS independent auditor issued its report dated January 15, 2014 on the WAYS financial statements for the year ended June 20, 2013. An integral component of the audit is a report titled Independent Auditor's Report on Internal Controls Over Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.

This report describes various categories of deficiencies in internal controls that may exist. As reported by the independent auditors, a deficiency in internal control exists when a particular control does not allow management or employees in the normal course of business the ability to prevent, detect or correct misstatements in a timely manner. A material weakness presents a deficiency, or a combination of deficiencies, indicating a reasonable possibility that a material misstatement of the financial statements exists that cannot be detected, corrected or prevented in a timely manner. The auditors identified six findings and questioned costs to be classified as material weaknesses. A significant deficiency is a deficiency that is less severe yet represents enough merit to bring to the attention of those charged with governance. The auditors identified three findings that met this particular classification.

Depending on the number and severity of the audit findings, independent audit reports are either unqualified or qualified in accordance with auditing standards contained in the Government Auditing Standards issued by the Comptroller of the United States. These standards require that auditors obtain reasonable assurance about whether the financial statements are free from material misstatement.

When the independent auditors express an opinion regarding the reasonableness of the financial statements, the report is issued as either an unqualified or a qualified audit. A qualified audit report is issued when the auditors believe that the overall presentation of the financial statements does not represent a fair presentation that significant accounting estimates made by management and the overall presentation of the financial statements meet the auditing standards.

The independent auditor's report was qualified because the "audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion." Auditors cited the following in the June 30, 2013 annual audit report:

PROPERTY TRANSACTIONS AND SIGNIFICANT INFLUENCE

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1. The WAYS Independent Auditor's Report was Qualified because WAYS failed to maintain a detail of capital assets or depreciation.
2. The WAYS Independent Auditor's Report on State Compliance was Qualified because WAYS failed to comply with requirements of the class size reduction program and after school education and safety program.
3. WAYS did not meet the state requirement for audits to be completed and sent to the State Controller's Office, California Department of Education, and Los Angeles County Office of Education by the deadline date of December 15, 2013.
4. The WAYS operating facilities lease with OCI Development Corporation (OCI Development Corporation is the holder of the WAYS facilities property on behalf of the founder of WAYS) was entered into in July 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
5. The WAYS operating facilities lease with the Salvation Army was entered into in August 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
6. In December 2013, WAYS sold a vehicle (Lexus RX350) for \$26,000; however, as of January 15, 2014, the date of the audit report, the payoff of the vehicle and sale of the vehicle has not been approved by the WAYS governing board.
7. The auditors had to amend their audit report because the management of WAYS provided the auditor with incorrect board member names as of June 30, 2013, including the chairperson of the board.
8. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards cited six WAYS deficiencies in internal controls and three significant deficiencies in internal controls. The report also identified three instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.
9. The Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 cited one deficiency in internal control over compliance to be a material weakness in internal control.

WAYS Irregular Van Lease – Vendors Godfrey Okonkwo & Emeka Enwezor

During FCMAT's review of the WAYS disbursement payments to various WAYS vendors, two vendors were identified as each receiving \$4,800 for leasing a van to the charter school. The two

RELATED-PARTY TRANSACTIONS AND SIGNIFICANCE

individuals are the husband of the founder of WAYS, Godfrey Okonkwo, and a vendor identified in the books and accounting records of WAYS as Emeka Enwezor.

Godfrey Okonkwo was paid \$2,400 with WAYS check number 8339, dated January 7, 2011 and \$2,400 with check number 8950, dated June 27, 2011, totaling \$4,800 during the WAYS 2010-11 fiscal year.

Emeka Enwezor was paid \$2,400 with WAYS check number 9513, dated December 9, 2011 and \$2,400 with check number 9625, dated December 9, 2011, also totaling \$4,800 during the WAYS 2011-12 fiscal year.

The WAYS leasing of a van totaling payments over two fiscal years of \$9,600 paid to Godfrey Okonkwo and Emeka Enwezor presents numerous irregularities.

First, during FCMAT's fieldwork at the WAYS back office business provider, the payment documentation for the van payments to Emeka Enwezor was reviewed. Documentation for the van lease payments authorized by the WAYS director of operations show that the van lease agreement and additional back-up documentation for lease was missing even though the back office provider had requested these documents on previous occasions. At the time of the FCMAT fieldwork in November 2013, the WAYS back office service provider still had not received from the WAYS any van lease supporting documentation dating back to the first payment from December 9, 2011 approximately two years later.

According to the WAYS director of operations, the owner of the lease is Emeka Enwezor. The team requested the director, in an email dated November 29, 2013, to supply information to support the van lease agreement and board approval. In an email dated January 10, 2014, the WAYS director of operations replied to FCMAT stating:

"I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During this year WAYS experienced significant turn-over in the Board of Directors and administration. Many official school documents were kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I suspect that the signed van lease and Board documentation, if any, may be within those lost documents."

The WAYS back office provider had been requesting van lease supporting documentation from various management personnel of WAYS since at least December 2011. Approximately two years later, the executive team of WAYS failed to provide signed copies of the van lease.

The fiduciary duty of the executive level management of WAYS, which includes the executive director and the director of operations is the safeguarding of assets and proper administration of the financial affairs of WAYS.

It is the fiduciary responsibility of the WAYS executive management team to ensure contracts receive proper authorization by the governing board prior to entering into agreements and to safeguard the school's assets. WAYS' executive management team failed in their fiduciary duty to obtain contracts, failed to have authorized signatures prior to entering into contracts, failed to obtain governing board approval for contracts, and failed to ensure that documents are safeguarded.

REPORT OF TRANSACTIONS AND SIGNIFICANT INFLUENCE

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1. The van lease agreement provided by WAYS presents irregularities.
 - a. The van lease agreement is not signed or dated by either WAYS executive management or Emeka Enwezor,
 - b. The unsigned van lease agreement states, "Lessee may not sublease the vehicle under this contract without Emeka Enwezor prior consent." (sic)

Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, was paid \$4,800 for the use of Emeka Enwezor's van. This violated the sublease provision in the contract.
 - c. The unsigned van lease is undated; therefore, language does not present any date that the lease is entered into; therefore, the team cannot determine when the unsigned van lease was created.
2. The WAYS documentation of the payments for the unsigned van lease is irregular.
 - a. The Emeka Enwezor invoice approved by the director of operations failed to identify an address for the payee. The van invoice is titled "VAN LEASE/RENTAL" and states at the bottom of the invoice, "Make all checks payable to Emeka Enwezor."
 - b. The WAYS check request the team examined approving payment of the unsigned van lease omits the invoice number and address of the payee.

WAYS Related Parties – WAYS Founder/Former Executive Director, Godfrey Okonkwo, WAYS Director of Operations, WAYS Vice Principal, Emeka Enwezor & Obiesie Enwezor

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-50 contains the disclosure requirements for related party relationships and transactions as follows:

- "Affiliates" of the entity.
- Entities for which investments in their equity securities would be required, absent the election of the fair value option under the Fair Value Option Subsection of Section 825-10-15, to be accounted for by the equity method by the investing entity.
- Trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management.
- Principal owners of the entity and members of their immediate families.
- Management of the entity and members of their immediate families.
- Other parties with which the entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANCE

- Other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests. The FASB ASC glossary also defines the terms: affiliate, control, immediate family, management, and principal owners.

The executive management of nonprofit organizations such as WAYS have the responsibility to document in detail and fully disclose to the auditors, governing board, county oversight agencies, and the state for purposes of conflict of interest and full disclosure reporting requirements any and all potential related party transactions to comply with Generally Accepted Accounting Principles (GAAP). Failure to disclose related party transactions may be considered a departure from GAAP that could result in a qualified or adverse audit opinion and the potential for civil and criminal prosecution.

The facts below demonstrate that several related party transactions exist between the founder/former executive director, her family members, vendors and associates.

The team discussed the WAYS van lease payments with the WAYS director of operations while on site at the WAYS offices located at 706 East Manchester Avenue, Los Angeles, California on Thursday, November 14, 2013. The director of operations is the son of Godfrey Okonkwo, and Godfrey Okonkwo is the vendor that received \$4,800 representing van lease payments for a van owned by Emeka Enwezor, who also was paid \$4,800 for the lease of the van.

During the Thursday, November 14, 2013 discussion with the WAYS director of operations, he stated that Godfrey Okonkwo was paid for the van lease in the first year of the lease for the van from Emeka Enwezor, and the second year Emeka Enwezor was paid directly for the van lease. The team inquired whether Emeka Enwezor was related and was told that, "She is a friend of the family and we rent her van ... but she gave the van to the school this year."

The association of the van lease payments establishes that Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, received payments for the van owned by Emeka Enwezor. Emeka Enwezor, a related party, shares several similar characteristics with Obiesie Enwezor, owner of OSE Business Services, as follows:

1. Obiesie Enwezor and Emeka Enwezor share the same unusual last name of Enwezor.
2. A Social Security number is comprised of three segments: XXX-XX-XXXX. The first segment represents the first three digits known as the area number, the middle segment representing two digits is the group number and the last four digits is known as the serial number. Obiesie Enwezor and Emeka Enwezor share the same area numbers and group numbers. The serial numbers, which are 12 digits apart, indicates that the two Social Security numbers were issued at approximately the same time.
3. Obiesie Enwezor; Emeka Enwezor, the founder/former executive director; Godfrey Okonkwo, the director of operations and the vice principal, share common addresses located at: 4326 Eno Dr., Los Angeles, CA and 117 W. 112th Street, Los Angeles, CA. Both properties are owned by Godfrey Okonkwo and the founder/former executive director.

PROPERTY TRANSACTIONS AND SIGNIFICANT INFLUENCE

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Based on the team's analysis of possible relatives, transactions authorized by the director of operations do not represent an arm's-length transaction. An arm's-length transaction would be evidenced by signed agreements, board approvals, complete and detailed transaction documentation, and comparative contracts.

1. The director of operations is the individual authorizing the check requests and financial transactions for WAYS and the son of the founder/former executive director and son of Godfrey Okonkwo, who was paid \$4,800 by WAYS for a van rented from Emeka Enwezor.
2. Emeka Enwezor is a friend of the Okonkwo family according to the director of operations. Based on the team's research, Emeka Enwezor is related to the Okonkwo family and Obiesie Enwezor, owner of OSE Business Services.
 - a. Emeka Enwezor was paid \$4,800 by WAYS for the van leased to WAYS. WAYS failed to obtain a signed contract and board authorization to lease the van.
 - b. Emeka Enwezor shares addresses owned by Godfrey Okonkwo and the founder of WAYS. This same address is linked to the WAYS director of operations and the WAYS vice principal (brother and sister.)
 - c. Emeka Enwezor also shares the same address as Obiesie Enwezor.
3. OSE Business Services owner Obiesie Enwezor received \$158,871 from WAYS.
 - a. Obiesie Enwezor shares two addresses owned by Godfrey Okonkwo and/or the founder/former executive director, who are related as family and/or address to Obiesie Enwezor, the founder/former executive director, Godfrey Okonkwo, the director of operations, and the WAYS vice principal.
 - b. Obiesie Enwezor has refused to meet with FCMAT to assist the team in substantiating the \$158,871 in alleged supplies sold to WAYS by OSE and the existence of OSE as a legitimate business with customers other than WAYS.
 - c. WAYS failed to issue 1099s to OSE and is missing significant corroborating financial information that FCMAT considers necessary to substantiate the office and food supply items approved by the director of operations for payment to OSE.
 - d. OSE Business Services owner Obiesie Enwezor shares the identical business address location at 6709 La Tijera Blvd, Suite 274, Los Angeles, California 90045 as the WAYS vice principal's own private middle school known as Innovative WAYS Academy.
 - e. According to the WAYS vice principal, the founder/former executive director and mother of both the director of operations and vice principal is the individual who checks the mail and has the key to the OSE and

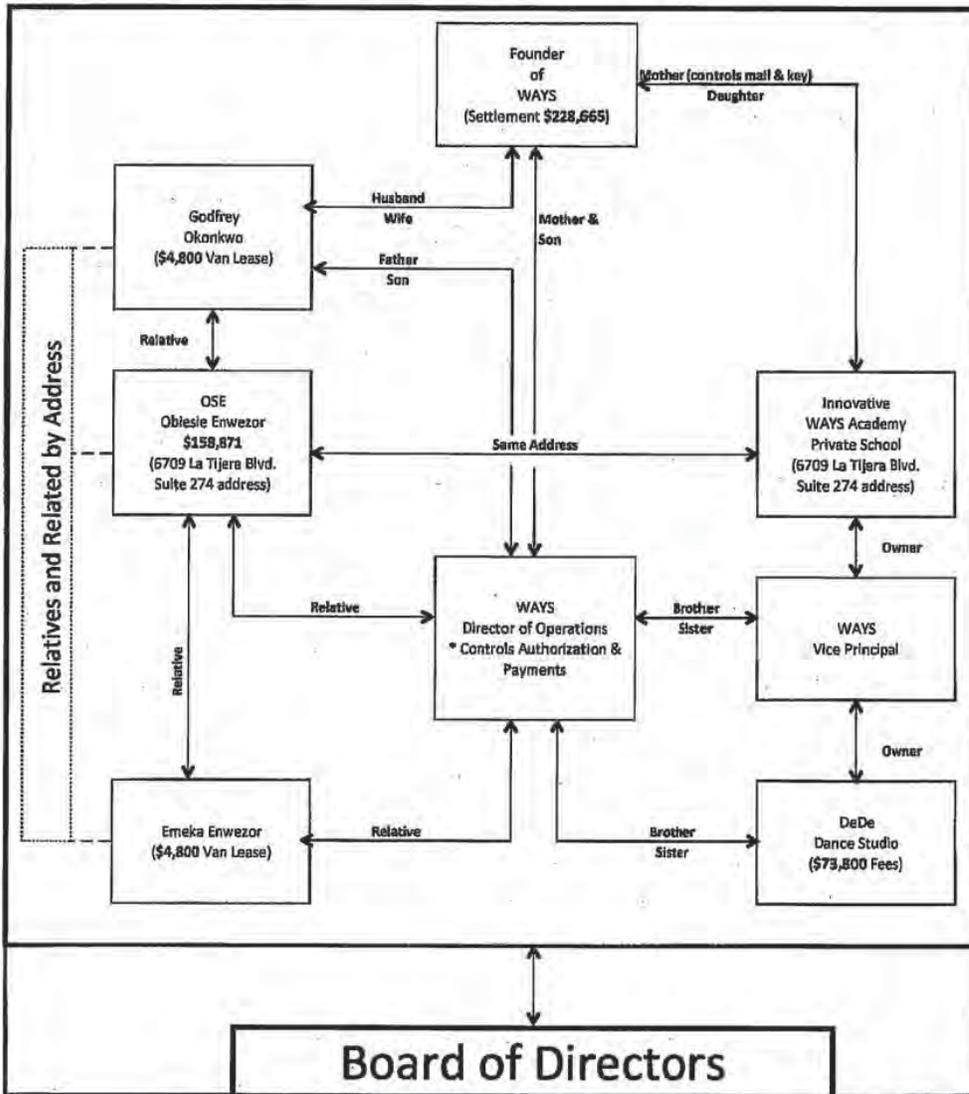
RELATED-PARTY TRANSACTIONS AND DISBURSEMENTS

Innovative WAYS Academy address at 6709 La Tijera Blvd, Suite 274,
Los Angeles, California 90045.

4. The director of operations and WAYS vice principal are brother and sister and are children of the founder/former executive director and Godfrey Okonkwo.
5. LACOE engaged the services of a private investigator following written and verbal complaints that the vice principal of WAYS was working at Innovative WAYS Academy, her private middle school of which she was the executive director. Direct surveillance and video on 16 separate occasions between March 5, 2013 and April 22, 2013 revealed that the WAYS vice principal spent 29.5 hours at her private middle school while employed full time at WAYS.
6. The WAYS vice principal is the owner of Innovative WAYS Academy private middle school, and a non-profit corporation known as DeDe Dance Studio.
 - a. DeDe Dance Studio was paid a total of \$73,800 by WAYS between April 2009 and April 2013.
 - b. The address of DeDe Dance Studio is reported in the DeDe Dance Studio 2010 and 2011 nonprofit tax returns as 706 East Manchester Avenue, Los Angeles, CA, which is the same address as the WAYS primary school site and administrative offices location.
 - c. The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio.
 - d. During the team interview of the WAYS vice principal on November 15, 2013, she stated that DeDe Dance Studio was paid from the ASES program funds for dance study during the after school program and that 10 volunteers are present for the dance activities. She further stated that there was also a manager present; however, the team did not observe students present in that facility during the fieldwork days. FCMAT also observed postings in the DeDe dance studio indicating that DeDe Dance studio has a check payment policy for payments and nonsufficient funds checks at the studio located at the WAYS property address.
 - e. DeDe Dance Studio is operated at and identifies the business location as the WAYS school site. The team was unable to determine that any offsetting rent for the facility was paid by DeDe Dance Studio to WAYS.
 - f. The DeDe Dance Studio nonprofit tax returns for 2010 and 2011 do not identify any rent paid expense activity, including rent for occupying the same facility as the WAYS school site or for facilities use as DeDe Dance Studio services where dance instruction allegedly occurred at the WAYS school site.

TRANSACTIONS AND SIGNIFICANT INFLUENCE

The relationships and related parties are presented in the following table:



WAYS Irregular Purchase and Sale of Lexus

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed WAYS Lexus payments of \$891.94 per month identified in the WAYS accounting records. The WAYS back office service provider stated they had been requesting backup documentation for the Lexus transaction from the director of operations but never have received any.

The back office provider was unable to determine if the Lexus payments were for a leased vehicle or purchase that should be capitalized and depreciated.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT INFORMATION

In an email dated Friday, November 29, 2013, FCMAT requested information about the Lexus from the director of operations:

- The original board approval documentation and minutes authorizing the purchase of the Lexus,
- Original Lexus purchase/lease documents,
- The board approval documentation and minutes authorizing the sale of the Lexus,
- The analysis that would have provided the WAYS board establishing the financial profitability, viability, or reasoning for the purchase and subsequent sale of the Lexus,
- Copies of any Lexus payoff documentation,
- Copies of any Lexus proposed sale documentation.

The director of operations replied to the FCMAT November 29, 2013 request for Lexus information in an email dated Friday, January 10, 2014; however, the information provided was incomplete. Based on the information received from the director of operations, FCMAT has determined that the 2011 Lexus RX350 was purchased for \$41,163.45 on August 19, 2012, to be used by the director of operations. The payments of \$891.94 per month started October 3, 2012 for 47 months, at 1.90% annual percentage rate. The WAYS board approval for the purchase of the Lexus dated July 31, 2012 states, "Be it Resolved, that the Board of Directors of this corporation ... authorize the Executive Director or designee to enter into a lease or purchase agreement for a vehicle for school use behalf of said corporation." The current executive director of WAYS issued a letter dated August 6, 2012 authorizing the director of operations to "... lease or purchase a vehicle for school use ..."

The Lexus purchase analysis provided to the team by the director of operations is titled Capital Expense Analysis.

- The Capital Expense Analysis identifies two separate dates, July 2012 and August 2013, and is not attached to the WAYS board minutes or agenda as a document reviewed by the WAYS board.
- The Capital Expense Analysis fails to include any vehicle cost and/or terms of the Lexus and fails to identify that the vehicle is a Lexus only identifying the item as "SUV or Sedan (Vehicle)." Without any cost or terms of the Lexus purchase or specifically identifying the vehicle as a Lexus, the WAYS board may not have had sufficient information to make an informed decision regarding the purchase of the Lexus.
- The Capital Expense Analysis fails to identify if the vehicle will be capitalized as an asset or is a vehicle lease.
- The Capital Expense Analysis states, "Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use."
- The WAYS July 31, 2012 minutes omit the authorization to use the Lexus for personal use and omit language in the minutes that MWF or WAYS has agreed to pay for the vehicle and operating expenses.

ANY TRANSACTIONS AND SIGNIFICANT INFLUENCE

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- Since the WAYS Board July 31, 2012 minutes and the Capital Expense Analysis wording differ, FCMAT cannot confirm that the Capital Expense Analysis was ever presented to the WAYS board.

The WAYS executive team failed to provide any information about the Lexus purchase to the WAYS back office provider so the back office service provider could properly account for the Lexus as a purchase, which would have resulted in capitalizing the Lexus in accordance with GAAP. The current executive director of WAYS and the director of operations failed to obtain WAYS governing board approval prior to selling the Lexus.

The sale of the Lexus as identified in the Capital Expense Analysis presents significant irregularities:

- a. The vehicle identity is not disclosed as a Lexus.
- b. Failure to disclose any Blue Book and/or fair market values of the Lexus.
- c. Failure to disclose the beginning and ending Lexus odometer reading.
- d. Failure to disclose if the Lexus had been in any accidents, if the maintenance was up to date, and what condition the Lexus was currently in such as excellent, good, fair, or poor condition, all of which are factors in avoiding any potential post sales liabilities.
 - i. Based on the documents provided by WAYS, the team determined that the WAYS management team failed to disclose the Lexus Blue Book values as potentially excellent, \$28,872; very good, \$28,072; good, \$27,172 and fair, \$24,872.
 - ii. The director of operations failed to provide any documentation explaining how the sales value of the Lexus was determined to be sold at \$26,000 rather than at values of good, very good, or excellent.
- e. Failure to disclose the estimated gains or loss on the sale of the Lexus.
- f. Failure to present an amortization schedule showing the principal payments and remaining payoff on the Lexus as of the estimated date of the sale.
- g. Failure to disclose if the sale of the Lexus would be confined to California or sold out of state.

Because the governing board was not provided any specific information as described above, FCMAT cannot determine how the governing board would be able to determine that the sale of the Lexus was a proper transaction for approval.

The WAYS board approval authorized the "vehicle for school use" but did not identify the type of vehicle or that the vehicle was for the explicit use of the director of operations. FCMAT had observed the director of operations using the Lexus as his own personal vehicle. The team's audit of WAYS' American Express credit card statements reveal that vehicle fuel receipts failed to list to which vehicle the fuel receipts were attributable; therefore, the team cannot determine if the fuel receipts were for WAYS vehicles or if WAYS was subsidizing personal fuel costs of WAYS employees and management.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT INFORMATION

The team has determined that the sale of the Lexus resulted in a (\$4,187) loss to WAYS. The purchase price of the Lexus was \$41,163 on August 19, 2012 and the Bill of Sale dated December 17, 2013 states that the Lexus was sold for \$26,000 to an individual in Canada. The Lexus was owned by WAYS for approximately 16 months between August 19, 2012 and December 17, 2013. Depreciation of the vehicle is calculated over five years or 60 months at \$686 per month, and accumulated depreciation over 16 months is calculated as \$10,976.

The approximate net loss of \$4,187 on the sale of the Lexus is calculated as:

- Purchase Price \$41,163
- Less Accumulated Depreciation (\$10,976)
- Book Value \$30,187
- Less Selling Price of \$26,000
- Net Loss on Sale of Lexus (\$4,187)

The sale of the Lexus also resulted in a net loss of cash of \$4,345 because the amount of principal paid down as calculated by FCMAT based on an amortization of 16 months, interest rate of 1.9% is \$10,818. The original purchase price of the Lexus of \$41,163 less the principal paid on the Lexus loan of \$10,818 leaves an approximate payoff balance of \$30,345. The payoff to Toyota Motor Corporation of \$30,345 less the selling price of \$26,000 results in an estimated cash loss of \$4,345.

WAYS Failed to Obtain Governing Board Approved for Purchase of Computers and Issued an Irregular Payment

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed two payments to WAYS vendor Avatar Technology for a \$37,986.51 purchase of computers dated January 23, 2012 and a \$358.75 purchase dated February 10, 2012, totaling \$38,345.26. The back office provider stated that the Avatar invoices received from the director of operations did not include governing board approval documents for this transaction.

The team examined the WAYS check request authorized by the director of operations and the vendor invoice documentation for the \$37,986.51 paid to Avatar, and found several irregularities:

- The January 23, 2012 Avatar invoice stated that the purchase was for 85 "Legerro 13.3" items at \$410 per item, with a total invoice price including sales tax of \$37,540.63.
- The amount authorized by the director of operations to be paid to the computer vendor in the WAYS check request was \$37,986.51.
- The difference between the computer vendor invoice of \$37,540.63 and the amount WAYS paid to the computer vendor of \$37,986.51 is \$445.88.
- The check request authorized for payment by the director of operations identifies an additional amount of \$445.88, which the team believes to be one additional computer.

In an email dated Friday, November 29, 2013, the team requested documentation from the director of operations of the governing board authorization, board agenda identifying the item for action on the agenda or any other documentation to support the purchase of the computers. His reply on Friday, January 10, 2014 states that:

WAYS' FINANCIAL ACTIONS AND SIGNIFICANT INFLUENCE

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"I was unable to locate any Board documentation regarding the purchase of the Avatar Computers. However, I can attest that the Board was fully aware of the purchase before it was executed and after they were purchased. I've attached the newsletter showing our students using the computers."

Based on the information the team received from the director of operations, the team has determined that there are several irregularities concerning the purchase of computers authorized by the director of operations:

1. The WAYS board was not properly notified by the director of operations' decision to purchase computers totaling \$38,345.26.
2. There are no requests for quotes or for proposals.
3. There is no documentation of computers specifications.
4. The authorization for payment to Avatar by the director of operations in excess of the invoiced amount totaling \$445.88 cannot be located.
5. The transaction lacks governing board approval and lacks supporting documentation for payment.
6. The team cannot confirm if the computers presented by the director of operations in a newsletter are in fact the computers purchased from Avatar.

WAYS Automobile Fuel Purchase Irregularities

The team examined WAYS fuel purchases, which consist of receipts for fuel from Costco Gas, Chevron, Shell Oil, Union 76, Exxon Mobil, and Valero gas stations. Over a two-year period from July 1, 2011 through June 30, 2013, according to the WAYS accounting records, the total paid for fuel and mileage reimbursements was approximately \$18,261.

The team calculated that over the two-year period, the amount spent on mileage reimbursement and other non-fuel expenses was approximately \$2,305. Removing the mileage reimbursement and other non-fuel expenses of \$2,305 from the total fuel cost of \$18,261 left a remaining net fuel cost of \$15,956. The team calculated that \$15,956 in fuel purchases during WAYS fiscal years 2011-12 and 2012-13 at an estimated \$3.79 per gallon represents 3,989 gallons (\$15,956 / \$3.79 per gallon = 4,210 gallons) of fuel used or approximately 175 gallons of fuel per month (4,210 gallons / 24 months = 175 gallons per month).

The \$3.79 per gallon price was calculated by the team based on fuel cost data from www.gasbuddy.com for the Los Angeles, California area. The price of fuel in Los Angeles at July 2011 was \$3.79/gallon, June 2012 at \$3.60/gallon, and June 2013 at \$3.97/gallon. The average price per gallon between July 2011 and June 2013 was \$3.79 per gallon $(\$3.79 + \$3.60 + \$3.97) / 3 = \3.79 per gallon).

The non-board approved and unsigned Emeka Enwezor van lease identifies the van as a 1995 Ford model E-350 van. The team researched the fuel economy of a 1995 Ford model E-350 van at www.motortrend.com and found that the van's fuel economy is 13 miles per gallon in the city, and 16 miles per gallon on the highway. Using the fuel economy of the van of 13 miles per gallon and 175 gallons of fuel per month represents that the WAYS vehicles traveled 2,275 miles per month for school business purposes. Students attending WAYS' three charter school sites reside

RELATED-PARTY TRANSACTIONS AND SIGNIFICANCE

in the local neighborhoods and all three school sites are within a mile or two of each other. The mileage of 2,275 per month is excessive based on the location of the students and school sites.

The team was unable to determine if the fuel that WAYS management charged to the WAYS American Express credit cards was for official WAYS school business. Based on the examined fuel receipts, the team was unable to determine if any of the WAYS fuel purchases and fuel usage of an average 175 gallons per month were for personal vehicles or for personal trips because WAYS' accounting for fuel purchases fails to identify in the fuel receipts which vehicle and business purpose each receipt represents.

Failure by the management team of WAYS to document fuel purchases represents accounting irregularities, because the fuel purchases the team examined as reported by the executive management team and paid with the American Express credit card cannot be reconciled to any specific vehicle of WAYS.

WAYS Charter School Summary of Related and Irregular Transactions

The table below is a compilation of payments made through WAYS to the founder/former executive director, family members of the founder and close associates. Many of these payments were authorized by the director of operations and the current executive director (former board president.)

WAYS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Records Amounts
Founder/Former Executive Director	2007-08 through 2012-13	Facility Leasehold Agreements	\$1,100,921
Founder/Former Executive Director, Loraine Turner, Wisdom Pre-School, Preschool Rent	2007-08 through 2012-13	Rent and Other Unsubstantial Charges	115,550
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements	341,710
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements – E-Rate	35,483
Founder/Former Executive Director	2004-05	Professional Liability Wrongful Termination Lawsuit	566,803
Founder/Former Executive Director	2012-13	Settlement-Employment Contract	228,665
Director of Operations	2012-13	Avatar-Excess Payment Authorized	446
OSE Business Services	12/21/2011 - 06/27/2013	Alleged Supplies	158,871
DeDe Dance Studio	4/23/2009 - 4/12/2013	Alleged After School Dance	73,800
Godfrey Okonkwo	1/7/2011 - 6/27/2011	Alleged Van Lease	4,800
Emeka Enwezor	12/9/2011	Alleged Van Lease	4,800
Sale of Lexus	12/17/2013	Sale of Lexus	26,000
Fuel Purchases	7/1/2011 - 6/30/2013	Fuel	15,956
Total			\$2,673,805

The above transactions represent significant influence that the WAYS founder/former executive director, family of the founder and close associates had over financial decisions that personally benefitted them. Several of these transactions were authorized for payment by the director of operations, who is the son of the founder/former executive director, and the current executive director (the former board president) and gave these individuals the ability to simultaneously control and benefit from these transactions. The lack of documentation to support transactions

through board approval and records creates the perception of fraud, misappropriation of assets and possible criminal activity.

There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.

Prevention and Detection

As previously mentioned, the internal control environment includes ethical values and integrity displayed by the governing board and management as well as the underlying tone set by the organization's site administrators. The tone of the organization set by management through its words and actions demonstrates to others that dishonest or unethical behavior will not be tolerated. An atmosphere in which employees feel safe to communicate concerns is a fundamental component of a strong and effective internal control environment.

The control environment is an essential element and provides the foundation for other internal controls to be effective in achieving the goals and objectives to prevent and/or deter fraud or illegal acts. Regular external audits are a strong deterrent to mismanagement and fraud, but they cannot serve as the only method of ensuring accountability. It is imperative for the county office and WAYS governing board to review the findings and recommendations of this audit to implement the appropriate internal controls and hold the responsible parties accountable for their actions.

Internal controls clearly are among the most important aspects of any fraud prevention program. Managers are in a position of authority and therefore have a higher standard of care to establish the ethical tone and serve as examples to other employees. Employees with administrative responsibility have a fiduciary duty to the organization in the course of their employment to ensure that those activities are conducted in compliance with all applicable board policies, laws, regulations, and standards of conduct. Management personnel are entrusted to safeguard the charter's assets and ensure that internal controls function as intended. Relatives of employees should not be employed on a permanent or part time basis by the charter where the relative reports directly to the employee or the employee exercises any direct influence with regard to the relative's hiring, salary placement, promotions, evaluations or pay increases.

While the governing board and all employees in the organization have some responsibility for internal controls, the founder/former executive director and family members and close associates holding key administrative positions had a fiduciary duty and responsibility to make certain that the assurances in the charter petition and the governing board fiscal policies and procedures were conducted responsibly and ethically.

Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred. There exists a significant material weakness in the charter school's internal control environment, which increases the probability of fraud and/or abuse. These findings should be of great concern to the WAYS governing board and the LACOE governing board and require immediate intervention to limit the risk of fraud and/or misappropriation of assets in the future.

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RELATED-PARTY TRANSACTIONS AND SIGNIFICANCE

In accordance with Education Code Section 42638(b), action by the county superintendent shall include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Recommendation

The county superintendent should:

1. Notify the governing board of WAYS charter school, LACOE's governing board, the State Controller, the Superintendent of Public Instruction, and the local district attorney that fraud, misappropriation of assets or other illegal activities may have occurred.

Appendices

Appendix A - Summary of OSE Invoice Items

Appendix B - Study Agreement

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APPENDICES



FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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APPENDICES

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.99	Books/Supplies	HP 72XL InkJet Cartridge	0	2	2
\$17.99	Books/Supplies	HEAVY DUTY VIEW	5	0	0
\$20.00	Books/Supplies	#10 SEC ENV	0	3	0
\$16.99	Books/Supplies	3 Hole Punch	0	2	2
			0	1	0
\$9.99	Books/Supplies	3.18 M-M PATCH CABLE	1	0	0
			0	4	4
			0	4	4
\$60.00	Books/Supplies	8.5X11 GLOSS PREM	0	5	0
\$14.58	Books/Supplies	Acco 72585 Jumbo Non-skid Paper Clips, 10/100 ct	0	0	2
\$14.32	Books/Supplies	AVERY DURA VIEW	3	0	0
\$16.00	Books/Supplies	AVI Cord	0	4	0
\$5.78	Books/Supplies	Bell Pump and Needle	0	4	0
\$24.99	Books/Supplies	BANDAID 185CT	0	3	0
\$9.99	Books/Supplies	BD SWAG 300	0	1	0
\$6.98	Books/Supplies	Bicycle Pokr	0	0	4
\$16.00	Books/Supplies	Canon MX882 Ink Jet Cartridge	0	4	4
\$48.99	Books/Supplies	Case of Paper 8X11.5	0	60	126
\$35.00	Books/Supplies	Cases of Paper 8x11.5	0	47	0
\$39.99	Books/Supplies	Cases of Paper 8x11.6	0	60	0
\$10.29	Books/Supplies	CLIP, BNDR, 30PK	0	1	0
\$11.18	Books/Supplies	CLP,PPR,NSKD,J	0	12	0
\$10.98	Books/Supplies	CLPBRD, OD,3PK	0	3	0
\$63.33	Books/Supplies	College Ruled 8.5 x 11 Case	0	8	0
\$52.49	Books/Supplies	COLORSPASH PENCILS PK/240	14	0	0
\$40.00	Books/Supplies	Copies X 400PGS	0	4	0
\$87.60	Books/Supplies	Crayola Broad Washable Marker Asst 256 ct - Item 958201	0	0	11
\$10.00	Books/Supplies	Crayola Broad Washable Marker Asst 8 ct - Item# 285484	0	0	10
\$9.99	Books/Supplies	Crayola Long Colored Pencils Assorted 12 ct - Item #626637	0	0	10
\$59.99	Books/Supplies	CRAYOLA MARKER CLSSPACK 16CD	6	0	0
\$5.00	Books/Supplies	Crayon	0	10	10
\$25.99	Books/Supplies	CS PASS AROUND PACK CRAYONS	36	0	0
\$15.29	Books/Supplies	CVR, RPT,GRPLCK	0	1	0
\$30.99	Books/Supplies	Custom Address Stamp	0	1	1
\$125.00	Books/Supplies	DA LITE LAPTOP CART CHARGER 2PK	0	2	0
\$12.25	Books/Supplies	DIVIDER PLASTIC TABS	0	4	0
\$4.65	Books/Supplies	DIVIDERS STAB	0	2	0
\$1,222.68	Books/Supplies	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME	1	1	0
\$34.99	Books/Supplies	DTR, SLF-INKXT	0	1	0
\$30.99	Books/Supplies	Easel Pad-Stickable	0	2	0
\$1.19	Books/Supplies	ECONOMY COMPOSITION BOOK	80	0	0
\$1.00	Books/Supplies	Economy Games Misc	0	0	180
\$0.88	Books/Supplies	Economy Games Misc	0	180	0
\$59.98	Books/Supplies	Envelope #9, 2W	0	0	1
\$14.99	Books/Supplies	Envelopes 500ct	0	4	12
\$19.99	Books/Supplies	Envelopes 500ct	0	2	2
\$32.00	Books/Supplies	Exec Fabric Exp F1	0	2	0
\$25.98	Books/Supplies	EXPO D80989 Asst Chisel Tip Low Odor Dry Erase Marker Kit	0	0	12
\$22.70	Books/Supplies	EXPO DRY ERASE 16CT	24	24	0
\$120.00	Books/Supplies	FILE FOLDER	0	2	0
\$14.98	Books/Supplies	FILE FOLDER	0	0	2
\$32.99	Books/Supplies	FILE, CASE, POLY	0	1	0
\$19.99	Books/Supplies	FILE, O/D, 13 PK	0	1	0
\$16.80	Books/Supplies	Fish Drive	0	0	1
\$36.00	Books/Supplies	First Aid Kit + Refills	0	8	8
\$1.00	Books/Supplies	Fun Dough	0	12	0
\$5.98	Books/Supplies	Geographics Award Certificates Blue Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Gold Border 12 ct	0	0	14
\$5.98	Books/Supplies	Geographics Award Certificates Green Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Red Border 25 ct	0	0	4
\$23.17	Books/Supplies	Green Folder	0	6	6
\$29.99	Books/Supplies	Guestures	0	0	1
\$12.00	Books/Supplies	Hanging File Folder pk	0	2	2
\$5.75	Books/Supplies	HEAVY DUTY VIEW	0	8	0
\$99.97	Books/Supplies	HLPNCHR SWINGLN BLEC	0	1	0
\$82.50	Books/Supplies	HP CBSXL4 Toner All Colors	0	4	4

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$30.00	Books/Supplies	Ink CD-226-cy 688852	0	5	0
\$110.00	Books/Supplies	Ink Canon 4pk 687147	0	2	0
\$30.00	Books/Supplies	Ink CII-228, bi	0	5	0
\$30.00	Books/Supplies	Ink Cb-228-ye	0	4	0
\$30.00	Books/Supplies	Ink C4-226-mg	0	1	0
\$25.00	Books/Supplies	Jenga	0	0	2
\$3.99	Books/Supplies	JUMBO PENCILS PK/12 NO ERAS	112	0	0
\$3.20	Books/Supplies	JUMBO PENCILS NO ERAS	0	0	56
\$153.98	Books/Supplies	Laser, Mono, TN3	0	0	2
\$18.99	Books/Supplies	Legal Nota Pad pk	0	1	1
\$29.99	Books/Supplies	License Word	0	0	1
\$40.00	Books/Supplies	MAGIC TAPE	0	2	0
\$40.99	Books/Supplies	MAGIC TAPE	0	4	4
\$12.99	Books/Supplies	Mancala	0	0	4
\$13.00	Books/Supplies	Manilla Folder pk	0	4	4
\$11.99	Books/Supplies	Mixed Highlighter pk	0	4	4
\$8.00	Books/Supplies	Mixed Highlighter pk	0	4	4
\$13.99	Books/Supplies	Number Divider	0	8	8
\$39.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	60	188	280
\$48.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	0	0	92
\$48.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	0	0	10
\$17.38	Books/Supplies	Office Impressions #90 Clasp Envelope 9 X 12 Kraft 100 ct	0	0	4
\$45.00	Books/Supplies	Office Impressions .92 Bright. 20# 8.5x11 Case	0	25	0
\$45.00	Books/Supplies	Office Impressions .92 Bright 20# 8.5x11 Case #562633	0	23	0
\$13.00	Books/Supplies	Office Scissor pk	0	6	6
\$19.99	Books/Supplies	Paid Stamp	0	1	1
\$25.26	Books/Supplies	Pendflex Lgl Top Tab Folder 3./4" Manilla 150 ct	0	0	1
\$12.00	Books/Supplies	Pencil	0	2	2
\$18.79	Books/Supplies	Pencil Sharpener	0	2	2
\$25.78	Books/Supplies	POST-IT 3X3	0	1	0
\$18.00	Books/Supplies	Post-it pk	0	4	4
\$45.98	Books/Supplies	POST-IT 559 White 2.5 X 30 Self-Stick Easel Pad	0	0	4
\$16.99	Books/Supplies	Premium Specialty Paper - Blue	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Gold	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Tan	0	4	0
\$28.99	Books/Supplies	PREMIUM VIEW BINDER	0	1	0
\$46.00	Books/Supplies	Premium Binder	0	5	0
\$15.98	Books/Supplies	RED BASELINE JUMBO NEWSPRINT	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR1	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR2	16	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR3	16	0	0
\$20.00	Books/Supplies	Scholastic Workbooks K-5	0	100	0
\$231.27	Books/Supplies	Spectrum Ball Pack & Mesh Bag	0	0	2
\$3.39	Books/Supplies	SPLIT KEY RING PK/25	12	0	0
\$40.00	Books/Supplies	SPLS 70 Crate Black	0	4	0
\$25.00	Books/Supplies	STAPLER	0	2	0
\$18.99	Books/Supplies	Stapler Pkg	0	6	6
\$12.99	Books/Supplies	STICK PENS	0	6	0
\$8.49	Books/Supplies	SUNWORKS GW CNSTR PAPER 9X1	98	0	0
\$3.99	Books/Supplies	Swingline 1.4" Standard Staples 5000 ct	0	0	10
\$10.58	Books/Supplies	Red Baseline Ruled Newsprint - Grade 1	0	40	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 2	0	18	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 3	0	18	0
\$39.99	Custodial Supplies	SHIPLOCK PANELING 8"X4"X.8"	0	4	0
\$25.00	Custodial Supplies	1/2 Fold Seat Cover	0	4	0
\$49.99	Custodial Supplies	12"X10" 6PK TRAY -EATING TRAYS	0	10	10
\$56.00	Custodial Supplies	12-16g Clear Bag	0	0	8
\$23.00	Custodial Supplies	12-16g Clear Bag	0	18	6
\$54.99	Custodial Supplies	16"X12" 6PK TRAY -EATING TRAYS	0	10	0
\$25.00	Custodial Supplies	16g Bin Bag 500ct	0	8	0
\$36.00	Custodial Supplies	55g Industrial Bag 500ct	0	0	12
\$26.99	Custodial Supplies	55g Industrial Bag 500ct	0	24	8
\$70.00	Custodial Supplies	55g Recycled Material Bag 500ct	0	4	0
\$54.99	Custodial Supplies	Antibacterial Hand Soap CS	0	2	12
\$13.99	Custodial Supplies	ALL PURPOSE DRYWALL PATCH ANTI-MOLD	0	1	0
\$29.99	Custodial Supplies	BAR RINSE	0	4	0

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$19.98	Custodial Supplies	BarORinse Disinfectant	0	3	3
\$10.00	Custodial Supplies	BarORinse Disinfectant	0	12	12
\$31.12	Custodial Supplies	BAR TWL	0	6	0
\$10.99	Custodial Supplies	BLACK PLUNGER 18" PLASTIC	1	0	0
\$46.89	Custodial Supplies	Blu Hwk Roller Kit	0	0	1
\$19.99	Custodial Supplies	Brooms 12"	0	0	7
\$20.00	Custodial Supplies	Broom-Light Weight	0	2	0
\$24.99	Custodial Supplies	Broom	0	1	1
\$12.00	Custodial Supplies	Broom	0	4	4
\$40.00	Custodial Supplies	CAN LINER 56G BLK	0	10	0
\$4.00	Custodial Supplies	Clorox 1.5G	0	0	0
\$49.99	Custodial Supplies	12" X 10" 6PK Tray	0	10	0
\$10.00	Custodial Supplies	Clorox Blech 3PK	0	12	24
\$16.99	Custodial Supplies	Clorox Blech 3PK	0	0	4
\$29.99	Custodial Supplies	CLOROX ULTRA GERM	6	0	0
\$38.99	Custodial Supplies	Clorox Wipes	0	0	12
\$19.78	Custodial Supplies	Clorox Wipes	0	0	12
\$19.99	Custodial Supplies	Clorox Wipes	0	6	6
\$19.94	Custodial Supplies	CO CAULK GUN	0	1	0
\$19.99	Custodial Supplies	Corn Broom 10"	0	0	3
\$8.89	Custodial Supplies	Doorstop Solid Brass	0	0	1
\$40.00	Custodial Supplies	Drywall Package - 100SP Fill	0	1	0
\$26.99	Custodial Supplies	Dust Pan w/Handle	0	0	5
\$59.74	Custodial Supplies	Extra Soft BR 2000	0	4	12
\$19.90	Custodial Supplies	Extra Soft BR 2000	0	10	10
\$59.74	Custodial Supplies	Extra Soft BR 2001	0	0	4
\$28.96	Custodial Supplies	Faucet Stem R	0	0	1
\$17.98	Custodial Supplies	FEBREZELINE OCEANFRSH	0	3	0
\$17.98	Custodial Supplies	FEBREZELINE TRPCL	0	3	0
\$19.94	Custodial Supplies	GE ULT SL	0	1	0
\$17.86	Custodial Supplies	Germ-X Original hand Sanitizer with Pump Top, 67.6 oz	0	0	24
\$87.98	Custodial Supplies	Gloves Latex Large 100	0	0	1
\$29.99	Custodial Supplies	H/D SPONGE 12PK	0	1	0
\$44.99	Custodial Supplies	Hand Towel Single Fold	0	12	0
\$20.00	Custodial Supplies	Hand Towel Single Fold	0	0	12
\$19.78	Custodial Supplies	Hard Surface Wipes 4pk	0	12	48
\$19.99	Custodial Supplies	Husky 9 PC SAE/MIRC Folding Hax Set	0	0	1
\$15.57	Custodial Supplies	HVY DEG	1	0	0
\$24.99	Custodial Supplies	Kleenex	0	36	42
\$9.99	Custodial Supplies	KNOCKDOWN/SPATULA	0	1	0
\$49.34	Custodial Supplies	KW TOILET SEAT HDC	0	2	0
\$59.84	Custodial Supplies	KS Sig Lido Bed/Bath Satin Nickel	0	0	3
\$10.00	Custodial Supplies	Lit Bulbs T18"	0	12	0
\$33.50	Custodial Supplies	Lysol Disinfectant Spray 4/19 oz	0	0	1
\$30.70	Custodial Supplies	Lysol Disinfecting Wipes, 4/80 ct	0	0	12
\$39.67	Custodial Supplies	MICROFBR TOWEL	0	6	0
\$27.96	Custodial Supplies	ML 2" BRASS RESET COMBINA	1	0	0
\$25.00	Custodial Supplies	Mop Head	0	12	12
\$22.50	Custodial Supplies	Mop Head	0	8	0
\$9.35	Custodial Supplies	Mop Head (Single)	0	0	4
\$49.99	Custodial Supplies	Natural 400 Single Fold	0	18	54
\$26.67	Custodial Supplies	Natural 400 Single Fold	0	54	0
\$45.00	Custodial Supplies	Natural 400 Single Fold	0	8	0
\$17.97	Custodial Supplies	PAD LOCK	0	2	0
\$95.00	Custodial Supplies	PALM LIQ ANTIBACT	4	0	0
\$83.33	Custodial Supplies	PALM LIQ ANTIBACT	0	6	0
\$10.00	Custodial Supplies	PAPER SEAT COVER	0	26	24
\$20.00	Custodial Supplies	PineSol Lemon	0	12	24
\$26.73	Custodial Supplies	PineSol Lemon	0	0	4
\$39.99	Custodial Supplies	PineSol LEM CS	0	3	0
\$5.69	Custodial Supplies	PLUNGER CADDY	1	0	0
\$54.99	Custodial Supplies	Poly Gloves 6PK	0	12	18
\$36.00	Custodial Supplies	Poly Gloves 6PK	0	18	6
\$93.96	Custodial Supplies	Schlage Acc Keyed SN	0	0	1
\$95.99	Custodial Supplies	Soap Hand Anti-Bac 4PK15	0	5	10
\$39.99	Custodial Supplies	SOFT TOUCH 4000	0	40	20

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.95	Custodial Supplies	SOFT TOUCH 4000	0	16	0
\$14.11	Custodial Supplies	SOFTSOAP ANT1BACT	1	0	0
\$39.98	Custodial Supplies	SPACKLNG	0	1	0
\$25.00	Custodial Supplies	Tissue	0	0	12
\$25.00	Custodial Supplies	Tissue	0	6	6
\$30.00	Custodial Supplies	Tissue	0	8	0
\$49.99	Custodial Supplies	Tissue Bath JJ 2PL 3.75"	0	0	8
\$51.97	Custodial Supplies	TISSUE JUMBO	0	6	0
\$29.24	Custodial Supplies	Tissue4000	0	8	0
\$25.00	Custodial Supplies	Tissue4000	0	6	0
\$30.00	Custodial Supplies	Toilet Paper Jumbo Dispenser	0	2	2
\$39.99	Custodial Supplies	Towels	0	0	6
\$15.57	Custodial Supplies	TOWEL ROLL WHITE	1	0	0
\$35.88	Custodial Supplies	TP HLDR-PB	0	1	0
\$24.99	Custodial Supplies	Tray Liner	0	3	11
\$189.00	Custodial Supplies	Val Ext Mnsry Stc Wht Paint - 5G	0	0	1
\$189.00	Custodial Supplies	Val Ext Mnsry Stc Tan Paint - 5G	0	0	1
\$5.47	Custodial Supplies	Wall Protect 3-1/4" White	0	0	1
\$29.99	Custodial Supplies	W/P H/E COMBI LCK	0	1	0
\$4.00	Custodial Supplies	CLOROX 1.5G	0	24	0
\$1.92	Custodial Supplies	Clorox Powder 32 oz	0	96	0
\$5.00	Custodial Supplies	PineSol 2G	0	24	0
\$19.99	Custodial Supplies	ANTIFBac Hand Soap 1G	0	10	0
\$10.00	Custodial Supplies	ANTIFBac Hand Soap 1G	0	4	0
\$434.98	F & E	Netgear R6300 AC Router 802.11AC Dual-Band	0	0	1
\$830.25	F & E	Brother 8910DW Printer Dlux	0	0	1
\$386.00	F & E	Brother TN350	0	1	1
\$819.99	F & E	Sunroc SS Drinking Fountain	0	0	1
\$725.87	F & E	Dalite Laptop Cart	0	3	0
\$765.00	F & E	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME (6' W X 4' H)	0	0	1
\$849.00	F & E	Franklin Indoor Enclosed Bulletin Board W/Two Doors (5' X 3'H)	0	0	1
\$489.00	F & E	ABC Magnetic Dry Erase Board (6'W X 4' H)	0	0	1
\$50.19	F & E	Programmable Micro Automatic Gate Remote (HomeLink Compatible)	0	0	10
\$4,703.91	F & E	6' x 8" H Freestanding Portable Partition - Nine Panels (16' 9"L)	0	0	1
\$8.85	F & E	Quality Tray 10 X 14	0	0	48
\$125.24	F & E	Quality Cart Black	0	0	3
\$599.99	F & E	Epson EX-51	0	1	1
\$462.37	F & E	ACER Note Book	0	2	0
\$961.25	F & E	Toshiba Laptop	0	1	0
\$1,299.99	F & E	PA Sound System - 2 Wired Mics, 1 Wireless Mic, Mixer	0	1	0
\$1,000.00	F & E	JBL PA System	0	2	0
\$20.00	F & E	Projector Case	0	3	0
\$800.00	F & E	Mackie Thump PA Speakers 15"	0	2	0
\$10.00	Food Supplies	ANIMAL CRACKER	0	11	0
\$7.00	Food Supplies	Austin Variety 45ct	0	10	0
\$12.99	Food Supplies	Austin Variety 45ct	40	254	280
\$16.99	Food Supplies	Austin Variety 45ct	0	24	0
\$17.99	Food Supplies	Austin Variety 45ct	0	0	16
\$19.99	Food Supplies	Austin Variety 45ct	0	24	24
\$12.50	Food Supplies	Austin Zoo	20	0	0
\$12.99	Food Supplies	Austin Zoo	0	18	0
\$12.50	Food Supplies	Cheeze It	20	0	0
\$11.99	Food Supplies	Cheeze It	0	8	0
\$10.00	Food Supplies	CINNAMON TOAST BAR	0	15	0
\$10.00	Food Supplies	COCOA PUFFS BAR	0	12	0
\$12.99	Food Supplies	Disney Cracker	0	5	5
\$17.99	Food Supplies	Dnr Napkins	0	0	1
\$10.00	Food Supplies	GOLD FISH CRACKERS	0	11	0
\$7.99	Food Supplies	Honey Maid	25	0	0
\$7.99	Food Supplies	Honey Maid	0	25	0
\$8.99	Food Supplies	Honey Maid	0	90	72
\$13.99	Food Supplies	Honey Maid	0	10	0
\$12.99	Food Supplies	Honey Maid	0	18	80
\$12.98	Food Supplies	Honey Maid	0	0	36
\$12.97	Food Supplies	Honey Maid	0	12	0
\$17.99	Food Supplies	Honey Maid	0	0	16

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

000107

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APPENDICES



FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

000109

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

**FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
AB139 STUDY AGREEMENT
May 20, 2013**

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Los Angeles County Office of Education, hereinafter referred to as the COE, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to school districts and county offices of education upon request. Pursuant to the provisions of Education Code Section 1241.5 (b), a county superintendent of schools may review or audit the expenditures and internal controls of any school in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. The extraordinary audits conducted by the county superintendent shall be focused on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and shall be conducted in a timely and efficient manner.

All work shall be performed in accordance with the terms and conditions of this agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The COE has requested that the team assign professionals to conduct an AB 139 extraordinary audit of the Wisdom Academy for Young Scientists. Per Education Code Section 1241.5 (b), (c), the superintendent has reason to believe that fraud, misappropriation of funds, or other illegal practices may have occurred.

The Wisdom Academy for Young Scientists Charter School conducts business as a California nonprofit organization. In addition to the authority granted under Education Code sections 1241.5 (c) and 47604.3, the county superintendent may conduct an investigation of the charter school based on written complaints by parents or other information that justifies the review.

The primary focus of this review will be to provide the county office with reasonable assurances, based on the testing performed, that adequate management and internal controls are in place for the reporting and monitoring of financial transactions, and that fraud, misappropriation of funds or other illegal activities have not occurred.

Internal controls include the processes for planning, organizing, directing and controlling program operations, including systems for measuring, reporting and monitoring performance. The receipt of cash and/or cash transactions, payroll, purchasing, and accounts payable are high-risk areas in which potential fraud and issues such as nonexistent employees or vendors, or misappropriation of assets including cash, may be detected. This review's objectives will include evaluation of policies, procedures, internal controls and transactions performed by the charter school.

Testing for this review will be based on sample selections from the current and one prior fiscal year; it will not include all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance regarding the accuracy of the charter school's financial transactions and activity to accomplish the following:

- Prevent internal controls from being overridden by management.
- Ensure ongoing state and federal compliance.
- Provide assurance to management that the internal control system is sound.
- Help identify and correct inefficient processes.
- Ensure that employees are aware of internal control expectations.

The team's review of the Wisdom Academy for Young Scientists will include, but not be limited to, the items below. The team will do the following:

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.

B. Services and Products to be Provided

1. **Orientation Meeting** - The team will conduct an orientation session at the charter to brief management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
2. **On-site Review** - The team will conduct an on-site review at the charter office and at school sites if necessary; and will continue to review pertinent documents off-site.
3. **Progress Reports** - The team will inform the COE of material issues as the review is performed.
4. **Draft Reports** - When appropriate, electronic copies of a preliminary draft report will be delivered to the COE's administration for review and comment on a schedule determined by the team.

APPENDICES

5. **Final Report - Electronic copies of the final report will be delivered to the COE and/or charter following completion of the review. Printed copies are available from FCMAT upon request.**
6. **Follow-Up Support - If requested, the team will meet with the COE and/or charter to discuss the findings and recommendations of the report.**

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | | |
|----|------------------------------|--------------------------------------|
| A. | Julie Auvil, CPA, CMGA | FCMAT Fiscal Intervention Specialist |
| B. | Debi Deal, CFE | FCMAT Fiscal Intervention Specialist |
| C. | Marisa Ploog, CPA, CFE, CGMA | FCMAT Fiscal Intervention Specialist |

Other equally qualified staff or consultants will be substituted in the event one of the above individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8 (d) (1) shall be:

- A. \$800 per day for each FCMAT staff member while on site, conducting fieldwork at other locations, presenting reports, or participating in meetings. The cost of independent consultants will be billed at their actual daily rate.
- B. All out-of-pocket expenses, including travel, meals and lodging.

Based on the elements noted in Section 2A, the total estimated cost of the study will be \$18,000.

- C. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT services may be reimbursed from funds pursuant to EC 1241.5 set aside for this purpose. Other payments, when deemed necessary, are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE COE AND/OR DISTRICT

- A. The charter will provide office and conference room space during on-site reviews.
- B. The charter will provide the following if requested:
 - 1) A map of the local area
 - 2) Existing policies, regulations and prior reports addressing the study request

- 3) Current or proposed organizational charts
- 4) Current and two prior years' audit reports
- 5) Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the charter and sent to FCMAT in an electronic format
- 6) Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository to which the charter shall upload all requested documents.

C. The COE and/or charter's administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The charter shall take appropriate steps to comply with EC 45125.1(c).

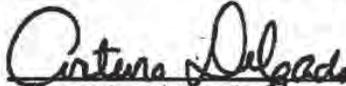
6. **PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for different phases of the study:

<i>Orientation:</i>	<i>To be determined</i>
<i>Staff Interviews:</i>	<i>To be determined</i>
<i>Exit Interviews:</i>	<i>To be determined</i>
<i>Preliminary Report Submitted</i>	<i>To be determined</i>
<i>Final Report Submitted</i>	<i>To be determined</i>
<i>Board Presentation</i>	<i>To be determined</i>

7. **CONTACT PERSON**

Contact person: Alex Cherniss, Assistant Superintendent, Business
 Telephone: (562) 922-6124
 FAX: (562) 922-6678
 E-mail: Cherniss_alex@lacoed.edu


 Arturo Delgado, Superintendent
 Los Angeles County Office of Education
 5-22-13
 Date


 Anthony L. Bridges, CFE
 Deputy Executive Officer
 Fiscal Crisis & Management Assistance Team
 May 20, 2013
 Date

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 5, 2014

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242

Dear Dr. Delgado:

We are responding to information and allegations contained in the FCMAT audit on this date, as you have improperly demanded. You are not following Education Code section 1241.5, in that **you have not communicated any findings or recommendations for us to respond to**. Rather, your staff emailed the FCMAT audit to our individual board members with no explanation or recommendations. We sent you a letter explaining that you have 45 days to report your findings and recommendations, if any, to the WAYS Board. You have not done so, and you have not provided any findings or recommendations whatsoever. Instead, your staff responded by stating that LACOE will present its report at our board meeting later this month, but demanded that we “respond” to that future report now. We cannot see into the future and anticipate what your determinations and/or findings might be—and your demand that we guess is improper. Education Code section 1241.5 requires that we respond to your determinations and recommendations within 15 days **after you present them**. Your initial letter from staff was correct in that regard. Your initial letter made no mention of a Saturday April 5 deadline. It correctly stated that WAYS must respond to the superintendent’s report of findings and recommendations made to our board 15 days thereafter. But now, your staff is inexplicably demanding that we respond today (a Saturday no less) to findings and recommendations **you have not yet made, and may never make. You are failing to proceed in the manner required by the statute, and we have stated that to you twice now.**

Because we cannot respond to your findings or recommendations that you have not provided us, this letter and attachments instead are in response to the alleged deficiencies identified by FCMAT in its audit. Notably, the FCMAT audit does **not** conclusively state **any** factual findings or determinations whatsoever. Nor does the audit make any recommendations whatsoever to WAYS. Rather, the audit concludes with its starting point—a “suspicion” that WAYS and/or its officials committed “fraud” or other “illegal activities”. Rather than provide any factual findings, the audit identifies billing irregularities and misstates the circumstances and/or significance surrounding several transactions. For example, FCMAT incorrectly implies that there is something illegal or wrong about a WAYS employee participating in and/or founding a nonprofit corporation that serves children who may also attend WAYS. Nothing could be further from the truth. By definition, there is no conflict of interest for such service to nonprofit public benefit corporations. Similarly, there is no “eternal prohibition” against former employees from having financial transactions with WAYS. While true that there appears to have a conflict several years ago when WAYS leased property owned by a person who was then then executive director, any such conflict was long ago cured (at the Los Angeles County Board of Education’s direction and approval) when the former executive director was separated from employment. There is no unlawful conflict or “fraud” evidenced by WAYS leasing property from the former executive director; and FCMAT did not (and cannot) conclude otherwise.

Also notable is that the FCMAT audit report erroneously states that “WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates.” This statement is plainly untrue, and reflects a fundamental misunderstanding of nonprofit corporations. WAYS is a small public charter school formed and operated entirely under the California Nonprofit Public Benefit Corporations Law. It was

Salvation Army Campus
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Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
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Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Fascimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

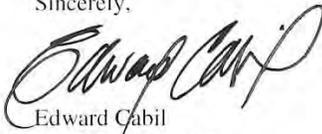
founded by the former executive director, governed by robust nonprofit corporate board of directors composed of members of the community, and is operated by professional teachers, and administration.

Another strange item in the FCMAT audit relates to LAUSD—an allegation with no explanation or evidence. The auditor appears to not understand how Proposition 39 works, or the SB740 rent reimbursement program (not even mentioned in the audit). The FCMAT audit report states, “WAYS’ governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.” First and foremost, there is no requirement that a charter school “disclose” or “accept” Proposition 39 facilities. In fact, many charter schools within LAUSD do not accept the district’s Prop 39 offers, because their commercial options are more practical for the schools, especially if they serve large free and reduce meal populations. FCMAT appears to think that Prop 39 is free—it’s not. It’s very expensive in LAUSD. In 2011, only about half the schools that received Prop 39 offers from LAUSD accepted them. The state’s SB 740 rent reimbursement **does not pay** for Prop 39. Often in LAUSD, Prop 39 offers are much expensive than commercial space. In WAYS case, acceptance of Prop 39 space would render us completely ineligible for SB740 rent reimbursement. So, moving to Prop 39 space would in reality be at least twice as expensive to the school’s bottom line. In any event, WAYS did in fact dialogue with LAUSD about the Prop 39 space. LAUSD denied the charter renewal in March 2011. LACOE did not approve the renewal until June 7, 2011—more than a month after the regulatory deadline for Prop 39 acceptance. LAUSD acknowledged WAYS response on July 6, 2011. There is nothing “fraudulent” about any of that.

These examples demonstrate that while the FCMAT audit may provide some useful information for LACOE and WAYS to consider, much of it is incorrect or incomplete in facts and circumstances. That is why it is beholden on the superintendent to make findings and recommendations to WAYS as required by the statute. **If the LACOE Superintendent believes that findings and/or recommendations are in order as a result of the FCMAT audit, he should present that in a report to the WAYS Board within 45 days as is required by statute. WAYS would very much appreciate a meaningful opportunity to consider and adopt LACOE’s recommendations, if any. But at this point, LACOE has not provided any findings or recommendations whatsoever as a result of the FCMAT audit.**

Attached is a table responding to statements made in the FCMAT audit. Supportive evidence is attached as exhibits.

Sincerely,



Edward Cabil
Executive Director

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>Allegation that county office had received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related-party transactions at WAYS charter school.</i></p>	1	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	WAYS management has made several requests to LACOE staff to provide evidence of the allegations they claim to have received.	N/A
<p><i>“FCMAT focused on the allegations of misappropriation of assets, misuse of grant funds and conflict of interest to “determine” whether Wisdom Academy for Young Scientists Charter School and/or its personnel were involved in or committed fraudulent activities.”</i></p> <p><i>“Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred.”</i></p> <p><i>“The FCMAT study team conducted initial county office interviews in June 2013 during the schools’ summer vacation and then visited the three charter school campuses in</i></p>	1 & 45	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The FCMAT audit made no findings or determinations that WAYS and/or its personnel were involved in or committed fraudulent activities. However the audit suggests that fraudulent activities may have occurred in the closing recommendation on page 45.	Exhibit 1: Pages 1 and 45 of the FCMAT audit report.
<p><i>“The FCMAT study team conducted initial county office interviews in June 2013 during the schools’ summer vacation and then visited the three charter school campuses in</i></p>	1	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The report failed to declare that the FCMAT audit team interviewed and collected documents from the WAYS back office provider in July 2013, prior to the audit teams fieldwork in November 2013. Moreover, the FCMAT audit team failed to notify WAYS management of the initial meetings with the back office provider. Emails from the back office provider and the FCMAT audit team verify this event.	Exhibit 2: Emails from the back office provider and the FCMAT

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 1

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p>November 2013 to conduct interviews, collect data and review documents.”</p> <p>“The inability for the governing board to exercise due diligence and implement internal controls has effectively allowed the former executive director, current executive director and related parties unrestricted access to the assets of the organization and implied authority to enter into a variety of business arrangements for personal gain without board authorization and/or approval.”</p>	3	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>This statement is ambiguous and inflammatory. The FCMAT audit does not provide verification of whether the audit team witnessed the alleged actions of the former executive director, current executive director, and “related parties”. Moreover, it does not base its allegation on any evidence other than hearsay.</p>	<p>audit team.</p> <p>N/A</p>
<p>“The involvement of the former executive director, related parties, business associates, former board members and numerous businesses owned by the former executive director and her husband has raised questions regarding potential conflict of interest, significant influence over financial transactions, self-dealing, control over fiscal management and related party transactions in violation of government and education codes.”</p>	3	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>Since the 2010-11 school year, the former executive director has not been involved in any WAYS business. Her private business affairs do not concern WAYS.</p>	<p>N/A</p>

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 2

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>“Since that time, the management of the charter school has repeatedly resisted implementation of the conditions for approval by ignoring requests by the County office staff for information to support that the conditions have been met. On several occasions, verification that the conditions have been met including required reports such as financial information, interim budget reports, audited financial statements and monthly reports have been submitted after repeated requests by Los Angeles County Office of Education (LACOE) staff or have not been submitted at all.”</i></p>	3	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit does not provide verification of whether the audit team witnessed or if evidence exists that the alleged resistance of WAYS to implement the conditions for approval, failure to provide required reports, or ignored requests by the county office staff.</p>	N/A
<p><i>“In January 2014, three of five board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.”</i></p>	4	<p><i>“verified in the minutes and audio recordings of board meetings.”</i></p>	<p>The FCMAT audit report erroneously states that three of five board members resigned in January 2014. The WAYS board meeting minutes and audio records verify that one of the seven Board Members resigned in January 2014.</p>	<p>Exhibit 3: WAYS Board Meeting February 3, 2013 Agenda, Minutes, and Audio (Audio available upon request.)</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>“LACOE staff note several irregularities and possible misappropriation of funds within the WAYS charter school organization that oversees three charter school sites. These allegations of fraud involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases, related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school, execution of a vehicle lease without board approval, and a substantial separation of service payment to the former executive director without sufficient supporting documentation. Governance issues include an ineffective governance structure caused by continued interference by the former executive director through her son and daughter that hold key positions of authority and</i></p>	<p>4</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p><i>Evidence does not exist to confirm that the allegations the LACOE noted can be verified.</i></p> <p><i>Contrary to the allegations made in this report, the WAYS Board Meeting Minutes and Audio since 7/2011 to date, verify that there is no evidence that the current former executive director, current executive director, director of operations, and vice principal disrupted or eliminated the governing board’s ability to exercise its fiduciary responsibilities and duty of care.</i></p> <p><i>WAYS board meeting minutes dated July 31, 2012 (Exhibit 4), provide evidence to verify the board approval for the school vehicle lease.</i></p> <p><i>WAYS board meeting minutes and resolution dated October 26, 2012, provide evidence to verify the WAYS board received legal counsel from the WAYS attorney, and approved the settlement with the former executive director.</i></p>	<p>Exhibit 4: WAYS Board Meeting July 31, 2012 Minutes and Resolution to Purchase School Business Vehicle</p> <p>Exhibit 5: WAYS Board Meeting October 26, 2012 Minutes and Settlement Agreement Resolution</p>

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 4

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>decision making in the organization, effectively eliminating the governing board's ability to exercise its fiduciary responsibilities and duty of care. Evidence of board meeting cancellations and disruption by the current executive director and the founder's son (director of operations) are corroborated through emails, board minutes and audio recording of board meetings."</i></p>	4	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The WAYS governing board has no record of a resignation from the former board [chair]. The former board chair was voted off of the WAYS board on January 30, 2014 by a unanimous vote, as verified in the WAYS board meeting minutes (Exhibit 4). Furthermore, the director of operations did not commit any crime, or make a threatening outburst during any board meeting. The rumor of a restraining order being obtained by the former board chair cannot be confirmed. Moreover, there exists no record of a restraining order against the WAYS director of operations.</p>	<p>Exhibit 6: WAYS Board Meeting January 30, 2014 Minutes</p>
<p><i>"Based on these allegations, the Los Angeles County Office of Education, Charter Schools Division conducted a preliminary investigation, and based on the results of their initial findings, requested assistance from FCMAT</i></p>	4	<p>Education Code Sections 47604.4 and 1241.5(c).</p>	<p>WAYS was not involved in LACOE's initial investigation. LACOE did not inform WAYS of an investigation, nor did they request WAYS management team participation at any point. This is the first indication to WAYS that LACOE conducted a preliminary investigation regarding the aforementioned allegations. Moreover, all of the allegations that the report asserts that LACOE based its preliminary investigation, seem to be based on events that LACOE staff claim to have occurred subsequent to the they requested assistance from FCMAT in May 2011, which</p>	<p>Not applicable.</p>

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 5

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>pursuant to Education Code Sections 47604.4 and 1241.5(c).</i></p> <p><i>"If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney."</i></p>	4	<p>Education Code Sections 47604.4 and 1241.5(c).</p>	<p>makes the FCMAT audit report and LACOE's allegations even more ambiguous.</p> <p>Both FCMAT and the county superintendent failed to provide evidence to determine that fraud or misappropriation of funds has occurred prior to, subsequent to, and in the FCMAT audit report.</p>	<p>Exhibit 1: Pages 1 and 45 of the FCMAT audit report.</p>
<p><i>"...and previous board president to hold key positions in the organization and run the day-to-day operations."</i></p>	9-44	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report erroneously refers to WAYS' current executive director as a "former board president" throughout the audit report. Exhibit ____, WAYS board member rosters, provide evidence that the current executive director never served as 'president' of the WAYS board of directors.</p>	<p>Exhibit 7, WAYS Board Member Rosters 2010-11, 2011-12, 2012-13, 2013-14</p>
<p><i>"Blank Page or Missing Information"</i></p>	8	<p>Blank Page or Missing Information</p>	<p>WAYS cannot determine whether the published FCMAT audit of WAYS report is complete because there are various blank pages throughout the audit report.</p>	<p>Not applicable.</p>
<p><i>WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates."</i></p>	9	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit erroneously states that "WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates." WAYS is a nonprofit public benefit corporation founded by the former executive director, governed by robust board of directors composed of members of the community, and is operated by professional teachers, and administration. Evidence of this is provided in Exhibit ____: List of WAYS Board Members and Administration.</p>	<p>Exhibit 8: List of WAYS current Board Members and Administrat ion.</p>
<p><i>" [the] founder/former"</i></p>	9	<p>FCMAT failed to provide evidence to WAYS and in the</p>	<p>The FCMAT audit report makes this false and misleading</p>	<p>Exhibit 9: FCMAT AB 139 Audit – WAYS RESPONSE PAGE 6</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>executive director selected the board members, which gave her and other family members significant influence over financial decisions that benefited them financially.”</i></p>		<p>AB139 audit report.</p>	<p>allegation with no substantial evidence. The former executive director did not select the WAYS board members. She does not have any influence over financial decisions that benefit her or her family. Evidence of this is provided in (Exhibit 9) the WAYS Board Meeting Minutes 2011-12, 2012-13, 2013-14, in which Board Members were inaugurated; and (Exhibit 10) required WAYS Board questionnaire form, completed by current and previous Board Members.</p>	<p>WAYS Board Meeting Minutes and Audit (Audio can be provided upon written request) 2011-12, 2012-13, 2013-14 Exhibit 10: WAYS Board Questionnaire</p>
<p><i>“... the founder/former executive director positioned her son, daughter and previous board president to hold key positions in the organization and run the day-to-day operations, and by this action still maintained effective control over the financial affairs of the organization.”</i></p>	<p>9</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The director of operations, reports to and is immediately supervised and evaluated by the executive director and the WAYS Board of Directors (Exhibit 11). The vice principal, reports to and is immediately supervised and evaluated by the principal, and executive director (Exhibit 12). The aforementioned facts identifies the structure that WAYS has in place creates checks and balances in efforts to avert the abuse of power and manipulation of decision-making. The FCMAT audit report fails to provide evidence that the director of operations and vice principal are involved in any positions or transactions that will personally benefit them. The current director of operations and vice principal was employed by WAYS before the release of the former executive director. The former executive director did not appoint or position any WAYS employee, nor does she have any influence or control over the financial affairs of the organization. Moreover, the WAYS board of directors fully implements its governance structure, which sets forth provisions to avert any</p>	<p>Exhibit 11: WAYS Director of Operations Job Description Exhibit 12: WAYS Vice Principal Job Description Exhibit 13: WAYS Governance Structure</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>“Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests.”</i></p>	10	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>possibility of nepotism and/or conflicts of interest. Evidence of this is provided in Exhibit ___: the WAYS governance structure illustration.</p> <p>This allegation is unsupported by any evidence. Although FCMAT claims that “recent board documents this allegation”, FCMAT fails to provide specific evidence of the alleged occurrence presented in the WAYS board meeting audio recordings and/or minutes.</p> <p>WAYS board minutes and WAYS board meeting audio recordings from July 1, 2013 through March 13, 2014 (Exhibit 9), do not verify the statements in the audit report. WAYS administration and back office provider give financial reports to the Board regularly at monthly meetings and follow all approval protocol.</p>	<p>Exhibit 9: WAYS Board Meeting Minutes and Audio (Audio can be provided upon written request) 2011-12, 2012-13, 2013-14</p>
<p><i>“In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely.”</i></p>	11	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report makes this subjective statement, without providing viable evidence to support their claim. Considering that the FCMAT audit report deliberated on all information provided to them up to February 28, 2014, WAYS is surprised that the FCMAT audit report fails to bring light to the LACOE superintendent letter titled “Notice of Concern” dated December 20, 2013 (Exhibit 14), and a follow-up letter from the LACOE Charter Schools Office (CSO) coordinator dated January 24, 2014 (Exhibit 15) issued WAYS governing board, which required a response from WAYS by January 31, 2014. The LACOE superintendent’s letter and follow-up from the CSO coordinator indicate that LACOE had concerns regarding misinformation provided to them from staff in LACOE internal</p>	<p>Exhibit 14: LACOE Notice of Concern dated December 20, 2013 Exhibit 15: LACOE Charter Schools Office</p>

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 8

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
			<p>offices. Not surprising, the concern was regarding the statements made in the scurrilous email from the former WAYS board member. The LACOE superintendent inappropriately refers to the scurrilous email addressed the executive director as 'a written complaint received by LACOE from a former board member'. On January 31, 2014 the WAYS executive director, on behalf of the governing board, provided LACOE a detailed written response to the LACOE superintendent's concerns stated in the notice of concern letter (Exhibit 16). In the response letter, the executive director verified that the former board member's email that was an internal communication intended for him, not address to LACOE, and indicated that he investigated the claims asserted in the former board member's letter, as well as a grievance letter from the director of operations, which provided a different view of the incident that occurred on October 24, 2013. Furthermore, the executive director explained that the November 21, 2013 board meeting was cancelled, because the agenda was not posted in accordance with the Brown Act. To date, WAYS has not received any inquiry or response from the LACOE staff regarding this matter. WAYS management did not cancel or cause any major disruptions that ended board meetings prematurely.</p> <p>Evidently the statement in the FCMAT Audit Report, was based on the scurrilous email addressed to the WAYS executive director, on January 25, 2014, from a former disgruntled Board Member who was voted off of the WAYS board by a majority board vote, subsequent to the WAYS school site council recommendation to the board of directors to remove the former board member and her counterpart from the WAYS governing Board for several reasons outlined in the school site councils resolution dated January 23, 2014 (Exhibit 17). The WAYS school site council is a committee initiated by the school principal, is made up of elected parents, teachers, and community members. The school site council is charged with representing the WAYS community made up of students, parents and teachers.</p>	<p>coordinator letter dated January 24, 2014</p> <p>Exhibit 16: WAYS Executive Director letter dated January 31, 2014</p> <p>Exhibit 17: WAYS School Site Council Resolution dated January 23, 2014</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>“Independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these findings have not been addressed by management and the governing board; therefore, these findings are repeated each year.”</i></p>	<p>11-14</p>	<p>Audited Financial Statements Schedule of Findings and Questioned Costs for Audit Years 2011, 2012 and 2013 (Table on Page 11-14)</p>	<p>The FCMAT audit report misrepresents the WAYS annual independent report issued over the past three fiscal years. The independent audit and reports for fiscal years ending June 30, 2011, and June 30, 2012, were conducted and written by the same audit firm. Specifically: 2011) In the independent audit report year ending June 30, 2011, the audit firm identified 6 material findings. In the summary of this report auditors gave WAYS an unqualified opinion. 2012) In the independent audit report year ending June 30, 2012, the audit firm identified only 2 material findings. In the summary of this report auditors gave WAYS an unqualified opinion. WAYS changed its audit firm in 2013, to audit the fiscal year ending June 30, 2013. Audit Firms are likely to have different philosophy and approach to the audit process, all toward the same purpose of ensuring that the financial statements are fairly presented. When such change occurs, it is very possible that unusual findings will arise, which is within the intent of the independent audit report. 2013) In the independent audit report year ending June 30, 2013, the audit firm identified 7 material findings and issued WAYS a qualified opinion.</p> <p>The report exaggerates 15 findings referenced in the audit report, which were issued over three years. Instead, the audit report suggests, “Several of these findings have not been addressed by the governing board.” In fact, only 2 of the categories of were repeated over three years. Moreover, the details of the findings were different in each of the reports for three years. Technically, there are no findings, which were repeated over three consecutive years; therefore the FCMAT audit report’s suggestions are inaccurate and exaggerated in efforts to implicate the WAYS board and management. Exhibits 18, 19, and 20 contain the internal audit report summaries for fiscal years ending June 30, 2011, 2012, and 2013.</p>	<p>Exhibit 18: WAYS Independent Audit Report year-end June 30, 2011 Exhibit 19: WAYS Independent Audit Report year-end June 30, 2012 Exhibit 20: WAYS Independent Audit Report year-end June 30, 2013</p>
<p><i>“ ... the sale of a school vehicle used by the director</i></p>	<p>16</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report falsely suggests that the director of operations overstepped his authority by managing the school’s</p>	<p>Exhibit 21: FCMAT AB 139 Audit – WAYS RESPONSE PAGE 10</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>of operations was not approved by the governing board. Instead, the vehicle, a Lexus, was sold by the founder/former executive director's son in December 2013 without board approval."</i></p>			<p>sizeable assets without direction or approval from the executive director and board of directors. On August 30, 2013, the WAYS executive director and director of operations determined that it would be in the best interest of the school if WAYS sold the school business vehicle in order to meet the expense of the acquiring a second school van. By doing so, WAYS would reduce the school expenses associated with pupil transportation, and hiring chartered school bus companies. Verified in the board meeting documents on September 26, 2013, and February 3, 2014 (Exhibit 21), the executive director presented the recommendation to sale the school vehicle, in which the WAYS board of directors considered and approved. The director of operations was not present at the aforementioned board meeting. The director of operations, within the scope of his responsibilities, carried out the directive of the WAYS executive director and board of directors, in the best interest of the school.</p>	<p>WAYS Board Meeting Agenda and Documents September 26, 2013 and February 3, 2014</p>
<p><i>"This report will demonstrate that payments made to the private dance studio owned by the vice principal were not disclosed in accordance with laws and regulations set forth by the FPPC."</i></p>	16	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>There are no records to ascertain the audit reports allegation that WAYS made payments to any private dance studio, nor to any company privately owned by the vice principal. Moreover, the vice principal verified she does not "own" a private dance studio.</p>	Not applicable.
<p><i>"Evidence in the board minutes and audio recordings, verbal and written complaints by former board members and direct observations by LACOE staff reveal instances where the founder/former executive director continued to be present and seated at the</i></p>	16	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>These statements are not substantiated by the aforementioned board documents as FCMAT and LACOE suggested. In fact, the founder was at no point seated at the Board table during discussions regarding facility leasehold agreements for properties that she owned. This did not occur during the duration of her employment with WAYS and certainly not after her employment was terminated. The WAYS board is acutely knowledgeable of the law as it relates to California conflicts of interest codes. The WAYS board excused the founder from the consideration of the WAYS Manchester and Kinder Campus lease agreements because of a possible conflict of interest or lack</p>	Not applicable.

FCMAT AB 139 Audit – WAYS RESPONSE PAGE 11

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p>board table during discussions regarding facility leasehold agreements for her personal properties. Evidence in the board minutes indicates that at least two occurrences transpired when she was no longer employed by WAYS.”</p>		<p>of impartiality.</p>		
<p>“On September 16, 2011, subsequent to her departure from WAYS, the founder/former executive director was present at the board meeting. She refused to be unseated from the board table during discussions concerning the relocation of WAYS to a property not owned by the founder/former executive director.”</p> <p>“Individuals at this meeting who supported continued use of her facilities by WAYS schools caused such a disruption that the board meeting was disbanded.”</p> <p>“During the September 22, 2011 board meeting one week later, the founder/former executive</p>	<p>16-17</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>In several instances throughout the FCMAT audit report, it appears that the FCMAT audit team drew several conclusions based on hearsay from specific former and current LACOE employees, who seem to have vengeful personal agendas against the WAYS founder. The audit report erroneously repeats “as fact” several false and defamatory statements against the WAYS founder that were made to impugn her character and damage her reputation.</p> <p>The aforementioned citations from the FCMAT audit report risk the possibility of a claims for damages for slander and defamation against FCMAT, LACOE and WAYS. The statements were reckless. To the extent WAYS is subjected to any such claims for damages, we intend to seek indemnity from FCMAT and LACOE.</p> <p>There is no evidence that an official board meeting was held on September 16, 2011. According to WAYS employees, parents, community members, and former board members, five of the board members in attendance ended the meeting abruptly following the directive of the LACOE Charter School Office coordinator to “shut the [board] meeting down” for an undisclosed reason, as was quoted by a former WAYS board member, before the board meeting was brought to order.</p> <p>Furthermore, the “individuals” who supported the continued location of the school, as cited in the FCMAT audit report, were</p>	<p>Exhibit 22: WAYS Board Meeting Cancellation Notice</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response																														
<p>director was observed by LACOE staff seated at the board table having private conversations with one board member.”</p> <p>“The founder/former executive director and other family members were present and exercised significant influence during board meetings that provided a direct personal financial benefit.”</p>	18	Blank Page or Missing Information	<p>WAYS employees, students, parents, and other stakeholders.</p> <p>On September 22, 2011, no board meeting was held due to a lack of quorum, as confirmed by the notice of board meeting cancellation provided in Exhibit 22. There is no evidence that the founder communicated with a board member, moreover no evidence to confirm her presence at the attempted board meeting.</p> <p>Additionally, the WAYS governing board is knowledgeable of the Ralph M. Brown Act and California Non-Profit 501(c)(3) laws and regulations specifically to the degree that board meetings are open to public attendance. Prohibiting the founder from attending the WAYS Board meetings, as LACOE and the FCMAT audit team appear to indirectly suggest WAYS should do, is absolutely discriminatory and unlawful.</p> <p>WAYS cannot determine whether the published FCMAT audit of WAYS report is complete, because there are various blank pages throughout the audit report.</p>	Not applicable.																														
<p>In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11.</p> <p>WAYS paid \$1,070,921 to the founder/former executive director and her holding company, OCI Development Corporation, for leasehold agreements located at 706 E.</p>	19	<table border="1" data-bbox="982 1060 1339 1459"> <thead> <tr> <th>Fiscal Year</th> <th>Payee</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>2007-08</td> <td>Founder</td> <td>\$110,400</td> </tr> <tr> <td>2008-09</td> <td>Founder</td> <td>169,440</td> </tr> <tr> <td>2009-10</td> <td>Founder</td> <td>179,560</td> </tr> <tr> <td>2009-10</td> <td>Founder -</td> <td>30,000</td> </tr> <tr> <td>2010-11</td> <td>Founder</td> <td>93,245</td> </tr> <tr> <td>2010-11</td> <td>OCI</td> <td>74,840</td> </tr> <tr> <td>2011-12</td> <td>OCI</td> <td>226,450</td> </tr> <tr> <td>2012-13</td> <td>OCI</td> <td>216,986</td> </tr> <tr> <td>Grand</td> <td></td> <td>\$1,100,921</td> </tr> </tbody> </table>	Fiscal Year	Payee	Annual	2007-08	Founder	\$110,400	2008-09	Founder	169,440	2009-10	Founder	179,560	2009-10	Founder -	30,000	2010-11	Founder	93,245	2010-11	OCI	74,840	2011-12	OCI	226,450	2012-13	OCI	216,986	Grand		\$1,100,921	<p>The FCMAT audit report erroneously cites, in attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools. It appears there was a conflict of interest several years ago when the school's executive director was an owner of the school site. That conflict was cured when the former director separated from employment in 2011 at the direction and approval of the LACOE Board. There has been no conflict in that regard since 2011.</p> <p>Furthermore, the grand total (\$1,070,921 and \$1,100,921) paid in rent expenses over the 8-year period provided in the FCMAT audit report erroneously reflects conflicting figures. Later in the report, FCMAT attempts to total an amount of questionable expenses using these erroneous figures.</p>	Not applicable
Fiscal Year	Payee	Annual																																
2007-08	Founder	\$110,400																																
2008-09	Founder	169,440																																
2009-10	Founder	179,560																																
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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>Manchester Avenue, Los Angeles, CA and 8778 S. Central Avenue, Los Angeles, CA from the 2007-08 through 2012-13 fiscal years as shown in the following table.</i></p>				
<p><i>According to a report on the WAYS charter petition and appeal to LACBOE dated May 10, 2011 by the LACOE Charter School Review Team, it was revealed that WAYS' governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.</i></p>	19	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>See WAYS transmittal letter.</p> <p>The timeline of events, which led to the WAYS governing board's refusal of the Proposition 39 facilities offer:</p> <p>March 1, 2011 LAUSD denied WAYS charter renewal petition (Exhibit 23)</p> <p>April 1, 2011 LAUSD awarded WAYS facilities under Proposition 39, without an approved charter renewal petition. (Exhibit 24)</p> <p>May 1, 2011 LAUSD required a response to the Proposition 39 grant award from WAYS, who was denied charter renewal at the time. WAYS did not meet the deadline.</p> <p>June 7, 2011 LACOE approved WAYS charter renewal petition. (Exhibit 25)</p> <p>June 30, 2011 The WAYS board of directors officially denied the Proposition 39 award, at the special board meeting, in which the founder was not present. (Exhibit 26)</p> <p>July 6, 2011 LAUSD confirms receipt of the WAYS governing boards official response. (Exhibit 27)</p> <p>WAYS could not enter into a long-term agreement with LAUSD under Prop 39 without securing its charter petition authorization, which did not occur until two months after the LAUSD Prop 39</p>	<p>Exhibit 23: Evidence of LAUSD denial of WAYS Charter Petition</p> <p>Exhibit 24: Proposition 39 Facilities Award Email from LAUSD</p> <p>Exhibit 25: Evidence of LACOE authorization of WAYS Charter Petition.</p> <p>Exhibit 26: WAYS June 30, 2011 Board Meeting</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
"No contracts or lease agreements exist for Lorraine Turner..."	20	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	facilities grant was awarded.	Minutes Exhibit 27: LAUSD Confirmation of receipt of WAYS response to Proposition 39 award. Exhibit 28: Lease Agreement between WAYS and 714 East Manchester Avenue. Los Angeles, CA 90001
"As a condition of approval for WAYS' charter school petition to LACOE in June 2011, the founder/former executive director was to terminate her employment with WAYS and be removed from any association with the school."	21	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The Memorandum of Understanding agreement between WAYS and LACOE (Exhibit 29), an attachment of conditions that WAYS must meet subject to LACOE charter authorization, specifically states, "Prior written notice of any proposed service/employment contract and/or agreement with the former executive director whose contract was terminated by the WAYS board in June 2011, and a copy of the contract agreement prior to execution (to monitor fulfillment of the conditions of authorization attached hereto as Attachment E.)" There is no mention of a conditional requirement to disassociate or terminate the employment of any WAYS employee in the executed binding MOU document.	Exhibit 29: Memorandum of Understanding agreement between WAYS and LACOE
"Founder/Former	21-22	FCMAT failed to provide evidence to WAYS and in the	WAYS issued written notice to the LACOE superintendent and	Exhibit 30: FCMAT AB 139 Audit – WAYS RESPONSE PAGE 15

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>Executive Director – Settlement Agreement” (Section)</i>	AB139 audit report.	<p>a copy of the proposed settlement agreement with the former executive director, prior to execution on October 26, 2012. LACOE did not provide any comment or ask any questions. In maintaining its fiduciary responsibility to protecting the interest of the school, the FCMAT allegations regarding the settlement in the FCMAT audit report cannot be responded to in detail in this response, other than to state that WAYS carefully evaluated its exposure to liability in consultation with its liability insurance carrier, and reached a prudent settlement result rather than defend expensive litigation..</p> <p>The LACOE charter schools office coordinator, confirmed receipt of the WAYS issued written notice to the LACOE superintendent on October 26, 2014 at 11:22am (Exhibit 30), and a copy of the proposed settlement agreement with the former executive director, prior to execution.</p> <p>In maintaining its fiduciary responsibility to protect the interest of the school, the allegations regarding the settlement in the FCMAT audit report are not established in this response.</p>	<p>LACOE confirmation of WAYS notice to LACOE dated October 26, 2012</p>	<p>Exhibit 31: WAYS Enrollment Trends 2007-2013</p>
<i>“WAYS Back Office Provider Warned of Books and Supplies Expenditures Exceeding Budget” (Section)</i>	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>In the same year and shortly after charter renewal, WAYS encountered an unforeseen substantial increase in student population upon the authorization revocation of several nearby charter schools. In 2011-12, the WAYS student population more than doubled compared to the prior year. The increase in student enrollment required the lease of another facility to house up to 280 new enrollees. Naturally, WAYS operating significantly expenses exceeding the budget. The increased expenditures included cost similar to a start-up charter, such as classroom furniture, classroom supplies, capital equipment, technological equipment, security systems, instructional materials, custodial</p>	<p>In accordance with the Generally Accepted Accounting Principals (GAAP), WAYS based its 2011-12 projected budget on prior year receivables and expenditure data. In efforts to maintain a tone of conservative spending, the WAYS budget did not make significant adjustments to the approved budget.</p>	

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>“FCMAT requested copies of the OSE cashier’s checks and regular checks, both front and back, from the director of operations and copied the executive director in an email dated Friday, December 13, 2013. One month later, on January 13, 2014, the team received nine of the 10 requested cashier’s checks. The missing cashier’s check was received on January 21, 2014. Repeated requests to management for the regular check copies were never received and no explanation was provided.”</i> <i>“Of the nine copies of the cashier’s checks provided to the team, it is not</i></p>	<p>23-24</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>supplies, and more.</p> <p>The needs associated with the substantial increase in enrollment and deadlines to open the school put WAYS under significant pressure. OSE Business Services (OSE), an independent company, supported WAYS by providing the aforementioned school supplies and equipment. Through this, OSE established a healthy association with WAYS.</p> <p>(Exhibit 31) Provided by the California Department of Education, WAYS annual enrollment trends in years 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, corroborate the aforementioned explanation.</p>	<p>Exhibit 32: WAYS Director of Operations email dated January 10, 2014</p> <p>Exhibit 33: WAYS Director of Operations email dated January 13, 2014</p> <p>Exhibit 34: WAYS Director of Operations email dated January 21, 2014</p>
<p><i>“During the course of the FCMAT audit team fieldwork days at the WAYS campus, the director of operation provided the audit team with the checking account cancelled-check images, which included copies of the front and back of OSE Business Services checks.</i></p> <p><i>In emails dated January 10, 2014 (Exhibit 32), January 13, 2014 (Exhibit 33), and January 22, 2014 (Exhibit 34), the Director of Operations provided the FCMAT team all information and explanations requested by FCMAT in emails dated November 29, 2013 (Exhibit 35), December 11, 2013 (Exhibit 36), and December 13, 2013 (Exhibit 37).</i></p>				

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<p>entirely clear that the copies came directly from the bank.” “Because WAYS executive management failed to provide OSE’s regular checks front and back copies as requested by the team, and because OSE cashier’s checks did not contain account information identifying the account where funds were deposited, the team is unable to authenticate the OSE payments.”</p>				<p>Exhibit 35: FCMAT email dated November 29, 2014. Exhibit 36: FCMAT email dated December 11, 2014 Exhibit 37: FCMAT email dated December 13, 2014</p>																																								
<p>“The team received information from the seven comparable elementary charter schools listed in the table below. The analysis compares purchases of copier paper from all vendors in the selection group with the WAYS purchases from OSE (even though paper was also purchased from other vendors described later in this report) and based on student enrollment for 2011-12 through 2012-</p>	28-29	<table border="1"> <thead> <tr> <th>School</th> <th>Average Enrollment</th> <th>No. of Cases</th> <th>Cases of Copier</th> </tr> </thead> <tbody> <tr> <td>Charter School</td> <td>227</td> <td>151</td> <td>0.67</td> </tr> <tr> <td>Charter School</td> <td>304</td> <td>186</td> <td>0.61</td> </tr> <tr> <td>Charter School</td> <td>387</td> <td>332</td> <td>0.86</td> </tr> <tr> <td>Charter School</td> <td>416</td> <td>332</td> <td>0.80</td> </tr> <tr> <td>Charter School</td> <td>476</td> <td>369</td> <td>0.78</td> </tr> <tr> <td>Charter School</td> <td>601</td> <td>551</td> <td>0.92</td> </tr> <tr> <td>Charter School</td> <td>648</td> <td>588</td> <td>0.91</td> </tr> <tr> <td>Averaged Totals – All Sample WAYS</td> <td>382</td> <td>314</td> <td>0.82</td> </tr> <tr> <td></td> <td>505</td> <td>971</td> <td>1.92</td> </tr> </tbody> </table>	School	Average Enrollment	No. of Cases	Cases of Copier	Charter School	227	151	0.67	Charter School	304	186	0.61	Charter School	387	332	0.86	Charter School	416	332	0.80	Charter School	476	369	0.78	Charter School	601	551	0.92	Charter School	648	588	0.91	Averaged Totals – All Sample WAYS	382	314	0.82		505	971	1.92	<p>The FCMAT audit report attempts to compare WAYS to several unidentified charter schools. The accuracy of the charter comparison cannot be ascertained because it does not account for variables such as: technology, equipment, accommodations, or services that schools often use to subsidize expenses on paper such as, purchasing low quality recycled paper in quantities that require special storage accommodations from wholesale distributors, digital curriculum, consumable notebooks, and reproduction services.</p> <p>Contrary to the actions and statements quoted in the FCMAT audit report regarding the director of operations description of copier usage and paper provisions, the WAYS management made efforts to reduce the cost of paper and reproduction by distributing paper to individual teachers and staff, which is a common practice in all public schools.</p>	Not applicable.
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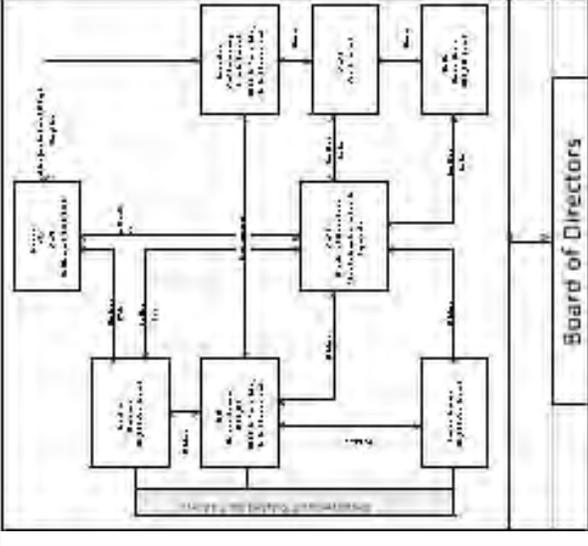
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<p>13.” “Documentation for the van lease payments authorized by the WAYS director of operations show that the van lease agreement and additional back-up documentation for lease was missing even though the back office provider had requested these documents on previous occasions.”</p>	<p>33-35</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The vehicle referenced on this page is a 1995 Ford E-350 (15-passenger) van. This van has been in use since the founding years of WAYS in 2006, and was finally donated to WAYS by the previous owner, Emeka Enwezor in the fall of 2012. Also previously owned by Godfrey Okonkwo until 2011, WAYS made lease payments to Mr. Okonkwo totaling \$4800 in fiscal year 2010-11. Subsequently, the van was sold or transferred to Emeka Enwezor in 2011. WAYS made final lease payments to Mr. Enwezor totaling \$4800 in fiscal year 2011-12, and afterward the van was donated to WAYS in the winter of 2012. The WAYS director of operations email to FCMAT dated January 10, 2014 (Exhibit 32) provides evidence that WAYS, and the back office provider, had the 2011-12 lease agreement on file. Additionally, the email the director of operation explicitly explains the prospect for missing executed leases and board approvals. The director of operations writes, “I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During this year WAYS experienced significant turnover in the Board of Directors and administration. Many official school documents were kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I suspect that the signed van lease and Board documentation, if any, may be within those lost documents.”</p>	<p>Exhibit 32: Director of Operations email dated January 10, 2014</p>
<p>“During the Thursday, November 14, 2013 discussion with the WAYS director of operations, he stated that Godfrey Okonkwo was paid for the van lease in the first year of the lease for the van from Emeka Enwezor, and the second year Emeka</p>	<p>36</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report erroneously paraphrases the director of operations statements, and as a result presents misleading information. Also, the report refers to Emeka Enwezor as “her” [gender being female], which further demonstrates the erroneously paraphrased statements. When the FCMAT team inquired about the lease payments that were made to toward the van lease, the WAYS director of operations specifically stated “The van lease reimbursement was paid to Mr. Okonkwo in fiscal year 2010-11, lease paid to Mr. Enwezor in fiscal year 2011-12, and the van was finally donated</p>	<p>Exhibit 38: Vehicle Donation Letter from Emeka Enwezor</p>

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<p>Enwezor was paid directly for the van lease. The team inquired whether Emeka Enwezor was related and was told that, "She is a friend of the family and we rent her van ... but she gave the van to the school this year."</p>			<p>to the school last year [fall of 2012].” Furthermore, the donation letter verifies Mr. Enwezor’s donation of the van (Exhibit38)</p>	
<p>“WAYS Related Parties – WAYS Founder/Former Executive Director, Godfrey Okonkwo, WAYS Director of Operations, WAYS Vice Principal, Emeka Enwezor & Obiesie Enwezor” (Section)</p> <p>“Based on the team’s analysis of possible relatives, transactions authorized by the director of operations do not represent an arm’s-length transaction.”</p> <p>“The relationships and related parties are presented in the following table:”</p>	35-39		<p>The aforementioned excerpt and illustration from the FCMAT audit report is misleading. According to the documentation provided to WAYS and subsequently provided to the FCMAT audit team, The address for the former van owner is 953 west 45th street, which is not in any way similar to that of any vendor, the initial van owner, the former executive director, the director of operations, and the vice principal. Moreover, the statements made in the FCMAT audit report discredits the integrity of WAYS management, and its conflicts of interest policy (Exhibit 39) and financial policies and procedures (Exhibit 40), and governance structure (Exhibit 13), which specifically provide for arm’s length transactions, and full disclosure. The WAYS financial procedures specifically identify the executive director as the person who approves checks. The director of operations is permitted to sign checks in rare unusual occasions, when the executive director is not capable of doing so. The misleading illustration published on page 39 FCMAT audit report attempts to unfairly implicate the WAYS director of operations as the center of connections with several independent individuals who are somehow connected with an unidentified “Board of Directors”. To the extent that this illustration does not verify a specific problem, it is misleading and should be considered immaterial.</p>	<p>Exhibit 39: WAYS Conflict of Interest Policy</p> <p>Exhibit 40: WAYS Financial Policies and Procedures</p> <p>Exhibit 13: WAYS Governance Structure</p>
<p>“5. LACOE engaged the services of a private</p>	38	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report raises several concerns that question the credibility of the audit report. The report asserts that LACOE</p>	<p>Exhibit 41 WAYS</p>

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<p><i>investigator following written and verbal complaints that the vice principal of WAYS was working at Innovative WAYS Academy, her private middle school of which she was the executive director. Direct surveillance and video on 16 separate occasions between March 5, 2013 and April 22, 2013 revealed that the WAYS vice principal spent 29.5 hours at her private middle school while employed full time at WAYS."</i></p>			<p>used federal and state government resources to hire someone to "stalk" the WAYS vice principal for 48 days, following alleged written and verbal complaints that she founded a private middle school. FCMAT and LACOE fail to provide the objective of securing private investigation services to "stalk" the vice principal. The only finding of from "stalking" the vice principal was that she was observed at the private middle school for 29.5 hours during the 48 day period.</p> <p>First, in accordance with the California Education Code, the WAYS approved charter states <i>"The Charter School, as the LEA, shall be ultimately responsible for determining how to respond to parent concerns or complaints."</i> LACOE consistently failed to comply with the terms set forth by California Education Code by refusing to notify WAYS management of complaints made against the school or its personnel, in accordance with the due process procedures regarding complaints set forth in the WAYS charter. Historically, LACOE repeatedly ignored WAYS request for evidence of the written and verbal complaints LACOE claims to have received. The FCMAT audit report provides the first clue that there was any complaint regarding the WAYS vice principal. Moreover, the FCMAT audit report fails to disclose that the 48-day period, in which LACOE employed "private investigative services" to stalk the vice principal, include weekends, federal holidays, and 5 weekdays in which WAYS was closed for spring break.</p> <p>During the 48 –day period the vice-principal hosted a number of events at the location of the private middle school, which required planning and rehearsals. (See evidence of the events in (Exhibit 41) WAYS March 2013 and April 2013 calendars, and (Exhibit 42) evidence of the formal ball and cumulative science competition events that were held at the private middle school location.)</p>	<p>March 2013 and April 2013 calendars</p> <p>Exhibit 42 Evidence of the formal ball and cumulative science competition events</p>

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<p><i>“c. The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio.”</i></p>	<p>38</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>There is no historical or present evidence to support the allegation that director of operations ever “authorized the checks” paid to DeDe Dance Studio.</p>	<p>Not applicable.</p>
<p><i>“...the [FCMAT audit] team did not observe students present in that facility during the fieldwork days.”</i></p>	<p>38</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>DeDe Dance Studio, a Non-Profit 501(c)(3) organization (Exhibit 43) founded by the WAYS vice principal and the other community members, was envisioned for the benefit of the children and families of the WAYS community. The nonprofit corporation has no owners whatsoever—it’s a nonprofit public benefit corporation. On an unpaid-volunteer basis, the stakeholders operate the non-profit. No person, including the WAYS vice principal, “owns” any financial interest in the non-profit organization as the FCMAT audit report erroneously suggests.</p> <p>Furthermore, the DeDe Dance Studio program operates in Building A of the WAYS Manchester Campus. After being notified on October 30, 2013 that the FCMAT audit fieldwork days would take place on November 13-15, 2013, WAYS management reserved the Building A to accommodate the audit team for the time-period of their site visit. During the FCMAT team’s fieldwork days, the team occupied the WAYS Manchester Campus buildings A and C. The FCMAT introduction interview with the executive director and director of operations took place in Building A. During that meeting, the executive director presented several large photos that decorate the interior walls throughout the school building and identified them as pictures of current and former WAYS students who benefited from DeDe Dance Studio program by participating in events that range from volunteer work in the community to an annual grand Debutante and Beaux Formal Ball.</p>	<p>Exhibit 43: DeDe Dance Studio Non-Profit 501(c)(3) organization letter. Exhibit 44: Photographic evidence of the DeDe Dance Studio events. Exhibit 45: Email from FCMAT regarding fieldwork schedule</p>

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<p><i>“e. DeDe Dance Studio is operated at and identifies the business location as the WAYS school site. The team was unable to determine that any offsetting rent for the facility was paid by DeDe Dance Studio to WAYS.”</i></p>		<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>Historically, WAYS entered into a separate lease agreement with the founder for Building A of the Manchester Campus (Exhibit 46), in which rent is listed as one dollar (\$1) per month. Considering the invaluable benefits WAYS students receives from DeDe Dance Studio over the past decade compared to the insignificance of cents on the dollar that WAYS potentially accrued, WAYS does not collect rent reimbursements from DeDe Dance Studio.</p>	<p>Exhibit 46: Commercial Lease Agreement for 706 East Manchester Ave, Building A</p>
<p><i>“The WAYS back office service provider stated they had been requesting backup documentation for the Lexus transaction from the director of operations but never have received any.”</i></p> <p><i>“FCMAT cannot confirm that the Capital Expense Analysis was ever presented to the WAYS board.”</i></p> <p><i>“FCMAT had observed the director of operations using the Lexus as his own personal vehicle.”</i></p>	<p>39-42</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>On August 20, 2013 the director of operations dropped off the complete file of all original Lexus purchase documents at the office of the back office provider for them to make copies. The file contains the original Retail Installment Sale Contract and amortization schedule showing the principal payments and remaining payoff on the Lexus, which the back office provider should have used to properly account for the Lexus in accordance with GAAP. The complete file containing the originals was returned to the director of operations on August 23, 2013, after the back office provider had completed copying the original documents for their files.</p> <p>Furthermore, precisely same file containing all original purchase documentation for the Lexus was provided to FCMAT on January 10, 2014 in the email response from the director of operations to the FCMAT audit team (Exhibit 32), and made available to during their fieldwork visit in November 2013.</p> <p>Moreover, the capital lease expense analysis was provided in the WAYS board meetings on July 31, 2012, September 26, 2013, and February 3, 2014.</p> <p>Additionally, the audit report does not describe or provide the criteria that FCMAT used to determine that they observed the director of operations using the Lexus as his own personal vehicle, which is an incredibly subjective and immaterial</p>	<p>Exhibit 32: WAYS Director of Operations email to FCMAT dated January 10, 2014</p>

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<p>“WAYS Failed to Obtain Governing Board Approved for Purchase of Computers and Issued an Irregular Payment” (Section)</p>	42-43	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>accusation. Note: Payment information not provided on Wells Fargo website. Search for records at school.</p>	Not applicable.																																																								
<p>“WAYS Charter School Summary of Related and Irregular Transactions” (Section)</p> <p>“The table below is a compilation of payments made through WAYS to the founder/former executive director, family members of the founder and close associates. Many of these payments were authorized by the director of operations and the current executive director (former board president.)”</p>	44-45	<table border="1" data-bbox="625 1039 917 1480"> <thead> <tr> <th>WAYS Charter School Summary of Related and Irregular Transactions</th> <th>Time Period</th> <th>Type</th> <th>Accounting Records</th> </tr> </thead> <tbody> <tr> <td>Founding Charter Executive Director</td> <td>2007-08 through 2012-13</td> <td>Salary/Executive Agreement</td> <td>\$1,020,971</td> </tr> <tr> <td>Founding Charter Executive Director</td> <td>2007-08 through 2012-13</td> <td>Charter School</td> <td>113,510</td> </tr> <tr> <td>Founding Charter Executive Director</td> <td>2007-08 through 2012-13</td> <td>Unaudited programmatic</td> <td>341,716</td> </tr> <tr> <td>Founding Charter Executive Director</td> <td>2007-08 through 2012-13</td> <td>Unaudited programmatic - 5.0 hrs</td> <td>18,483</td> </tr> <tr> <td>Founding Charter Executive Director</td> <td>2012-13</td> <td>Professional Liability Waiver</td> <td>15,682</td> </tr> <tr> <td>Founding Charter Executive Director</td> <td>2012-13</td> <td>Unaudited programmatic - Charter</td> <td>228,445</td> </tr> <tr> <td>Director of Operations</td> <td>2012-13</td> <td>Administrative Support Agreement</td> <td>446</td> </tr> <tr> <td>CEO Business Director</td> <td>01/12/09 - 06/31/2013</td> <td>Alleged Expenses</td> <td>18,887</td> </tr> <tr> <td>Deputy Chief of Staff</td> <td>01/12/09 - 03/31/13</td> <td>Alleged Board/Other/Other</td> <td>73,802</td> </tr> <tr> <td>Legal Counsel</td> <td>01/12/11 - 02/27/11</td> <td>Alleged Expenses</td> <td>4,802</td> </tr> <tr> <td>Senior Counsel</td> <td>01/12/09 - 01/31/13</td> <td>Salary/Contract</td> <td>24,800</td> </tr> <tr> <td>Chief Financial Officer</td> <td>01/12/11 - 02/28/13</td> <td>Payroll</td> <td>12,595</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>\$2,173,805</td> </tr> </tbody> </table>	WAYS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Records	Founding Charter Executive Director	2007-08 through 2012-13	Salary/Executive Agreement	\$1,020,971	Founding Charter Executive Director	2007-08 through 2012-13	Charter School	113,510	Founding Charter Executive Director	2007-08 through 2012-13	Unaudited programmatic	341,716	Founding Charter Executive Director	2007-08 through 2012-13	Unaudited programmatic - 5.0 hrs	18,483	Founding Charter Executive Director	2012-13	Professional Liability Waiver	15,682	Founding Charter Executive Director	2012-13	Unaudited programmatic - Charter	228,445	Director of Operations	2012-13	Administrative Support Agreement	446	CEO Business Director	01/12/09 - 06/31/2013	Alleged Expenses	18,887	Deputy Chief of Staff	01/12/09 - 03/31/13	Alleged Board/Other/Other	73,802	Legal Counsel	01/12/11 - 02/27/11	Alleged Expenses	4,802	Senior Counsel	01/12/09 - 01/31/13	Salary/Contract	24,800	Chief Financial Officer	01/12/11 - 02/28/13	Payroll	12,595	Total			\$2,173,805	<p>The FCMAT report’s attempt to create the perception of fraud, misappropriation of assets and possible criminal activity is egregiously defamatory and specifically targets the family of the WAYS director of operations and vice principal. The report consistently makes allegations with out providing supporting evidence, and selectively distorts partially factual evidence to skew the perception of the reader of the FCMAT audit report.</p> <p>\$1,100,921 Facility Leasehold Agreements subsidized by the Charter Schools Facilities Initiative Grant over an 8 year period, were approved by the WAYS board annually after the founder/former executive director disclosed her financial interest in the properties, as evidenced in previously filed full disclosure form 700s; and evidence that the she was not permitted to make recommendations or participate in Board considerations of lease agreements. Moreover, in 2010 the WAYS governing board hired The Service Company, an independent real estate service provider, to conduct research which confirmed that the founder leased the properties to WAYS at a rate significantly less than the fair market value.</p> <p>\$115,550 Rent and other charges were subsidized by the Charter Schools Facilities Initiative Grant over an eight-year period through the aforementioned property leases with the founder and another independent property owner. Evidence of the lease agreements for the referenced independent property owner was provided to the FCMAT audit team during the site visit and back office provider visit.</p>	Not applicable.
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<p>“The above transactions represent significant influence that the WAYS founder/former executive director, family of the founder and close associates had over financial decisions that personally benefitted them. Several of these transactions were authorized for payment by</p>																																																												

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<p><i>the director of operations, who is the son of the founder/former executive director, and the current executive director (the former board president) and gave these individuals the ability to simultaneously control and benefit from these transactions. The lack of documentation to support transactions.”</i></p> <p><i>“There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.”</i></p>			<p>\$341,710 Leasehold improvements to all properties leased by WAYS were made in compliance with Los Angeles City building codes to accommodate the needs of the charter school program, families, and students.</p> <p>\$35,483 was subsidized over an eight year period by the federal Universal Service Administrative Company through the E-rate Program to enhance the technological infrastructure of each of the WAYS campuses, including the Salvation Army and those owned by the founder, to meet the 21st Century technology standards and enhance the students educational experience.</p> <p>\$566,803 was covered by and paid through the WAYS insurer subsequent to the wrongful termination lawsuit judgment in favor of the plaintiff in 2012. WAYS did not pay this amount from its financial resources.</p> <p>\$228,665 was paid through a settlement agreement between WAYS and its former executive director, which is legally confidential by nature.</p> <p>\$466 payment to Avatar Technology was issued in error and voided.</p> <p>On average \$52,957 annually supplies and equipment provided by OSE Business Service over a three-year period totaling \$158,871, were ordered and received by WAYS management to meet the need of WAYS' educational program and directly benefited the WAYS students.</p> <p>\$73,800 was subsidized through the California After School Education and Safety (ASES) grant over a five-year period, was disbursed to through contracts with the non-profit 501(c)(3) organization, DeDe Dance Studio, to provide afterschool character enrichment and extra curricular skills development</p>	

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
			<p>programs and events.</p> <p>WAYS leased the Ford van, which was previously owned by Godfrey Okonkwo until 2011. WAYS made lease payments to Mr. Okonkwo totaling \$4800 in fiscal year 2010-11, prior to LACOE charter authorization.</p> <p>WAYS made its final lease payments to Mr. Enwezor totaling \$4800 in fiscal year 2011-12, and afterward the van was donated to WAYS in November 2012.</p> <p>In August 2013, the WAYS executive director recommended the sale of the school's Lexus, in efforts to provide financial provisions to afford the purchase of another school van to better service the needs of the students and WAYS community. Subsequently, the Lexus was listed for sale on various websites at the competitive price of \$27,000, and sold for the negotiated price of \$26,000. The WAYS board of directors approved the sale of the Lexus on February 3, 2014.</p> <p>Contrary to the accusations regarding the WAYS governing board and management staff alleged in the FCMAT audit report, the aforementioned facts validate the effectiveness of the WAYS management staff and substantiates that the WAYS governing board fulfills its fiduciary responsibilities to maintain and exercise its authority, and control.</p>	<p>Not applicable.</p>
<p><i>“Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred.”</i></p>	<p>45</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>Throughout the FCMAT audit report, the audit team asserts that it will demonstrate the aforementioned deficiencies, but fails to provide factual evidence to substantiate their allegations. The audit reports assertions of the aforementioned alleged deficiencies are corroborated through scandalized subjective hearsay, and “written and verbal reports” that FCMAT and LACOE allege to have received, but never provide to WAYS or in this audit report.</p>	<p>Not applicable.</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response

**FCMAT AB 139 Audit – WAYS RESPONSE
 TABLE OF EXHIBITS**

Exhibit 1	Pages 1 and 45 of the FCMAT audit report.
Exhibit 2	Emails dated July 12, 2013 from the back office provider and the FCMAT audit team.
Exhibit 3	WAYS Board Meeting February 3, 2013 Agenda, Minutes, and Audio (Audio available upon request.)
Exhibit 4	WAYS Board Meeting July 31, 2012 Minutes and Resolution - School Business Vehicle
Exhibit 5	WAYS Board Meeting October 26, 2012 Minutes and Resolution - Settlement Agreement
Exhibit 6	WAYS Board Meeting January 30, 2014 Minutes
Exhibit 7	WAYS Board Member Rosters 2010-11, 2011-12, 2012-13, 2013-14
Exhibit 8	List of WAYS current Board Members and Administration.
Exhibit 9	WAYS Board Meeting Minutes and Audit (Available upon written request) 2011-12, 2012-13, 2013-14
Exhibit 10	WAYS Board Questionnaire
Exhibit 11	WAYS Director of Operations Job Description
Exhibit 12	WAYS Vice Principal Job Description
Exhibit 13	WAYS Governance Structure
Exhibit 14	LACOE Notice of Concern dated December 20, 2013
Exhibit 15	LACOE Charter Schools Office coordinator letter dated January 24, 2014
Exhibit 16	WAYS Executive Director letter dated January 31, 2014
Exhibit 17	WAYS School Site Council Resolution dated January 23, 2014
Exhibit 18	WAYS Independent Audit Report year-end June 30, 2011
Exhibit 19	WAYS Independent Audit Report year-end June 30, 2012
Exhibit 20	WAYS Independent Audit Report year-end June 30, 2013
Exhibit 21	WAYS Board Meeting Agenda and Documents September 26, 2013 and February 3, 2014
Exhibit 22	WAYS Board Meeting September 22, 2011 Cancellation Notice
Exhibit 23	Evidence of LAUSD denial of WAYS Charter Petition
Exhibit 24	Proposition 39 Facilities Award Email from LAUSD
Exhibit 25	Evidence of LACOE authorization of WAYS Charter Petition.
Exhibit 26	WAYS June 30, 2011 Board Meeting Minutes
Exhibit 27	LAUSD Confirmation of receipt of WAYS response to Proposition 39 award.
Exhibit 28	Lease Agreements between WAYS and 714 East Manchester Avenue. Los Angeles, Ca 90001
Exhibit 29	Memorandum of Understanding agreement between WAYS and LACOE
Exhibit 30	LACOE confirmation of WAYS notice to LACOE dated October 26, 2012
Exhibit 31	WAYS Enrollment Trends 2007-2013
Exhibit 32	WAYS Director of Operations email dated January 10, 2014
Exhibit 33	WAYS Director of Operations email dated January 13, 2014
Exhibit 34	WAYS Director of Operations email dated January 22, 2014
Exhibit 35	FCMAT email dated November 29, 2014.
Exhibit 36	FCMAT email dated December 11, 2014
Exhibit 37	FCMAT email dated December 13, 2014
Exhibit 38	Vehicle Donation Letter from Emeka Enwezor
Exhibit 39	WAYS Conflict of Interest Policy
Exhibit 40	WAYS Financial Policies and Procedures
Exhibit 41	WAYS March 2013 and April 2013 calendars
Exhibit 42	Evidence of the formal ball and cumulative science competition events
Exhibit 43	Dance Studio Non-Profit 501(c)(3) organization letter.
Exhibit 44	Photographic evidence of the DeDe Dance Studio events.
Exhibit 45	Email from FCMAT regarding fieldwork schedule
Exhibit 46	Commercial Lease Agreement for 706 East Manchester Ave, Building A

FCMAT AB 139 Audit – WAYS RESPONSE (EXHIBITS)

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 11, 2014

VIA E-MAIL AND U.S. MAIL

kwan_frank@lacoe.edu

Frank Kwan, Director
Communication Department
Los Angeles County Department of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Public Records Act Request and Demand for Preservation of Evidence
Wisdom Academy of Young Scientists

Dear Mr. Kwan:

Pursuant to the Public Records Act, Government Code section 6250 *et seq.*, this letter constitutes a request for inspection and copying of Los Angeles County Office of Education ("LACOE") public records related to the Wisdom Academy of Young Scientists ("WAYS").

On March 19, 2014, the CSIS Fiscal Crisis & Management Assistance Team ("FCMAT") released a final report on an Assembly Bill 139 extraordinary audit of WAYS performed by FCMAT at the direction of LACOE. That final report is referred to throughout this Public Records Act request as the "Audit," and a copy of the Audit is attached for reference.

We note that for purposes of the Public Records Act, the "records" requested in this letter include both paper documents as well as documents stored electronically, such as electronic correspondence (email), and calendar and contact records. (Gov. Code, § 6252.) "Records" also include any data generated by, transmitted to, controlled by and/ or stored on Judy Higelin's or any other LACOE staff member's computers and storage media, such as email, voice mail, text messages, flash drives and video surveillance records. (Gov. Code, § 6252.) We request that you produce electronically stored records in native format.

We request inspection and copies of the following public records pursuant to Government Code section 6253(b):

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

1. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of multiple fiscal irregularities . . . at WAYS charter school."
2. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . questionable expenditures . . . at WAYS charter school."
3. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . inappropriate related-party transactions at WAYS charter school."
4. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage."
5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports."
6. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . contact information."
7. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . student information."
8. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . board minutes, board agendas, board meeting dates."
9. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3-4 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . failure to abide by conflict of interest laws."

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

10. Any and all "written complaints" received by LACOE as referenced in the first sentence on page 4 of the Audit, as well as any and all records related to these "written complaints."
11. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE referenced in the first sentence on page 4 of the Audit, including but not limited to staff notes or any other writings evidencing the existence of any such "verbal complaints".
12. Any and all "written complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
13. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit.
14. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
15. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit.
16. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
17. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit.
18. Any and all "written complaints" received by LACOE "alleging. . . resignation of five of the nine board members in one month citing concerns over conflict of interest" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
19. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging. . . resignation of five of the

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit.

20. Any and all “written complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
21. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit.
22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that “three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.”
23. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “irregularities and possible misappropriation of funds within the WAYS charter school organization” noted by LACOE staff, as stated on page 4 of the Audit.
24. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases” referenced on page 4 of the Audit.
25. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school” referenced on page 4 of the Audit.
26. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . execution of a vehicle lease without board approval” referenced on page 4 of the Audit.
27. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . a substantial separation of service payment to the former executive director without sufficient supporting documentation” referenced on page 4 of the Audit.
28. Any and all records that show, substantiate, provide backup explanation, or are in any way related to “direct observations by LACOE staff” of “instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties” referenced on page 16 of the Audit.

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

29. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "preliminary investigation" conducted by LACOE referenced on page 4 of the Audit, and any records that show, substantiate, provide backup explanation, or are in any way related to the results, evidence, or conclusions of said "preliminary investigation."
30. Any and all "written complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit, as well as any and all records related to these "written complaints."
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education's approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the "direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013" referenced on page 38 of the Audit.
35. Any and all records of transmission of the Audit from Judy Higelin or any other LACOE staff or Board of Education member to the District Attorney, State Superintendent, or any other party or person.
36. Copies of all the records contained in the binders brought by LACOE staff, agents, or representatives, including Alex Cherniss, to the March 27, 2014 scheduled WAYS board meeting.
37. Any and all records that identify or relate to every person who attended the March 27, 2014 scheduled WAYS board meeting at the request or with the knowledge of Superintendent Delgado or any other LACOE staff member.
38. Any and all records that constitute, refer or relate to any electronic communication between LACOE staff member Judy Higelin and any of the following individuals from March 1, 2013 through the present: Deborah Deal, Michael W. Ammermon, Laura Haywood, and Carol Lee Tolbert.

Please identify these records and contact me within 10 days of receipt of this letter informing me of the date and time the requested information will be made available. (Gov. Code, § 6253.) If any records responsive to this request are withheld, please provide a written justification and the names, titles and positions of each person responsible for the denial. (Gov. Code, §§ 6253(d), 6255.)

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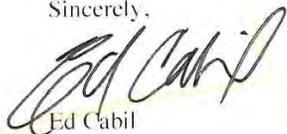
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WISDOM ACADEMY FOR YOUNG SCIENTISTS

In addition, in light of the pending dispute between LACOE and WAYS, by this letter, **LACOE and its Board are hereby given notice not to destroy, conceal or alter any paper or electronic files and other data generated by and/ or stored on its computers and storage media, or any other electronic data, such as voice mail, that have been generated and/ or accessed, related to WAYS.** All documents, files and/ or electronic data should be preserved on the original media and in native format. **This includes emails that would otherwise be automatically deleted, excluded or otherwise discarded from LACOE's email system pursuant to any records retention and destruction policy.** Failure to comply with this notice can result in severe sanctions being imposed by a court for spoliation of evidence or potential evidence. In order to ensure LACOE's obligation to preserve documents and things will be met, please also forward a copy of this letter to all persons and entities with custodial responsibility for the items referred to in this letter, and confirm that you have done so.

Sincerely,



Ed Cabil

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APPROVED
NO. 29:2013-14

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
9300 Imperial Hwy
Downey, California 90242-2890
Tuesday, April 15, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, April 15, 2014, in the Board Room of the Los Angeles County Education Center, 9300 Imperial Highway, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Ms. Katie Braude, Dr. Jose Z. Calderon, Mrs. Rudell S. Freer, Dr. Ray Reisler, Mr. Thomas A. Saenz, and Dr. Rebecca Turrentine

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Dr. Turrentine called the meeting to order at 2:09 p.m. Dr. Turrentine said that as the County Board begins their meeting, they will be keeping the victims and families affected by last weeks' tragedy in their thoughts.

PLEDGE OF ALLEGIANCE

Mr. Boyd led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there was a correction on Item VII-A Adoption of Board Resolution No. 10 to recognize May 14, 2014, as El Dia Del Maestro, or Day of the Teacher, in Los Angeles County. The correction on the Resolution was: "WHEREAS California's ~~twentieth~~ thirty-second annual Day of the Teacher . . . "

It was **MOVED** by Mr. Boyd, **SECONDED** by Ms. Braude, to approve the agenda with the noted correction.

A substitute motion was **MOVED** by Mrs. Freer, **SECONDED** by Dr. Reisler, to pull from the Board agenda Recommendations Items VIII-A, VIII-B, and VIII-C to another Board meeting date in order to keep in consensus about Reports and Recommendations coming before the County Board on the same day.

Mrs. Benitez informed the County Board that this would be the last legal day to take action on charter school items.

Dr. Reisler withdrew his **SECONDED** motion.

Mrs. Freer asked about the 60-day timeline expiration time-frame from March 18, 2014 (VIII-A, VIII-B) / April 1, 2014 (VIII-C), where the Board reviewed the petition and

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Minutes of April 15, 2014

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information provided at the public hearings and if postponing these items would affect the County Board from making a decision if rescheduled on the Board calendar.

Mrs. Benitez and the Charter School staff indicated that the 60 day expiration timeline would exceed the 60 day time-frame.

It was **MOVED** by Mr. Boyd, **SECONDED** by Ms. Braude, and **CARRIED** to approve the agenda with the noted correction. A roll call vote was taken on this item. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon and Dr. Turrentine. Voting no was Mrs. Freer.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Reisler

- Dr. Reisler read written comments he prepared regarding the County Board meeting of April 1, 2014, where he listed the discussion of the Memorandum of Understanding item.
- Dr. Reisler asked that an item be placed on a future Board Agenda called Board Discussion with the Superintendent on Head Start.

Mrs. Freer

- Mrs. Freer indicated that she attended the ECE Works Legislative Breakfast with First 5 L.A. and an event which LACOE was one of many co-sponsors. She said Ms. Braude attended as well and that Dr. Ybarra spoke on the need for Early Childhood Education program. The event was great.
- Mrs. Freer attended an event at the Music Center Festival for Fifth-Grade Students, which is a three-day event where many students attend and perform.
- Mrs. Freer attended the Advisory Council Meeting for the Music Center. She said that former Superintendent Dr. Stuart Gothold attended along with Mr. George Simpson, principal at Los Angeles County High School for the Arts. She said that Mr. Mark Slavkin spoke about plans for expansion and funding for future Arts program.
- Mrs. Freer indicated that on Sunday, April 13, 2014, she attended the Disney Music Hall for a concert. She said it was the first time three composers were present when the program opened.

Mrs. Braude

- Ms. Braude attended the ECE Works Legislative Breakfast on Friday, April 11, 2014. She complimented Dr. Ybarra for a great presentation. Ms. Braude indicated that the event was led by the Special Needs Network which focuses on Early Childhood Education program and special needs students. She said that there was a large turnout and a lot of support for the event.

Dr. Calderon

- Dr. Calderon indicated that a successful Cesar Chavez Pilgrimage and Celebration was held on Saturday, April 12, 2014, which included Pomona USD, Richard Martinez, Pomona USD Superintendent, Principal Stacy Wilkins, and Garey High

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School. The pilgrimage honors the legacy of Cesar Chavez as well as encourages education and activism as effective tools to build bridges of understanding among all people. There was a tree planting and involvement from the surrounding community.

Dr. Delgado

- Dr. Delgado invited the County Board to the celebration of the Los Angeles County Golden Bell Award dinner event on Thursday, May 15, 2014 at Ed Center West at LACOE.

COMMUNICATIONS: PUBLIC

Ms. Julie Collier, of the Parent Advocacy League, a grassroots organization that supports parents and their choices in education, addressed the County Board.

Dr. Dorothy Valenti, Board member for Wisdom Academy for Young Scientists (WAYS) and Compton Gill addressed the County Board in support of California Academy of Leadership and Sciences.

PRESENTATIONS (none)

HEARINGS

THE INNER CITY EDUCATION FOUNDATION (ICEF) VISTA BUSINESS AND FINANCE ACADEMY, GRADES 9-12: APPEAL OF A PETITION PREVIOUSLY DENIED BY LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Education Code Section 47605 provides that within 30 days after receiving a charter petition, the Los Angeles County Board of Education shall hold a public hearing for the purpose of determining the level of support for the charter petition by teachers, employees, and parents of the proposed charter.

Mr. Greg Brendel, Lead Petitioner of the Inner City Education Foundation (ICEF), spoke in support of the charter petition.

Dr. Reisler asked Dr. Brendel if he had responded point by point to comments made by LAUSD in the denial of the charter petition and if so, he would like to share that document with the County Board.

There were several speakers who spoke in support of ICEF: Mr. Ryan Gomez, ICEF principal; Ms. Kristen Buczek, ICEF assistant principal of curriculum and instruction; Mr. Michael Faught, Vista general manager; Mr. Noel Moreno, ICEF parent; Ms. Estrella Sanchez, ICEF parent; and Ms. Jackie Woods, ICEF vice principal of schools.

Mr. Saenz arrived at 3:16 p.m.

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THE OPPORTUNITIES UNLIMITED CHARTER HIGH SCHOOL, GRADES 9-12: RENEWAL PETITION

Education Code Section 47605 provides that within 30 days after receiving a charter petition, the Los Angeles County Board of Education shall hold a public hearing for the purpose of determining the level of support for the charter petition by teachers, employees, and parents of the proposed charter.

A copy of a presentation by Opportunities Unlimited Charter High School – LACOE Charter Renewal Presentation, was shared with the County Board.

Mr. Kevin Simmons, Executive Director, and Mr. Bob Nelson, Board member of the Opportunities Unlimited Charter High School, spoke in support of the charter petition.

There were several other speakers who spoke in support of Opportunities Unlimited Charter High School: Mr. Joe Martinez, board member; Ms. Maryam Sullivan, teacher; Ms. Ofelia Restrepo, teacher and mother; Ms. Liza Garcia-Delatorre, teacher; Ms. Josephine Tyler, parent; Mr. Jose Medina, former student; Mr. LeAndre McCoy, student and school site council member; Ms. Diamonzshay Williams, student; and Mr. Oscar Martinez, student.

(The County Board took a ten minute break)

REPORTS / STUDY TOPICS

WILLIAMS UNIFORM COMPLAINT PROCEDURE QUARTERLY REPORT FOR EDUCATIONAL PROGRAMS, JANUARY 1 TO MARCH 31, 2014

Education Code Section 35186 (d) states: A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the County Superintendent of Schools and the governing Board of the school district.

Dr. William Gee, Project Director for Educational Programs, indicated that during the quarter of January 1 to March 31, 2014, no complaints were filed.

Mrs. Freer left the County Board meeting at 5:00 p.m.

REPORT ON THE ASPIRE ANTONIO MARIA LUGO ACADEMY, GRADES K-6: APPEAL OF A NON-RENEWED PETITION BY THE LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REPORT ON THE ASPIRE OLLIN UNIVERSITY PREPARATORY ACADEMY, GRADES 6-12: APPEAL OF A NON-RENEWED PETITION BY THE LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

A combined report on Aspire Antonio Maria Lugo Academy, grades K-6 and Aspire Ollin University Preparatory Academy, Grades 6-12 was introduced by Ms. Yolanda Benitez, Assistant Superintendent of Educational Services. She gave a background summary and introduced the findings of facts.

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Mr. Joaquin Hernandez, Coordinator for the Charter School Office, reviewed the report with the County Board, including background information, renewal requirements, renewal criteria, academic criteria in comparison to resident schools, academic criteria in comparison to comparable district schools, renewal requirements, and ability to implement.

There were several speakers who spoke in support of Aspire AMLA: Ms. Kate Ford, Ms. Sandra Kim, Ms. Elise Darwish, Ms. Norma Santiago; Ms. Maria Duran, Ms. Yolanda Garcia; Ms. Triny Nolasca; Mr. Alfredo Gonzalez; Ms. Rocio Aguilar; Mr. Cesar Martinez; and Ms. Gabriela Martinez.

There were several speakers who spoke in support of Aspire Ollin: Mr. Joel Ramirez; Mr. Alfredo Gonzalez; Ms. Rocio Aguilar; Ms. Solemi Rodriguez; Ms. Olivia Castaneda; Mr. Edgar Quintero; Ms. Emily Campos; Ms. Kate Spence; Mr. Timothy Gomez; Ms. Maria Martinez.

Aspire Public Schools provided a School Report – Parent Survey, Spring 2013 for the County Board's review.

A discussion by the County Board followed.

Mr. Saenz asked if the County Board would consider asking questions and acting on the Recommendations for both Aspire schools prior to going to the next charter school item. He asked if staff would be able to review the conditions in the particular Elements in the Recommendations for each charter school.

Dr. Calderon indicated that after reading the reports for both charter schools, he wanted to make a statement that he was shocked at the position of the LAUSD Board. He said that both charter schools have a sound educational program and that LAUSD turning down a petition because the school was exercising their right to participate in a Special Education Local Plan other than LAUSD SELPA, was no reason to deny petitions.

Mr. Boyd agreed with Dr. Calderon's statement and said that LAUSD not only violated the law but that they let down the kids at those schools. Mr. Boyd said that he recently visited Aspire and was very impressed with what he saw. He said there is a lot of positive reinforcement and an exceptional educational program.

Ms. Braude said she was inspired by the presentation. She asked about Element 7, Means to Achieve a Reflective Racial and Ethnic Balance. She asked what steps are being taken to address this issue.

Mr. Hernandez indicated that there is a legal requirement to have a plan in place to reflect the area of attendance. The plan that is currently in place does not show that there is a process to do that. The plan is being rewritten to address some of the benchmark language needed to show that there would be an effort to do that. The Charter School Office would like to see a plan in place with a process.

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Mr. Saenz agreed with the other County Board members regarding LAUSD inappropriateness and the legality in denying Aspire's Charter petitions solely on the issue of going to another SELPA provider and not LAUSD. He expressed a strong hope that someone will take action so that LAUSD does not continue to do that to other schools.

Mr. Saenz asked if the established conditions and timelines were shared with the school and if both schools could meet the timelines specified.

Ms. Ford indicated that the timeline is reasonable and can be accomplished by Aspire.

Dr. Reisler asked if the responsibility is to look carefully at all of the schools and help the County Board and point out that it would not be wise to authorize a charter school.

Mr. Hernandez indicated that it is the CSO's responsibility to inform the County Board of good schools and those that are lacking. He said that they take their responsibility seriously and that staff set aside any preferences. Mr. Hernandez shared CSO staff experience and indicated that because of the varied levels of experience, staff is very neutral on how they review petitions, how they reflect upon the law and whether a school would be a good school for kids in the area.

RECOMMENDATIONS

APPROVE THE SUPERINTENDENT'S RECOMMENDATION TO AUTHORIZE ASPIRE ANTONIO MARIA LUGO ACADEMY, GRADES K-6: APPEAL OF A NON-RENEWED PETITION DENIED BY THE LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

The Superintendent recommended that the County Board take action to approve the renewal of Aspire Antonio Maria Lugo Academy (AMLA), Grades K-6, for a term of five years commencing July 1, 2014, and ending June 30, 2019, subject to meeting certain condition on specified dates.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Saenz, and **CARRIED** to approve the renewal of AMLA, Grades K-6, for a term of five years commencing July 1, 2014, and ending June 30, 2019. There were 6 ayes.

APPROVE THE SUPERINTENDENT'S RECOMMENDATION TO AUTHORIZE ASPIRE OLLIN UNIVERSITY PREPARATORY ACADEMY, GRADES 6-12: APPEAL OF A NON-RENEWED PETITION DENIED BY THE LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

The Superintendent recommended that the County Board take action to approve the renewal of Aspire Ollin University Preparatory Academy (Ollin), Grades 6-12, for a term of five years commencing July 1, 2014, and ending June 30, 2019, subject to meeting certain condition on specified dates.

It was **MOVED** by Mr. Boyd, **SECONDED** by Ms. Braude, and **CARRIED** to approve the renewal of Ollin, Grades 6-12, for a term of five years commencing July 1, 2014, and ending June 30, 2019. There were 6 ayes.

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REPORTS

REPORT ON THE CALIFORNIA ACADEMY OF LEADERSHIP AND INNOVATION, GRADES K-8: APPEAL OF A PETITION TO ESTABLISH A CHARTER PREVIOUSLY DENIED BY THE STATE TRUSTEE OF INGLEWOOD UNIFIED SCHOOL DISTRICT

A report on California Academy of Leadership and Innovation (CALI), Grades K-8 was introduced by Ms. Yolanda Benitez, Assistant Superintendent of Educational Services. She gave a background summary and introduced the findings of facts.

Ms. Dina Wilson, Coordinator for the Charter School Office, reviewed the report with the County Board, including background information, renewal requirements, renewal criteria, academic criteria in comparison to resident schools, academic criteria in comparison to comparable district schools, renewal requirements, and ability to implement. Ms. Wilson reviewed each of the Findings and provided to the County Board grounds for their recommendation for denial of petition appeal.

There were several individuals who spoke in support of the Opportunities Unlimited Charter High School: Semaj Bronson, student at La Tijera Academy; Usef Butler, student.

There were several individuals who spoke against the Opportunities Unlimited Charter High School: Mr. Doug Howard, Executive Director, School Transformation, Inglewood USD; Ms. Alesia Mayfield, Vice Principal Teacher; and Ms. Sukhi Ahluwalia, Counsel for Inglewood Unified School District.

CONSENT CALENDAR RECOMMENDATIONS

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve Consent Calendar Recommendations. There were 6 ayes.

ADOPTION OF BOARD RESOLUTION NO. 10 TO RECOGNIZE MAY 14, 2014, AS EL DIA DEL MAESTRO, OR DAY OF THE TEACHER, IN LOS ANGELES COUNTY

The Superintendent recommended that the County Board join the Governor, the California Legislature, the California Teachers Association and the Association of Mexican American Educators in honoring teachers, who, by their professionalism, dedication and caring contribute immeasurably to the success of our students.

The Superintendent further recommended that the County Board adopt Resolution No. 10 as part of the regular Board meeting on April 15, 2014, for presentation at the May 6, 2014 Board meeting.

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ADOPTION OF BOARD RESOLUTION NO. 11 TO RECOGNIZE MAY 18-24, 2014 AS CLASSIFIED SCHOOL EMPLOYEES WEEK IN LOS ANGELES COUNTY

The Superintendent recommended that the County Board recognize the outstanding contributions of classified employees to the successful operation of the Los Angeles County Office of Education.

The Superintendent further recommended that the County Board adopt Resolution No. 11 as part of the regular Board Meeting on April 15, 2014, for presentation at the May 13, 2014 Board Meeting.

APPROVAL FOR TRANSFER OF PROGRAM PROPERTY

The CTE-ROP has obsolete program assets they would like to provide to Culver City, Montebello, Pasadena, and Santa Monica Malibu Unified School Districts' Career Technical Education-Regional Occupation Program. This recommendation would allow for approval for transfer of program property to districts.

RECOMMENDATIONS

APPROVE THE SUPERINTRENDENT'S RECOMMENDATION TO DENY THE CHARTER FOR CALIFORNIA ACADEMY OF LEADERSHIP AND INNOVATION, GRADES K-8: APPEAL OF A PETITION TO ESTABLISH A CHARTER PREVIOUSLY DENIED BY THE STATE TRUSTEE OF INGLEWOOD UNIFIED SCHOOL DISTRICT

The Superintendent recommended that the County Board adopt the written findings of fact presented in the Report and take action to deny the charter petition to establish the California Academy of Leadership and Innovation (CALI) Charter received on appeal following denial by the State Trustee of Inglewood Unified School District.

It was **MOVED** by Ms. Braude, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Superintendent's recommendation to adopt the written findings of fact presented in the Report and take action to deny the charter petition to establish the CALI Charter. There were 6 ayes.

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENT - PASADENA

The Superintendent recommended that the County Board appoint Dr. John Pappalardo to the Pasadena Redevelopment Oversight Committee.

It was **MOVED** by Mr. Saenz, **SECONDED** by Ms. Braude, and **CARRIED** to approve the Superintendent's recommendation that the County Board appoint Dr. John Pappalardo to the Pasadena Redevelopment Oversight Committee. There were 6 ayes.

Mr. Saenz left the Board meeting at 5:45 p.m.

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INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado reported on the following Bills:

AB 215, School employees: dismissal or suspension: hearings (Buchanan). The bill would include egregious misconduct, as defined, as a basis for dismissal. Dr. Delgado said the Governor may support the bill and it is pending Committee assignment.

AB 2319, School finance: innovation and common core fund (Bonilla). The bill would establish the innovation, training and Common Core Implementation Fund Act. Dr. Delgado said the bill would allow for funds to local educational agencies for integration for Common Core standards and provide teachers, administrators and paraprofessional development as it relates to instructional materials. He said that the bill is moving into Appropriations Committee.

SB 837, Schools: transitional kindergarten (Steinberg). The bill would require each school district or charter school that offers kindergarten to offer transitional kindergarten and would require a child that meets specified minimum age requirements to be admitted to transitional kindergarten. The bill is moving into Appropriations Committee.

Dr. Delgado said that he would provide more information to the County Board as it becomes available.

BOARD COMMITTEE/LIAISON REPORTS (none)

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

Dr. Delgado reviewed the Board calendar with the County Board for May 6, 2014, at 2:00 p.m. He provided the most recent Board calendar to the County Board.

The County Board consented to having a Report and Recommendation heard on the same day for charter school items.

Dr. Reisler asked that if the County Board had a question regarding a charter school item the week prior to the County Board meeting, whether the Board could contact the Charter School Office with their question.

Dr. Delgado indicated that if the County Board found it helpful to clarify a charter school item on the posted Board agenda, the County Board may contact the Charter School Office directly, prior to the Board meeting.

Dr. Delgado and Dr. Calderon will not be in attendance at the May 20 County Board meeting. Dr. Ybarra will sit in to facilitate the May 20 Board meeting.

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INTERDISTRICT AND EXPULSION APPEAL HEARINGS (none)

ADJOURNMENT

Dr. Turrentine adjourned the meeting at 6:09 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Ms. Braude, and **CARRIED** to adjourn the meeting. There were 5 ayes.



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arturo Delgado, Ed.D.
Superintendent

April 18, 2013

Los Angeles County
Board of Education

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
E-Mail: edcabil@sbcglobal.net*

Rudell S. Frear
President

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Dear Mr. Cabil:

Gabriella Holt

WAYS Fiscal Policy Recommendations

Maria Fleza

Thomas A. Saenz

Thank you for submitting the fiscal policy for Wisdom Academy for Young Scientists (WAYS) to our office. We appreciate the school's effort to improve its fiscal management. After thorough review of fiscal policies and procedures, we recommend inclusion of additional measures to strengthen internal control and safeguard assets of WAYS charter school. Please see attachment.

If you have any questions, please contact the Controller's Office at (562) 803-8351.

Sincerely,

Patricia Smith, Executive Director
Business and Finance

PS/ZM: c/c
Attachment

Cc: Zak Memon, Assistant Controller, Controller's Office, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Interim Project Director III, Charter School Office, LACOE

Wisdom Academy for Young Scientists (WAYS)
Recommendations for Inclusion in Fiscal Policy

After reviewing the fiscal policy for WAYS, we recommend the addition and revision of the following procedures:

1. **Policy Number One: Budget Preparation and Implementation Policy**-Ensure the budget is in compliance with Generally Accepted Accounting Principles (GAAP), board policy, and finance-related legal requirements. All expenditures will match budget expectations. Revenue from any Federal or State sources will be committed in accordance with all specific federal/state laws or requirements applicable.
2. **Policy Number Two: Time Sheet and Payroll Procedures**-Designate an employee to maintain personnel files.
 - Each personnel file should contain the following information, at minimum:
 - Employment application or resume
 - A record of background investigation results
 - Date of employment
 - Employment agreement
 - Position, pay rates, and changes therein
 - Authorization of payroll deductions
 - Earning records for non-active employees
 - W-4 Form
 - I-9 Form
 - Termination data, when applicable
 - All personnel files are to be kept locked in a locking file cabinet in the business office.
 - Payroll deductions are to be recorded properly and paid to the appropriate third parties on a timely basis. Also, all payroll reports to third parties shall be submitted on a timely basis.
3. **Policy Number Three: Purchase and Other Procurement Procedures**-Formal bidding procedures will be used for service and other contracts anticipated to cost more than \$10,000 (ten thousand dollars). Specification and bidding requirements should include:
 - Specifications to be prepared by the administration
 - Specifications to be approved by the Board
 - Specifications to be mailed to any identified potential bidders
 - All bids to be submitted in sealed envelopes and plainly marked as indicated in the bid specifications
 - Bids to be publicly opened at an announced time, and on a specific date
 - The bidder to whom the award is made to be required to enter into written contract and purchase order.

4. Policy Number Four: Contracting Policies and Procedures

- The contractor must provide the school with a completed form DE542, Employment Development Department Report of Independent Contractor, at the time of signing the contract
- All contracts that exceed \$25,000 should be signed and approved by the Board
- Line Item no.3-Delete: *"except in cases where an exception is allowed by a Principal"*
- Line Item no. 4-Delete: *"except in cases where the school agrees to cover the contractor as part of terms of the contract"*
- The school will evaluate criteria established by the IRS when assigning independent contractor status and issue IRS Form 1099 to independent contractors if compensation is \$600 or more. The consultant contract will include description of services, deliverables, pay rate, timeframe, and timeline of payments and reimbursements.

5. Policy Number Five: Check Requests Procedures

- Duties of check requester and approver should be segregated.
- P. 7 Bullet no. 2 - *"Check in excess of \$10,000 of non recurring item require two signatures"* - Signatories should be identified.
- Incoming invoices will be logged in by the Administrative Assistant before distributing for approval. Once monthly, the Director of Operations should check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, then reasons for the nonpayment of these invoices should be discussed with the responsible staff member.

6. Policy Number Six: Reimbursements

- Reimbursement forms must be approved by the Executive Director, the supervisor, and signed by the recipient.

7. Policy Number Seven: Use of Corporate Credit Cards and Procedures

- The purpose of issuing a corporate credit card is to increase flexibility for key staff members, and not for the *"convenience"* as stated in the fiscal policy page 7. The school will use the standard procurement procedures whenever possible.
- The Board will authorize the credit card uses as follows:
 - Travel related expenses
 - Meeting/conference expenses
 - Online purchases where purchase orders are not accepted
 - Emergency spending
 - Pre authorized expenditures
- The credit card holders will be responsible for documenting and justifying all expenditures (school-related purpose) and held personally liable if the credit card charge is deemed personal or unauthorized.
- Each credit card transaction must be supported by an actual receipt containing detail of the item(s) purchased.

8. Policy Number Eight: Petty Cash Policies and Procedures

- Petty Cash Holders – Position needs to be identified.
- The recipient of the petty cash funds must sign the petty cash disbursements log to indicate the receipt of the funds. The paid receipt should be attached to the log. Petty cash box should be locked and secured safely until it is time to replenish the fund. The Petty Cash Fund reconciliation and associated receipts should be attached to the check request for replenishment.
- The petty cash account should be reconciled monthly. When the petty cash account is reconciled, the appropriate expense account should be charged in the school's general ledger. Once reconciled, request for replenishment can be processed.
- The Director of Operations should review petty cash transactions and make periodic counts of petty cash fund
- The petty cash account may not be used to cash payroll checks or other personal checks.

9. Policy Number Nine: Financial Reporting Review Procedures – The school's accounting system will be in conformity with the California School Accounting Manual. Accounting method will follow Generally Accepted Accounting Principles (GAAP) guidelines for nonprofit reporting. All budgets and financial reports will be presented using full accrual accounting in alignment with annual audited financial statements. The school will follow the financial reporting guidelines required by Education Code section 47604.33, 47605(m) and 47604(3).

- P.9 Bullet no. 2 – Executive "Consultant" – should be Executive "Director"
- The school will submit the following financial reports to LACOE per Education Code Section 47604.33 and 47604(3):
 - On or before June 15, submit a preliminary budget
 - On or before December 1, submit the first interim financial report
 - On or before March 1, submit the second interim financial report
 - On or before August 15, submit a final unaudited report for the full prior year
 - Respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records.
- The school will transmit a copy of its annual independent financial audit report for the preceding fiscal year to LACOE, the State Controller's Office, and the California Department of Education by December 15 of each year per Education Code Section 47605(m).

10. Policy Number Ten: Program Cash Receipts and Deposit Procedures

- P.10 Bullet no. 3 Three staff persons – Positions need to be identified.
- The reception desk for each school site should record the cash and checks received on a cash/check receipts log which should include the date of check/cash was received, name of the payer, amount, check number and program/department
- Make two copies of the checks with one copy to be filed in the program deposits file and another copy in the deposited checks/cash folder

- In addition to the program deposits file, set up a separate "deposited checks/cash" folder and place all copies of deposit documents in the file
- A copy of cash/check receipts log should be given to the Executive Director on a **weekly** basis

11. Policy Number Eleven: Revolving Cash Procedures

- The bank statements for the revolving cash funds will be reconciled on a **monthly** basis by the Back Office services provider.

12. Recommended New Policy: Policy Number Twelve: Fixed Asset Procedures – The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding the school's assets in compliance with generally accepted accounting principles, and financial reporting requirements.

- The management must maintain a permanent property log and depreciation schedule for all fixed assets purchased by the school
 - The property log will contain the following information:
 - Date of purchase
 - Description of item purchased
 - Received by donation or purchased
 - Cost or fair market value on the date of receipt
 - Donor or funding source
 - Funding source restrictions on use or disposition
 - Identification/serial number
 - Depreciation Method
 - Vendor name and address
 - Warranty period
 - Inventory tag number
 - Number of check used to pay for the equipment
 - At least annually, a physical inspection and inventory should be taken of all fixed assets and reconciled to the general ledger balance. Adjustments for dispositions will be made annually.
 - Fixed assets purchased with federal funds should be disposed of according to federal guidelines.
 - Material changes in the status of property and equipment such as changes in location, sale of items, and any purchase or sale of the real estate should be recorded for management information.
- 13. Recommended New Policy: Policy Number Thirteen: Risk Management** - The school should maintain an insurance program to protect the school against any losses that may occur due to the many normal and unusual hazards.
- Insurance policy and coverage should be approved by the Board of Directors, and comply with LACOE's MOU requirements

- Insurance certificates should be kept on file in the school's administrative office at all times and available for inspection.

14. Recommended New Policy: Policy Number Fourteen: Debt Management Policy – The purpose of this policy is to enhance the school's ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's ability to continue operation.

- The Executive Director is responsible for administering and maintaining the school's current obligations under direction of the Board. The finance committee should meet with the Executive Director and Board regarding the status of the school's existing debt and to make specific recommendations.
- No new debt should be incurred without approval of the Board.
- Advance written notification of all borrowings should be provided to LACOE as per the current MOU requirements.
- All approved annual budgets should include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
- Prior to incurring any new borrowing, the Executive Director should prepare a financial analysis showing the effect of the borrowing on current and future operations for the Board to make an informed decision.
- The school should take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.

15. Recommended New Policy: Policy Number Fifteen: Conflict of Interest Policy – Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall excuse him /her from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest to be complied with Government Code 1090 *et seq.* and the Political Reform Act of 1974.



Los Angeles County Office of Education

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April 23, 2014

*Via First Class Mail &
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
706 E. Manchester Ave.
Los Angeles, CA 90001

Los Angeles County
Board of Education

Douglas R. Boyd
President

Re: Public Records Act Request re Wisdom Academy for Young Scientists (WAYS)

Rudell S. Freer
Vice President

Dear Mr. Cabil:

Katie Braude

Your public records request received in the Communications Department on or about April 11, 2014 has been forwarded to my office for a response. Your request seeks public records related to Wisdom Academy for Young Scientists from the Los Angeles County Office of Education ("LACOE").

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentine

Your request is extensive and requests records related to the audit conduct by the Fiscal Crisis and Management Team ("FCMAT") across thirty-eight categories. Our office is currently researching the relevant documents that fall under the purview of the Public Records Act and that are in the possession, custody, and control of LACOE. All pertinent records will be available for your review by June 16, 2014, in the Downey office of LACOE's Charter Schools Office located at 12830 Clark Avenue. To arrange a time to review the records on or after June 16, 2014, please contact my office at (562) 922-6123.

If you need photocopies of these documents, please flag the specific documents and arrangements will be made to have them copied. Our cost recovery rate is 15 cents per side for an 8.5 x 11 or 8.5 x 14 page. An 11 x 17 copy is 30 cents per side per page. Checks are preferred and should be made payable to Los Angeles County Office of Education. If there are an extensive number of documents, or our Reprographics Department is unable to complete the copies while you are here, we will forward the materials upon completion of the copying.

Please feel free to contact the undersigned if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Brady".

Courtney M. Brady
Deputy General Counsel

CMB: bt

cc: Judy Higelin, Project Director III, Charter School

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 30, 2014

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey California 90242

Dr. Delgado:

This letter is intended to notify you of the WAYS Board of Directors proposed response to your April 25, 2014 recommendations arising from the FCMAT audit dated March 19, 2014. As you know, as the county superintendent, you initiated and contracted with FCMAT to conduct an audit of WAYS pursuant to Education Code § 1241.5(c). That law provides the statutory process as to when and how a county superintendent is to report its findings and recommendations, if any, to a charter school after such an audit is completed:

(c) At any time during a fiscal year, the county superintendent may review or audit the expenditures and internal controls of any charter school in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. The review or audit conducted by the county superintendent shall be focused on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and shall be conducted in a timely and efficient manner. **The county superintendent shall report the findings and recommendations to the governing board of the charter school at a regularly scheduled meeting**, and provide a copy of the information to the chartering authority of the charter school, within 45 days of completing the review, audit, or examination. **The governing board of the charter school shall, no later than 15 calendar days after receipt of the report, notify the county superintendent and its chartering authority of its proposed response to the recommendations.**

At the WAYS Board Meeting regularly scheduled on April 25, 2014, the County Superintendent (through staff) made the report and presented its recommendation to the WAYS Board pursuant to section 1241.5(c). We thank you for doing so. We had requested that you do so several weeks ago. On behalf of the County Superintendent, LACOE Assistant Controller Zak Memon and April Mitchell delivered a verbal report and recommendation to the WAYS governing board. No written recommendation or findings were provided—only the verbal report from Mr. Memon. Fortunately, WAYS records its board meetings as mandated by LACOE staff, so we were able to transcribe your recommendations. This letter serves as the WAYS governing board's proposed response to your recommendation, as required by section 1241.5(c).

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

1. THE COUNTY SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

Mr. Memon reported to the WAYS Board that LACOE's concerns, and the only recommendation in the Audit, "boils down" to two issues: (1) fiscal policies and procedures at the school, and (2) internal controls to ensure the fiscal policies and procedures are properly implemented. The County Superintendent's recommendations are as follows in their entirety, verbatim from Mr. Memon's report (emphasis added):

"As we all know that LACOE Superintendent had sent a letter to FCMAT to conduct the audit of the school and the audit was conducted and a report was presented to us, which we are here today to the present to the board here. The report, if I look at it, several pages has so many transactional findings that they report, but I think that you have taken an excellent step today, by what the bottom line of the report is, and that is the fiscal policies. Because all **it boils down to is the fiscal policies** [inaudible word], and this is an excellent step that, is a very good first step in the right direction that this is what it's all about. **Because this report primarily talks about two things: one was the fiscal policies and procedures** [inaudible word], **and the other was the internal controls.** So obviously, once we have the fiscal policies approved and implemented, then fiscal controls will come in. As I was looking at this report, that was to be the bottom line. I'm a CPA, I was an auditor before, and the reason I believe what they have done in this report, that they went through several transactions, is to substantiate and say that **we need to strengthen the internal controls, and we need to revisit the fiscal policies, which Halilu has done today, and of course you [WAYS Board Members] have suggested some improvement, which is very good, to that policy on page number five. I believe that once you go through this policy and approve them, please send it to LACOE and that will solve a lot of problems, moving forward.**

This was my conclusion, it really talks about that the bottom line is the internal controls and fiscal policies. Moving forward, that is the improvement directed in the recommendations."

Mr. Memon recommended that the WAYS Board adopt revised fiscal policies and procedures drafted by its back-office services provider, Bali Business Management, which Mr. Memon reviewed. Mr. Memon stated: "If we can go over [the revised fiscal policies and procedures], if you can approve it, and sent to us the approved policies, our Charter Schools Office will present it to the [LACOE] board as this is what the school has done, and that will help."

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

2. WAYS PROPOSED RESPONSE TO THE SUPERINTENDENT'S RECOMMENDATIONS

In light of the Superintendent's April 25, 2014 recommendations to the WAYS Board made pursuant to section 1241.5(c), on April 30, 2014 the WAYS Board adopted those revised fiscal policies and procedures as recommended by Mr. Memon—five days after he provided the county superintendent's recommendations. A copy is enclosed with this letter. WAYS has also taken, or intends to take additional steps above and beyond the superintendent's recommendations to strengthen its fiscal policies and internal controls. WAYS has:

1. Approved and implemented the above-described revised Fiscal Policies (reviewed by Mr. Memon) to strengthen its internal controls and operational practices.
2. Solicited FCMAT On-site Fiscal Support and Technical Assistance. WAYS anticipates that FCMAT will provide side-by-side coaching and technical assistance to assist WAYS through financial issues, and provide assistance to help strengthen the school's fiscal operations.
3. Provided and will provide additional training and professional development for the staff that participate in and are responsible for financial transactions, and for the staff that are in key decision-making positions.
4. WAYS is currently reconsidering its employment contracts with key administrators, including the current Executive Director and Director of Operations.

The FCMAT audit itself does not contain any findings or recommendations at all for WAYS. Rather, the audit contained a single recommendation for LACOE: "The county superintendent should: Notify the governing board of WAYS charter school, LACOE's governing board, the State Controller, the Superintendent of Public Education, and the local district attorney that fraud, misappropriation of assets or other illegal activities may have occurred." We understand the Audit contains valuable information for both LACOE and WAYS to consider, and as outlined above, we have reexamined and updated fiscal procedures at the school in response to this recommendation and the Superintendent's report. However, that audit statement is based on the background "facts" provided to the Auditor, and many of the "facts" are demonstrably incorrect or incomplete. That concern is addressed thoroughly in our response to the audit itself sent to you April 5, 2014.

I look forward to the opportunity to personally meet with you to discuss the financial and overall state of our school, our goals, and the challenges we face. I believe that we have the same interest in preserving the school for the community, and we know at WAYS that it is important for us to establish a working relationship beyond the doors of the LACOE Board Room. I believe WAYS will benefit from such relationship, and we welcome your involvement in our endeavor to educate children. I am also confident that the WAYS Board of Directors will consider any further advice, suggestions or recommendations from you or your office.

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
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Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
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Phone: 323-589-6500
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WISDOM ACADEMY FOR YOUNG SCIENTISTS

Also, I would like to invite you to visit our campuses to witness our impact in the lives of the several hundred children we serve. Please let me know if there is a date and time that will work best for you.

Sincerely,



Armando Espinoza

Board Chair

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Wisdom Academy for Young Scientists

FINANCIAL POLICIES and
PROCEDURES HANDBOOK

REVISED: APRIL 30, 2014

FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Executive Director's Finance Committee and make necessary adjustments as needed. The Budget will be in compliance with Generally Accepted Accounting Principles (GAAP), board policy, and finance-related legal requirements. All expenditures will match budget expectations. Revenue from any Federal or State sources will be committed in accordance with all specific federal/state laws or requirements applicable.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also be geared toward achieving the school goals and objectives.

PROCEDURES:

Financial Consultant:

1. Informs the school of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
2. Review the budget and check the calculations and the basis for the calculations.
3. Make revenue estimates in coordination with the Executive Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
4. Prepare a draft budget based on the requests by the Executive Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
5. Meet with the Executive Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the Executive Director's Finance Committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
6. Prepare the final recommended budget based on agreements reached from the meeting with the Executive Director for presentation to the Executive Director's Finance Committee and Board of Directors for approval.
7. Provide the approved budgets to the Principal and other Administrative Staff so they know the budgets they have to work with during the year.
8. Responsible for making sure the budgets are being implemented correctly. This includes working with the Staff to input the budgets into the accounting system to help monitor budgets to actual comparison. Also working with the Administrative

Assistant and Finance Committee Back-Office Provider to answer budget related questions and reporting any problems and proposed solutions to the Executive Director and Executive Director's Finance Committee.

9. Review budget to actual report prepared by Back-Office Provider and make necessary adjustments and narratives or comments before presenting to Executive Director, Executive Director's Finance Committee and Board.
10. Revise the budget for board consideration when there is a material change in the approved budget.

Executive Director:

1. Review the draft budget with the Financial Consultant, making sure that the priorities of the school are reflected in the final budget recommended to the Executive Director's Finance Committee and the Board.
2. Review the monthly budgets to actual comparisons prepared by the Financial Consultant and take any recommended actions as necessary.
3. Recommend any budget adjustments as necessary to the Executive Director's Finance Committee and the Board.
4. Help the Financial Consultant in preparing annual budgets.
5. Back-Office Provider Inform the Financial Consultant of any unbudgeted expenditures seen while reviewing purchase orders.
6. Input the approved budgets in the Accounting system so we can generate budget to actual reports.
7. Approve purchase orders before they are issued to vendors, after checking to make sure there are funds in the budget for cover the order.
8. Prepare monthly budget to actual report for Financial Consultant to review.

POLICY NUMBER TWO: TIME SHEET AND PAYROLL

PAYROLL

All employees on payroll must be hired by the Executive Director and must have worked for the hours being paid, those hours having been properly documented and approved by the Executive Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision-making.

PROCEDURES:

Employee:

1. Punch in time card and fill in the time sheet on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Executive Director prior to beginning of the assignment.
2. No overtime can be worked before obtaining approval from the Executive Director.
3. Salaried employees are required to sign a sign-in log on a daily basis.
4. At the end of each pay period each hourly employee is required to finish completing their time sheet that was being completed on each working day and give them to the Director of Operations for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
5. The properly completed and approved time sheet is put in the box of the Director of Operations no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.
6. If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Director of Operations:

1. Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
2. Collect all the time sheets in your box and any others around the time clock area.
3. Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Executive Director for correction or explanation. Any incomplete or unapproved time sheet should be referred to the Executive Director for completion and approval immediately in time to promptly prepare payroll.
4. Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
5. After verifying that everything is correct and that you have every employee's time sheet, prepare the payroll request for the Financial Consultant.
6. Print the request for the Executive Director to approve for transmission.
7. Forward to Financial Consultant new hire and any other employee change information as you get the information from the employee.
8. After the checks come back from Financial Consultant, verify all the checks to make sure that everything is correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant deductions. If there is anything that appears unusual, inform the Financial Consultant or the Executive Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that no one should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.
9. Maintain each Personnel file containing the following information at a minimum:
 - a) Employment application or resume
 - b) Credentials when applicable
 - c) Date of Employment
 - d) Employment Agreement
 - e) Position, pay rates, and changes therein
 - f) Authorization of payroll deductions
 - g) Earning record for non active employees
 - h) W-4 Form
 - i) I-9 Form
 - j) Termination data when applicable
10. All personnel records are to be kept locked in a locking file cabinet in the business office.
 - a) Payroll deductions are to be recorded properly and paid to the appropriate third parties on a timely basis. Also, all payroll reports to the parties shall be submitted on a timely basis.

Responsibility of Executive Director:

1. Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
2. Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
3. A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
4. The Executive Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
5. Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
6. Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
7. Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.
8. Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.

POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. The Executive Director must approve all purchases. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

1. All purchases must be initiated by completing a purchase order. The Executive Director or Financial Consultant may grant exceptions for purchase of certain small items that are less than \$1000 or in emergency situations.
2. Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Back-Office Provider can be contacted for an answer.
3. The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
4. For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids; purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases and services of \$10,000 or more need to be advertised in a more formal competitive bidding process. Specifications and bidding requirements should include:
 - a) Specifications to be prepared by the administration
 - b) Specifications to be approved by the board
 - c) Specifications to be mailed to any identified potential bidders
 - d) All bids to be submitted in sealed envelopes and plainly marked as indicated in the bid specifications
 - e) Bids to be publicly opened at an announced time, and on a specific date
 - f) The bidder to whom the award is made to be required to enter into a written contract and purchase order.
5. In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion. In such a case copies of the result of the research should be kept on file to be referred to when needed.
6. There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.

7. Director of Operations will issue purchase orders. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is faxed to the Vendor with a return confirmation from the vendor after being approved by the Director of Operations, a copy for the Executive Director's file, copy to the Administrative Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Executive Director and Director of Operations.
8. All purchase orders must be approved by the Executive Director and Director of Operations.
9. When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order may be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order

When the order arrives the Administrative Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Director of Operations with a copy to the Executive Director.

Administrative Assistant:

1. When the original purchase order is received from the Director of Operations, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the Executive Director and Director of Operations, evidenced by the their signatures.
2. A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed.
3. The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.
4. The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
5. As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING

1. All contracts must be approved by the Executive Director and Director of Operations. Contracts of up to \$2,999 require at least three phone bids, between \$3,000 and \$9,999 requires three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures. All Contracts exceeding \$25,000 should be signed and approved by the board.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured. The contractor must submit a bill based on the original approved contract. In the event of change orders, they must be pre-approved by the Executive Director.
5. The contractor must provide the school with a completed form W-9, taxpayer identification number, form DE542, Employment Development Department Report of Independent Contractor, at the time of signing the contract.
6. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non-payment of labor and material.
7. Before approving payment, the Executive Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
8. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
9. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.
10. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. The school will evaluate criteria established by the IRS when assigning independent contractor status and issue IRS Form 1099 to independent contractors if compensation is \$600 or more. The consultant contract will include description of services, deliverables, pay rate, time frame, and timeline of payments and reimbursements. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: CHECK REQUESTS

CHECK REQUESTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Check Request.

BACKGROUND:

The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

1. Pick-up mails from the bills mailbox and distribute to various departments where necessary for Check Requests and approval of the bill.
2. Checks the utilities and other general office bills for any error before giving to the Director of Operations for Check Request approval.
3. Double Check Requests and bills to make sure that all the information and documentation is correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the Check Request must be returned to the responsible party so it can be corrected immediately, for timely processing of the Check Request. Check Requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
4. After completing the Check Requests, they must be kept on file pending the time the check or warrant comes back from the Financial Consultant.
5. After all the Check Requests are completed, they should be given to the Director of Operations or Executive Director for approval. A copy of the approved Check Requests should be filed for future reference.
6. Pick up the checks from the Financial Consultant and verify that all the checks were generated and everything related to the check is correct. Then attach a copy of the check to the Check Request, staple them together and complete the payment information on the Check Request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the Executive Director approves the checks.
7. Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log. If it is an unknown person picture identification or drivers license should be reviewed to make sure that it is the right person.

Director of Operations

1. Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.

2. Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
3. Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a Check Request form, attaching the invoice, and copy of the purchase order and a receiving advice or report noted on the purchase order, when applicable. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Administrative Assistant and Executive Director.
4. The Check Request must be processed in a timely manner for payment to prevent incurring collection and other credit problems.

Financial Consultant:

1. The Check Requests are filed in a folder until the scheduled day for input, when they are inputted into the computer system to generate warrants the following day. All the warrant document numbers must be serially numbered, taking time to make sure the first warrant of each batch or day follows the last number as specified in the commercial warrant register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.

Executive Director:

1. Make sure that there is enough cash flow to pay the check being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.
2. Check to see that the checks were written to the same payee as stated on the Check Request and bill.
3. Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.
4. Before signing any check, make sure the documentation is attached and that the Check Request information is completely filled out with prior approvals attached.
5. Checks in excess of \$10,000 of non-recurring items require two signatures, from authorized check signers.

POLICY NUMBER SIX: EMPLOYEE ADVANCE PAYMENTS

EMPLOYEE ADVANCES:

All employee advances must be properly documented and recorded in the school accounting books for the correct amounts, to help facilitate prompt collection of the advance from the employee.

BACKGROUND:

From time to time the school may make advances to its employees for various reasons including payroll checks not received on time, vacation advance, emergency and other extenuating circumstances.

PROCEDURES:

Employee:

- Request in writing to be submitted to the Executive Director for approval.
- Make sure that the emergencies are limited to unusual health bills, death or serious illness in the staff member's immediate family requiring unusual financial outlay, or unusual automobile repairs.
- Substantiating documentation must be provided with the request.
- The amount being requested must not be more than one third of the employee regular or average paycheck for a pay period.
- Repayment must be made over a period not to exceed three months, through payroll deductions beginning with the pay period subsequent to the date of the advance.
- Authentication of the advance, by signing an agreement detailing the terms of the advance, to remain on file.
- Advance is immediately due and payable in full upon the separation or termination of employment.
- The employee must be a regular full time staff member who has served for at least six months.

Executive Director:

1. Determine if there is enough cash flow to accommodate this request considering all the other priorities of the school.
2. Consider the circumstance and the history of this employee as it relates to requests for advance in deciding whether or not to approve the request.
3. Approve or disapprove the request after considering the guidelines for approval of the request.
4. Give a copy of the approval to the Financial Consultant for filing or processing and the Executive Director for communication to the employee.
5. Give a copy of any termination or separation notice to the Financial Consultant to compute final check and complete the separation notice form.
6. To ensure that the employee is qualified for approval for the advance, appropriate required documentation is attached to the request and all other guidelines are followed.
7. Determine if the circumstances surrounding the request are appropriate.
8. Recommend Principal's approval.

Financial Consultant:

- Generate the check from the Revolving Cash Fund for the Executive Director to sign and charging the advance to an employee advance account.
- Complete an agreement between the school and the employee to be signed by the employee and the Executive Director.
- Set up payroll deduction for the advance, beginning the pay period following the date the check was given to the employee.
- File a copy of the check, approved request and agreement in the employee advance file, and employee personnel file.
- Reconcile the Employee Advance account, to make sure that the amount on the account reflects the agreement currently on file.
- Deduct any amount outstanding from the final check to the employee in case of separation or termination.

POLICY NUMBER SEVEN: CORPORATE CREDIT CARDS

Credit Cards secured for the school through our bankers will allow key staff members the flexibility of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials. Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers. The School will use standard procurement procedures whenever possible.

- 1) The Board will authorize Credit Card uses as follows:
 - a) Travel related expenses
 - b) Meeting/conference expenses
 - c) Online purchases where purchase orders are not accepted
 - d) Emergency spending
 - e) Pre authorized expenditures
- 2) The Credit Card holders will be responsible for documenting and justifying all expenditures (school related purpose) and held personally liable if the Credit Card charge is deemed personal or unauthorized.
- 3) Each Credit Card transaction must be supported by an actual receipt containing detail of the item(s) purchased.
9. The cash advance feature CANNOT be activated or used for any reason.
10. The card can be used only for business purchases. No personal use. Personal use includes paying for fuel for a non-company or personal vehicle.
11. The original receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
12. Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
13. Any missing or lost Credit Card must be immediately reported to the Executive Director, and in some cases the bank so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
14. In the unusual instance that a receipt is lost. The cardholder responsible for the lost receipt must complete a Lost Receipt Form, to be approved by the Executive Director.
15. The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the Credit Card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
16. The Financial Consultant and the Executive Director are responsible for ensuring that the Credit Card holders follow these procedures. Any abuse of the Credit Card policies should be reported to the Financial Consultant or the Executive Director.

The school reserves the right to terminate any Credit Card due to abuses including lack of following Credit Card policies and procedures.

17. The Executive Director must approve any expenditure related to any direct benefit of the Credit Card user. No one can approve an expenditure that is for his or her own benefit.
18. The Administrative Assistant must turn in all Credit Card statements to the Financial Consultant. The Administrative Assistant will give each Credit Card holder his or her statements.
19. Credit Card holders will prepare a Check Request for each Credit Card statement with all attached documentation, including original receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

Pre-authorized Credit Card Charges

The card holders may use the credit card for the following pre-authorized categorical expenses, but not limited to:

4200	Books Other Than Text Books	\$900
4300	Materials and Supplies	\$900
4700	Food Supplies	\$900
5600	Repairs	\$900
5900	Communication	\$900

POLICY NUMBER EIGHT: PETTY CASH

The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Director of Operations:

1. The Executive Director has oversight over the implementation of the petty cash policies and procedures.
2. Processes requests for issuance of petty cash after being approved by the Executive Director.
3. Processes replenishment of petty cash on a regular basis.
4. Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the Executive Director.
5. Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
6. When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
7. Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders (Director of Operations):

1. Request for issuance of petty cash from the Executive Director based on a compelling need supported by convincing reasons.
2. The recipient of the petty cash funds must sign the petty cash disbursements log to indicate the receipt of the funds. The paid receipt should be attached to the log. Petty cash box should be locked and secured safely until it is time to replenish the fund. The Petty Cash Fund reconciliation and associated receipts should be attached to the Check Request for replenishment.
3. The Petty Cash account should be reconciled monthly. When the petty cash account is reconciled, the appropriate expense account should be charged in the school's general ledger. Once reconciled, request for replenishment can be processed.
4. Director of Operations should review petty cash transactions and make periodic counts of petty cash fund.
5. The petty cash account may not be used to cash payroll checks or other personal checks.
6. Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
7. The petty cash holder has a personal responsibility for the funds in their possession.
8. Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.

9. Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the Executive Director.
10. Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
11. The Executive Director's signature on the purchase receipt is evidence that the expenditure is approved by the Executive Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
12. When the staff gives the petty cash holder an authentic purchase receipts approved by the Executive Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
13. When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

1. Before requesting for petty cash fund staff must make sure that the expenditure is approved by the Executive Director.
2. Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the Executive Director with the appropriate account number written on the receipt before giving it to the petty cash holder.
3. Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
4. Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a release of liability. This is evidenced by a copy of a paid issuance receipt by the holder of the petty cash.

POLICY NUMBER NINE: ACCOUNT RECONCILIATION

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned. The School's accounting system will be in conformity with the California School Accounting Manual. Accounting methods will follow Generally Accepted Accounting Principles (GAAP) guidelines for nonprofit reporting. All budgets and financial reports will be presented using full accrual accounting in alignment with annual audited financial statements. The school will follow the financial reporting guidelines required by Education Code section 47604.33, 47605(m) and 47604(3).

The school shall make timely deposits of all cash and check receipts on a timely basis, and ensure that supporting documentation is provided for all transactions associated with the bank accounts.

The school will review on a monthly basis all documentation of approval for expenditures and deposits.

Financial Consultant:

1. At mid month and the final week before the close of a month the transactions posted to accounts will be reviewed to ensure that they are posted to the right accounts. Month end adjusting entries must be made at this time (final week) to make sure the financial statements reflect correctly the activities of the month. These reconciliations will be done by the Financial Consultant.
2. On the 5th day following the end of the month, revenue and other balance sheet accounts will be reviewed and reconciled for the final time, by the Executive Director and appropriate adjustments made in the following month's financial report.
3. The reports will be provided to the Executive Director for review and comments on the 7th day following the end of the month.
4. On the 11th day following the end of the month, there will be a meeting between the Executive Director, and the Financial Consultant to review the budget reports for the previous month.
5. On the 14th day following the end of the month complete financial reports will be given to the Executive Director for comments and mailing to Executive Director's Finance Committee to review before their meeting (if necessary). At this point any recommendations will be given by the Financial Consultant for the Principal and the Executive Director's Finance Committee to consider.
6. For year-end closing, which includes reconciliation of revenue and expense items sufficient to record accruals for accounts receivable, accounts payable, prepaid expenses and capital assets.
7. The school will review year-end financial statements to ensure accuracy of reporting. Establish a timeline for closing to ensure no changes are made after submission of financial statements to oversight agencies.

8. Record all adjusting audit entries to reflect audited ending net assets. Reconcile beginning net assets with audited ending net assets from the previous year.
9. After month-end or year-end close, record all adjusting entries in the following month or year.
10. The school will submit the following financial reports to LACOE per Education Code Section 47604.33 and 47604(3):
 - a) On or before June 15, submit a preliminary budget
 - b) On or before December 1, submit the first interim financial report
 - c) On or before March 1, submit the second interim financial report
 - d) On or before August 15, submit a financial unaudited report for the full prior year.
 - e) Respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records.
11. The school will transmit a copy of its annual independent financial audit report for the preceding fiscal year to LACOE, the State Controller's Office, and the California Department of Education by December 15 of each year per Education Code Section 47605(m).

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the Administrative Assistant and given to the Director of Operations periodically for deposit to the bank.

BACKGROUND:

The school will run various programs and fundraisers. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Administrative Assistant:

1. Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
2. Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.
3. Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
4. The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
5. The reception desk for each site should record the cash and checks received on a cash/check receipts log which should include the date of check/cash receipts log which should include the date of check/cash was received, name of the payer, amount, check number and program/department.
6. Make two copies of the checks with one copy to be filed in the program deposits file and another copy in the deposited checks/cash folder.
7. In addition to the program deposits file, set up a separate "deposited checks/cash folder and place all copies of the deposit documents in the file.
8. A copy of cash/check receipts log should be given to the Executive Director on a weekly basis.
9. Three staff persons (Administrative Assistant, Director of Operations, Executive Director) have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Director of Operations or Executive Director). This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
10. The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate). \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.

11. Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Director of Operations so that further investigation can be conducted to resolve the problem.
12. The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
13. The program to be credited with these funds should be noted on the deposit ticket or receipt.
14. The receipts and deposit tickets will be given to the Director of Operations by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Director of Operations:

1. The Director of Operations will review the whole packet to make sure that everything is completed accurately.
2. A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
3. The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
4. Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or Executive Director.
5. By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
6. Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.
7. Adjusting journal entries will be made to reverse the revenue account, replacing it with fees receivable account pending the time the amount is collected from the issuer of the bounced check.
8. Prepare a list of insufficient funds check and provide the office and program staff with copies.
9. Make timely deposits of all cash and check receipts on a timely basis, and ensure that supporting documentation is provided for all transactions associated with the bank accounts.
10. Review on a monthly basis all documentation of approval for expenditures and deposits.

POLICY NUMBER ELEVEN: REVOLVING CASH FUND

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only Check Requests that are needed immediately due to circumstances beyond our control will be disbursed through this system. The bank statements for the revolving cash funds will be reconciled on a monthly basis by the Back Office service provider.

PROCEDURES:

All requests must be made by a Check Request, with all the supporting documents for the approval of the Executive Director. The request will follow the normal procedures for commercial warrant Check Requests. Poor planning will not qualify as a reason for approving this request. Receipts are required immediately after an event for requests of advance deposits.

Executive Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from Director of Operations, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an Revolving Cash Fund check must be directed to the Executive Director.
- Requests should only be entertained from the Executive Director.
- All requests must be checked to make sure all required information is complete before issuing the check. The Executive Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the Revolving Cash Fund account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the Revolving Cash Fund account.
- Reimburse the Revolving Cash Fund no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.

- Reimbursement of Revolving Cash Fund including petty cash must be made to the Executive Director and charged to the respective account numbers already provided before the Revolving Cash Fund checks were generated.
- Do not reimburse any Revolving Cash Fund check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the Revolving Cash Fund amount.

POLICY NUMBER TWELVE: REIMBURSEMENTS

All employee reimbursements must be accompanied by filling out a reimbursement form with attached documentation including receipts and invoices of the reimbursements. Mileage reimbursements must be accompanied by a form detailing the mileage description with a starting point and ending point. The description will also include the date of the travel and the miles travel for each entry or date. Mileage will be reimbursed at the IRS rate that is applicable at that particular time. **NO REIMBURSEMENTS FOR GAS PURCHASED FOR PERSONAL CAR.** All expenses made by personal payment methods must be pre-approved by the Executive Director of Director of Operations. All reimbursement forms must be signed by the requester, Administrative Assistant, and approved by the Executive Director.

POLICY NUMBER THIRTEEN: FIXED ASSETS

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding the school's assets in compliance with generally accepted accounting principles, and financial reporting requirements.

1. The current capitalization threshold is \$1000 or more.
2. The management must maintain a permanent property log and depreciation schedule for all fixed assets purchased by the school
 - a) The property log will contain the following information:
 - b) Date of purchase
 - c) Description of the item purchased
 - d) Received by donation or purchase
 - e) Cost or fair market value on the date of receipt
 - f) Donor or funding source
 - g) Funding source restrictions on use or disposition
 - h) Identification/serial number
 - i) Depreciation method
 - j) Vendor name and address
 - k) Warranty period
 - l) Inventory Tag number
 - m) Number of check used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all fixed assets and reconciled to the general ledger. Adjustments for dispositions will be made annually.
4. Fixed assets purchases with federal funds should be disposed of according to federal guidelines
5. Material changes in the status of property and equipment such as changes in location, sale of items, and any purchase or sale of the real estate should be recorded for the management information.

POLICY NUMBER FOURTEEN: RISK MANAGEMENT

The school should maintain an insurance program to protect the school against any losses that may occur due to the many normal and unusual hazards. Insurance policy and coverage should be approved by the Board of Directors, and comply with LACOE's MOU requirements. Insurance certificates should be kept on file in the school's administrative office at all times and available for inspection.

POLICY NUMBER FIFTEEN: DEBT MANGEMENT

The purpose of this policy is to enhance the school's ability to manage its debts in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's ability to continue operation.

1. The Executive Director is responsible for administering and maintaining the school's current obligations under direction of the Board. The Executive Director's Finance Committee should meet with the Executive Director and Board regarding the status of the school's existing debt and to make specific recommendations.
2. No new debt should be incurred without approval of the Board.
3. Advance written notification of all borrowings should be provided to LACOE as per the current MOU requirements.
4. All approved annual budgets should include timely repayments of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
5. Prior to incurring any borrowing, the Executive Director should prepare a financial analysis showing the effect of the borrowing on current and future operations for the Board to make an informed decision.
6. The school should take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.

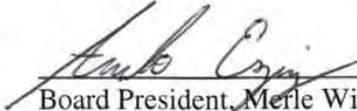
POLICY NUMBER SIXTEEN: CONFLICT OF INTERESTS

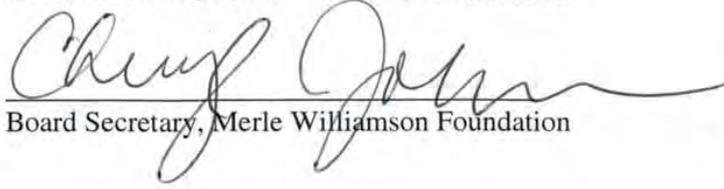
Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall excuse him/herself from the discussion and voting on the matter.

All school officials mentioned in this handbook shall adhere to and maintain compliance with all requirements set forth in the Merle Williamson Foundation Conflict of Interest Policy and the County's Conflict of Interest Policy.

All school officials mentioned in this handbook shall adhere to and maintain compliance with all requirements set forth in Government Code 1090 et. Seq. and the Political Reform Act of 1974.

Signed, this 30th day April 2014.


Board President, Merle Williamson Foundation


Board Secretary, Merle Williamson Foundation

APPROVED
NO. 33:2013-14

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, June 3, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, June 3, 2014, in the Los Angeles County Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Ms. Katie Braude, Dr. Jose Z. Calderon, Mrs. Rudell S. Freer, Mr. Thomas A. Saenz, and Dr. Rebecca Turrentine

COMPENSATED: Dr. Ray Reisler

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Dr. Turrentine called the meeting to order at 2:06 p.m.

PLEDGE OF ALLEGIANCE

Mrs. Freer led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

APPROVAL OF MINUTES

- May 6, 2014 – Dr. Turrentine indicated that Downey was left off Community Day Schools on page 2.

It was **MOVED** by Ms. Braude, **SECONDED** by Dr. Calderon, to approve the minutes with the change. There were 5 ayes.

Mr. Boyd arrived at 2:09

- May 13, 2014 – The minutes were approved as presented.

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COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Calderon

- Dr. Calderon indicated that he was selected to deliver the commencement speech for the graduating class at Cal State Poly Pomona last week. He said there were about 1,400 people in attendance and he was pleased to see that there were a good amount of students graduating in the Sciences. He said that he was impressed with Cal State Poly Pomona and the work the university is doing with students.
- Dr. Calderon will not be in attendance at the June 10, 2014 Board meeting as he will be attending a two-day conference for the past recipients of the Richard E. Cone Award for Excellence and Leadership in cultivating community partnerships in higher education, an award he received in 2004. Dr. Calderon said he appreciated that the Board agenda has been changed in order that he is available to partake in some of the issues and discussions at the June 17th meeting.

Mrs. Freer

- Mrs. Freer indicated that she attended the Los Angeles County School Trustees Association meeting on Thursday, May 29. She said that the meeting was informative and that one of the topics was bonds. Mrs. Freer shared information with the County Board.
- Mrs. Freer stated that she is concerned with the number of follow-up items that are pending.
- Mrs. Freer stated that she is concerned with the status of our Chief Financial Officer position as Dr. Cherniss, CFO prepares to leave LACOE to accept another position.
- Mrs. Freer wanted to know who else from LACOE attended the legislative trip to Washington D.C.
- Mrs. Freer indicated that she noticed that many staff members are attending the Children's Defense Fund - Freedom School Training and asked how much would be spent on the training. She also asked if the staff attending would be carrying out the program at the various JCS sites.

Dr. Delgado reported that \$100,000 would be spent for each of the JCS sites that would carry the program and that staff attending would be responsible for assisting in rolling out the program at the various sites.

- Mrs. Freer asked if we could avoid an overlap of LACOE events in the future, for example, Los Angeles County High School for the Arts graduation and the Asian Pacific Heritage Luncheon were held around the same time on the same day.

Mr. Boyd

- Mr. Boyd said he attended Career Day on Friday, May 30, 2014, at Camp Afflerbaugh-Paige. He said that this event is very different than events such as the Science award events where students come and showcase their work in the Board room. He said he spoke to many students and his goal that day was to reach as many kids and talk to them about believing in themselves and that they can succeed. Mr. Boyd said that while speaking with students about various options once they leave the Camp, he could see that many were interested with

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the information Mr. Boyd shared. Mr. Boyd thanked Dr. Delgado as he made a big impression on the students with his recent visit.

Dr. Turrentine

- Dr. Turrentine indicated that on Thursday, May 15, 2014, she attended the Golden Bell Awards Dinner event. This was the first event that brought all of the Los Angeles County district award winners together to celebrate their achievement. She said that those in attendance appreciated the effort to recognize them at this event. Dr. Turrentine thanked Dr. Delgado, Dr. Avila and staff for making this a great event.
- Dr. Turrentine attended the Road to Success Academy Summit on Friday, May 16. She said it was an amazing event and the room was filled with individuals who were excited, engaged and sharing plans for the future as they plan for RTSA at their school sites. She said it was well worth attending and encouraged other Board members to attend.

Dr. Delgado

- Dr. Delgado welcomed the audience and everyone attending the County Board meeting to the LACOE Conference Center. Dr. Delgado congratulated and thanked Ms. Jema Estrella, Director of Division of Facilities and Construction, who oversaw the work that went into building the LACOE Conference Center.
- Dr. Delgado gave an update regarding Dr. Cherniss, who is leaving LACOE to be the new Superintendent of San Marino Unified School District. Dr. Delgado said the he is proud of Dr. Cherniss and will miss him at LACOE as he had done a tremendously great job and made a turnaround for LACOE's budget, which is now in a healthy status. Dr. Delgado indicated that Ms. Marlene Dunn will be filling in as Interim Chief Financial Officer and that LACOE is already working on doing a national search to fill the position.
- Dr. Delgado indicated that he is happy to see Dr. Ybarra return and that he is mending his arm.
- Dr. Delgado mentioned that Dr. McDuffie is having surgery and will be taking a leave of absence for a month while he recuperates. In the meantime, Mr. Jonathan Crotty will be the Interim Assistant Superintendent of Human Resource Services until Dr. McDuffie's return.

COMMUNICATIONS: PUBLIC

Mr. Humberto Lopez gave an update of the business and activities for the Policy Council.

PRESENTATIONS

PRESENTATION OF THE WINNERS OF THE ANNUAL HISTORY DAY 2014

Michelle Herczog, Ed.D., Consultant III, History-Social Science, gave a presentation about History Day L.A. and introduced students Adrianna Banks and Jaylene Dewey from Marshall Fundamental School in the Pasadena Unified School District, who represented Los Angeles County at the History Day State Finals. Dr. Herczog also

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recognized Dr. Paul Gray, Vice Provost for Graduate Programs and Research and Dean of the University Libraries at Azusa Pacific University for their active support of History Day L.A. by Pacific University. Dr. Herczog read comments submitted by Dr. Gray, who was not able to attend the Board meeting.

The Superintendent and County Board recognized the students for their participation and support of history education.

History Day LA, "Rights and Responsibilities in History," was distributed to the County Board.

A document was shared with the County Board: Protection of American Citizens or Violation of Civil Rights, by Jaylene Dewey and Adriana Bank – Junior Division, Group Exhibit.

HEARINGS (none)

REPORTS / STUDY TOPICS

REPORT ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS: NOTICE OF VIOLATION TO WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS) PURSUANT TO EDUCATION CODE SECTION 47607(C) AND (D) AND REQUESTING REMEDY BY JUNE 30, 2014

There were three public speakers who spoke in support of WAYS: Ms. Greta Proctor, Attorney for Procopio, Cory, Hargreaves & Savitch, LLP; Mr. Daymond R. Johnson, Chairman of the 59th Assembly District; and Mr. Leonerd Delpit.

A report on WAYS: Notice of Violation to WAYS pursuant to Ed Code Section 47607(c) and (d) and requesting remedy by June 30, 2014. The report was introduced by Ms. Yolanda Benitez, Chief Academic Officer. She also provided background information on WAYS.

Ms. Benitez indicated that issuing a Notice of Violation notifies a charter school that the authorizer has significant concerns regarding the operation of the school. The Superintendent reports that there is substantial evidence showing that WAYS has engaged in activities and/or committed violations pursuant to Ed Code Section 47607(c) by failing to meet generally accepted accounting principles, or engaged in fiscal mismanagement; Committed a material violation of...the conditions, standards, or procedures set forth in the charter.

Dr. Cherniss summarized findings of facts and evidence as they related to financial concerns. He said that according to the FCAM Audit conducted, WAYS failed to meet Generally Accepted Accounting Principles (GAAP). Dr. Cherniss reported that WAYS lacks in effective internal controls; WAYS engaged in related party transactions and violated conflict of interest statutes; and WAYS violated provisions of the law.

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Dr. Cherniss also reported that the multiple concerns of the FCMAT report, coupled with the deficiencies and conditions identified in the WAYS 2012 and 2013 Independent Audits, demonstrate the school's continued departure from GAAP and resulting fiscal mismanagement.

Mrs. Dena Wilson summarized findings related to material violations of the charter. Mrs. Wilson reported that WAYS committed a material violation of conditions, standards, procedures set forth in the charter EC 47607 (c)(1), including: Board did not exercise fiscal and institutional control resulting in noncompliance with GAAP and fiscal mismanagement; Board did not comply with oversight requirements of Element 4 – Governance; and Board did not comply with oversight requirements of Element 5 – Employee Qualifications.

Ms. Benitez indicated that if the County Board approved the recommendation for WAYS, the school could submit to LACOE a written response by June 30, 2014, to address Notice of Violations issues.

The County Board had a discussion on this issue.

Mr. Saenz asked how LACOE arrived at the June 30, 2014, date for WAYS to submit their written response to LACOE and asked if 27 days would be a reasonable amount of time for WAYS to respond.

Ms. Benitez indicated that these same concerns have been the same since December 2013 and that LACOE looked at different districts and counties to see what timelines have been given to schools for a response time and the timeline has been a 20-25 day period.

Mr. Saenz indicated that six-weeks would be an appropriate time for a response. The County Board agreed.

Dr. Delgado and Ms. Benitez indicated that they would extend the timeline for a response from WAYS from June 30, 2014 to July 31, 2014.

LOS ANGELES COUNTY OFFICE OF EDUCATION'S PROPOSED 2014-15 BUDGET STUDY SESSION

Dr. Alex Cherniss, Chief Financial Officer, Business Services, presented the 2014-15 Budget Summary to the County Board, which included Restricted and Unrestricted Funds; Total Revenue – County School Service Fund: Business and Educational Services, Specially Funded Projects, Pupil Education, Designated Services, Services to Designated Agencies, Direct Support, and Indirect Support. Other Funds: Self-Insurance and Accrued Absences, Facilities and Capital Outlay.

Mr. Saenz asked that with regards to I-POLY (Indirect discontinued), he would like to see in writing how indirect expenses are being spent; what is the new approach provided by LACOE for programs?

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Mr. Saenz asked that with regards to Juvenile Court Schools (Reduced expenses and indirect), he would like to see in writing how JCS will be funded through LCFF vs. a “specialized” program such as LACHSA.

Mrs. Freer would like to add a Workers Comp update in July/August at a Finance Committee meeting.

CONSENT CALENDAR RECOMMENDATIONS

It was **MOVED** by Mrs. Freer, **SECONDED** by Dr. Calderon, and **CARRIED** to approve Consent Calendar Recommendations. There were 6 ayes.

APPROVAL OF ANNUAL DISTRIBUTION OF UNITED STATES FOREST RESERVE FUNDS

The Superintendent recommended that the annual distribution of United States Reserve Funds for fiscal year 2013-14 be approved.

APPROVAL FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY

The Superintendent recommended that the County Board approve the disposal of surplus personal property. Surplus assets will be disposed of through e-waste.

The County Board took a break 4:20-4:21 p.m.

RECOMMENDATIONS

ADOPTION OF BOARD RESOLUTION NO. 16: SHORT-TERM CASH LOANS TO SCHOOL DISTRICTS IN LOS ANGELES COUNTY

The County Superintendent recommended that the County Board adopt Board Resolution No. 16. This resolution, pursuant to Education Code (EC) Sections 42621 and EC 42622, is to allow the Superintendent to loan up to, but not to exceed \$5 million from the County School Service Fund to the various individual school districts in Los Angeles County experiencing cash-flow emergencies.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Superintendent’s recommendation to adopt Board Resolution No. 16: Short-Term Cash Loans to School Districts in Los Angeles County. There were 6 ayes.

APPROVAL OF HEAD START-EARLY HEAD START SELF-ASSESSMENT AND PROGRAM IMPROVEMENT PLAN

The County Superintendent requested that the County Board agree with his recommendation to approve the Head Start-State Preschool Division’s 2013-14 Self-Assessment Program Improvement Plan.

It was **MOVED** by Dr. Calderon, **SECONDED** by Ms. Braude, and **CARRIED** to approve the Superintendent’s request that the County Board agree with his recommendation to approve the Head Start-State Preschool Division’s 2013-14 Self-

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Assessment Program Improvement Plan. A roll call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer, and Mr. Saenz. Dr. Turrentine declined to vote on this item. Dr. Turrentine made the following statement to be captured in the minutes: "Since we have not yet resolved the Head Start Governance jurisdiction issue with an MOU, I am declining to cast a vote." The item was approved.

APPROVE THE SUPERINTENDENT'S RECOMMENDATION TO ISSUE A NOTICE OF VIOLATION TO WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS) PURSUANT TO EDUCATION CODE SECTION 47607 (C) AND (D) AND REQUESTING REMEDY BY JUNE 30, 2014

The Superintendent recommended that the County Board adopt the written finding of facts based on the evidence provided and take action to Issue of Notice of Violation pursuant to Education Code Section 47607(c)(1) and (3).

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Superintendent's recommendation to issue a Notice of Violation to WAYS pursuant to Education Code Section 47607 (c) and (d), with an amendment that the Requesting Remedy date for WAYS to respond to the Notice of Violation be changed from June 30, 2014 to July 31, 2014. There were 6 ayes.

APPROVAL OF THE LOS ANGELES COUNTY BOARD OF EDUCATION SCHEDULE, 2014-15, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW UP

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Saenz, and **CARRIED** to approve the Los Angeles County Board of Education Schedule, 2014-15, Establishment of meeting times, future agenda items, and follow-up with the following changes:

- Move Board meeting of Tuesday, December 16 to Wednesday, December 17, 2014.
- Schedule a Board/Cabinet Luncheon on December 9, 2014.
- Adjust Board meeting dates to: July 8, 15, and 22 and September 9, 16 and 23.
- Save-the-date of January 20, 2015 for a Board retreat.

There were 6 ayes.

INFORMATIONAL ITEMS

There were no comments.

GOVERNMENTAL RELATIONS

Dr. Delgado gave an update on his recent visit to Washington DC to meet with congressional leaders. He said that he and Ms. Keesha Woods and Mr. Jim Davenport, lobbyist, visited 21 congressional offices regarding LACOE and education items. Dr.

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Delgado indicated that topics included LACOE's Preschool / Head Start programs and their continued support of the program. He also asked for their support for an RTSA pilot program LACOE is currently using for juvenile court schools and perhaps their interest for a similar model that can be used nationwide. Another topic he mentioned was the CALWorks program and funding, which has affected LACOE. In addition, Dr. Delgado indicated that he asked for support on any future grants or federal support opportunities and that they add flexible language that may assist in LACOE being able to apply for our JCS programs. He indicated that the visit was well worth it and beneficial.

Mr. Saenz asked that the Superintendent look at possible funding opportunities for LACOE through My Brothers Keeper Initiative.

Dr. Delgado indicated that Ms. Pam Gibbs, Director of Governmental Relations, will be attending the Board meeting on June 17.

BOARD COMMITTEE/LIAISON REPORTS

No reports.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

Dr. Delgado reviewed the Board calendar with the County Board for June 10, 2014.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Chase K. v. Lawndale Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by his mother Ms. Cheryl Akagi. Mr. Jorge Arroyo, Director of Student Support Services, represented Lawndale School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mrs. Freer and Mr. Saenz. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon and Dr. Turrentine. The appeal was granted.

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Isabella S. v. Las Virgenes Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her mother Ms. Sandra Lares. Ms. Karen Kimmel, Chief Business Official, represented Las Virgenes Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Ms. Braude, Dr. Calderon, Mrs. Freer and Mr. Saenz. Voting no were Mr. Boyd and Dr. Turrentine. The appeal was granted.

Dean R. v. Las Virgenes Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by his mother Mrs. Pany Rumteen. Ms. Karen Kimmel, Chief Business Official, represented Las Virgenes Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer and Mr. Saenz. Voting no was Dr. Turrentine. The appeal was granted.

Limor S. v. Beverly Hills Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

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The appellant was present and was represented by her parents Mr. Mehran Shilyan and Ms. Shila Berookhim. Dr. Jennifer Tedford, Chief Academic Officer, represented Beverly Hills Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer and Mr. Saenz. Voting no was Dr. Turrentine. The appeal was granted.

Amaris M. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her parents Mr. Jimmy Santos and Ms. Damaris Menjivar. Ms. Nancy Gutierrez, Pupil Services and Attendance Coordinator, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Ms. Braude and Mr. Saenz. Voting no were Mr. Boyd, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

~~Koshan D. v. Los Angeles Unified School District~~ – Appeal Postponed

Aliana T. A. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her father Mr. Michael Aguilera. Ms. Nancy Gutierrez, Pupil Services and Attendance Coordinator, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant

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were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Ms. Braude and Mr. Saenz. Voting no were Mr. Boyd, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

Kaiya A. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her parents Mr. and Mrs. Lakieth and Honesty Alsobrook. Ms. Nancy Gutierrez, Pupil Services and Attendance Coordinator, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer, Mr. Saenz, and Dr. Turrentine. The appeal was granted.

Kailyn A. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her parents Mr. and Mrs. Lakieth and Honesty Alsobrook. Ms. Nancy Gutierrez, Pupil Services and Attendance Coordinator, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer, Mr. Saenz, and Dr. Turrentine. The appeal was granted.

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Fernando E. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by his mother Mary Salinas. Ms. Nancy Gutierrez, Pupil Services and Attendance Coordinator, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, Mrs. Freer, Mr. Saenz, and Dr. Turrentine. The appeal was granted.

ADJOURNMENT

Dr. Turrentine adjourned the meeting at 6:46 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to adjourn the meeting. There were 6 ayes.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

June 3, 2014

Members, Los Angeles County Office of Education (LACOE) Board of Education
Judy Higelin, Project Director
Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: Proposed Issuance of Notice of Violations to Wisdom Academy for Young
Scientists (“WAYS”)

Dear LACOE Board of Education Members:

LACOE Charter School Office (“CSO”) staff has asked you to issue a “Notice of Violations” to WAYS charter school, a school that has been in operation for more than 10 years and is one of the only charters in South Los Angeles. A Notice of Violations (“NOV”) is a precursor to revocation of a school’s charter for an uncured violation of law. Here, there is no uncured violation of law at WAYS. The proposed NOV is based on false and unfounded claims by LACOE CSO staff. LACOE Charter Schools Office staff has asked the Board of Education to issue a NOV based on Education Code section 47607(c)(3) and Education Code section 47607(c)(1), but there is *no evidence of fraud, fiscal mismanagement, or a material violation of the WAYS charter*. We urge you to vote “no” on issuance of the NOV.

WAYS has long been subjected to unfair treatment and retaliation from the LACOE Charter School Office, and LACOE staff has departed from normal procedures and business practices in evaluating WAYS for compliance. For instance, the LACOE Charter Schools Office hired a private investigator to follow and videotape a WAYS staff member on at least 16 occasions without her knowledge and without LACOE Board approval—a tactic we do not believe LACOE employs with its other charter schools. The LACOE Charter Schools Office also expended \$18,000 for an audit of WAYS by the CSIS Fiscal Crisis and Management Assistance Team (“FCMAT”). The stated purpose of the FCMAT audit was to investigate possible fraud to determine whether WAYS and/or its personnel were involved in or committed fraudulent activities. The audit has now become the cornerstone of staff’s proposed NOV, even though *FCMAT did not identify a single instance of WAYS and/or its personnel involvement in fraudulent activities*.

The proposed NOV is based on the following false and unsubstantiated claims about the school, which are described in further detail herein:

- (1) *False allegations cited from the FCMAT audit*. The proposed NOV excerpts the FCMAT audit at length, but these excerpts are not actual *findings* made by FCMAT. Instead, they are *false allegations* FCMAT received directly from LACOE staff. The proposed NOV and audit wrongfully suggest to the LACOE

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Board of Education that some form of fraud or “other illegal activities may have occurred” in some hypothetical fashion, but there is *no evidence* of such fraud in the audit or any of the 1,000+ pages of documents attached to the proposed NOV. As LACOE Controller Zak Memon reported to the WAYS Board in April, FCMAT did *not make any factual finding of mismanagement or “fraud” at WAYS*. In fact, there are no findings of any wrongdoing by WAYS in the audit. The audit recommended that WAYS tighten up some of its fiscal policies and internal controls, and WAYS *has already done so* at the direction and with the approval of LACOE’s own Controller. The proposed NOV fails to identify any further “cure” WAYS could perform related to the audit.

We believe it is also important for the Board of Education to know that WAYS submitted a Public Records Act request to LACOE CSO staff in April in order to review and better understand LACOE’s and/or FCMAT’s evidence in support of accusations of fiscal mismanagement at the school. LACOE responded that it will not provide documents until June 16, 2014. Now, two weeks before it will provide the documents to WAYS, the LACOE CSO has requested the Board of Education issue a NOV based on the FCMAT audit. Any NOV based on the FCMAT audit is premature until at least after June 16, 2014, when WAYS is provided the opportunity to review copies of any written, verbal, observational reports, complaints, and board records LACOE claims to possess to substantiate the FCMAT audit report and proposed NOV.

- (2) *Already-Resolved Issues Related to the Brown Act and Governance at WAYS.* The proposed NOV is also based on old issues related to the Brown Act and other topics that are immaterial, have already been cured, and are already part of a current arbitration between LACOE and WAYS. The issuance of a NOV on issues that are subject to arbitration would result in LACOE’s violation of the charter and terms of the arbitration.

1. **Response to Allegation of Fiscal Mismanagement (Ed. Code, 47607(c)(3))**

Assembly Bill (AB) 139 Extraordinary Audit and WAYS’ Public Records Act Request for Evidence

As noted above, the FCMAT audit report does not state any factual findings or determinations. Rather, the audit concludes with its starting point—a “suspicion” that WAYS and/or its officials “may have” committed “fraud” or other “illegal activities.” The FCMAT audit contained a single recommendation (emphasis added): “The county superintendent should: Notify the governing board of WAYS charter school, LACOE’s governing board, the State Controller, the Superintendent of Public Education, and the local district attorney that fraud, misappropriation of assets or other illegal activities *may have* occurred.” The audit report does not conclude that any fiscal mismanagement occurred, or is occurring at WAYS.

The FCMAT audit report recites “factual assumptions” that FCMAT received directly

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from LACOE CSO staff, which cannot form the basis of a NOV. These "assumptions" are incorrect or one-sided, subjective, biased, and based on unsupported allegations. For example, the FCMAT audit report erroneously states that "*WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates.*" This statement is plainly untrue, and reflects a fundamental misunderstanding of nonprofit corporations. WAYS is a small public charter school formed and operated entirely under the California Nonprofit Public Benefit Corporations Law. It was founded by the former executive director, is governed by a robust nonprofit corporate board of directors composed of members of the community, and is operated by professional teachers, and administration.

In an attempt to better understand the FCMAT audit report, on April 11, 2014, WAYS submitted a Public Records Act request to LACOE CSO for copies of the documents relied upon by FCMAT and/ or LACOE CSO during the audit. LACOE CSO's response to WAYS' request was late (the Public Records Act requires a response within 10 days) and incomplete. LACOE replied that the documents requested would not be available for review until June 16, 2014, but did not explain the reason for the delay. Now, the proposed NOV cites the FCMAT audit as the primary reason for revocation of the WAYS charter. Yet LACOE has refused to provide WAYS with the backup documentation related to the audit until *two weeks after it has asked the Board of Education to issue a NOV.*

WAYS cannot adequately address the FCMAT audit or a NOV based on the FCMAT audit until the requested documents are provided by LACOE CSO staff. It would be extremely prejudicial and a violation of WAYS' due process for LACOE to issue a NOV based on the FCMAT audit without providing WAYS the opportunity to examine all the evidence.

Alleged Lack of Internal Controls

Zak Memon, LACOE Controller, presented the Superintendent's report and recommendation to the WAYS Board following the FCMAT audit. The County Superintendent's recommendations to WAYS are as follows in their entirety, verbatim from Mr. Memon's report (emphasis added):

"As we all know that LACOE Superintendent had sent a letter to FCMAT to conduct the audit of the school and the audit was conducted and a report was presented to us, which we are here today to the present to the board here. The report, if I look at it, several pages has so many transactional findings that they report, but I think that you have taken an excellent step today, by what the bottom line of the report is, and that is the fiscal policies. Because all it boils down to is **the fiscal policies** [inaudible word], and this is an excellent step that, is a very good first step in the right direction that this is what it's all about. **Because this report primarily talks about two things: one was the fiscal policies and procedures** [inaudible word], **and the other was the internal controls.** So obviously, once we have the fiscal policies approved and implemented, then fiscal controls will come in. As I was looking at this report, that was to be the bottom line. I'm a CPA, I was an auditor before, and the reason I believe what they have done in this report, that they went through several transactions, is to substantiate

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and say that we need to strengthen the internal controls, and we need to revisit the fiscal policies, which Halilu has done today, and of course you [WAYS Board Members] have suggested some improvement, which is very good, to that policy on page number five. I believe that once you go through this policy and approve them, please send it to LACOE and that will solve a lot of problems, moving forward.

This was my conclusion, it really talks about that the bottom line is the internal controls and fiscal policies. Moving forward, that is the improvement directed in the recommendations.”

Mr. Memon recommended that the WAYS Board adopt revised fiscal policies and procedures drafted by its back-office services provider, Bali Business Management, which Mr. Memon reviewed. Mr. Memon stated: “If we can go over [the revised fiscal policies and procedures], if you can approve it, and sent to us the approved policies, our Charter Schools Office will present it to the [LACOE] board as this is what the school has done, and that will help.”

In direct response to the LACOE Superintendent’s report and recommendations arising from the FCMAT audit, WAYS’ Board *has already cured any alleged lack of internal controls*. At its April 30, 2014 Board of Directors meeting, the WAYS Board: (1) implemented a revised Fiscal Policies and Procedures to strengthen WAYS’ internal controls and operational practices; (2) solicited FCMAT on-site fiscal services, including side-by-side coaching and technical assistance to guide WAYS through financial issues, and assistance to help strengthen the school’s fiscal operations; (3) committed to provide additional training and professional development for the staff who participate in, and are responsible for, financial transactions, and for WAYS staff that are key in decision-making roles; and, (4) committed to evaluate its employment contracts.

Other Fiscal-Related Issues

The proposed NOV and FCMAT audit incorrectly imply that there is something illegal or wrong about a WAYS employee participating in and/or founding a nonprofit corporation that serves children who may also attend WAYS. Nothing could be further from the truth. By definition, there is no conflict of interest for such service to nonprofit public benefit corporations. Similarly, there is no “eternal prohibition” against former employees from having financial transactions with WAYS. While true that there appears to have a conflict several years ago when WAYS leased property owned by a person who was then then executive director, any such conflict was long ago cured (at the LACOE’s direction and approval) when the former executive director was separated from employment. There is no unlawful conflict or “fraud” evidenced by WAYS leasing property from the former executive director.

The proposed NOV notes a concern that, “there is an integral relationship between appointed board members and related family members and business associates... that created an environment that allowed and continues to allow access, opportunity and motivation for occupational fraud to occur.” Again, neither the proposed NOV nor the FCMAT audit

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concluded that WAYS *actually* engaged in occupational fraud, or that any such fraud occurred at a WAYS school.

We note that WAYS' April 30, 2014 revised Fiscal Policies and Procedures Handbook included Policy Number Sixteen: Conflicts of Interests. This policy mandates that Board Members disclose financial conflicts of interest, including those arising under Government Code § 1090. School Officials must also adhere to the Merle Williamson Foundation Conflict of Interest Policy and the County's Conflict of Interest Policy. WAYS' new policy "cures" staff's concerns in that it eliminates the possibility of related party transactions, and conflicts of interest.

The proposed NOV also draws attention to reconciliations of bank accounts, and transactions without complete supporting documentation. Again, none of FCMAT's concerns present any evidence of actual fraud, abuse, and/or fiscal mismanagement. WAYS' April 30, 2014 revised Fiscal Policies and Procedures Handbook included Policy Number Nine: Account Reconciliation. Under this policy, WAYS has already "cured" this concern and will "reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts."

The proposed NOV claims that WAYS violated the law when it failed to submit timely Independent Audits for 2012 and 2013 in accordance with Education Code § 47605(m). Policy Number Nine: Account Reconciliation, Number 10, adopted by the WAYS Board in April, cures this violation, and WAYS is confident that the 2014 audit will comply with Education Code § 47605(m).

2. Response to Allegation of Material Violation of Charter (Ed. Code 47607(c)(1))

Fiscal Policies and Procedures

This portion of the proposed NOV claims the WAYS Board failed to perform its duties as described in the WAYS charter because the WAYS Board failed to follow adequate fiscal policies.

WAYS, at the recommendation of LACOE Controller Zak Memon, has already acted to "cure" its fiscal policies and internal controls when it adopted and implemented revised Fiscal Policies on April 30, 2014. For example, under the April 30, 2014 revised Fiscal Policies and Procedures, the WAYS Board addresses its authority to approve contracts. Policy Number Four: Contracting, details how contracts must be approved, and who can approve such contracts. The WAYS board also adopted Policy Number Three: Purchase and Other Procurement, which determines how WAYS can purchase items. Additionally, under the April 30, 2014 revised Fiscal Policies and Procedures, the WAYS Board addressed budget preparation and implementation (Policy Number One). The policy calls for WAYS to adopt a budget that is approved by the board and implemented by management staff. The policy outlines the roles of the Executive Director and Financial Consultant, and Policy Number Nine establishes timelines for when the budget must be prepared.

Brown Act and Board Meetings

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The proposed NOV also makes reference to the WAYS charter provision that, "The Governing Board of WAYS will meet monthly," and concludes that WAYS has failed to comply with this provision of its charter. A review of the chart listed on pgs. 22 through 23 of the Notice of Violation show that with the exception of a couple of months, a monthly Board meeting *was in fact held* by WAYS for the past three years. Additionally, this topic is currently the subject of an arbitration proceeding pending between LACOE and WAYS. Inclusion of these issues in the NOV is inappropriate and improper.

WAYS Employees

The amended financial policies already adopted by the WAYS Board of Directors in April provide specific direction to the Executive Director with regard to duties and responsibilities of the Executive Director. The amended policies specifically designate the roles assigned to the Executive Director with regard to financial oversight and presentations to the board. Any past violations of the charter in terms of adequate descriptions and evaluations of the Executive Director's role are immaterial and have already been cured. Additionally, the amended financial policies provide specific direction to the WAYS Director of Operations/On-Site Financial Manager with regard to duties and responsibilities of the position. The amended policies specifically designate the roles assigned to the Director of Operations/On-Site Financial Manager.

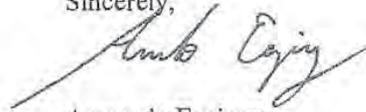
3. Concern Regarding the General Capacity to Operate a Charter School

In this portion of the proposed NOV, LACOE CSO staff again cite the FCMAT report: "The failure to establish adequate controls ... coupled with the lack of accountability to the governing board created an environment for fraud and misappropriation to occur."

As we stress herein, FCMAT did not conclude that fraud and misappropriation occurred. The FCMAT report goes on to suggest that, "These findings should be of great concern to the WAYS governing board and the LACOE governing board and require immediate intervention to limit the risk of fraud and/or misappropriation of assets in the future." In light of the FCMAT report, WAYS has amended its policies, under the direction and recommendation of LACOE, and continues to improve its financial oversight and internal controls.

In sum, even if the proposed NOV identified former violations, WAYS has already fully remedied all the incidents that are the subject of the proposed NOV. We are happy to continue to work with LACOE staff to close this file, but we urge you to vote "no" on a Notice of Violation.

Sincerely,



Armando Espinoza

Board Chair, WAYS Board of Directors

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**Notice of Violation to Wisdom Academy for Young Scientists (WAYS)
Pursuant to Education Code Section 47607(c) and (d)
and Requesting Remedy by June 30, 2014**

This Notice of Violation will issue upon approval by the Los Angeles County Board of Education

June 3, 2014

Background Information

On December 20, 2013, the Los Angeles County Office of Education (LACOE) Superintendent of Schools Dr. Arturo Delgado issued a *Notice of Concern* to WAYS (Exhibit 1) for Noncompliance with Law, Charter, Terms and Conditions of Authorization. The *Notice of Concern* identified that WAYS had:

- *Violated provisions of law*, including EC 47604.3, which requires a charter school to respond to reasonable requests for information due to its failure to fulfill reporting requirements of the LACOE Monitoring and Oversight Memorandum of Understanding (MOU).
- *Committed a material violation of any of the conditions, standards, or procedures set forth in the charter* (EC 47607(c)(1)) through its failure to comply with Element 9 (Annual Financial Audits) and Element 4 (Governance) of the WAYS charter petition submitted to LACOE on December 18, 2012.

These violations are grounds for revocation of a charter pursuant to Education Code (EC) 47607(c). The *Notice of Concern* provided the specific evidence used to substantiate the violations.

Superintendent Delgado's letter stated, "I am hopeful the **WAYS Board** will take action to correct the violations documented in this letter and prevent future violations. Such a plan, and **definitive Board actions** that document its implementation, should be submitted to the CSO [Charter School Office] by January 20, 2014." (Emphasis added)

On January 21, 2014, two (2) separate responses were received from the school: one (1) from the WAYS Board President and one (1) from the WAYS Executive Director. The responses contained contradictory information and conflicting timelines for submitting the action plan beyond the January 20, 2014 timeline. (Exhibit 2)

On January 24, 2014, the CSO sent the WAYS Board and Executive Director a letter requesting the school submit its response to the Superintendent's *Notice of Concern* by January 31, 2014. (Exhibit 3)

On January 31, 2014, a written response was received from the school's Executive Director. (Exhibit 4) There is no evidence the WAYS Board took action to approve the response: it is not signed by any member of the governing board, there is no board resolution, agenda item, or meeting minutes indicating the board reviewed and approved the submission. Superintendent Delgado's letter specifically asked the "WAYS Board" to take action.

The response from the WAYS Executive Director failed to address LACOE's evidence of material violations of the charter and offered no action taken or to be taken by the school that could be considered responsive.

Superintendent Delgado's December 20, 2013 letter also stated:

Based on the school's continued failure to comply with law, the terms and conditions of its charter, and the LACOE MOU, I will be recommending that the County Board issue a *Notice of Violation* under EC 47607(c)...

Additionally, due to ongoing fiscal concerns documented in the school's 2011-12 Independent Audit and other evidence, I authorized an audit under EC 1241.5(c) and informed the school of such on May 17, 2013. (Exhibit 5)

Should the results of the audit conducted under EC 1241.5(c) provide evidence of the school's failure to meet generally accepted accounting principles or fiscal mismanagement, the *Notice of Violation* may be broadened to encompass EC 47607(c)(3).

Assembly Bill (AB) 139 Extraordinary Audit request by the Los Angeles County Office of Education Superintendent of Schools

As stated in the December 20, 2013 *Notice of Concern*, and pursuant to EC 1241.5, the County Superintendent requested that the Fiscal Crisis and Management Assistance Team (FCMAT¹) conduct an AB 139 Extraordinary Audit of WAYS in May 2013.

The request was based on received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related party transactions at WAYS charter school. Concerned that these allegations may have violated various government and education codes related to fraud and/or misappropriation of assets, the County Superintendent initiated an investigation to determine whether sufficient evidence of fraud, misappropriation of funds or other illegal activities may have occurred to report the matter to the local district attorney's office for further investigation. Under the provisions of EC 1241, FCMAT entered into a contract with LACOE to conduct an AB 139 Extraordinary Audit.

Authority to Request an AB 139 Extraordinary Audit

EC 1241.5(b)(c) permits a county superintendent of schools to review or audit the expenditures and internal controls of any charter school in his or her county if there is reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. The review or audit conducted by the county superintendent will focus on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and is to be conducted in a timely and efficient manner.

This is in accordance with EC 42638(b), which states:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the school district, the State Controller, the Superintendent of Public Instruction, and the local district attorney.

WAYS AB 139 Extraordinary Audit Report

On March 19, 2014, FCMAT published its AB 139 Extraordinary Audit (Audit) on WAYS conducted pursuant to EC 1241.5(c). (Exhibit 6)

On March 21, 2014, Superintendent Delgado provided the FCMAT Audit to the WAYS Board and Executive Director and informed the school that pursuant to statute, the "**governing board** of the charter school shall, no later than 15 calendar days after receipt of the report, notify the county superintendent and its chartering authority of its proposed response to the recommendations." (Emphasis Added)

¹ FCMAT was created in 1992 to help California's local educational agencies fulfill their financial and management responsibilities by providing fiscal advice, management assistance, training and other related school business services. The Kern County Superintendent of Schools office exists as the administrative and fiscal agent for FCMAT which currently operates within the context of several areas of the California Education Code including management studies for school districts, county offices of education, charter schools and community colleges that request them. There are several defined "fiscal crises" that can prompt a county office of education to intervene in a charter school pursuant to EC 1241.5(c). When FCMAT intervenes in this manner it is considered an AB 139 Extraordinary Audit. FCMAT is funded through appropriations in the state budget and a modest fee schedule for charges to requesting agencies. (Source: FCMAT Website; *Los Angeles County Office of Education regarding the Wisdom Academy for Young Scientists AB 139 Extraordinary Audit*, March 19, 2014; California Education Code.)

On April 5, 2014, the Superintendent received a response from the WAYS Executive Director by email. There is no indication the response was approved by the WAYS Board, either by signature, resolution, agenda or meeting minutes. The response did not contain the referenced supporting documents; those were received via US Postal Service on April 14, 2014, nine (9) days after the statutory timeline to respond had expired. (Exhibit 7)

LACOE reviewed the response from the school's Executive Director and determined that it does not alleviate the concerns identified in the FCMAT Audit findings and recommendation.

Issuance of a *Notice of Violation*

Based on the failure of the WAYS Board to provide an adequate action plan to cure the material violations of the charter identified in Superintendent Delgado's December 20, 2013 *Notice of Concern* and its failure to alleviate the concerns contained in the findings and recommendation of the FCMAT Audit, the accompanying *Notice of Violation* provides the County Board with findings and substantial evidence in support of issuing a *Notice of Violation* to WAYS pursuant to the standards and procedures of EC 47607 and the California Code of Regulations, Title 5 (5 CCR) section 11968.5.2.

Pursuant to its oversight obligations, the County Board issues this *Notice of Violation* to Wisdom Academy for Young Scientists ("WAYS" or "Charter School") and its Governing Board for committing material breaches of the charter and failing to meet generally accepted accounting principles or engaging in fiscal mismanagement.

Legal Authority

Pursuant to California Education Code (EC) section 47607(d), the authorizing entity is required to notify the charter school in writing of any violation and give the charter school a reasonable opportunity to remedy the violation prior to revocation. Pursuant to EC section 47607(c), the authorizing entity may revoke the charter of a charter school if it finds, through a showing of substantial evidence, that the charter school did any of the following:

- (1) *Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.*
- (2) *Failed to meet or pursue any of the pupil outcomes identified in the charter.*
- (3) *Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.*
- (4) *Violated any provision of law.*

The County Board hereby places WAYS on notice of its intent to revoke the school's charter if it fails to remedy the violations enumerated below. The County Board reserves its right to immediately revoke the charter upon its written determination that any violations constitute a severe and imminent threat to the health and safety of the pupils (EC 47607(d)). The County Board also reserves the right to consider additional evidence presented to substantiate violations listed below.

The County Board issues this *Notice of Violation* to WAYS based on the grounds for revocation set forth below:

EC 47607(c)(3): *WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement*

EC 47607(c)(1): *WAYS committed a material violation of ... the conditions, standards, or procedures set forth in the charter*

Grounds and Evidence in Support of Issuing a Notice of Violation Pursuant to EC 47607

I. Facts and Evidence

EC 47607(c)(3): WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement

Generally Accepted Accounting Principles (GAAP) is a set of standard guidelines, rules and procedures for financial accounting used in the preparation of financial statements. The purpose is to ensure financial reporting is transparent and consistent from one organization to another. The authoritative source of GAAP is the Financial Accounting Standards Board (FASB).

A. WAYS Failed to Follow Generally Accepted Accounting Principles and Engaged in Fiscal Mismanagement

The FCMAT Audit states WAYS failed to follow generally accepted accounting principles (GAAP), lacked sufficient and effective internal controls, and engaged in fiscal mismanagement including concerns regarding occupational fraud and related party transactions. It states, “*Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred.*” (Exhibit 6, p. 45)

Occupational fraud, also called “internal fraud,” occurs when owners, managers and/or employees of an organization misuse or abuse their position for their own enrichment. Occupational fraud has three (3) primary classifications: schemes related to asset misappropriation, corruption, and financial statements. Internal controls are the principal mechanism for preventing and/or deterring occupational fraud. The FCMAT audit demonstrates that WAYS does not have effective internal controls necessary to prevent occupational fraud. (Exhibit 6, p. 9²).

Independent Audit Reports (for fiscal years ending 2012 and 2013) contain findings that WAYS failed to follow (GAAP) and engaged in fiscal mismanagement including related party transactions, inadequate internal controls, and violations of California Education Code. (Exhibit 8 and Exhibit 9)

1. WAYS lacks effective internal controls.

a. The FCMAT Audit (Exhibit 6) contains the following concerns:

- i. “*There exists a significant material weakness in the charter school’s internal control environment, which increases the probability of fraud and/or abuse.*” (p. 45)
- ii. “*Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests. In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely.*”(pp. 10-11)

² Source: <http://www.surveilligence.com/en/services/fraud-detection/occupational-fraud.html> Retrieved May 27, 2014

- iii. *“WAYS’ executive management team failed in their fiduciary duty to obtain contracts, failed to have authorized signatures prior to entering contracts, failed to obtain governing board approval for contracts, and failed to ensure that documents are safeguarded.”* (p. 34)
 - iv. *“[T]here is an integral relationship between appointed board members and related family members and business associates...that created an environment that allowed and continues to allow access, opportunity and motivation for occupational fraud to occur.”* (p. 9)
 - v. *“To further demonstrate the lack of effective internal controls, independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these finding have not been addressed by management and the governing board; therefore, these findings are repeated each year.”* (p. 11)
- b. The 2012 Independent Audit (Exhibit 8) contains, but is not limited to, the following findings:
- i. Bank reconciliations. *“Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of oversight over the bank reconciliation process.... The Organization [WAYS] has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor....a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.”* (p. 30)
 - ii. Account receivable reconciliation. *“The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances....The Organization has not adequately established written policies and procedures to ensure that the general ledger accounts receivable balance is properly reconciled to subsidiary ledger balances and that difference are investigated and cleared in a timely manner. [This]...could result in materially errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.”* (p. 34)
 - iii. Recording transactions without complete supporting documentation. *“During the examination it was noted that supporting documentation for several disbursements were not complete.... The Organization [WAYS] has not adequately established written policies and procedures and oversight to ensure that all check requests are accompanied by proper and complete supporting documentation. [This]...could result in payments made for goods or services not received, duplicate payments, or payments that are incorrect or fraudulent.... ”* (p. 35)
 - iv. Payroll expense reconciliation. *“Payroll expenses were not consistently reconciled to the general ledger...The Organization has not adequately written policies and procedures to ensure the timely reconciliation of payroll expenses. [This]...could result in materially misstated financial statements.”* (p. 36)
 - v. Written asset capitalization policy. *“The Organization has no written asset capitalization policies or procedures. As such, costs were expensed in the in the financial records that should have been capitalized and depreciated over lives in excess on one year.... The Organization has not adequately established policies and*

procedures to ensure that fixed assets are properly capitalized and classified in the financial records. [This]...could result in unreliable financial reporting and compliance with applicable laws and regulations.” (p.37)

The school’s response to the 2012 Independent Audit was that it would review and address the concerns.

- c. The 2013 Independent Audit (Exhibit 9) contains, but is not limited to, the following findings:
 - i. Bank reconciliations. *“Upon completion of bank reconciliations each month an adjustment is made to the financial statements for any amounts that are unknown as to the nature of the transaction. These amounts are being posted into suspense accounts with the intent of subsequently posting a journal entry to record the transactions into the correct expenditure or revenue account. At year-end these items were not reconciled and posted into the proper accounts. In addition, these items are not supported by any documentation that verifies the amounts are appropriate or approved.... The Academy has not established adequate procedures to ensure that supporting documentation is provided for all transactions associated with the bank accounts.... Management officials from the school site are not providing information necessary to post correcting journal entries. In addition, these items are not being reviewed subsequent to completion of bank reconciliations. Questioned Costs: \$13,735 recorded in suspense account” (p. 29)*
 - ii. Payroll Expense Reconciliation. *“Payroll expenses were not consistently reconciled to the general ledger....The financial statements were misstated by a material amount....The Academy [WAYS] has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liabilities.” (p. 30)*
 - iii. Year-end Accruals and Closing Process. *“The Academy did not record closing transactions for accounts receivable, accounts payable, prepaid expenses, and capital assets. In addition, journal entries were posted to the financial statements resulting in recording differences between the trial balance provided for audit purposes and the amounts reported to the Los Angeles County Office of Education for inclusion in their unaudited actuals submitted to the California Department of Education.... The financial statements were misstated by a material amount....The Academy has not adequately established written policies and procedures for year-end closing and recording of accruals.” (pp. 30-31)*
 - iv. Payroll Documentation. *“Personnel Action Forms which document employee’s position and approved pay rates are not complete. In 100% of Personnel Action Forms reviewed there were missing approval signatures on the forms. In addition, in 9 out of 10 I-9’s reviewed the forms are not being completed correctly. The I-9 forms were either missing the documentation of what items were reviewed to verify eligibility for employment, missing employer signature of verification, or both.... The Academy is exposed to risk of noncompliance with I-9 requirements. In addition, the Academy is exposed to risk of paying individuals who are not approved by management.... The Academy has not established adequate procedures which require hiring documentation be completed and reviewed prior to filing away in the employee file.” (p. 31)*

- v. Capital assets. *“The Academy is unable to provide a detail of Capital Assets or a depreciation schedule to support amounts recorded in the financial statements.... purchases of capital assets were inappropriately recorded as expenses rather than increases to capital assets. The Academy did not calculate and record depreciation.... There is not sufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements.... the Academy is exposed to risk associated with disappearance of capital assets as there is not a tracking system for such items.... The Academy has not adequately established policies for tracking capital assets and ensuring that they are appropriately recorded in the financial statements.... The Academy has not established procedures for disposal of capital assets.”* (p. 32)
- vi. Credit card supporting documentation. *“The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they were used.... Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets.... The Academy has not established adequate written procedures requiring attachment of supporting invoices or receipts for credit card transactions.... Questioned Costs: \$5,858 known credit card expenses from sample selected.”* (p. 33)
- vii. Beginning net assets. *“Beginning net assets were not in agreement with prior year audited ending net assets. The Academy was unable to provide reconciling items that supported adjustments to beginning net assets.... Amounts reported by the Academy as beginning net assets varied from the prior year audit report by \$9,727. An adjustment was posted to bring the beginning balance in agreement with prior year audit report.... Beginning net assets were not in agreement with prior year audited ending net assets.... The Academy did not have procedures to reconcile beginning net assets with prior year audit report and did not have procedures in place to track prior year adjustments.”* (pp. 33-34)
- viii. Federal award findings. *“The Academy did not separately track expenditures for federal programs in their financial software.... OMB Circular A-133 requires the presentation of a schedule of expenditures of federal awards for any agency expending greater than \$500,000 of federal awards.... The Academy has not established policies and procedures requiring separate tracking of federal expenditures. There are not adequate internal controls in place to evaluate federal expenditures to ensure that they are accurately reported, meet program requirements, and are not used to supplant existing services.... Questioned Costs: 2012-13 National School Lunch Program (10.555) - \$212,061; 2012-13 Special Education Cluster (84.027) - \$99,925”* (pp. 35-36)

The 2013 Independent Audit (Exhibit 9, p. 39) concludes that the school partially addressed the previous year’s finding regarding bank reconciliation; no other findings were addressed.

WAYS’ response to the 2013 Independent Audit was that it would review the recommendations and subsequently establish necessary procedures to address the concerns.

- 2. WAYS engaged in related party transactions and violated conflict of interest statutes.

a. Transactions involving Founder/Former Executive Director:

Lease Agreement – “The denial by LAUSD included concerns that WAYS failed to comply with the terms of the charter by allowing the charter school to enter “into a self-dealing transaction” with the founder/former executive director and her privately owned facilities that were leased to two of the three schools.

In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11. It was subsequently determined and concurred by the WAYS legal counsel that transferring the property to a holding company through a revocable trust did not ultimately transfer property ownership under California law and therefore did not resolve the conflict of interest concern.” (Exhibit 6, p. 19)

Settlement Agreement – WAYS Board paid the founder/former executive director for alleged unused vacation and time-off without proper documentation. “The settlement agreement does not provide any documentation to support this claim; therefore, FCMAT cannot substantiate that the \$58,434.78 paid for 90 days of vacation leave and 30 days of unused time off was substantiated with independent records by the business provider in accordance with the employment contract.” (Exhibit 6, p. 21)

Employment Lawsuit – “Documents from a lawsuit settled against the Merle Williamson Foundation (MWF) for wrongful termination of a former teacher at WAYS against the school show that the founder/former executive director traveled to Omtsha, Nigeria and directed one of the school’s teachers to go with her to marry her sister’s husband (brother-in-law) for the purposes of making the brother-in-law a United States citizen.” (Exhibit 6, p. 22; Exhibit 10)

“On December 4, 2012, a jury found in favor of the teacher plaintiff and subsequent judgment was awarded of \$566,803.” (Exhibit 6, p. 22)

b. Transactions involving the Director of Operations/On-Site Financial Manager:

The FCMAT Audit states, “...transactions authorized by the director of operations do not represent an arm’s-length transaction.” (Exhibit 6, p. 37) Transactions include, but are not limited to the following:

Procurement and Purchases with OSE – The FCMAT Audit states, “...During the [FCMAT] team’s joint interview with the executive director and director of operations, the team was told that none of the WAYS vendors were related. The team made further inquiries regarding any relationship between WAYS management team or family members and OSE. The director of operations said that OSE Business Services was a legitimate business with many customers and that no relationship existed between these two entities.” (Exhibit 6, p. 25)

“...OSE is owned by Obiesie Enwezor, who is related to other WAYS vendors: Godfrey Okonkwo, Emeka Enwezor, and DeDe Dance Studio and bears the same last name as the founder/former executive director’s brother-in-law, Joseph Njor Enwezor.” (Exhibit 6, p. 22)

“During the fiscal years 2011-12 and 2012-13, WAYS paid \$57,533 and \$101,338 respectively to OSE, totaling \$158,871 for the two-year period.” (Exhibit 6, p. 23)

“A total of 20 invoices were issued by OSE and paid by WAYS. All invoices were approved by the director of operations – the founder/former executive director’s son, along with the current executive director/former board president.” (Exhibit 6, p. 23)

A document LACOE received after the FCMAT Audit was published provides further evidence that the owner of OSE is the cousin of the Director of Operations/On-Site Financial Manager for WAYS. (Exhibit 11)

The FCMAT Audit states, *“OSE address printed on their invoices... is identified as the mailing address of Innovative WAYS Academy. The CEO of Innovative WAYS Academy is: The founder of DeDe Dance Studio and vice principal of WAYS; The daughter of the founder/former executive director of WAYS; The sister of WAYS’ director of operations, and; The CEO of DeDe Dance Studio that operates business at the WAYS school site.”* (Exhibit 6, p. 25)

Additionally, the FCMAT Audit states that OSE was not registered with the Internal Revenue Service and State Franchise Tax Board at the time WAYS made purchases from OSE and WAYS did not issue a Form 1099 or a W-9 to OSE as required by law. Additional details are provided in the FCMAT Audit. (Exhibit 6, p. 26)

The FCMAT Audit also states, *“Obiesie Enwezor, owner of OSE, refused to meet with FCMAT; therefore, the team cannot confirm that OSE is a legitimate business that properly reported income and sales taxes totaling \$158,871 from WAYS to the taxing authorities, or that merchandise was actually delivered by OSE and received by WAYS.”* (Exhibit 6, p. 26)

“According to OSE’s email dated December 16, 2013, the owner states that OSE does not buy or resell... ‘...OSE Business Services is not a resale company or store, OSE is a service provider. We do not buy or resale. We provide and coordinate purchasing and delivery services to various agencies.’ The owner’s statement that OSE is a service provider and is “not in the resale business” is not supported by the presentation of the paid invoices to his company.” (Exhibit 6, p. 27)

“The irregularities described in this report attributable to alleged supplies purchased from OSE raise serious concerns about the OSE and WAYS business relationship and whether OSE actually sold any supplies to WAYS.” (Exhibit 6, p. 31)

Further, the manner in which OSE was chosen as a service provider and the manner in which purchases were paid conflicts with WAYS’ 2006 adopted fiscal policies (Exhibit 12) as follows:

- (1) There is no evidence of a competitive bidding process;
- (2) Prior to initiating at least one order, the school failed to ensure there were sufficient funds to cover the expenditure based on the Director of Operations/On-Site Financial Manager’s statement to FCMAT (Exhibit 6, p. 23) that OSE was paid by cashier’s check because they had *“bounced a check”*;
- (3) Purchases were not initiated by a purchase order; and
- (4) The procedures for receipt of order were not followed. Additionally, there is no evidence the WAYS’ Board approved OSE as a vendor, to provide a “check-and-balance” to the related party transaction.

A review of WAYS 2011, 20112, and 2013 Wells Fargo bank statements do not indicate any insufficient funds or returned checks. This contradicts the Director of Operations/On-Site Financial Manager's statement to FCMAT that cashier's checks were used because WAYS "bounced a check and OSE only wanted to be paid by cashier's check." (Exhibit 6, p. 23)

Payments to DeDe Dance Studio – The WAYS vice principal (daughter of founder/former executive director) is the owner of...a non-profit corporation known as DeDe Dance Studio" and "DeDe Dance Studio was paid a total of \$73,800 by WAYS between April 2009 and April 2013."

"The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio."

"During the [FCMAT] team interview of the WAYS vice principal on November 15, 2013, she stated that DeDe Dance Studio was paid from the ASES [After School Education and Safety] program funds for dance study during the after school program..." (Exhibit 6, p. 38)

The 2012 independent Audit Report also identifies the payments to DeDe Dance Studio as related party transaction. It states, "DeDe Dance Studio, a non-profit organization, provided after school program service to WAYS. WAYS' assistant principal is the executive director of the DeDe Dance Studio and is related to the WAYS' Director of Operations. During the year-ended June 30, 2012, DeDe Dance Studio received payments of \$36,000 from WAYS." (Exhibit 8, p. 15)

Further, the manner in which DeDe Dance Studio was chosen as a service provider for the ASES Grant is in conflict with WAYS' 2006 adopted fiscal policies (Exhibit 12) as there is no evidence of a competitive bidding process. Additionally, there is no evidence the WAYS governing board approved the selection of DeDe Dance Studio as the ASES service provider to provide a "check-and-balance" to the related bylaws transaction.

Additional Related Party Transactions – The FCMAT Audit (Exhibit 6, p. 39) identifies additional related party transactions that occurred between the Director of Operations/On-Site Financial Manager and Godfrey Okonkwo and Emeka Enwezor related to the lease of a van. These individuals are the Director of Operations/On-Site Financial Managers' father and cousin, respectively. The Director of Operations/On-Site Financial Manager "is the individual authorizing the check requests and financial transactions for WAYS.... WAYS failed to obtain a signed contract and board authorization to lease the van." (Exhibit 6, p. 37)

FCMAT concluded, "Failure to disclose related party transaction may be considered a departure from GAAP that could result in a qualified or adverse audit opinion and the potential for civil and criminal prosecution." (Exhibit 6, p. 36)

3. WAYS violated provisions of law

Violations of law identified in the school's 2012 and 2013 Independent Audits include, but are not limited to the following:

- a. Late submission of Independent Audits. The Independent Audits for 2012 and 2013 identify a lack of compliance with EC 47605(m), which specifies the date by which a school's Independent Audit is to be submitted. WAYS failed to submit its Independent Audits to the

State Controller's Office, CDE, and LACOE by the statutory due date of December 15.
(Exhibit 8, p. 4; Exhibit 9, p. 2)

- b. Failure to comply with state requirements of the After School Education and Safety (ASES) Program.

The 2013 Independent Audit (Exhibit 9, p. 37), states:

A. Education Code 8483(a)(2) states that it is the intent of legislature that elementary school students attend the full day of the program every day in which students participate, except as consistent with the LEA's early release policy.

B. Education Code Criteria 8483.9(a) limits indirect costs to the lesser of the LEA's approved indirect cost rate or 5%.

The Audit also states WAYS failed to comply with these statutory requirements as follows:

A. Sign out sheets for the after school education and safety program did not include time student was released for 827 out of 896 days tested. It could not be determined if these students participated in the full day of the program or if they met early release policy of the LEA.

B. The Academy used an indirect cost rate of 5.26% which exceeds the allowable 5% for the program.

The multiple concerns of the FCMAT report, coupled with the deficiencies and conditions identified in the WAYS 2012 and 2013 Independent Audits, demonstrate the school's continued departure from GAAP and resulting fiscal mismanagement.

EC 47607(c)(1): WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter

A. WAYS Governing Board Failed to Exercise Fiscal and Institutional Control

The WAYS Governing Board (Board) committed material violations of Charter Element 4 (Governance)

Charter Element 4 (Governance Structure) establishes the Board's responsibilities to provide overall oversight of the school. Through the Board's lack of general oversight and its failure to monitor and evaluate the performance of the school's Executive Director and Director of Operations/On-Site Financial Manager, the WAYS Board failed to ensure that these administrators fulfilled the job duties specified in Charter Element 5 (Employee Qualifications and Rights); complied with Generally Accepted Accounting Principles (GAAP); and did not engage in and/or allow fiscal mismanagement of the school.

The Board's failure to follow the oversight provisions of the charter, Board bylaws, and Board policies, resulted in the school's failure to comply with GAAP and fiscal mismanagement as established under the EC 47607(c)(3) section, above.

Sections B and C, below, provide specific evidence of how the WAYS Board failed to exercise fiscal and institutional control, thereby materially violating the terms of its charter.

B. WAYS Board Violated Charter Element 4: Governance

The WAYS Board failed to provide adequate oversight of the charter school and its administrators as follows:

1. It failed to provide adequate fiscal oversight:
 - a. It did not establish a Finance Committee as required by the charter
 - b. It did not develop adequate Fiscal Policies
 - c. It relinquished its authority to approve contracts
 - d. It did not provide adequate oversight in the development of the school budget
 - e. It improperly authorize the expenditure of school funds
2. It did not establish and/or approve policies prior to implementation
3. It did not hold monthly meetings and did not follow its bylaws and the *Brown Act* with regard to meetings
4. It did not provide proper oversight of the school's Executive Director and Director of Operations/On-Site Financial Manager and did not conduct performance evaluations
5. The Board President did not provide an annual report to the WAYS Board as stipulated in the charter

The WAYS charter dated December 18, 2012,³ states:

WAYS shall comply with the Brown Act. The Governing Board of WAYS will meet monthly. The Notice of Governing Board Meetings, Notices, Agendas and Minutes will be posted in the main office on the information bulletin board as well as in common passing areas at a minimum of three days before the meeting....

...This board is responsible for developing and establishing a set of governing bylaws as required by laws that will apply to Wisdom Academy of Young Scientists.

Members of the WAYS' executive board, any administrators, managers or employees, and any other committees of the School shall comply with federal and state laws, nonprofit integrity standards and the County's Charter School policies and regulations regarding ethics and conflicts of interest....

The Board of Wisdom Academy for Young Scientists will be made up of 5 – 15 members that include community member representatives. Paid employees of WAYS may not sit on the Governing Board of WAYS. The board members are made up of the founding parents, educators, and community members. (see Appendix C). The County reserves the right to appoint a single representative to serve on the Board pursuant to Education Code section 47604 (b). The remaining members will be nominated from the school community and outer community members, based on their expertise and desire to promote a quality educational program. These individuals may have backgrounds in areas such as business, law, fundraising, community outreach, finance, mental health, etc., along with their willingness to serve a needed role on the WAYS Board. During the term of this charter, WAYS will comply with the provisions of the Brown Act and Government Code

³ A revised charter petition was additionally submitted to LACOE as a result of Arbitration on February 14, 2014. Element 4 (Governance) contains no material changes to the language contained in the charter petition submitted on December 18, 2012. On May 20, 2014, a new version of the charter petition was submitted, also as the result of Arbitration; LACOE has not yet reviewed this document.

section 1090, as those sections are amended from time to time. WAYS will fax a copy of all meeting notices to the County's Charter Schools Office.

The Governing Board ultimately will be charged with assessing how the school is doing overall. The President of the Governing Board will provide an annual report to the Board of Principals of the Merle Williamson Foundation in April of each year.... it will review the information [from administration] and ascertain whether recommendations need to be made or committees need to be formed to work on specific issues. These committees may examine closely the curriculum and staffing priorities for maximum effectiveness; identifying budgetary priorities involving the use of discretionary funds; evaluating the academic effectiveness of the school program, its administration and staff, and make recommendations for improvement, accordingly. These committees are established to implement the business of the Governing Board and to facilitate it's functioning. Furthermore, the Governing Board facilitates communication and team building and acts as negotiator for disagreements.

Matters that arise concerning budgets, curriculum, school discipline, and other school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to develop a policy for the school regarding specific issues and present its findings to the Governing Board and the School Community. WAYS has adapted a set of detailed procedures and policies for all fiscal matters, which are outlined in Element I. Core policies that the board will adopt include:

- Fiscal Policies – how the school's budget is drafted, approved and monitored; budget development calendar; staff roles related to fiscal issues.*
- Instructional Program Policies – when necessary, establish formal policies to clarify or add specific/amend specific charter elements*
- Personnel Policies – Establishes how the school recruits, hires, monitors, compensates, and dismisses staff. Policies will also be adopted that address state and federal labor laws related to non-discrimination, leaves, sexual harassment, and other matters. These policies will be adopted prior to hiring staff and will be drafted with legal consultation.*
- Student and Parent Policies – how the school recruits orients, admit, disciplines, suspends, and expels students. These policies will also clarify parents' roles and responsibilities.*
- Legal Policies – Board members' legal responsibilities, including conflict of interest, duty of care, confidentiality (See Appendix E).*
- Internal Board Policies – Board composition and renewal/succession and to clarify any policy ambiguities*
- Policy, policy – this policy will help to keep the policy development process at a minimum and describe how policies are made and revised.*

The Governing Board will:

- Insure that the entire school is moving in the direction of the school vision.*
- Serve as a clearinghouse for information to facilitate communication.*
- Monitor committees to ensure progress toward goals and accomplishment of duties.*
- Assist Administration in dealing with incoming information to the school and disseminating information to the School Community.*

Analysis:

1. The WAYS Board failed to provide adequate fiscal oversight, which contributed to fiscal mismanagement of the school.

a. It did not establish a Finance Committee as required by the charter:

- i. A review of WAYS Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13⁴) shows there has never been a report from the Finance Committee to the WAYS Board and there was no posting of a Budget or Finance Committee meeting on the school's website.
- ii. The October 24, 2013 WAYS Board agenda contains the item, "Formation of the Board's Finance and Budget Committee" indicating such a committee had not been in place. (Exhibit 13)
- iii. The January 6, 2014 WAYS Board agenda contains item "13092601: Monthly Budget Update for 2013-14 School Year..." The audio recording of the meeting contains a discussion between the Board President and Bali Business Management (Bali), the school's contracted back-office provider, in which the Bali consultant explains he believes there had been a Finance Committee when the school had been authorized by LAUSD, but that "something happened" indicating there had been no Finance Committee since the school had been operating under the authority of the County Board. (Exhibit 13)
- iv. The January 29, 2014 WAYS Board agenda states there was to be a meeting of the Budget and Finance Committee meeting on that date; however neither a time nor place is identified and no meeting minutes were submitted to LACOE. (Exhibit 13)

b. It did not develop adequate Fiscal Policies:

- i. The 2011 Independent Audit (Exhibit 14) identified "material weaknesses" and "significant deficiencies" with the school's "internal control over financial reporting" and indicated "This problem was systemic" (p. 28)
- ii. The 2012 Independent Audit (Exhibit 8) identified "one or more significant deficiencies with the school's internal control over financial reporting" (p. 29)

The Independent Audit states the school's response is that it will review and monitor the conditions identified in the report and correct as applicable. (pp. 30-37)

- iii. The WAYS Board agendas and meeting minutes fail to indicate any discussion and/or action on revising Fiscal Policies until July 31, 2012. The agenda for this meeting lists Item IV. G "Approval of Revised Fiscal Policy." (Exhibit 13)

The audio recording for this meeting documents that the Board Chair stated, "This is going to be moved to a future agenda item." There was no discussion on the item. The Board did not take action to amend its Fiscal Policies until January 31, 2013, six (6) months later.

⁴ Exhibit 13 contains a copy of all WAYS Board Meeting Agendas and Minutes that were submitted to LACOE from July 2011 through March 2014.

- iv. LACOE asked the WAYS administrators for revised Fiscal Policies on at least three (3) separate occasions beginning in November 2011. (Exhibit 15)
- v. Subsequent to WAYS Board approving the Revised Fiscal Policies on January 31, 2013, those policies were submitted to LACOE. The Controller's Office reviewed the Revised Fiscal Policies and on April 18, 2013, provided WAYS with specific feedback as to where "additional measures" were needed to "strengthen internal control and safeguard assets of WAYS Charter School." (Exhibit 16) The school did not respond to LACOE's letter.
- vi. The 2013 Independent Audit (Exhibit 9) found "*One or more material weakness(es)*" and "*One or more significant deficiencies*" with WAYS' "*Internal control over financial reporting*" and "*One or more material weakness(es)*" with "*Internal control over major programs*". (p. 28)

The Independent Audit further notes that WAYS did not fully implement all recommendations from its previous audit. (p. 39)

The school's response is that they will "review this recommendation and subsequently establish necessary procedures." (pp. 29-34)

- vii. The February 27, 2014 WAYS Board agenda contains item, "IX. m. Response to Annual Audit findings – Discussion." A copy of WAYS Fiscal Policies and Procedures Handbook and a copy of a document entitled Fiscal Policies and Procedures Handbook "Charter School" with the logo for ExED on each page was submitted to LACOE with the agenda as board materials.

Meeting minutes for that February 27, 2014 state, "VIII. q. Response to Annual Audit findings – Discussion i. Discussion by Jason Okonkwo and Halilu of Bali Business Management regarding changes to WAYS' Financial Policies in the future Board Meetings." Neither the agenda nor meeting minutes indicate any revisions to Fiscal Policies were discussed or made. (Exhibit 13)

- viii. The FCMAT Audit (Exhibit 6) states in part:

The failure to establish adequate internal controls...coupled with the lack of accountability to the governing board created an environment for fraud and misappropriation to occur. (p. 11)

FCMAT's findings are consistent with the independent auditor's reports for WAYS for the fiscal years ending June 30, 2012 and June 30, 2013. Both FCMAT and independent auditors find that WAYS has significant internal control conditions and has failed to ensure that adequate internal controls are in place. (p. 31)

*Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred. There exists a significant material weakness in the charter school's internal control environment, which increases the probability of fraud and/or abuse. **These findings should be of great concern to the WAYS governing board and the LACOE governing board and require***

*immediate intervention to limit the risk of fraud and/or
misappropriation of assets in the future.* (p. 45 Emphasis added)

- c. It limited its authority to approve contracts:
- i. The WAYS Board has not reserved the right, by its charter, bylaws, or Fiscal Policy, to review or approve contracts in advance of their execution. Article VII, Section 1. GENERAL POWERS of the 2011 bylaws (Exhibit 17) states:

The Board may delegate the management of the corporation's activities to any person(s), management company, or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

- ii. WAYS 2002 Board bylaws (Exhibit 18) assigned broader authority to the Board with respect to contract approval; these bylaws were submitted to LAUSD with the renewal petition. However, the Board revised its bylaws in March 2011, after the charter petition was submitted to LAUSD and before the appeal was submitted to LACOE. As an appeal of a denied petition, the County Board was only able to consider the bylaws submitted to LAUSD (dated 2002). Findings pursuant to those 2002 bylaws are documented in the staff report to the County Board. (Exhibit 19) The report states in part:

The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the operation of a publicly funded charter school is further evidence that the structure lacks a seriousness of purpose. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition. (pp. 9-10)

The WAYS Board has been operating under the 2011 bylaws, although it materially revised the responsibility of the WAYS Board and significantly increased the authority of the school's administration.

- iii. The WAYS Board is inconsistent in its oversight with respect to approving contracts and purchases.

A review of the WAYS Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13) show key contracts did not receive prior Board approval, and the delegation of the signing of contracts to the school's administrators resulted in the Board's failure to "exercise its ultimate direction." Examples include:

Major Facilities Improvement (Air Conditioning) of Leased Buildings – The WAYS Board did not approve the contracts (approximately \$10,000 each) to install air conditioning at 706 East Manchester facilities building A (DeDe Dance Studio) and building D.

The agenda (Exhibit 13) and audio recording of the July 31, 2012 WAYS Board meeting, documents that the Director of Operations/On-Site Financial Manager stated to the WAYS Board that the school had “started early, before approval” on an air conditioning construction project.

When the item for the over \$20,000 project was brought to the WAYS Board for action, the audio recording documents that a Board member questioned the purpose of the vote by commenting, “They’ve already started.”

Site Lease for Salvation Army Facility – The agenda (Exhibit 13) and audio recording for July 31, 2012, WAYS Board meeting documents that the Director of Operations/On-Site Financial Manager informed the Board that the lease for the Salvation Army site was still in negotiations and was not available for the Board to approve at that time. However, the minutes of that meeting state, “*Approval of Salvation Army 2012-13 FY Property Lease – Approved 5/0.*”

The lease was signed by the school’s Executive Director on August 1, 2012.

Board approval of the contract was not listed as an item on any subsequent agenda or meeting minutes through June 2013, the remainder of the 2012-13 school year.

On February 3, 2014, the WAYS Board approved a resolution for the Board to enter into a lease for the Salvation Army site for 2013-14. The resolution reads, “...*the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca on behalf of said corporation.*” However, the lease was signed by the Executive Director in October 2013. (Exhibit 20) Therefore, the Executive Director entered into the lease without the approval of the WAYS Board.

Vehicle Purchase and Sale –

Purchase: The July 31, 2012 WAYS Special Board meeting (Exhibit 13), lists as Item “VII. H. Approval of Resolution to Purchase/Lease a Vehicle for School Business;” however, the audio recording documents that the actual motion was to “look into vehicles for the school.” This motion was approved unanimously.

The signed Board Resolution does not reflect the motion made by the Board member, but erroneously reflects the language on the agenda as cited above. The actual motion did not give approval to purchase or lease a vehicle, but rather to “look into” that possibility. Therefore, the school’s administrators entered into a contract to purchase a vehicle without proper Board approval. (Exhibit 21)

Sale: On November 30, 2013, the Director of Operations/On-Site Financial Manager sold a school vehicle prior to Board approval of the sale. The sale was initiated, and completed on January 28, 2014, according to documents provided to the WAYS Board for its February 3, 2014 meeting. (Exhibit 22) The sale of the school vehicle was not approved by the WAYS Board until its February 3, 2014 special meeting. (Exhibit 13)

Contract for 2013 Independent Audit – On November 18, 2013, the Director of Operations/On-Site Financial Manager signed the contract for the 2013 Independent

Audit (Exhibit 23) more than two (2) months prior to the Board approving the selection of that Auditor at its February 3, 2014 special meeting. (Exhibit 24)

Employment Contracts for Executive Director and Director of Operations/On-Site Financial Manager – The 2013-14 employment contract for the Executive Director was not approved until February 3, 2014 Board meeting (Exhibit 13) and a review of Board meeting agendas and minutes (Exhibit 13) provide no evidence that the Board approved an employment contract for the Director of Operations/On-Site Financial Manager since 2011.

A November 20, 2013 email from Board President Tolbert to the Executive Director states the lack of *“The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial.”* (Exhibit 25)

The February 27, 2014 WAYS Board agenda (Exhibit 13) and audio recording documents that 2013-14 employment agreements for WAYS staff other than the Executive Director, including contracts for the Director of Operations/Onsite Financial Manager (who reports to and is evaluated by the Board), Principal and Assistant Principal were not approved by the WAYS Board even though it was eight (8) months into the school year.

The Board’s failure to approve major dollar contracts before they were executed and its general assignment of this responsibility to the school’s administration results in a lack of checks and balances necessary to reduce the likelihood of fiscal mismanagement. This action shows the board relinquished one of its key fiduciary responsibilities, allowing the school’s administrators to enter into contracts without the Board’s prior approval.

- d. It did not provide adequate oversight in the development and approval of the school’s budget.

WAYS Director of Operations/On-site Financial Manager submitted the WAYS budget to LACOE on July 3, 2013, prior to its approval by the WAYS Board. The following chronology establishes the Board’s lack of oversight of the budget development and approval process:

- i. June 6, 2013 Board Meeting: Agenda (Exhibit 13) lists 2013-14 Budget as discussion item. Written materials in the Board packet and the audio recording of the meeting document that the discussion with Bali centered on the 2012-13 Budget as of April 30, 2013.

The discussion related to the 2013-14 Budget was that WAYS’ administration and Bali were currently developing the budget and that a Board meeting would need to take place before the end of June to approve that budget.

- ii. June 26, 2013 Board Meeting: Agenda (Exhibit 13) lists 2013-14 Budget approval as action item; meeting cancelled due to lack of quorum.
- iii. July 3, 2013: LACOE received WAYS 2013-14 Budget.
- iv. July 26, 2013 Board Meeting: Agenda (Exhibit 13) lists adoption of 2013-14 Budget as action item; minutes state item tabled until next Board meeting.

- v. August 9, 2013 Board Meeting: Agenda (Exhibit 13) lists adoption of 2013-14 Budget as action item; the meeting was cancelled due to lack of quorum.
- vi. August 29, 2013 Board Meeting: Agenda (Exhibit 13) lists 2013-14 Budget as action item; audio recording documents that the Board asked questions about revenue and expenditures. Board Member Espinoza asked the Bali Consultant about the reason line item 5890 (Other services and operating expenses) increased from \$10,000 in 2012-13 to \$128,724 in 2013-14. He asked what services were included in this line item and why the increase was so dramatic.

The audio recording documents that The Bali Consultant stated he was only prepared to give a summary report and did not have the information to answer the question. The Board requested an explanation be presented at its next meeting.

The Board stated it was aware of the necessity of approving the budget as it was late August and the school needed to spend money to start the school year.

The Board took action to have line item 5890 restored to \$10,000 and instructed Bali to hold the difference of \$118,000 in reserve until the Board received an explanation of the expenditures contained in the line item. The Board voted to approve the budget with the change stated, above.

- vii. September 26, 2013 Board Meeting: Agenda (Exhibit 13) lists 2013-14 Budget approval as action item; minutes state, "Unable to address this item at this time as presenter has not yet arrived."
- viii. October 24, 2013 Board Meeting:

Minutes from August 29, 2013 presented for approval did not indicate that 2013-14 Budget was approved with the stipulation that line item 5890 was returned to \$10,000. (Exhibit 13)

The audio recording of the meeting documents that the Board, in its approval of the Minutes, amended them to reflect Mr. Espinoza's motion that the budget was approved with line item 5890 restored to \$10,000 until further clarification of that line item could be provided. Revised meeting minutes were never received by LACOE.

Agenda (Exhibit 13) lists discussion and possible action on 2013-14 Budget with presentation from Bali Business Management. A review of the audio recording documents that no discussion or action took place. The meeting minutes (Exhibit 13) state, "A DISRUPTION OCCURRED AT THE END [of] CLOSED SESSION BY AN ADMISTRATIVE EMPLOYEE. NO OTHER BOARD BUSINESS WAS ABLE TO BE CONDUCTED." A November 12, 2013 letter from the Executive Director to LACOE that accompanied the audio recording corroborates that the meeting ended abruptly. (Exhibit 26)

- ix. February 4, 2014 email from LACOE Controller's Office to Director of Operations/On-Site Financial Manager: The communication requests evidence of board approval of the annual budget due in July each year and other items. (Exhibit 27)

- x. February 5, 2014, Response from Director of Operations/On-Site Financial Manager: Email with August 29, 2013 Board minutes of the attached. (Exhibit 28)

The document sent by the Director of Operations/On-Site Financial Manager to LACOE was the first page of the August 29, 2013 minutes, signed by Board Members Valenti and Johnson and dated February 3, 2014.

The minutes show the budget was approved, but does not reflect the approved amendments to the budget made on August 29, 2013 (e.g., restoration of line item 5890 to \$10,000), which was further documented through the audio recording of the October 24, 2013 meeting.

While the February 3, 2014 Agenda lists Board action to approve Minutes for the August 29, 2013 meeting, these Minutes had been approved on October 24, 2013. Additionally, the Board lacked a quorum at the point in this meeting when this action took place.

The WAYS Board did not establish sufficient policies and/or approve policies prior to implementation.

- e. It improperly authorized the expenditure of school funds.
 - i. It authorized staff stipends without appropriate criteria or supporting documents. On February 27, 2014, the Board approved Item IX. b. "*Performance Based 2013-14 School Year Stipends Round One – Action.*" (Exhibit 13)

The audio recording of that Board meeting indicates the Board Chair asked the Executive Director about classroom observation used to substantiate these "*Performance Based Stipends.*" The Executive Director said the stipends were for staff that performed extra duties, not for their classroom performance. The Board committed two (2) errors in approving these stipends as follows:

First, the item was improperly stated on the agenda in violation of the *Brown Act*. Performance based stipends are not the same as extra duty compensation; and

Second, without written criteria and supporting documentation to justify the payments, they may constitute a gift of public funds.

- ii. It approved the expenditure of funds to the founder/former executive director without evidence the funds were owed. WAYS Board paid the founder/former executive director for alleged unused vacation and time-off without proper documentation as previously described on page 8 of this report and in the FCMAT Audit. (Exhibit 6, p. 21)

2. The WAYS Board did not establish and/or approve policies prior to implementation.

- a. The Board did not develop and approve sufficient Fiscal Policies as documented above.
- b. The Board did not develop Personnel Policies. A review of Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13) indicates the WAYS Board did not develop or approve Personnel Policies, and Personnel Policies were not submitted to

LACOE. If such policies existed, they were required to be submitted to LACOE per the fully executed LACOE MOU.

- c. The Board did not approve policies before implementation and/or submission to LACOE. A review of Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13) does not indicate that the Board had approved policies the school's administration had submitted to LACOE. A November 20, 2013 email from Board President Tolbert to the Executive Director states her concern that the Board had not approved policies that needed to be submitted to LACOE. (Exhibit 25)
3. The WAYS Board did not hold monthly meetings and did not follow its bylaws and the *Brown Act* with regard to meetings.

The charter dated December 18, 2012 states, "*The Governing Board of WAYS will meet monthly.*"

Section 15 of the WAYS 2011 bylaws states, "*Regular meetings of the Board of Directors, including annual meetings, shall be held monthly...*"

Section 18 of the WAYS 2011 bylaws states, "*QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based upon the presence of a quorum. Should there be less than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy.*"

- a. The Board held an insufficient number of Regular Meetings to effectively govern the school and provide necessary oversight. Between July 2011 and March 2014, the Board held 33% of the Regular Monthly Meetings stated in the charter and bylaws (11 of a possible 33). Regular Meetings were cancelled, postponed, or rescheduled 20 times.
- b. The school does not publish a schedule of Regular Meetings for parents, staff, or the community through its website or school calendar. It does submit a yearly list of Regular Meeting dates to LACOE as required by the MOU. The school does not comply with the requirements of the *Brown Act* with regard to establishing a Regular Meeting schedule, although the charter states the school will comply with the *Brown Act*.

The *Brown Act* differentiates between Regular and Special Meetings:

Regular Meetings are held at a preset time and place. Each local agency must establish a regular meeting schedule by resolution or ordinance; 72-hour notice is required.

Special Meetings are held for a specific purpose. Special meetings may be called by the presiding officer or a majority of the members of the legislative body; 24-hour notice is required⁵.

- c. The WAYS Board relies on Special Meetings to conduct its regular business, which is a violation of the *Brown Act* and the school's charter.

The chart below provides information regarding the Regular Meeting schedule of the WAYS Board based on the yearly list of dates it submits to LACOE in August each year and/or as amended. Special Meetings that were scheduled and/or held are provided under Notes.

Analysis of WAYS Regular and Special Board Meetings: July 2011 – March 2014

⁵ A *Public Official's Guide to the Brown Act*, Neumiller & Beardsee, January 2013. Retrieved 2/10/2014 from www.todb.ca.gov/images/2013_Additional_Material/Brown_Act_2013...

Calendared Regular Meeting Dates	Meeting Held	Notes
July 28-29, 2011	Yes	Meeting held in Orange County, which is outside the jurisdiction of the authorizer in violation of the bylaws and Charter.
August 19, 2011	No	Agenda received for <u>Special Meeting</u> on this date; however, LACOE did not receive audio recording or minutes.
September 16, 2011	Cannot Confirm	Agenda received; however, LACOE did not receive audio recording or minutes. Special Meeting scheduled for September 22, 2011; however, 9/12/11 email from Board Member Lewis stated meeting cancelled for lack of quorum.
October 21, 2011	No	10/20/11 email from Director of Operations stated meeting postponed. Special Meeting scheduled for October 5, 2011; however, 10/5/11 email from Board Member Lewis stated meeting cancelled. Special Meetings held October 8, October 14, and 29, 2011.
November 18, 2011	No	11/16/11 email from Director of Operations stated meeting to be rescheduled. Special Meetings held November 3, and November 30, 2011. The November 11 meeting was held at a restaurant in Marina Del Rey.
December 2011: None	No	Special Meeting held December 15, 2011.
January 20, 2012	Yes	
February 17, 2012	No	2/16/12 email from Executive Director stated, "until further notice board meetings will be set according to the announced monthly available days common for all Board members." Special Meeting held February 29, 2012.
March 16, 2012	No	LACOE did not receive an agenda, minutes, or an audio recording for this date.
April 20, 2012	No	Special Meeting held April 25, 2012.
May 18, 2012	No	Special Meeting held May 24, 2012.
June 22, 2012	No	Special Meeting held June 28, 2012.
2011-12 Summary:	Calendared Regular Meetings held 2 of 12 months	
July 26, 2012	No	7/26/12 email from Executive Director stated meeting postponed to July 31, 2012 for lack of quorum. Special Meeting held July 31, 2012.
August 30, 2012	No	8/28/12 email from Executive Director stated meeting postponed to September 5, 2012, for lack of quorum; 9/5/12 email from Executive Director stated meeting cancelled for lack of quorum.
September 27, 2012	Yes	
October 25, 2012	No	10/23/12 email from Director of Operations stated meeting moved to October 26. Special Meeting held October 26, 2013.
November 29, 2012	No	LACOE did not receive agenda, minutes, or audio recording. Special Meeting scheduled for November 30, 2012; 11/30/12 email from Director of Operations stated meeting postponed until further notice due to illness and weather.
December 2012: None	No	Special Meeting scheduled for December 11, 2012; 12/11/12 email from Executive Director stated meeting cancelled due to lack of a quorum.
January 31, 2013	Yes	

Analysis of WAYS Regular and Special Board Meetings: July 2011 – March 2014

Calendared Regular Meeting Dates	Meeting Held	Notes
February 28, 2013	Yes	
March 28, 2013	No	LACOE did not receive an agenda, minutes, or an audio recording for this date. A <u>Regular Meeting</u> was held March 22, 2013.
April 25, 2013	Yes	
May 30, 2013	No	5/30/12 email from Executive Director stated meeting postponed until the following week for anticipated lack of a quorum.
June 27, 2013	No	Agenda for June 6, 2013 not identified as regular or special meeting. LACOE did not receive agenda, minutes, or audio recording for June 27, 2012 meeting. LACOE received an agenda for <u>June 26, 2013 Regular Meeting</u> ; however, 6/27/2013 email from Executive Director stated meeting cancelled for lack of quorum. Special Meeting scheduled for June 28, 2012; LACOE did not receive minutes or audio recording.
2012-13 Summary:	Calendared Regular Meetings held 4 of 12 months	
July 25, 2013	No	Special Meeting and Board Retreat held at the Radisson Hotel, LAX on July 26, 2013.
August 29, 2013	Yes	Special Meeting scheduled for August 9, 2013; 8/28/13 email from Director of Operations stated meeting cancelled for lack of quorum.
September 26, 2013	Yes	
October 24, 2013	Yes*	Special Meeting scheduled for October 9, 2013; 10/23/13 email from Director of Operations stated meeting cancelled due to lack of a quorum. *Per minutes, meeting did not resume to Open Session due to “disruption...by an administrative employee.” Meeting not properly adjourned.
November 21, 2013	No	11/19/2013 email from Executive Director stated meeting was postponed.
December 2013: None	No	
January 30, 2014	Yes	Special Meeting held January 6, 2014. Agenda received for January 27, 2014; 2/7/14 email from Director of Operations stated meeting cancelled due to lack of a quorum. Agenda received for January 29; LACOE attended and can confirm the meeting was held and an audio recording was received. January 30, 2014 Meeting Posted as a Special Meeting, not a Regular Meeting. 1/30/14 email from Executive Director states meeting changed because agenda not posted with 72-hour notice.
February 27, 2014	Yes	Special Meeting held February 3, 2014.
March 27, 2014	No	Special Meeting held March 13, 2014 Agenda received for March 27, 2014; LACOE staff was in attendance to present to WAYS Board, but meeting did not occur; 3/31/14 email from Executive Director stated the meeting cancelled due to lack of a quorum.
2013-14 Summary: (through March 2014)	Calendared Regular Meetings held 5 of 9 months	

4. The WAYS Board did not provide proper oversight of the school’s Executive Director and Director of Operations/On-Site Financial Manager and did not conduct performance evaluations.

Charter Element 5: Employee Qualifications (Section 5.2) of the WAYS charter dated December 18, 2012, states:

“Evaluation: The Executive Director reports to and is evaluated by WAYS Board of Directors....”

“Evaluation: The Director of Operations reports to and is evaluated by the Board of Directors.”

“Evaluation: The On-Site Financial Manager reports to and is evaluated by the Board of Directors.”

- a. The WAYS Board did not provide proper oversight of the school’s Executive Director and Director of Operations/On-Site Financial Manager and did not conduct performance evaluations.

Failure to provide oversight of its key administrators is evidence the Board did not assume its duty of care or fulfill the terms of the charter with respect to oversight of its administrative employees.

- i. It failed to properly oversee the activities of the founder/former executive director, which resulted in an improper Professional Liability Settlement. On December 4, 2012, a former WAYS teacher was awarded \$566,803 in a judgment against MWF for wrongful termination. The settlement was the result of actions by the founder/former executive director. (Exhibit 6, p. 22; Exhibit 10)
- ii. A review of WAYS Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13) shows the WAYS Board did not evaluate these administrators, although the charter petition states each of these positions “reports to and is evaluated by WAYS Board of Directors....”
- iii. At the May 24, 2012 Special Board Meeting, the Board directed the school’s administrators to bring it options for hiring a Business Management Consultant (e.g., back office provider). The request was made again at the June 28, 2013 Board meeting. (Exhibit 13)

To date, there is no evidence through Board agendas, minutes, or audio recordings that staff complied with this request.

- iv. It failed to ensure the school’s conditions of employment were being enforced. The WAYS Vice Principal operated a private school during paid hours as an employee of the charter school in violation of employment contract language, which states:

2. Work Schedule

*Although teachers are contracted for 8 hours per day, the minimum on-site hours re listed below. From time to time, **Vice Principal** is expected to fulfill regular contracted hours in order to accommodate parents’ schedules, and school activities.*

*Minimum on-site hours: **M, T, W, Th, Fr: 7:30a. – 4:30pm***

Workdays for the Employee shall be consistent with the applicable calendar of work days for this position for the period of one school year in accordance

with the provisions of this Agreement. Employment is at-will as specified in Section [C] below.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with Wisdom Academy for Young Scientists. (Underlining added)

The WAYS Vice Principal made her affiliation with her private school, Innovative WAYS Academy, public through the private school's website and other Internet postings. The information documenting the WAYS Vice Principal's involvement with her private school began as early as the summer of 2012. (Exhibit 29)

A private investigator documented that WAYS Vice Principal spent time at her private school during the "Minimum on-site hours" stipulated in her employment contract. (Exhibit 6, p. 38)

5. The WAYS Board President did not provide an annual report to the WAYS Board as required by the charter. A review of WAYS Board agendas, minutes, and audio recordings from July 2011 to March 2014 (Exhibit 13) shows there has never been an annual report from the Board President to the WAYS Board.

C. The WAYS Board and its Employees Violated Charter Element 5: Employee Qualifications (Section 5.2)

The WAYS Executive Director violated his duties as specified in the charter. The WAYS charter dated December 18, 2012, states:

Evaluation: The Executive Director reports to and is evaluated by WAYS Board of Directors....

Governance: will work with the Board Chair to ensure that the Board of Directors fulfills its governance functions. She [sic] will be responsible for facilitating optimum performance of the Board, its committees, and individual members;

Financial Management: will oversee the financial systems of the organization, including the development of the annual Budget;

Compliance: is responsible for ensuring that the school follows all legal requirements implemented by the authorizing authority as well as the State of California. This includes Charter Renewal, WASC accreditation, required tracking of State and Federal funds...

The WAYS Director of Operations/On-Site Financial Manager violated his duties as specified in the charter. The WAYS charter dated December 18, 2012, states:

Evaluation: The Director of Operations reports to and is evaluated by the Board of Directors.

Safety: Ensure safety on campus by overseeing Emergency Preparedness, Environmental Health and Safety, Fire Prevention Services

Purchasing: purchases parts and materials at a reasonable quality and at a reasonable price. Monitor all interest, credit, and purchase order accounts.

Financial: Participates in the development and implementation of the annual budget related to personnel matters and position control, and authorizes expenditures in accordance with established limitations.

Programs: Collaborate with the principal to ensure that the school remains aligned to relevant programs including Title I, Special Ed, Prepares various reports and correspondence as needed or requested.

Contracts/Contractors management: management of contracts made with customers, vendors, partners, or employees. Including negotiating the terms and conditions in contracts, ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes that may arise during its implementation or execution.

Evaluation: The On-Site Financial Manager reports to and is evaluated by the Board of Directors.

Informs the Executive Director of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.

Review the budget and check the calculations and the basis for the calculations.

Prepare a draft budget based on the requests by the Executive Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.

Meet with the Executive Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the finance committee the priorities of the school, revenue availability and fiscal responsibility must be considered.

Prepare the final recommended budget based on agreements reached from the meeting with the Executive Director for presentation to the Finance Committee and Board of for approval.

Responsible for making sure the budgets are being implemented correctly. This includes working with the Accounting Staff to input the budgets into the accounting system to help monitor budgets to actual comparison. Also working with the Administrative Assistant and Staff Consultant to answer budget related questions and reporting any problems and proposed solutions to the Executive Director

Review budget to actual report prepared by Staff Consultant and make necessary adjustments and narratives or comments before presenting to Executive Director, and Board.

Revise the budget for board consideration when there is a material change in the approved budget.

Analysis:

1. The WAYS Executive Director violated his duties as specified in the charter. Evidence includes, but is not limited to the following:
 - a. The Executive Director failed to facilitate optimum performance of the Board, its committees, and individual members.
 - i. He did not provide the Board with timely and accurate information regarding federal tax filing (Form 990). At the February 27, 2014 (Exhibit 13) Board meeting, the Executive Director presented an unsigned 2012 Form 990 for Board approval.

However, the Form 990 had been signed by the Executive Director on November 14, 2013, and is date stamped as received on November 18, 2013. (Exhibit 30)

- ii. He failed to cooperate with and support the Board President. A November 20, 2013 email from WAYS Board President Tolbert to the Executive Director (Exhibit 25) indicates the Executive Director was not “working with the Board Chair.” President Tolbert’s email states:

...I read your [Executive Director’s] email unilaterally postponing the Board of Directors’ meeting; even though I emailed a draft agenda to you at 4:40 PM – in time for you to post it by 5:00 PM to meet the 72-hour deadline required by the Brown Act... However, you did find time to send out a scurrilous email requesting that the ‘new’ board members step down; and identifying me specifically.

a. Your administrative responsibilities do not give you the prerogative to postpone Board meetings... Moreover, you were keenly aware of the time-sensitive documents being requested by LACOE. We were to submit these documents below not later than November 22, 2013...

e. An overdue monthly budget presentation from Bali Business Management explaining to the Board a line item budget increase of \$118,000 from the previous school year in supplies. As you may recall, in August the Board ‘conditionally’ approved this year’s budget in order that some funds could be used to open the school-year, although LACOE would receive a ‘conditionally approved’ 2013-14 budget. Since August, the Board has not had an opportunity to review the school’s budget. In September, the contractor was called and instructed not to come. In October, when the contractor did come, the Board meeting was disrupted and the contractor was unable to present the budget, nor was the Board able to continue with the meeting as we were told to “get out”. In fact, was directly yelled at and threatened by the employee to, “Get out and don’t come back!” among his other verbal and physically menacing gestures.

f. Scheduling of Board Retreat that every board member agreed was needed for several reasons. (See Agenda)

g. Hearing critical Closed Session items

h. The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial. Were the teachers’ contracts approved prior to the end of school? I know this current Board did approve their Salary Schedule.

Since there is no scheduled Board Meeting in December, I am recommending that the Board schedule a December meeting, due to ‘postponement’ of its November meeting.

- iii. He did not ensure the Board held Regular Board Meetings with the frequency necessary for the Board to fulfill its fiduciary responsibilities in a timely and responsible manner. He unilaterally cancelled meetings and held meetings that did not comply with the charter and the *Brown Act* as documented above.

- iv. He acted with the Director of Operations to remove two (2) Board members, improperly utilizing the WAYS School Site Council.
- ▶ On May 13, 2014, LACOE staff conducted a routine site visit to the WAYS Salvation Army and Manchester campuses. As a part of the visit, staff requested to see the School Site Council (SSC) binder for the current school year showing the roster of members, meeting agendas, and minutes. LACOE staff reviewed the agenda, minutes, sign-in sheets for each month a meeting was held, by-laws and roster of members. Review of these documents provide evidence that:
 - The January 23, 2014 WAYS SSC agenda identifies item III as “*New business-Resolve regarding WAYS governance-Jason Okonkwo, Mr. Cabil*” (Exhibit 31) Jason Okonkwo is the Director of Operations/Onsite Financial Manager; Mr. Cabil is the Executive Director. The only other item of business listed on the agenda was the review of minutes from the previous SSC meeting.
 - At that meeting a completed resolution was provided to the group for approval. (Exhibit 32) It was signed as approved by Tanya Castro, SSC Secretary and WAYS’ Office Manager.
 - LACOE staff reviewed the agendas and meeting minutes for SSC meetings prior to January 23, 2014, and saw no evidence that concerns about the WAYS Board Members or other governance related concerns were discussed.
 - The SSC’s resolution regarding removal of WAYS Board Members is outside the scope of purpose, responsibility, and duties of a SSC, which exists by state and federal law to provide input on and monitor the Single Plan for Student Achievement and use of Title 1 Funds.
 - ▶ A flier distributed to parents and posted at the school site corroborates the Executive Director’s efforts to remove the two (2) Board Members by name. (Exhibit 33)
- b. The Executive Director failed to oversee the financial systems of the organization. Examples include:
- i. Failure to appropriately oversee the development of the 2013-14 Annual Budget as described, above, and ensure that it was approved by the Board prior to its July 3, 2013 submission to LACOE.
 - ii. Failure to ensure that the Director of Operations/On-site Financial Manager and Bali complied with the Board’s August 29, 2013 request for information regarding Budget line item 5890 as described above.
 - iii. Failure to ensure WAYS’ compliance with the requirements for using State and Federal Funds as reported in the 2013 Independent Audit (Exhibit 9, pp. 35-36)
- c. The Executive Director failed to apprise the WAYS Board of all concerns communicated by LACOE, to whom the County Board delegates the administrative function of providing oversight to the charter schools it authorizes under Board Policy 0420.4.

Between January and June 2012, LACOE issued 18 letters to the WAYS Executive Director and governing board. A review of WAYS Board agendas for 2012 indicates

only the February 29, 2012 agenda reflects a communication from LACOE as a discussion item (under closed session). The May 24, 2012 Agenda documents a discussion about the County Board's May 1, 2012 action directing LACOE to mediation with WAYS. (Exhibit 13)

2. The WAYS Director of Operations/On-Site Financial Manager violated his duties as specified in the charter. Evidence includes, but is not limited to, the following:

- a. He failed to purchase parts and materials at a reasonable quality and at a reasonable price.
 - i. The audio recording of the July 31, 2012 WAYS Board meeting indicates the WAYS Board authorized school personnel to “look into” purchasing a vehicle for school business. Rather than researching and bringing back information on suitable vehicles for the Board for approval, the Director of Operations/On-Site Financial Manager entered into a contract to purchase a Lexus 350X for approximately \$40,000. The purchase of a luxury vehicle for school business is not reasonable; the same purpose could have been served by a less expensive vehicle. Additionally, the Director of Operations/On-Site Financial Manager did not have Board authorization to purchase any vehicle. In January 2014, Director of Operations/On-Site Financial Manager also sold the vehicle prior to obtaining Board authorization to do so as described previously in this report.

The FCMAT Audit identified the fiscal impact to the school. “*The [FCMAT] team has determined that the sale of the Lexus resulted in a (\$4,187) loss to WAYS. The purchase price of the Lexus was \$41,163 on August 19, 2012 and the Bill of Sale dated December 17, 2013 states that the Lexus was sold for \$26,000 to an individual in Canada. The Lexus was owned by WAYS for approximately 16 months between August 19, 2012 and December 17, 2013. Depreciation of the vehicle is calculated over five years or 60 months at \$686 per month, and accumulated depreciation over 16 months is calculated as \$10,976.*” (Exhibit 6, p. 42)

- ii. The FCMAT Audit (Exhibit 6, p. 24) states that the Director of Operations/On-Site Financial Manager authorized payments to OSE Business Services on invoices that contained multiple irregularities including pricing and shipping charges, and did not include packing slips identifying the shipping contents and quantities. Additionally, WAYS failed to provide an IRS Form 1099 for OSE for 2011 or 2012.
- b. He failed to prepare final recommended budgets. Examples include but are not limited to the following:
 - i. The June 6, 2013 WAYS Board agenda (Exhibit 13) lists the 2013-14 Budget as a discussion item. The audio recording of that meeting documents that the Director of Operations/On-Site Financial Manager did not have the budget prepared in time to present it to the Board at that meeting. The budget was submitted to LACOE on July 3, 2013 without proper Board approval.
 - ii. On August 29, 2013, the WAYS Board took action to approve the 2013-14 Budget with adjustments to line item 5890. (Exhibit 13) These adjustments were not made and the Director of Operations failed to provide the Board with the detail requested regarding other operating expenses in the line item.

- iii. WAYS did not submit its 2013-14 Title I budget to LACOE by November 15, 2013, as required by the September 27, 2013 *Notice of Concern Regarding Student Achievement*. (Exhibit 34) To date, LACOE has not received the requested budget.
- c. He failed to participate in the development and implementation of the annual budget related to personnel matters and position control, did not authorize expenditures in accordance with established limitations, and did not revise the budget for board consideration when there was a material change in the approved budget. For example:
 - i. The February 27, 2014 WAYS Board agenda (Exhibit 13) lists 2013-14 School Year Employment Agreements as an action item. The Report to the Board was co-prepared with the Executive Director. The Report states in part, "...*salary increases for seven classified and two certificated employee [sic] were not considered in the operating budget that received Board approval on July 26, 2013. ... All salary increases total \$24,698. Additional staffing increases total \$60,534.*" (Exhibit 35)
 - ii. Additionally, the Report was inaccurate. The July 26, 2013 meeting was a non-calendared Special Meeting and Board Retreat held at the Radisson Hotel, LAX. While the budget was on the agenda for this meeting, meeting minutes indicate the item was tabled until the next meeting held on August 29, 2013. (Exhibit 13)
 - iii. The audio recording of the February 27, 2014 Board meeting documents that the Bali Consultant cautioned the Board not to unconditionally approve the contracts until such time as the sufficiency in funds to cover the contracts could be verified; accordingly, the Board postponed action on approval of the contracts even though the school year was more than half over.
- d. He failed to ensure budgets were implemented correctly. The 2013 Independent Audit (Exhibit 9) presented multiple findings related to insufficient internal controls and budget practices. Specifically, bank statements and payroll were not appropriately reconciled and the budgets for Federal programs (National School lunch Program and Special Education Cluster) were not being kept separately and accounted for correctly. Additionally, the Auditor's Report stated that the recommendations related to bank and payroll reconciliation from the prior year audit had not been fully implemented.
- e. He did not effectively work with the Accounting Staff to...help monitor the budgets to actual comparison or review budget to actual report prepared by Staff Consultant and make necessary adjustments and narratives or comments before presenting to Executive Director, and Board. For example:
 - i. In the WAYS "*Financial Reports and Narratives December 2012*" prepared by Bali and presented to the WAYS Board on January 31, 2013 (Exhibit 13), the narrative states "*Salaries and benefits is expected to be over budget by about \$30,000 based on the level of spending to date. Books and supplies is over budget by \$38,000 and is expected to be over budget by the end of the year by about \$70,000.*" The Bali narrative also advised WAYS management to review the related line items and revise the budget or cut back expenses in these areas. (Exhibit 36)
 - ii. The budget report prepared by Bali and presented to the Board on June 6, 2013 (Exhibit 13), states that as of April 30, 2013, the "*Salaries and Benefits are expected to be over budget by about \$30,000...Books and Supplies are already over budget and are expected to be over budget at the end of the year by about \$70,000.*" This

indicates that despite the recommendation of the Bali Consultant, WAYS management did not revise the budget or cut back on spending in the identified areas of concern. (Exhibit 37)

II. Concern Regarding the General Capacity to Operate a Charter School

In addition to and as confirmed by the specific violations described above, based on document review and interviews, LACOE has serious concerns regarding the lack of capacity and accountability demonstrated by the WAYS Board and administration, which raises larger questions about their ability to exercise sound judgment and conduct fiduciary oversight of the school.

First, it is a concern that WAYS Board lacks an understanding of its roles and responsibilities and has not taken a sufficiently active and proactive role in decision making and oversight. The Board lacks the breadth of knowledge necessary to oversee the use of public funds; it relies on the administration for its information. The evidence shows that the Executive Director and Director of Operations/Onsite Financial Manager, both of whom report to the Board, have not provided the Board with necessary and timely information that would allow it fulfill its oversight responsibilities, and in fact, have thwarted board efforts to obtain information when it has attempted to exercise its oversight responsibilities.

Second, in spite of multiple years of audit findings, the Board failed to make necessary changes to address and correct these findings. At the time of renewal and again in the summer and fall of 2013, specific board members attempted to institute necessary changes to the school's policies and procedures that might have led to correction of the fiscal and governance shortfalls cited in the Independent Audit Reports, FCMAT Audit, and this *Notice of Violation*. These board members met with sufficient resistance that they resigned or were terminated from their positions on the Board. (Exhibit 38 and Exhibit 13)

Third, the WAYS Board demonstrates questionable governance by failing to evaluate and discipline its administrators despite repeated evidence that they failed to fulfill the requirements of their job descriptions and repeated notice from the LACOE and the County Board that there were serious concerns about the school's operations, including its failure to fulfill the terms of authorization and mediation. By failing to evaluate these administrators and provide them with adequate direction and oversight, the Board demonstrated a lack of accountability on its part and failed to require accountability from its administrators.

Fourth, LACOE has grave concerns regarding the capacity of the WAYS Board to fulfill its responsibilities to the public due to its failure to establish and maintain a regular schedule of meetings, thereby depriving families, the community, and the general public of its right to express opinions and provide input on school matters. Additionally, board turnover and the lack of preparation and accurate information from administrators and consultants, has led to inconsistent Board practices and oversight, with matters needing timely action being deferred multiple times and over multiple month, leaving the administrators to make decisions and take actions without Board approval.

LACOE concurs with the 2010-11 Independent Auditor's Report, which states the problem is "systemic" and the FCMAT Audit, which states, "*There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.*" (p. 45)

Reasonable Period of Time to Remedy Violations

The violations contained herein need to be addressed and remedied **on or before June 30, 2014**. Please provide a detailed, written response addressing each of the specifically identified violations that has been

approved by the WAYS Board (and evidence of such approval). You may attach to your written response any supporting evidence of your refutation of the identified violations or remedial actions that have been taken by WAYS. Please submit your response to LACOE's Charter School Office:

Judy Higelin, Project Director
Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, 90242

Upon the conclusion of the reasonable time to remedy, the County Board shall evaluate WAYS' response and any supporting evidence. Should the County Board deem that WAYS has not taken the appropriate measures to address and remedy the above concerns and violations, a public hearing to consider issuance of a *Notice of Intent to Revoke* and a Report on the Findings of Fact pursuant to Education Code § 47607(e) shall be scheduled. WAYS is also placed on notice that pursuant to Education Code section 47607(i), should the County Board revoke the charter of WAYS based on failure to follow generally accepted accounting principles and/or fiscal mismanagement, the charter school shall cease operations pending appeal.

Service

Upon the County Board's approval of issuance of the *Notice of Violation* at the regularly scheduled board meeting, to be held in open session in accordance with the *Brown Act*, on June 3, 2014, the County Superintendent of Schools shall issue the *Notice of Violation* to:

Edward Cabil, Executive Director
Armando Espinoza, Board Chair
Wisdom Academy for Young Scientists
706 East Manchester Blvd.
Los Angeles, California 90001

EXHIBIT 1



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

December 20, 2013

*Via First Class Mail
and E-mail: kids@civicpride.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turrentine
President

Katie Braude
Vice President

Douglas R. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Reiser

Thomas A. Saenz

Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists Board
Ms. Kimberly Daniels
Ms. Saundra Davis
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Cherly Johnson
Ms. Eleanor Jones
Ms. Dorothy Valenti
5106 Genoa Street
Oakland, CA 94608

Hon. Tolbert and Members of the Wisdom Academy for Young Scientists Board:

Notice of Concern: Noncompliance with Law, Charter and Terms and Conditions of Authorization

This *Notice of Concern (Notice)* documents ongoing areas in which Wisdom Academy for Young Scientists (WAYS) has failed to comply with the law, its charter, and the Los Angeles County Office of Education (LACOE) Monitoring and Oversight Memorandum of Understanding (MOU).

Failure to Fulfill Reporting Requirements: WAYS has not been responsive to reasonable requests from the authorizer (*Education Code (EC) 47604.3*) for fiscal information and other reporting requirements as follows:

1. **Monthly financial reporting:** WAYS has not submitted its monthly financial statements for October, November, and December 2013. While there have been multiple requests from the Controller's Office for these reports, the school has been nonresponsive.

Resulting Violations: EC 47604.3; Charter Element 4 Section 4.6 (Governance: Responding to Inquiries); and MOU Section 3.4 (Revenue and Expenditure Reporting) and Attachment B (Fiscal Oversight Requirements and Financial Reporting).

2. **First Interim Financial Report:** The First Interim Financial Report was due December 2, 2013 (EC 47604.33). There were multiple requests from the Controller's Office, with a communication from the school on December 5, 2013, indicating WAYS would submit on December 6, 2013; it was not received. As of the writing of this letter, the signed certification for the First Interim Financial Report has not been received.

Resulting Violations: EC 47604.3 and 47604.33; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits) paragraph 2; and MOU Section 3.4 (Revenue and Expenditure Reporting).

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Wisdom Academy for Young Scientists Board
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3. **Title I Budget:** The September 27, 2013 *Notice of Concern Regarding Student Achievement* requested that WAYS submit "...a copy of the school's Title I budget to the Charter School Office (CSO) by November 15, 2013. LACOE will review the budget to ensure funds are correctly allocated and monitor expenditures to ensure they are aligned with the SPSA/SSDP." The school's principal was reminded to submit the budget during a site visit on October 17, 2013, and again during a meeting with WAYS on November 21, 2013. To date, the budget, which must be approved by the School Site Council and Governing Board, has not been submitted. A November 20, 2013 email from the WAYS Board President states the school's Governing Board has not approved the expenditure plan and a review of board meeting agendas/minutes provides no evidence of approval.

Resulting Violations: Federal Title I Requirements; EC 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); and Charter Element 7, Section 7.3 (Means to Achieve a Racial and Ethnic Balance: Federal Compliance).

4. **Previously Documented Reporting Failures for School Year 2013-14:** In addition to the current issues of non-compliance, WAYS received the following formal and informal communications regarding its failure to comply with the reporting requirements:

- a. **Valid Unaudited Actual Report for 2012-13:** On October 3, 2013, LACOE's Chief Financial Officer, Dr. Alex Cherniss, sent a letter to the WAYS Board regarding the school's failure to submit a valid unaudited actual report for 2012-13 by the September 15, 2013 due date.

Resulting Violations: EC 47604.33(a)(4), 42100(b), and 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits) paragraph 2; and MOU Section 3.4 (Revenue and Expenditure Reporting).

- b. **Student Exit Reports:** On November 21, 2013, CSO staff met with WAYS' principal and support staff to discuss submission of the Student Exit Reports required under its MOU. A meeting summary was sent to WAYS by email on December 2, 2013, regarding the specific reporting issues discussed at this meeting. That meeting constituted the third communication on this reporting requirement. On November 30, 2013, an email was sent to WAYS' Executive Director outlining the school's failure to comply with the reporting requirements subsequent to two (2) prior verbal communications.

Resulting Violations: EC 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits - Audit and Inspection of Records); and MOU Section 3.3 (Student Attendance Accounting and Reporting).

Failure to Comply with Other Charter Terms:

1. **Element 9, Annual Financial Audits:** The WAYS charter dated December 18, 2012 states, "*Board Finance Committee will develop a contract that includes the scope of the audit and requirements in the form of a Request for Application (RFA) to seek qualified applicants.*" A review of WAYS Board Agendas/minutes and board meeting audio recordings do not reflect compliance with the Charter for the change in the Auditor used in school year 2011-12 to the Auditor identified for school year 2012-13. Additionally, there is no indication the board approved the contract with the current auditor.

2. **Element 4, Governance:**

- a. **Monthly Board Meetings:** The WAYS charter dated December 18, 2012 states, "*The Governing Board of WAYS will meet monthly.*" Since July 2013, the WAYS Board held regular meetings in July and September, special meetings in August and October (due to lack of a quorum on regular

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Hon. Carol Lee Tolbert, President
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meeting dates), and **no meeting** in November or December. On November 19, 2013, at 4:45 p.m., the CSO received an email from the Executive Director that the November meeting [calendared for November 21, 2013] was "postponed." No reason was provided, WAYS did not respond to the CSO's inquiry as to the reason for the "postponement," and no board meeting was held in November. No regular meeting was scheduled for December, and no special meeting was held.

b. **Provide Overall Oversight:** The WAYS charter dated December 18, 2012 states,

The Governing Board ultimately will be charged with assessing how the school is doing overall. The President of the Governing Board will provide an annual report to the Board of Principals of the Merle Williamson Foundation in April of each year.... it will review the information [from administration] and ascertain whether recommendations need to be made or committees need to be formed to work on specific issues. These committees may examine closely the curriculum and staffing priorities for maximum effectiveness; identifying budgetary priorities involving the use of discretionary funds; evaluating the academic effectiveness of the school program, its administration and staff, and make recommendations for improvement, accordingly. These committees are established to implement the business of the Governing Board and to facilitate it's functioning. Furthermore, the Governing Board facilitates communication and team building and acts as negotiator for disagreements.

Matters that arise concerning budgets, curriculum, school discipline, and other school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to develop a policy for the school regarding specific issues and present its findings to the Governing Board and the School Community. WAYS has adapted a set of detailed procedures and policies for all fiscal matters, which are outlined in Element I. Core policies that the board will adopt include:

- *Fiscal Policies – how the school's budget is drafted, approved and monitored; budget development calendar; staff roles related to fiscal issues.*
- *Instructional Program Policies – when necessary, establish formal policies to clarify or add specific/amend specific charter elements*
- *Personnel Policies – Establishes how the school recruits, hires, monitors, compensates, and dismisses staff. Policies will also be adopted that address state and federal labor laws related to non-discrimination, leaves, sexual harassment, and other matters. These policies will be adopted prior to hiring staff and will be drafted with legal consultation.*
- *Student and Parent Policies – how the school recruits orients, admit, disciplines, suspends, and expels students. These policies will also clarify parents' roles and responsibilities.*
- *Legal Policies – Board members' legal responsibilities, including conflict of interest, duty of care, confidentiality (See Appendix E).*
- *Internal Board Policies – Board composition and renewal/succession and to clarify any policy ambiguities*
- *Policy, policy – this policy will help to keep the policy development process at a minimum and describe how policies are made and revised.*

The Governing Board will:

- *Insure that the entire school is moving in the direction of the school vision.*
- *Serve as a clearinghouse for information to facilitate communication.*

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- *Monitor committees to ensure progress toward goals and accomplishment of duties.*
- *Assist Administration in dealing with incoming information to the school and disseminating information to the School Community.*

A November 20, 2013 email from the WAYS Board President to the Executive Director states,

... I read your email unilaterally postponing the Board of Directors' meeting; even though I emailed a draft agenda to you at 4:40 PM – in time for you to post it by 5:00 PM to meet the 72-hour deadline required by the Brown Act... However, you did find time to send out a scurrilous email requesting that the 'new' board members step down; and identifying me specifically.

a. Your administrative responsibilities do not give you the prerogative to postpone Board meetings... Moreover, you were keenly aware of the time-sensitive documents being requested by LACOE. We were to submit these documents below not later than November 22, 2013. I will list them for you:

1. *Board Policy on Admissions/Enrollment/Lottery*
2. *Board Policy on Student Fees*
3. *Board Policy on Suspension & Expulsion*
4. *Board Meeting Minutes for September 26, 2013*
5. *Board Meeting Minutes for October 24, 2013*

b. Interestingly enough, LACOE sent an email earlier today indicating staff had emailed these unapproved Board Policies. I requested you to place the above policies on the November 21, 2013 Board agenda for review/modification/approval for the 2013-14 School Year in order to meet the requested deadline. These policies must still be approved by the Board of Directors; similar to Board minutes.

Additionally, other matters that needed to be considered by to the Board at its November 21, 2013 meeting included:

c. The Single Plan for Student Achievement along w/ the draft Student Achievement Plan outlining the strategies to be implemented that would ensure African-American and Special Education students; who did not meet their 2012-13 AYP growth targets, would meet their 2013-14 AYP growth targets. The final Student Achievement Plan is due to LACOE on December 2, 2013. I am sure Board members would like to have this information presented in a timely manner.

d. The Title One Budget due to LACOE by November 15, 2013 that was not submitted, and has yet to be reviewed and approved by the Board. This budget identifies the funds to be used to support both the 2013-14 Single Plan for Student Achievement as well as the Student Achievement Plan.

e. An overdue monthly budget presentation from Bali Business Management explaining to the Board a line item budget increase of \$118,000 from the previous school year in supplies. As you may recall, in August the Board 'conditionally' approved this year's budget in order that some funds could be used to open the school-year, although LACOE would receive a 'conditionally approved' 2013-14 budget. Since August, the Board has not had an opportunity to review the school's budget. In September, the contractor was called and instructed not to come. In October, when the contractor did come, the Board meeting was disrupted and the contractor was unable to present the budget, nor was the Board able to continue with the meeting as we were told to "get out". In fact, was directly yelled at and

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threatened by the employee to, "Get out and don't come back!" among his other verbal and physically menacing gestures.

f. Scheduling of Board Retreat that every board member agreed was needed for several reasons. (See Agenda)

g. Hearing critical Closed Session items

h. The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial. Were the teachers' contracts approved prior to the end of school? I know this current Board did approve their Salary Schedule.

Since there is no scheduled Board Meeting in December, I am recommending that the Board schedule a December meeting, due to 'postponement' of its November meeting.

A review of WAYS Governing Board agendas/minutes and board meeting audio recordings documents concerns that the WAYS Governing Board is not fulfilling its responsibilities, corroborating the Board President's statements in the email cited, above. While there is evidence the Governing Board is requesting the information it needs to make informed decisions, that information is not being provided in a manner that allows the Governing Board to fulfill the duties and obligations described in the charter petition dated December 12, 2012.

The Board President's allegation (stated in paragraph "e") that a school employee's behavior resulted in the premature conclusion of a WAYS Board meeting was corroborated by the Executive Director's statement (Attachment 1) accompanying the audio recording of the meeting and a verbal report from another school employee. This is the **second time** we have received notice of an altercation that ended a WAYS Board meeting. In 2011, LACOE received written complaints from WAYS Board members that the behavior of another individual associated with the school resulted in the cancellation of a meeting. Those complaints were corroborated by verbal reports from parents and school staff. These incidents are serious; the WAYS Board must ensure compliance with charter Element 6, Health and Safety, Section 6.2, which states, "*Wisdom Academy for Young Scientists will maintain a safe and secure environment for its students, staff, administration, school volunteers, and visitors.*"

The Board President's allegation that the school's Executive Director is overstepping his authority is also an ongoing concern. In an email dated October 10, 2011, the Executive Director wrote to LACOE, "*I called a special meeting because a total of six board members resigned, thus leaving the board with only five active board members.*" While the email states, "*four of the remaining board members all agreed that we needed a called meeting because of the desperate and crucial situation surrounding WAYS...*" There is no evidence the board called the meeting as required by the Bylaws. The email continues, "*In an October 05, 2011 [sic] email, the board VP promised the board members that she would schedule a meeting with an agenda by Friday, October 07, 2011, if not sooner; however, no meeting nor agenda items were posted as promised, thus prompting my immediate actions.*" The email corroborates the administrator's history of overstepping his authority.

As you are aware, the December 12, 2012 version of the charter petition still contains contradictions and inconsistencies and fails to meet the conditions of authorization imposed by the County Board in its June 7, 2011 approval action.

Previously documented concerns reported to the County Board on May 10, 2011 (Attachment 2) and May 1, 2012 (Attachment 3) resulted in County Board action compelling WAYS to arbitration (Attachment 4). Arbitration documents have been filed; an arbitration date is pending.

000005

Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists Board
December 20, 2013
Page 6

Additionally, due to ongoing fiscal concerns documented in the school's 2011-12 Independent Audit and other evidence, I authorized an audit under *EC 1241.5(c)* and informed the school of such on May 17, 2013. (Attachment 5)

Based on the school's continued failure to comply with law, the terms and conditions of its charter, and the LACOE MOU, I will be recommending that the County Board issue a *Notice of Violation* under *EC 47607(c)* as follows:

A charter may be revoked by the authority that granted the charter under this chapter if the authority finds, through a showing of substantial evidence, that the charter school did any of the following: (1) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter... (4) Violated any provision of law.

Should the results of the audit conducted under *EC 1241.5(c)* provide evidence of the school's failure to meet generally accepted accounting principles or fiscal mismanagement, the *Notice of Violation* may be broadened to encompass *EC 47607(c)(3)*.

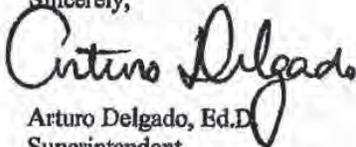
Prior to revocation, the County Board shall notify the charter public school of any violation of this section and give the school a reasonable opportunity to remedy the violation, unless the authority determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. (*EC 47607(d)*)

The school shall be notified of the time and date the recommendation to the County Board and shall be given the opportunity to review the evidence presented in support of the recommendation. Should the County Board approve the recommendation, the County Board and the LACOE will comply with the requirements of *EC 47607(c)* and the *California Code of Regulations*, Title 5, Article 2, Section 11965, subsections (b) – (f).

I am hopeful that the WAYS Board will take action to correct the violations documented in this letter and prevent future violations. Such a plan, and definitive Board actions that document its implementation, should be submitted to the CSO by January 20, 2014.

Should you have any questions, please contact the CSO at (562) 922-8806.

Sincerely,


Arturo Delgado, Ed.D.
Superintendent

AD/JH:ls
Attachments (5)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Project Director III, Charter School Office, LACOE

000006

Attachment 1

Wisdom Academy for Young Scientists

November 12, 2013

Neha Patel
LACOE Charter Schools Office
9300 Imperial Highway
Downey, California 90242

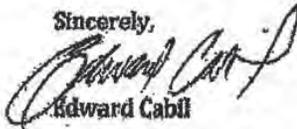
Dear Ms. Patel,

I am writing regarding Wisdom's October 24, 2013, Board Meeting audio recording.

The Wisdom's October 24, 2013, Board Meeting was ended abruptly at 8:40pm at the conclusion of the closed session due to an unanticipated interruption.

The audio enclosed is the only audio there is for the October 24, 2013, Board Meeting.

Sincerely,



Edward Cabil

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6685 * Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 * Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com * web: www.wisdomacademy.org

000007

Attachment 2

Board Meeting – May 10, 2011

Item VII. Reports / Study Topics

Report on the *Wisdom Academy for Young Scientists, Grades K-5*
Appeal of a non-renewed Petition by Los Angeles Unified School
District Board of Education

The Wisdom Academy for Young Scientists Charter School renewal
petition is presented to the Los Angeles County Board of Education
(County Board) pursuant to *Education Code* section 47605. Upon
denial by Los Angeles Unified School District Board of Education, the
petitioner exercised the statutory right of appeal to the County Board.

Charter renewal is governed by *EC* sections 47607 and 47605:

Section 47607(a)(2) states: Renewals... of charters are governed by
the standards and criteria in § 47605, and shall include, but not be
limited to, a reasonably comprehensive description of any new
requirement of charter schools enacted into law after the charter was
originally granted or last renewed.

Section 47605(b) limits the reasons for denying a renewal petition to
the following:

- (1) The charter school presents an unsound educational
program
- (2) The petitioners are demonstrably unlikely to successfully
implement the program
- (3) The petition does not contain an affirmation of specified
assurances
- (4) The petition does not contain reasonably comprehensive
descriptions of 16 required elements of a charter

The County Board shall evaluate the petition according to the criteria
and procedures established in law and may only deny the petition if it
provides written findings addressing the reasons for the denial.

Section 47607(b) states: Commencing on January 1, 2005, or after a
charter school has been in operation for four years, whichever date
occurs later, a charter school shall meet at least one of [5 academic
performances] ... criteria prior to receiving a charter renewal...

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Board Meeting – May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter
- 2 -

Section 47605(b) states: A school district governing board shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice.

The County Board shall evaluate the petition according to the criteria and procedures established in law and may only deny the petition if it provides written findings addressing the reasons for the denial.

Summary of Key Findings:

Finding 1: WAYS met the academic performance criteria for renewal under EC § 47607(b)(1) and (2).

Finding 3: The petitioner is unlikely to successfully implement the program. The governing board has demonstrated a lack of capacity to oversee the operation of the school by allowing self-dealing transactions and other Conflicts of Interest. In addition, members of the governing board have personal and business ties to the school and/or Executive Director. The board was ineffective in responding to the Conflict of Interest concerns identified in the Notice to Cure; this ultimately led to non-renewal of the charter. Deficiencies in the renewal petition and responses by the board during the Capacity Interview indicate a continued lack of understanding and familiarity with the content of the petition and requirements of law necessary to successfully implement the charter.

Finding 5: The petition lacks a reasonably comprehensive description of eleven (11) of the 16 required elements.

- Proposed educational program lacks an adequate description of the school's target populations, overestimates the number of students to be served in the first year of the renewal charter, and provides no build-out plan to support this level of enrollment. The petition fails to indicate how the school will identify and respond to the needs of pupils who are not achieving at or above expected levels, students with disabilities, and English learners. The **Measurable Outcomes and Means for Measuring Pupil Progress** do not address the needs of all student subgroups the school proposes to serve.
- The proposed **Governance Structure** fails to provide evidence of an organizational and technical design that reflect a seriousness of purpose necessary to ensure that the school will become and remain a viable enterprise. The governance structure fails to provide adequate oversight of the school's operation and fiscal management. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no

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Board Meeting – May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter
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evidence that the board can implement the proposed educational program stated in the petition. The Organization Chart conflicts with information provided elsewhere in the petition regarding key management positions. The petition does not commit to complying with the Political Reform Act, which is required of all charter schools, and fails to include a Conflict of Interest policy. Certain provisions of the bylaws appear to be in direct conflict with the Brown Act.

- The following Required Elements are not reasonably comprehensive: Employee Qualifications, Means to Achieve a Racial and Ethnic Balance, Admission Requirements, Submission of Annual Independent Audit, Suspension and Expulsion Procedures, and Public School Attendance Alternatives, and Dispute Resolution Procedures.

The full Report on the Findings of Fact for the Wisdom Academy for Young Scientists Charter School is attached.

LACOE staff will present the report to the County Board.

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Los Angeles County Office of Education
 Charter School Office
 Date: May 10, 2011

Report on the *Wisdom Academy for Young Scientists Charter Petition, Grades K-5*
 Appeal of a Petition for Charter Renewal Denied by Los Angeles Unified School District
 Board of Education

Background Information

The *Wisdom Academy for Young Scientists Charter School (WAYS)* petition seeks an application for renewal of their K-5 charter school in accordance with *Education Code Section 47607.5*. The school's current enrollment is approximately 250 students. The school proposes to grow enrollment to 500 students over the next five (5) years by expanding operations from its two (2) current sites (706 East Manchester 90001 and 8878 South Central Avenue 90002) to a larger facility. WAYS also applied to LAUSD for a Prop 39 site; sites were awarded on April 1, 2011.

The petition states the charter school's mission "is to create a transformational learning climate in which students become 'Empowered to be Leaders Change Agents and True Scientists.'"

The school's vision is "to create an educational program that educates the whole child." Nine (9) goals are stated under the vision.

WAYS first year of operation was 2006-07. Its Academic Performance Index (API) history (calculated as a small school with less than 100 students in Growth API) and enrollment figures are presented below.

Year	Growth API		Enrollment Figures			
	Growth API	Number of Valid Scores*	Enrollment on First Day of Testing Grades 2-5	Total Enrollment Grades 2-5	Total Enrollment Grades K-1	Total Enrollment Grades K-5
2009-10	879	90	127	129	108	237
2008-09	843	95	98	97**	76	173**
2007-08	774	78	93	59	87	141
*Number of students included in Growth API. Students must be continuously enrolled since Census day (CBEDS) Source: CDE DataQuest			**4 additional students are included as enrolled in grade 6 although school is authorized for grades K-5 Source: CDE DataQuest			

The CDE states "APIs based on small numbers of students are less reliable and therefore should be carefully interpreted." Schools with less than 100 Valid Scores on the California Standards Test (CST) do not receive Similar School Rankings or comparison schools; therefore, it cannot be determined how WAYS' API compares to schools with similar demographics.

The chart compares the demographics of WAYS and the two (2) closest public non-charter schools.

2008-10 DEMOGRAPHIC information	WAYS	LAUSD Local District 7	South Park Elem.	93 rd Street Elem.
Black or African American	61%	18.6%	17%	24%
Hispanic or Latino	38%	80.4%	82%	76%
Free & Reduced Price Lunch	100		100	100
English Learners	15		52	41
Students with Disabilities	4		9	8
Average Parent Education Level	2.53 *		1.58**	1.57***

* 21% Not HS Grad. / 37% HS Grad. / 9 % Some College / 33% College Grad. ** 59% Not HS Grad. / 28% HS Grad. / 9 % Some College / 2% College Grad. / 2% Grad. School ***60% Not HS Grad. / 25% HS Grad. / 13% Some College / 1% College Grad. / 1% Grad. School

Data Sources: CDE STAR and LAUSD <http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe#racialandethnichistory>

000011

Report on the Wisdom Academy for Young Scientists Charter

Racial and ethnic demographic data shows WAYS does not reflect diversity of the community (LAUSD Local District 7) in which it is located or the two (2) closest LAUSD non-charter elementary schools. WAYS also enrolls fewer students with disabilities and English learners than near-by public non-charter schools. Conversely, its parents have a higher education level, which positively correlates with higher levels of student academic achievement.

Reason for Denial by the Local District

The Los Angeles Unified School District (LAUSD) Board of Education denied the petition based on written Findings of Fact that comply with requirements for denial under the following sections of the Charter School Act:

EC § 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal. Specifically, the WAYS founder and Executive Director receives both a salary for her position and lease payments for two properties which she owns that are occupied by the school. She negotiated the leases to WAYS charter school. The WAYS governing board was asked to independently address and resolve the conflicts by the mutually agreed upon date of October 15, 2010; the WAYS Board of Directors' response failed to resolve the issues by that deadline. The WAYS governing board was minimally responsive to staff communications; the Executive Director was the primary respondent to address the Conflict of Interest issues. LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility considering that the Executive Director was the subject of the self-dealing Conflict of Interest concerns which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so in January 27, 2011.

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law. Cited examples included inconsistencies between the charter petition and the WAYS' corporate bylaws regarding compliance with the Brown Act which called into question whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC § 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Any of the above findings alone may be cause for the denial of a charter under *EC § 47605(b)*.

The Findings of Fact state the academic performance criteria for renewal under *EC § 47607(b)* were met.

Response from the Petitioner

The petitioner provided a written response to the findings of the local board and submitted it as part of the petition package. The response was considered during the review process.

Appeal to the Los Angeles County Board of Education

The Los Angeles County Board of Education (County Board) held a Public Hearing to determine support for the petition on April 19, 2011.

Report on the Wisdom Academy for Young Scientists Charter

LACOE Review Process

The LACOE Charter School Review Team (Review Team) considered the petition according to the requirements of law, *California Administrative Code of Regulations*, County Board Policy and Regulations, and LACOE review procedures.

The Review Team included staff from the Controller's Office, Business Operations and Services, Risk Management, Divisions for School Improvement, Curriculum and Instruction, Special Education, Student Support Services, Human Resource Services, Office of General Counsel, and the Charter School Office.

Findings are based on a review of the same petition submitted to the local district and supporting documents submitted by the petitioner, and information provided through the Capacity Interview and other communications with the petitioner and other representatives of the school. The petitioner also submitted proposed changes (technical adjustments) to the petition necessary to reflect the County Board as the potential authorizer. These changes should reflect the statutory, policy, and structural differences between a county office of education and a local district. These differences include, but are not limited to, the statutory authority of the County Superintendent of Schools to investigate complaints as well as structural differences in the responsibilities with regard to special education services. Proposed changes provided by the petitioner were considered by the Review Team.

Findings also take into account the petition was initially submitted to a local district and contains specific references to that district. The Charter School Office confirmed that LAUSD requires the petitioner to include specific language or content in a petition. This requirement was considered by the Review Team.

Findings of Fact

Finding 1: WAYS met the academic performance criteria for renewal under *EC* § 47607(b)(1) and (2).

WAYS attained its Academic Performance Index (API) growth target in the prior year, in two of the last three years, and in the aggregate for the prior three years.

Academic Performance Criteria: Met Assigned Growth Targets				
Year	API Base	Growth Target	API Growth	Actual Growth
2007-08	782*	5	774	-8
2008-09	775*	5	843	68
2009-10	843*	A**	879	36
Aggregate Growth			10	96

*API is calculated for a small school (between 11 and 99 valid scores) which makes it less reliable and should be carefully interpreted. ** No growth target for schools where API is 800 or above.

WAYS ranked in deciles 4 to 10, inclusive, on the API in the prior year and in two of the last three years.

Academic Performance: Decile Ranks*		
Year	Statewide Rank	Similar Schools Rank
2007-08	6	N/A*
2008-09	5	N/A*
2009-10	8	N/A*

* Not calculated for small schools

While WAYS met the academic criteria necessary to be considered for renewal, there are concerns that the school has not increased or sustained its percentage of "Valid" CST scores indicating an unstable student enrollment base. Valid scores are based on the number of students tested who were continuously

Report on the Wisdom Academy for Young Scientists Charter

enrolled from norm day (CBEDS) in October through the first day of testing. For 2009-10, only 71% of tested students were continuously enrolled. At South Park Elementary School, 88% of tested students were continuously enrolled. On average, 26% of students who enroll at WAYS withdraw prior to standardized testing based the "Elementary Principal's Statistical Report" for 2007-08 through 2010-11.

Finding 2: The petition provides an unsound educational program for students to be enrolled in the school. [EC § 47605(b)(1)]

The program is determined to be unsound for specific subgroups of students as described under Finding 5: Elements 1 – 3.

Additionally, based on enrollment data for Hispanic/Latino students, English learners, students with disabilities, and data showing the number of students who leave during the year, the school is not providing a program of educational benefit for all students the petition states the school intends to serve.

Finding 3: The petitioners are demonstrably unlikely to successfully implement the program. [EC § 47605(b)(2)]

Based on review of the petition, supporting documents provided by the petitioner, documents provided by LAUSD, and the Capacity Interview with the school's leadership team, the petition does not meet the criteria established in CCR, Title 5, § 11967.5.1(c).

1. Review of the renewal petition submitted on behalf of the WAYS board indicates the WAYS governing board lacked the capacity to govern the school.
 - A. The governing board was *unfamiliar with the content of the petition and requirements of law with respect to Conflict of Interest*. The submitted charter states the school will comply with *Government Code 1090*; however, some members of the board had prior relationships with the school and/or the Executive Director and members of her family.
 - i. The board president, a business management consultant, lists Wisdom Academy as a client on her resume, which contradicts her statement on the *Prospective Charter School Board Member Questionnaire* that consulting services were not provided.
 - ii. One board member stated on the *Prospective Charter School Board Member Questionnaire* that she is the Board President for DeDe Dance Studio, owned by the Executive Director's daughter, and is currently used by the charter school; this indicates a Conflict of Interest.
 - B. The governing board failed to comply with the terms of the charter by allowing the school to enter into a self-dealing transaction with its Executive Director regarding the school's facilities. There is no evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.
 - C. The governing board allowed other conflicts of interest to exist through the hiring of members of the Executive Director's family and by permitting the Executive Director to supervise these family members while the Principal supervised other similarly employed personnel. The Executive Director's son, originally hired to oversee custodial and gardening services was promoted to Director of Operations, which involves financial responsibilities according to the Executive Director. The Executive Director's daughter, who is employed as a teacher and dance instructor, owns the dance studio used by the school.
 - D. The governing board demonstrated its inability to effectively govern the school by its failure to respond fully and in a timely fashion to the September 29, 2010 Notice to Cure regarding Conflicts of Interest issued by LAUSD. The LACOE Review Team reviewed documents received

Report on the Wisdom Academy for Young Scientists Charter

from both the district and the charter school. The documents indicate WAYS failed to provide a sufficient cure. WAYS governing board had eight (8) months (September 2010 to April 2011) to remedy the concerns in the Notice to Cure, and failed to do so.

2. The WAYS governing board continues to be *unfamiliar with the content of the petition and requirements of law that would apply to the proposed charter school* and lacks the *necessary background* to effectively govern the school.
 - A. In its response to the Findings of Fact upon which the LAUSD Board of Education denied charter renewal, WAYS submitted documents pertaining to the governance structure of the school in an effort to demonstrate that the school had taken steps to address Conflict of Interest concerns. Although these documents may not have been considered by the LAUSD Board of Education because they were submitted after the deadline to provide evidence, the LACOE Review Team considered the documents to determine whether they would substantially resolve the conflicts. The Review Team determined the documents were inadequate to resolve the Conflict of Interest concerns based on the facts presented below:
 - i. The action taken by the Executive Director, and supported by the WAYS governing board, failed to resolve the conflict regarding her ownership of the property. Documents submitted by WAYS indicate the properties were placed into a revocable trust. WAYS' attorney concurred that this action failed to resolve the conflict in that "the transfer to a holding company through a revocable trust, [was] not transferring the property ownership under California law." (page 3 of the March 25, 2011 Response to LAUSD Findings of Fact) WAYS' governing board allowed the conflict to continue by executing a lease agreement with the holding company rather than requiring the Executive Director to take action that would definitively end the conflict.
 - ii. The governing board failed to disclose that the school had been offered Prop 39 facilities, a viable option to resolving the issue. At the April 19, 2011 Capacity Interview, the Review Team inquired about the school's statement that it had requested a Prop 39 site. Neither the Executive Director nor WAYS board members disclosed that LAUSD had offered the school facilities on April 1, 2011. LAUSD received a letter of acceptance signed by the Executive Director on May 2, 2011. LACOE has yet to hear from WAYS regarding their decision.
 - iii. Changes to the governance structure proposed after the petition was submitted to LAUSD continue to be inadequate. The Organizational Chart indicates three (3) positions report directly to the board due to the Conflict of Interest posed by the familial relationships: the Executive Director, Principal, and Director of Operations. This structure places an undue burden on the board to manage the day-to-day operations of the school. There is no evidence the current board has the capacity to govern effectively under this structure.
 - iv. The governing board failed to demonstrate the ability to avoid future Conflict of Interest situations. When asked at the Capacity Interview about potential conflicts arising from the employment of multiple family members, the chain of command, and continued use of the facilities owned by the Executive Director, the board members did not explain how they would ensure that no future Conflicts of Interest would develop or how they would handles such conflicts if they did occur. The board stated that additional changes to the governance structure are being considered; these options are outside of the scope of this review as they were not available to be considered by the LAUSD Board of Education.
 - v. The renewal petition submitted by WAYS fails to comply with *EC § 47607(a)(2)* which requires that *Renewals... of charters are governed by the standards and criteria in 47605, and shall include... a reasonably comprehensive description of any new requirement of charter*

Report on the Wisdom Academy for Young Scientists Charter

schools enacted into law after the charter was originally granted or last renewed... The petition contains references to outdated laws, policies, and practices, contains significant contradictions and omissions regarding key positions of employment, and provides elements that are not reasonably comprehensive. These deficiencies, reported under Finding 5, indicate the governing board lacks the knowledge of the laws under which the charter would operate.

3. *The petitioner has a history of involvement in education agencies (public or private) considered as unsuccessful.*
 - A. The Executive Director is listed as the petitioner. Properties she owns and leased to WAYS were previously used to house her private school. CDE records compiled from data supplied by the private school operator indicate that enrollment declined from 60 to 20 students in the three years prior to the school closing.
 - B. The WAYS Executive Director closed her private school with the intent to use the facilities she owned to house a charter school. The chronology of public records and statements made by the Executive Director during the Capacity Interview indicate she closed the private school due to insufficient enrollment. The petitioner stated she inquired about the process of becoming a charter school and was informed that the private school would need to be closed for one year prior to becoming a charter. The petitioner purposely closed the charter school as required and applied for a charter after the one year required waiting period.

The status of the Conflict of Interest issues is unclear. With the acceptance of the Prop 39 sites, the conflict regarding facilities may be resolved only if the school stops leasing its current facilities. The conflicts concerning personnel could only be resolved through a material revision to the governance structure of the charter including, but not limited to, the Executive Director's resignation or release from her current position and with the provision that she hold no future positions funded by the school. Regardless of the potential resolution to the certain Conflict of Interest issues, the Review Team considers the governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the proposed charter.

Finding 4: The petition contains an affirmation of all specified assurances. [EC § 47605(b)(4); EC § 47605(d)]

Finding 5: The petition does not contain a reasonably comprehensive description of all required elements. [EC § 47605(b)(5)(A)-(P)]

Based on criteria provided by the *California Code of Regulations, Title 5, (5 CCR)* eleven (11) of the 16 elements are not reasonably comprehensive.

Element 1: Description of the Educational Program. Not reasonably comprehensive

The 5 CCR § 11967.5.1(f)(1) requires the petition to address eight (8) requirements. The petition fails to meet each of the established criteria rendering aspects of the educational program deficient for specific populations the school proposes to serve: English Learners, low-achieving students, high-achieving students, and students with disabilities. The deficiencies are as follows:

1. *Failure to indicate the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.*
 - A. The petition overestimates the number of students to be served in the first year of the renewal charter and provides no build-out plan to support this assumption.

Report on the Wisdom Academy for Young Scientists Charter

- i. There is no build-out plan to support the proposed enrollment. The petition states (page 31) 520 students will be served in the first year of operation. At the Capacity Interview, the leadership team indicated that number is attainable only if a new site is obtained with increased capacity. The petition lacks an expansion plan except to state "...scheduled expansion to 25 [classrooms]." No plan was provided during the Capacity Interview.
 - ii. WAYS has never increased enrollment by 250 students in a single year. In 2009-10, the school enrolled 237 students, 46% of which were in grades K-1; in 2008-09, the school enrolled 177 students, of which 43% were in K-1; and in 2007-08, the school enrolled 146 students, of which 60% were in K-1. Historically, the school has seen reduced enrollment in its upper grades, although that trend was not as pronounced in 2009-10, the most recent year for which CDE data is available. At the Capacity Interview, the school stated it currently enrolls about 250 students.
- B. The school failed to meet its goal of serving a target population "similar to that of the surrounding community" defined as 50% Hispanic/Latino and 50% African American (page 34). In 2009-10, 61% of the students were Black or African American and 38% were Hispanic or Latino as compared to LAUSD Local District 7 which was comprised of 18.6% Black or African American students and 80.4% of Hispanic or Latino Students.
- C. The petition lacks specific information regarding its target population for students with disabilities and English learners. It states (page 33) the student population at the nearest non-charter public school is 63% English learners while the CDE reports 7% of WAYS students are English learners. The CDE reports 4% of WAYS students are identified as having disabilities which is half the rate of the two (2) closest non-charter public elementary schools.
2. *Lacks a framework for instructional design that is aligned with the needs of the pupils that the charter school has identified as its target student population.*
 - A. The petition lacks detail regarding the grade levels and outcomes for each grade level and there is no framework for curriculum and/or instructional approach for English learners outlining how this population of students will be provided access to core curriculum.
 - B. While the petition states the school will provide more instructional minutes than required by the state, WAYS has been reducing the number of minutes it provided based on its Independent Audit Reports. The year ended June 30, 2009, shows 72,900 actual minutes and the year ended June 30, 2010, shows 70,200 minutes. The petition proposes 53,500 minutes for year 2011-2012; it does not explain the reason for the reductions or how the school intends to maintain its academic performance as instructional minutes are reduced.
 3. *Fails to indicate how the charter school will identify and respond to the needs of pupils who are not achieving at or above expected levels. The goals (page 47) for low achieving students are not clear and there is no indication of what advanced academic challenges will be provided for gifted and talented students (page 48).*
 4. *Indicates how the charter school will meet the needs of students with disabilities, English learners, students achieving substantially above or below grade level expectations, and other special student populations.*
 - A. The element is deficient with respect to English learners because it fails to:
 - i. Describe adequate basic and supplemental resources to provide English learners equitable access to the core curriculum.

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- ii. Provide the manner in intervention will be given to students who struggle to acquire English language skills outside of the "45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English." (page 48)
 - iii. Describe how the Individualized Education Program (IEP) Team determines placement of English learners in need of special education services, state that non-biased assessments used to determine placement must be conducted in the student's primary language under Federal law, and that the IEP must be linguistically appropriate.
 - iv. Demonstrate understanding of the difference between meeting the needs of English learners and meeting the needs of students with disabilities. The petition (page 22) indicates that to ensure the success of English learners, the school will use a collaborative approach that fosters communication between its Resource Specialist and Speech Therapist. These specialists only provide direct services to students identified as having disabilities.
- B. The element is deficient with regard to students with disabilities because it fails to *specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.*
- i. It does not describe accommodations and/or modifications that may be used during standardized assessments or how WAYS is responsible for students with disabilities when the IEP Team exempts them from standardized testing.
 - ii. There is no mention of how parents of students with disabilities are informed about the school's educational program.
 - iii. There are deficiencies with regard to English learners and special education services as stated in "A," above.

Element 2: Measurable Pupil Outcomes. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(2)* as follows:

1. It fails to *specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress.*
 - A. There are no identified measurable outcomes for students in Kindergarten and first grade who do not participate in Standardized Testing and Reporting (STAR).
 - B. There is no ongoing means for measuring English learners' acquisition of English or academic growth in content areas. The petition states the (California English Language Development Test (CELDT) will be administered "periodically" to monitor student progress of English language acquisition; however, it can only be administered annually which is insufficient to *evaluate the effectiveness of and to modify instruction.* The petition indicates Open Court Reading assessments will be used as formative assessments for English learners; however, they are not designed to measure progress towards English language proficiency but rather language arts skills and concepts. It fails to provide assessments to determine academic growth in other content areas.

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- C. Goals cannot be measured as stated. The petition states the percentage of students achieving proficient and advanced in History/Social Science will increase on the CST by 5% each year; there is no History/Social Science CST for grades K-5.
- D. It lacks information on how students with disabilities will be assessed on making progress toward meeting their goals and benchmarks.

Element 3: Method for Measuring Pupil Progress. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(3)* as follows:

- 1. It does not utilize a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at minimum, tools that employ objective means of assessment consistent with the measurable pupil outcomes.
 - A. Information is limited on how stated internal assessments (text based, benchmark performance, unit level, etc.) are used as objective means to assess student progress consistent with measurable outcomes (page 98). Language is vague and fails to indicate how assessments are used in English-Language Arts, math, science, social studies, and English Language Development.
 - B. There is no information regarding assessment of K-1 students who do not participate in STAR. This is of particular concern since about half the school's enrollment is in grades K-1.
 - C. Out of date assessments are proposed in violation of *EC § 47606(a)(2)*. The petition states the school will administer the CAT 6, which is obsolete, and proposes performance objectives based on data from this assessment.
- 2. It does not outline a plan for collecting, analyzing, and reporting data on achievement of English learners to school staff and to pupils' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program. There is no mention of English learner's testing performance or academic monitoring of English language levels beyond use of the CELDT. Nor is there mention of providing accommodations and/or modifications for standardized tests for students with disabilities; tests used to determine eligibility for special education programs and services; the manner and type of data maintained for students with disabilities; or how information will be disseminated to parents of students with disabilities.

Element 4: Governance Structure. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(4)* as follows:

- 1. There is lack of evidence of the charter school's incorporation as a non-profit public benefit corporation for the purpose of running a charter school. While the articles of incorporation and bylaws provide evidence of the charter school's non-profit public benefit corporation status, governing a charter school is not listed as the specific purpose of this corporation. The petitioners have failed to amend these documents to reflect the running of a public charter school. As stated above in Finding 3, 3.B, the WAYS Executive Director purposely closed her private school with the intent to use the facilities she owned to house a charter school.
- 2. There is a lack of evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:
 - A. *The charter school will become and remain a viable enterprise.* The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the

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operation of a publicly funded charter school is further evidence that the structure lacks a *seriousness of purpose*. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition.

- B. The petition does not provide a clear description of the governance and management structure. It is difficult to know the duties and responsibilities of management. The Organization Chart (Appendix B) conflicts with information provided elsewhere in the petition.
- C. The petition makes no commitment to complying with the Political Reform Act (PRA), which is required of all charter schools. The petition fails to include a Conflict of Interest policy which is required under the PRA.
- D. The body of the petition states that meetings will comply with the Brown Act (page 109). However, certain provisions of the bylaws appear to be in direct conflict with the Brown Act.
 - i. Section 4.6, Place of Meetings allows for meetings outside California. The Brown Act requires that the Board's meetings be held within the boundaries of the territory within which it has jurisdiction.
 - ii. Section 4.7, Regular Meetings authorizes meetings "without call or notice" in violation of the Brown Act. The Brown Act requires that at least 72 hours before a regular meeting an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting shall be posted.
 - iii. Section 4.11, Telephone Meetings, authorizes teleconferencing and video teleconferencing to constitute presence but fails to state the necessary safeguards that would render it compliant with the Brown Act such as posting agendas at the teleconferencing location and ensuring those locations are fully accessible to members of the public.
 - iv. Section 4.14, Action without Meeting, permits the Board to take an action without a meeting if all the members of the Board consent in writing to such action. This violates the Brown Act requirement that the board not take action on any item of business outside a meeting.
 - v. Section 4.7, the Board of the Merle Williamson Foundation is required to meet only once per year, on the last Friday in June; the Brown Act requires regularly scheduled meetings.
 - vi. The Agenda for the Special Board Meeting held Saturday, April 30, 2011, documents specific violations of the Brown Act with respect to items discussed in Closed Session.

Element 5: Employee Qualifications. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(5)* as follows:

- 1. There is insufficient information on the *general qualifications for the various categories of employees (e.g., administrative, instructional, instructional support, non-instructional support)* and whether the *qualifications are sufficient to ensure the health, and safety of the school's faculty, staff, and pupils.*
- 2. It fails to *identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.*

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- A. The petition fails to provide job descriptions and/or minimum qualifications for the following positions listed in the petition: Special Education Program Coordinator (page 96), Academic Co-Principals (page 112), Coordinator of Operations (page 128), and Academic Consultants and Director of Operations (Appendix B). Qualifications for Executive Director are absent.
 - B. The Organization Chart (Appendix B) is deficient. It fails to include an Executive Director, although there is a job description (page 120) outlining critical duties such as "oversee the school-operating budget...instructional program...classroom management...supervise staff...be an active member of the school board." Based on the job description, it is unclear if the Executive Director is a member of the board. Appendix B lists board members by name; the Executive Director's name is absent. The Organizational Chart includes a "Director of Operations," with no job description or qualifications provided for that position. It is unclear if it is the same as "Coordinator of Operations." The Organizational Chart identifies "Auxiliary Staff," but lacks specific corresponding positions.
3. Specify that all requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary. Teacher qualifications (page 122) state the CA SB 2042 teaching credential is required; this will exclude teachers who hold Ryan multiple subject credentials and life elementary credentials with added English language certification.

Element 6: Health and Safety Procedures. *Reasonably comprehensive*

Element 7: Means to Achieve a Reflective Racial and Ethnic Balance. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(7) based on evidence that:

1. During the term of its first charter, WAYS failed to achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district in which it is located as indicated on in the chart on page two (2) of this report. Enrollment of Hispanic/Latino students is not comparable to the two (2) closest LAUSD non-charter elementary schools.
2. The description of the student population (required under Element 1) and the proposed recruitment plan show no indication WAYS is aware that it failed to achieve the required ethnic balance and provides no corrective action in its plan. The recruitment plan is vague and lacks benchmarks that could guide the school toward correcting the deficiency.

Element 8: Admission Requirements. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(8) as follows:

1. It does not comply with the requirements of EC § 47605(d) which, by reference, includes EC § 220 and CA Penal Code § 422.55 as the other applicable provision[s] of law in its statement of non-discrimination of protected classes. The petition additionally violates EC § 47607(a)(2) because the deficiency is the result of failing to update the renewal petition. This failure could result in the school engaging in discriminatory practices in its admissions procedures and policies.
2. The process for conducting the lottery is absent from the petition.
3. The preference given to siblings is likely to negatively impact the school from attaining its stated racial and ethnic goal.

Element 9: Annual Independent Financial Audits. *Not reasonably comprehensive*

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The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(9)* as follows:

1. It does *specify the timeline in which audit exceptions will typically be addressed* or specify the timelines for statutory reporting requirements including the submission of the preliminary budget.
2. It does not specify that the school's Board of Directors will hire an independent auditor or that the auditor selected will be on the State Controller's list of educational auditors.

Element 10: Suspension and Expulsion Procedures. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(10)* as follows:

1. There is no differentiation between *offenses for which students in the charter school must and may be suspended and separately, the offenses for which students in the charter school must or may be expelled, providing evidence that the petitioner reviewed the offenses for which students must or may be suspended or expelled in non-charter public schools.*
2. There is insufficient specificity regarding *the procedures by which pupils can be suspended or expelled.* It fails to provide timelines necessary to comply with due process requirements. It refers to due process but never defines it with regard to the suspension and expulsion process. No information is provided regarding how members of the expulsion hearing panel will be selected to avoid Conflict of Interest. The petition lists three (3) standards where "a student's suspension may lead to expulsion..." but lacks criteria for meeting the standards, which could result in capricious and prejudicial practices.
3. It does not describe how parents are informed *of their due process rights in regards to suspension and expulsion.*
4. It fails to demonstrate an *understanding of the rights of pupils with disabilities in...regard to suspension and expulsion.* The petition references the Individuals with Disabilities Act (IDEA) and Section 504 but does not differentiate between them regarding the procedures to be used for suspension and expulsion. The petition discusses Manifestation Determination; however, there is no mention of how WAYS deals with pupils when the behavior is associated with the disability, or ensure the pupil is in the appropriate program/services. There is no mention of how WAYS deals with a student with disabilities who begins displaying negative behaviors, of calling an IEP Team meeting and writing a Behavior Support Plan, or deals with suspensions (cumulative) of over 10 days.

Element 11: STRS, PERS, and Social Security. Reasonably comprehensive with specific omission

The petition does not state *the staff who will be responsible for ensuring that appropriate arrangements for coverage have been made* as required under *CCR, Title 5, § 11967.5.1(f)(11).*

Element 12: Public School Attendance Alternatives. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(12)* as it does not specify that *the parent/guardian of each pupil enrolled in the charter shall be informed that the pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.*

Element 13: Post-Employment Rights of Employees. Reasonably comprehensive

Element 14: Dispute Resolution Procedures. Not reasonably comprehensive

The petition fails to meet the minimum requirements of *CCR, Title 5, § 11967.5.1(f)(14)* as follows:

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1. Provides an unacceptable description of *how the costs of the dispute resolution process would be funded*. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."
2. It fails to recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto.
 - A. While the petition states that "any controversy or claim... except [one] that is in any way related to revocation of this Charter must be put in writing," the language does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).
 - B. The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.

Element 15: Exclusive Public Employer. *Reasonably comprehensive*

Element 16: Closure Procedures. *Reasonably comprehensive with specific deficiencies*

The petition fails to meet the requirements as defined by CCR, Title 5, § 11962 as follows:

1. It does not comply with the requirement for *transfer and maintenance of personnel records in accordance with applicable law or state how the school will return any donated materials and property if closed*.
2. Closure procedures reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

Finding 6: The petition does not satisfy all of the Required Assurances of Education Code section 47605(c), (e) through (j), (l), and (m) as follows:

Standards, Assessments and Parent Consultation. *Does not meet the condition*

The petition does not provide evidence required by EC § 47605(c) that charter schools:

1. *Meet all statewide standards and conduct the pupil assessments required pursuant to EC § 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools*. It fails to meet this condition due to its stated use of outdated tests and failure to specify correct procedures for students with special needs.
2. *The school shall, on a regular basis, consult with their parents and teachers regarding the school's educational programs*. It fails to meet the condition as there is no indication that WAYS provides a method for parents of English learners to provide input on programs specific to English learners and there is no mention of how parents of students with disabilities will be informed about the school's educational program.

Effect on the Authorizer and Financial Projections. *Does not provide the necessary evidence*

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EC § 47605(g) requires the petition to provide information regarding the proposed operation and potential effects of the school on the authorizer. Requirements regarding the budget and facilities currently under lease were met. Concerns are as follows:

1. The petition does not provide evidence that there are no potential civil liability effects. Due to the Conflict of Interest issues raised by LAUSD and WAYS' failure to resolve those conflicts, there are concerns with the potential liability effects that authorizing the charter may bring to the County Board if the charter is authorized and the conflicts continue or recur.
2. While the current budget and projections for the next two years seem reasonable, the cost of facilities is unknown as the current lease expires in June 2011. The budget reflects an increase to lease expenses for expansion, based on current expenditures; however, if the school were to remain at the current site, it is unknown whether the holding company might raise the rate for the current sites, which would impact the out-year budgets.

Teacher Credentialing Requirement. *Does not meet the condition*

EC § 47605(l) requires that *teachers in charter schools shall be required to hold a CCTC certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold...It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, non-college preparatory courses.* The petition fails to meet the condition because there is no mention of the type of credential a teacher would need to teach students with disabilities and teacher qualifications limited to *SB 2042* credentials as reported under Element 5.

Attachment 3

Board Meeting – May 1, 2012

Item VI. Reports / Study Topics

Report on the *Wisdom Academy for Young Scientists Charter School* status of the June 7, 2011 conditions of renewal established by the County Board

On June 7, 2011, the County Board took action to grant renewal for Wisdom Academy for Young Scientists (WAYS) subject to specified conditions. The conditions of the County Board and WAYS' status on fulfilling those conditions are summarized below.

Make changes to the petition to reflect the County Board as the authorizer by June 30, 2011. (Required by <i>California Code of Regulations</i> , Title 5 § 11967)	Not met
WAYS' Board to approve and sign LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011.	WAYS' Board approved and signed MOU; however, the school has not complied with specific monitoring and oversight requirements.
Make an application to a Special Education Local Plan Area (SELPA) by June 30, 2011.	Met
WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor."	WAYS' former Executive Director has not been employed by the charter. However, she has been involved in the school's day-to-day operations and governing board activities, and she attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved.
WAYS was to comply with all California Conflict of Interest Laws.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.
WAYS was to contract with Michael Cureton as its Executive Director for two (2) years.	WAYS contracted with Mr. Cureton for two (2) years; however, he abruptly resigned effective October 1, 2011, citing interference from the former Executive Director and

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Condition	Director of Operations as reason.
If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.

Additional Concerns

- (1) WAYS failed to meet or pursue student outcomes identified in the charter (*EC 47607(c)(2)*); its 2011 Growth Academic Performance Index (API) score declined 143 points over the preceding year.
- (2) WAYS failed to respond to reasonable requests from authorizer for fiscal information pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).
- (3) LACOE received complaints against WAYS, its governing board, and the former Executive Director by a parent, school employees, and former members of the WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*. The complaints allege WAYS engaged in fiscal mismanagement, the board did not fulfill its fiduciary responsibility or duty of care, conflicts of interest exist, and the school failed to implement the academic program stated in the charter. WAYS failed to cooperate with the County Superintendent of Schools investigation.

Background

WAYS is a K-5 school comprised of three (3) sites located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). Current enrollment is 488 students.

The County Board received the renewal petition as an appeal after denial by the LAUSD Board of Education. LAUSD had denied the petition based on the following findings:

- (1) *EC 47605(b)(2)* The petitioners were demonstrably unlikely to successfully implement the program. Specific concerns regarding the WAYS Board included:

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- Allowing self-dealing transactions to transpire, even though the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest;
 - Failing to resolve Conflict of Interest issues and only minimally attempting to do so;
 - Being minimally responsive to staff communications and acting in a manner inconsistent with its fiduciary responsibility, calling into question its capacity to govern and successfully implement the program; and
 - Unfamiliarity with the content of the petition and/or requirements of law including the *Brown Act*.
- (2) EC 47605(b)(5) The petition failed to provide a reasonably comprehensive description of 12 of the 16 required elements.

The full report on the *WAYS Charter School* is attached.

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Los Angeles County Office of Education
Charter School Office
May 1, 2012

Report on the *Wisdom Academy for Young Scientists Charter School* Status
of the June 7, 2011 Conditions of Renewal Established by the County Board

Background

Wisdom Academy for Young Scientists Charter School (WAYS) is located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). The school has three (3) sites; one was approved by the Los Angeles County Board of Education (County Board) as a Material Revision to the Charter on August 9, 2011. WAYS currently has an enrollment of 488 students (CALPADS Spring 1 Certification, April 2, 2011).

The County Board took action to renew WAYS subject to specific conditions. The renewal petition was received by the County Board on appeal after it was denied by the LAUSD Board of Education based on the following findings:

EC 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal.... the WAYS Board...was minimally responsive to staff communications.... LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility...which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so....

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Action to Grant Renewal by the County Board was Subject to Conditions

The June 7, 2011 action to grant renewal was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;

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2. WAYS' Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;
3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;
4. WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;"
5. WAYS was to comply with all California Conflict of Interest Laws;
6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and
7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

Status of Compliance with County Board Conditions of Renewal

To date, the school's status on fulfilling the conditions of renewal is as follows:

1. WAYS did not make changes to the petition to reflect County Board as the authorizer. Events relevant to the school's failure to comply with the conditions of renewal are as follows:
 - a. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.
 - b. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Watson, school principal, would continue to lead the revision process until a new Executive Director is named.
 - c. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and is appointed interim Executive Director.
 - d. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.
 - e. November 17, 2011, WAYS' attorney notified LACOE that the charter agreement is "fully authorized" and there "can be no other terms or conditions imposed by staff." The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)
 - f. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS' Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS' unauthorized changes to the petition.
 - g. January 26, 2012, LACOE received a letter from WAYS dated *December 11, 2012*, which (1) disputed LACOE's ability to impose conditions for authorization; and (2) failed to respond to LACOE's request for an Issues Conference.
 - h. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss "whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer."

pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).

- a. Based on a review of credit card statements (supporting documents not available for review), and inquiries to WAYS' management and back-office services provider, WAYS exhibits a lack of internal control and oversight over credit card usage. For example, WAYS made credit card payments prior to obtaining receipts and verifying the validity of the charges, which is contrary to its fiscal policies and procedures.
 - b. Controller's Office staff was scheduled to visit WAYS' back-office services provider on November 18, 2011, to make further inquiries and review documentation, but the visit was objected to and cancelled by WAYS. Subsequently, on January 10, 2012, staff met with WAYS Executive Director and Director of Operations to discuss LACOE's concerns regarding WAYS' internal controls. WAYS' Executive Director acknowledged weaknesses exist.
3. LACOE received verbal and written complaints against WAYS, its governing board, and the former Executive Director by a parent, staff, and former members of WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*¹. The complaints allege WAYS engaged in fiscal mismanagement, the Board did not fulfill its fiduciary responsibility or duty of care, there were ongoing conflicts of interest, and the school failed to implement the academic program stated in the charter. Evidence supporting the various allegations includes but is not limited to the following:
- a. The former Executive Director interfered with governing board's ability to fulfill its responsibility to oversee the governance of the school.
 - i. Five (5) of WAYS' nine (9) Board members, in office at the time of County Board action, resigned between September 19 and October 20, 2011. The letters of resignation indicate concerns regarding conflict of interest, on-going Board resignations, dissention, the former Executive Director's verbal abuse of Board members, and the precipitous resignation of Mr. Cureton.
 - ii. The former Executive Director failed to comply with the WAYS Board request to remove herself as a signatory on school accounts until after October 28, 2011.
 - iii. Multiple complaints that the former Executive Director was present at and refused to be unseated from the board table at the September 16, 2011 board meeting. The agenda for this meeting included discussion of moving the school to facilities not owned by the former Executive Director. The meeting was disbanded due to unruly behavior by individuals supporting continued use of the former Executive Director's facilities.
 - iv. At the September 22, 2011 special Board meeting, LACOE staff observed that the former Executive Director was seated at the Board table, held private conversations with one Board member during the course of the meeting, and called an absent Board

¹47604.4(a) In addition to the authority granted by Sections 1241.5 and 47604.3, a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school.

member to ask if they were coming to the meeting. The meeting was disbanded due to lack of a quorum.

- b. The former Executive Director interfered with the day to day operations of the school.
- i. In July 2011, the former Executive Director represented WAYS in a Department of Labor Relations Division of Labor Standard Enforcement Hearing as reported by the filing party.
 - ii. On August 30, 2011, LACOE staff observed the presence of the former Executive Director at a WAYS' professional development day including her access to confidential student level data. LACOE also obtained written evidence, corroborated by Mr. Cureton, that she had addressed the staff using materials identifying her as the "Chief Executive Officer of Wisdom Academy."
 - iii. On September 30, 2011, Mr. Cureton sent an email stating, "I will resign my position as Executive Director at Wisdom Academy for Young Scientists Charter School on October 1, 2011, because I am being constantly harass[ed] by the founder/former executive director and her son."
- c. WAYS has not implemented the academic program described in the charter.

- i. WAYS has not provided the science-centered curriculum stated in Element 1 of the charter. The petition states WAYS' mission as follows:

The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program and expecting them to be leaders who will act as change agents in their local community.
(Emphasis added)

As part of WAYS' renewal application to LAUSD, the district asked the question, "What innovative elements of your charter could be considered best practices and replicated by other schools?" WAYS' response, in part, was its "Science Centered curriculum."

- A. The 2010-11 California Standards Test (CST) for science (administered at fifth grade) indicates only 33% of students scored proficient or above in science. In the previous year, 81% of students scored proficient or above.
- B. Observation by LACOE staff during October 19, 2011, and February 22, 2012, site visits is that the science kits named in the charter are not being utilized and are not present in classrooms. WAYS staff verbally confirmed this observation.
- C. The complaint that textbooks are out of date is corroborated by statements made by WAYS staff that the school is in need of textbooks.
- D. At a December 2011 Board meeting, the WAYS principal reported to the WAYS Board that the school was meeting with a contractor to "bring back"

a science program the school previously utilized. There was no evidence of that program during a February 22, 2012 site visit. During that visit, the principal stated the school has deferred the science focus until the school's performance in math and language arts improves.

- E. April 2012, LACOE received a complaint against WAYS alleging the school did not provide adequate instructional materials, including textbooks, to implement the educational program.
- d. The WAYS Board failed to fulfill its duty of care and fiduciary responsibility by:
- i. Permitting the former Executive Director access to school financial accounts past her date of employment:
 - A. She remained as a signatory on school bank accounts for more than four (4) months past her date of employment.
 - B. She made charges to a credit card in the school's name between June 13 and June 30, 2011, for travel, accommodations, meals, and gasoline in the amount of \$2,155.00.
 - ii. Providing insufficient oversight to ensure adherence to its fiscal policies, including
 - A. The Director of Operations, son of the former Executive Director, approved the check request for the school's credit card payment including charges he initiated.
- e. The following allegations are still pending due to WAYS' failure to cooperate with LACOE's request for information pursuant to EC 47604.4:
- *Fiscal mismanagement*
 - *Breach of fiduciary responsibility*
 - *Conflict of interest*
 - *Breach of duty of care*
- f. Over the course of the past six (6) months, LACOE issued repeated invitations to WAYS Board and Executive Director to participate in the investigation, only to be met by resistance and later refusal. WAYS even improperly invoked the Dispute Resolution Process to as to what it claims were "false" allegations prompting the investigation. In its last correspondence WAYS maintained its position that it refuses to participate in the investigation.

Attachment 4

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

MAY 01 2012

BY: AD:RC
Ex Officio Secretary

Board Meeting - May 1, 2012

Item VIII. Recommendations

- D. Approval for the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition

The Superintendent recommends that the Los Angeles County Board of Education (County Board) directs the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the petition.

000034

Attachment 5



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

May 17, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turronline
Vice President

Douglas R. Boyd

Katie Brauds

Gabriella Holt

María Plaza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cherly Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

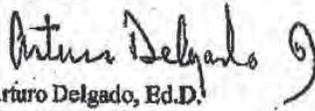
Notice of Audit Pursuant to *Education Code* Section 1241.5(c)

This letter notifies the Wisdom Academy for Young Scientists (WAYS) that my office has approved the initiation of an audit under *Education Code* section 1241.5(c) to investigate possible fraud. We have contracted with the Fiscal Crisis and Management Assistance Team (FCMAT) to perform the audit. We have requested that FCMAT begin this audit as quickly as they can assign available staff.

We consider this to be an extraordinary request and we are approving the audit based on information contained in the school's 2011-12 Independent Audit as well as information provided by my staff. We will apprise you of the audit findings once the work has been completed.

My staff will be in contact with you regarding details as to the scope of the work and other contract issues. Should you have any questions regarding this audit, please contact Dr. Alex Cherniss at (562) 922-6124, or Ms. Mariene Dunn at (562) 922-6131.

Sincerely,


Arturo Delgado, Ed.D.
Superintendent

AD/AC/JH:ls

- c: Los Angeles County Board of Education
Joel Montero, Chief Executive Officer, FCMAT
Yolanda M. Benítez, Assistant Superintendent, Educational Services, LACOE
Alex Cherniss, Ed.D., Chief Business Officer, Business Services, LACOE
Mariene Dunn, Director, Business Advisory Services, LACOE

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-8111

000035

EXHIBIT 2

Wisdom Academy for Young Scientists

Wisdom Academy Board of Directors

Prepared January 19, 2014

Subject: Preliminary recommendations that address the 'Notice of Concern' received on December 20, 2013 from the Los Angeles County Office of Education

The following are recommendations that the Board is advancing to address the County's 'Notice of Concern':

1. To request a *Ninety-Day Extension* from the Los Angeles County Office of Education to address the issues outlined in the 'Notice of Concerns' in order to develop a 'Corrective Action Plan' to address the Los Angeles County Office of Education 'Notice of Concern'.
2. Each board member will have the opportunity to submit recommendations to address the issues contained in the 'Notice of Concern'.
3. Hiring of a consultant to assist the Board in the development of the 'Corrective Action Plan'
4. Attempt to meet with the administration to ascertain the reasons for ongoing material fiscal deficiencies contained in the 2011-12 Independent Audit Report performed by Mr. Clem Payne.
5. To schedule a Board Retreat to discuss and develop a remedy for each of the items contained in the 'Notice of Concern', material deficiencies in the 2011-12 Independent Audit Report, material deficiencies in the 2011-12 Independent Audit Report, corrective action steps, personnel matters, review school charter, review organizational by-laws, and other operational and fiscal issues.
6. Require at least two (2) signatures on all checks authorized by the Board. Currently, only one signature is required no matter the amount of the check.

7. Develop parameters for which a check can be written by the administration without preapproval. (example: amount)
8. The Board will develop a 'Board Expenditure Authorization Form' to verify justification and board approval for all school expenditures.
9. Submit a *draft* of the 'Corrective Action Plan' to the Los Angeles County Office of Education in 65 days for preliminary review and comments. After which, those comments will be incorporated, and a *final* copy of the 'Corrective Action Plan' resubmitted to the County Office of Education.
10. All administrative positions will be opened, and administrators in those positions will be invited to reapply.
11. Job descriptions and contracts will be developed for all positions.
12. All positions will undergo a 'position audit' to determine scope and qualifications. Upon completion of the position audit, job descriptions can be upgraded or modified.
13. The school's organizational flow chart will be updated to reflect any personnel changes and/or reporting responsibilities.
14. Selected contracts will be ratified for the current 2013-2014 school year.
15. The Board will conduct its meeting of the Budget & Finance Committee.
16. The Board will conduct its meeting of the Teaching & Learning Committee.
17. All school property/equipment will be inventoried and labelled.
18. Review all personnel records to determine the experience and qualifications of staff.
19. Review all consultant and contractor contracts.
20. Conduct a survey to gather additional input/feedback from all school personnel to be used in addressing issues contained in the 'Notice of Concern'.

21. Include a budget line item for the Board of Directors that will reflect expense reimbursements, conference/training, travel, clerical/consultant support, materials/supplies, etc.
22. Offer all board members the opportunity to attend the upcoming California Charter School Association (CCSA) conference in San Jose that will offer the Board Governance 101 training sessions.
23. Interim administrative and temporary classified personnel may need to be hired.
24. In response to the 2012-13 FCMAT fraud audit, and the administration's continuing insubordination and overall lack of responsiveness to the Board of Directors; a process must be established, at least on an interim basis, for the Board to become signers/co-signers on all school checks to eliminate possible appearance fraud or mismanagement of funds; of which it is responsible.
25. A meeting with all contractors will be held.
26. A security firm will be hired to monitor the campus, escort terminated staff off the premises, and ensure the safety of Board members and staff.
27. For safety reasons, the Board of Directors will no longer meet at the 706 Manchester site. Arrangements have been made to meet in the Community Room at the 77th Area Police Station or at the Community Centers Inc. facility located at 7518 South Vermont Avenue, Los Angeles, CA. Specific locations will be noted on Board Agendas.

The above preliminary actions will help guide the Board in addressing issues outlined in the 'Notice of Concern'. Additionally, the Board welcomes suggestions from the Los Angeles County Office of Education in addressing issues outlined in the 'Notice of Concern'. The Wisdom Board of Directors is grateful for the opportunity to remedy these issues.

Thank you for your consideration and assistance.

Respectfully Submitted,

*Hon. Carol Lee Tolbert, President
Wisdom Academy Board of Directors*

Cc: Board of Directors

Ct: January 19, 2014

Wisdom Academy for Young Scientists

January 17, 2014

Via Electronic Mail & U.S. Mail
delgado_arturo@lacoe.edu

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242-2890

Re: Response to your letter dated December 20, 2013

Dear Dr. Delgado:

I am responding to your letter dated December 20, 2013, which you incorrectly mailed solely to the WAYS Board President's residence in Oakland and her personal email address. As a result, WAYS did not receive your letter until January 14, 2014. Thus, it is unreasonable that you requested a response by January 20, 2014, which date is also a Federal recognized holiday. Going forward, please comply with the LACOE MOU with regard to such notices. The MOU specifically provides that LACOE send any and all notices and correspondence concerning WAYS to the Executive Director at the school's address. By incorrectly sending your notice to a single board member but addressing all of them, you could have inadvertently triggered a serial board communication (transmittal of your letter) in violation of the Brown Act. We expect you to comply with the MOU in this regard.

At the time your letter was sent, WAYS had in fact submitted the following required reports. It is unclear why you were under the impression that they had not been sent by that date. One report (the December financial statement) did not exist yet at the time of your letter. In any event, here is a summary of when each report was submitted.

October Financials were submitted November 15, 2013

November Financials were submitted December 13th 2013

December Financials were not due by the time LACOE wrote the letter, it was subsequently submitted January 15, 2014

First Interim was submitted December 13, 2013

Unaudited Actuals was submitted before the due date but LACOE asked for adjustments and final submission was October 9th

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Los Angeles, CA 90001
(323) 752-6655 • Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com • web: www.wisdomacademy.org

000040

The WAYS Board President and one other Board Member incorrectly included a member of your office as a recipient in WAYS internal confidential communication, which was explicitly intended for me, which you quote in your letter. Her email dated November 20, 2013, was not a "notice of an altercation" to LACOE. Furthermore, a majority of the statements made in the Board President's email dated November 20 were inaccurate and unfounded. That is being sorted out as an internal matter.

The WAYS Board President is new to the organization, and has not been appointed, authorized, or delegated an authorized point of contact between LACOE and WAYS. As you know, any information provided by a single member of the WAYS Board, without prior authorization from the WAYS Board, is not and cannot be an official communication concerning the business and operations of WAYS. A single board member does not speak for the board or the organization. Many of your December 20, 2013 statements are based on what appears to be your misinterpretation of that internal communication. Furthermore, your assertion that the CSO requested an explanation as to why the WAYS November 21, 2013 Board meeting was "postponed" is not correct. We did not receive any such request. In any event, the WAYS November 21, 2013 Board Meeting was postponed because I determined that the agenda was not posted in accordance with the Brown Act. We did not wish to proceed with an improperly noticed meeting, so we cured any potential violation by postponing the meeting until proper notice was provided. The improper notice was a result of the new Board President's learning curve on these issues.

Since the charter renewal period in May 2011, your office has made habitual misstatements and unfounded claims. We have been trying to resolve that problem with you, and will continue to do so. Most recently, your December 20, 2013 letter refers to "[my] history of overstepping [my] authority." That is false and misleading. You misquote my October 10, 2011, email insinuating that I overstepped my authority by calling a Board Meeting. However on October 10, 2011, I was still a member of the WAYS Board; consequently my statement that "four of the remaining board members all agreed that we needed a called meeting because of the desperate and crucial situation surrounding WAYS" is in fact evidence that the Board called a meeting as required by the Bylaws, and in no way supports your suggestion that I have a "history" of "overstepping" my authority.

Also for the record, as my letter dated November 12, 2013 implied, the October 24, 2013 Board Meeting was ended abruptly at 8:40pm at the conclusion of the closed session with an unofficial Board consensus due to an unanticipated interruption. There was no threat to the health and safety of anyone in attendance at the October 24, 2013 meeting. Furthermore, my statements in my November 12, 2013 do not support any allegations or claims made by any board or staff member. WAYS maintains a safe and secure environment for its students, staff, administration, school volunteers, and visitors.

WAYS reviews its policies regularly. There were no changes made to the Board approved Policies including the Admissions/Enrollment/Lottery, and Suspension & Expulsion policies, which were initially submitted to LACOE in during the WAYS Charter Renewal in May 2011. On November 7, 2013, an email from Neha Patel states that the LACOE CSO was unable to locate these policies, additionally naming the newly required Student Fees Policy. These policies were resubmitted to LACOE on November 8, 2013, along with a draft version of the newly required Student Fees Policy Draft which was expected to be reviewed by the WAYS Board at the November 24, 2013 Board Meeting.

We will continue to provide you information and document as we move forward. We agree that WAYS is experiencing some difficulties with board governance; many volunteer boards do. We have several new board members, and the board is quickly working through some growing pains. We expect board meetings to operate much more smoothly going forward. Similarly, we expect the Board to meet regularly.

Concerning your comments about arbitration over "conditions of authorization", we hope to resolve that with you within the schedule set by the arbitrator, Mr. Mainland. Our attorney has asked LACOE for your proposed award language so we could consider agreeing to it without any objection or further waste of public dollars. We understand that LACOE's attorney agreed to provide that. We believe that will entirely resolve those issues.

Sincerely,



Ed Cabil

EXHIBIT 3



Los Angeles County Office of Education

Leading Educators ■ Supporting Students ■ Serving Communities

January 24, 2014

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turrentine
President

Katie Braude
Vice President

Douglas H. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Reiser

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Hon. Carol Lee Tolbert, President
Ms. Kimberly Daniels
Mr. Armando Espinosa
Ms. Sandra Davis
Mr. Norman Golden
Ms. Cherly Johnson
Dr. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Via First Class Mail and E-mail to:
edcabil@sbcglobal.net;
kids@civicpride.net;
kimberly@ksdanielslaw.com;
armando.espinosa.10@my.csun.edu;
saundavis@aol.com;
normanskx@gmail.com;
johnsoncenter@msn.com;
dvalenti747@yahoo.com

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Confirmation of Receipt of Responses to Superintendent's Notice of Concern

On December 20, 2013, Superintendent Dr. Arturo Delgado issued a *Notice of Concern* to Wisdom Academy for Young Scientists (WAYS). The letter requested an action plan, responsive to the issues stated in the letter, be submitted to the Charter School Office by January 20, 2014.

On January 21, 2014, the Los Angeles County Office of Education received two (2) responses: one from the WAYS Board President and one from the WAYS Executive Director. The responses contain contradictory information and request different timelines for submitting the action plan.

By Friday, January 31, 2014, please submit the school's response to the Superintendent's *Notice of Concern* to the Charter School Office.

Sincerely,

Judy Higelin
Project Director III
Charter School Office
Division of Accountability, Support and Monitoring

JH:ls

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE

EXHIBIT 4

Wisdom Academy for Young Scientists

January 31, 2014

Via Electronic Mail & U.S. Mail
delgado_arturo@lacoe.edu
higelin_judy@lacoe.edu

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242-2890

Re: Response to your letter dated December 20, 2013 and letter from Judy Higelin dated January 24, 2014

Dear Dr. Delgado:

Thank you for stating your concern to us about WAYS' Board governance. We recognize that we have had recent issues with inappropriate actions and communication coming from a specific Board Member. We, too, have been very concerned and our Board has taken steps to correct this matter, and we will continue to do so. At the January 30, 2014 Special Board Meeting, the Board voted to remove Carol Lee Tolbert from the WAYS Board. Thus, Carol Lee Tolbert is no longer a member of the WAYS Board and is no longer associated with WAYS in any capacity whatsoever. We believe this action is a major step in correcting our recent governance issues. Attachment 1 of this letter is our updated school contact list and attachment 2 of this letter is our List of current board members. WAYS intends to appoint additional members to its Board as soon as practicable.

I am further responding to your letter dated December 20, 2013, which you incorrectly mailed solely to the former WAYS Board Chair's residence in Oakland and her personal email address. As a result, WAYS did not receive your letter until January 14, 2014. Thus, it is unreasonable that you requested a response by January 20, 2014, which date is also a Federal recognized holiday. Going forward, please comply with the LACOE MOU with regard to such notices. The MOU specifically provides that LACOE send any and all notices and correspondence concerning WAYS to the Executive Director at the school's address. By incorrectly sending your notice to a single board member but addressing all of them, you could have inadvertently triggered a serial board communication (transmittal of your letter) in violation of the Brown Act. We expect you to comply with the MOU in this regard.

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Los Angeles, CA 90002
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e-mail: wisdomacademy4ys@yahoo.com • web: www.wisdomacademy.org

000044

At the time your letter was sent, WAYS had in fact submitted the following required reports. It is unclear why you were under the impression that they had not been sent by that date. One report (the December financial statement) did not exist yet at the time of your letter. In any event, here is a summary of when each report was submitted:

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The former WAYS Board Chair was new to the organization, and had not been appointed, authorized, or delegated an authorized point of contact between LACOE and WAYS. As you know, any information provided by a single member of the WAYS Board, without prior authorization from the WAYS Board, is not and cannot be an official communication concerning the business and operations of WAYS. The former Board Chair, took an oath with the understanding that the authority rests with the Board as a whole and not with individuals. A single board member does not speak for the board or the organization. Many of your December 20, 2013 statements are based on what appears to be your misinterpretation of that internal communication.

Furthermore, your assertion that the CSO requested an explanation as to why the WAYS November 21, 2013 Board meeting was "postponed" is not correct. We did not receive any such request. In any event, the WAYS November 21, 2013 Board Meeting was postponed because I determined that the agenda was not posted in accordance with the Brown Act. We did not wish to proceed with an improperly noticed meeting, so we cured any potential violation by postponing the meeting until proper notice was provided. The improper notice was a result of the former Board Chair's learning curve on these issues.

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We will continue to provide you information and document as we move forward. We agree that WAYS has experienced some difficulties with board governance; many volunteer boards do. We have several new board members, and the board is quickly working through some growing pains. We expect board meetings to operate much more smoothly going forward. Similarly, we expect the Board to meet regularly.

Concerning your comments about arbitration over "conditions of authorization", we hope to resolve that with you within the schedule set by the arbitrator, Mr. Mainland. Our attorney has asked LACOE for your proposed award language so we could consider agreeing to it without any objection or further waste of public dollars. We understand that LACOE's attorney agreed to provide that. We believe that will entirely resolve those issues.

Sincerely,



Ed Cabil

Cc: WAYS Board of Directors

EXHIBIT 5



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

May 17, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Gabriella Holt

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Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cherly Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

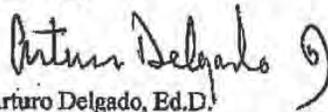
Notice of Audit Pursuant to *Education Code* Section 1241.5(c)

This letter notifies the Wisdom Academy for Young Scientists (WAYS) that my office has approved the initiation of an audit under *Education Code* section 1241.5(c) to investigate possible fraud. We have contracted with the Fiscal Crisis and Management Assistance Team (FCMAT) to perform the audit. We have requested that FCMAT begin this audit as quickly as they can assign available staff.

We consider this to be an extraordinary request and we are approving the audit based on information contained in the school's 2011-12 Independent Audit as well as information provided by my staff. We will apprise you of the audit findings once the work has been completed.

My staff will be in contact with you regarding details as to the scope of the work and other contract issues. Should you have any questions regarding this audit, please contact Dr. Alex Cherniss at (562) 922-6124, or Ms. Marlene Dunn at (562) 922-6131.

Sincerely,


Arturo Delgado, Ed.D.
Superintendent

AD/AC/JH:ls

c: Los Angeles County Board of Education
Joel Montero, Chief Executive Officer, FCMAT
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Alex Cherniss, Ed.D., Chief Business Officer, Business Services, LACOE
Marlene Dunn, Director, Business Advisory Services, LACOE

EXHIBIT 6

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

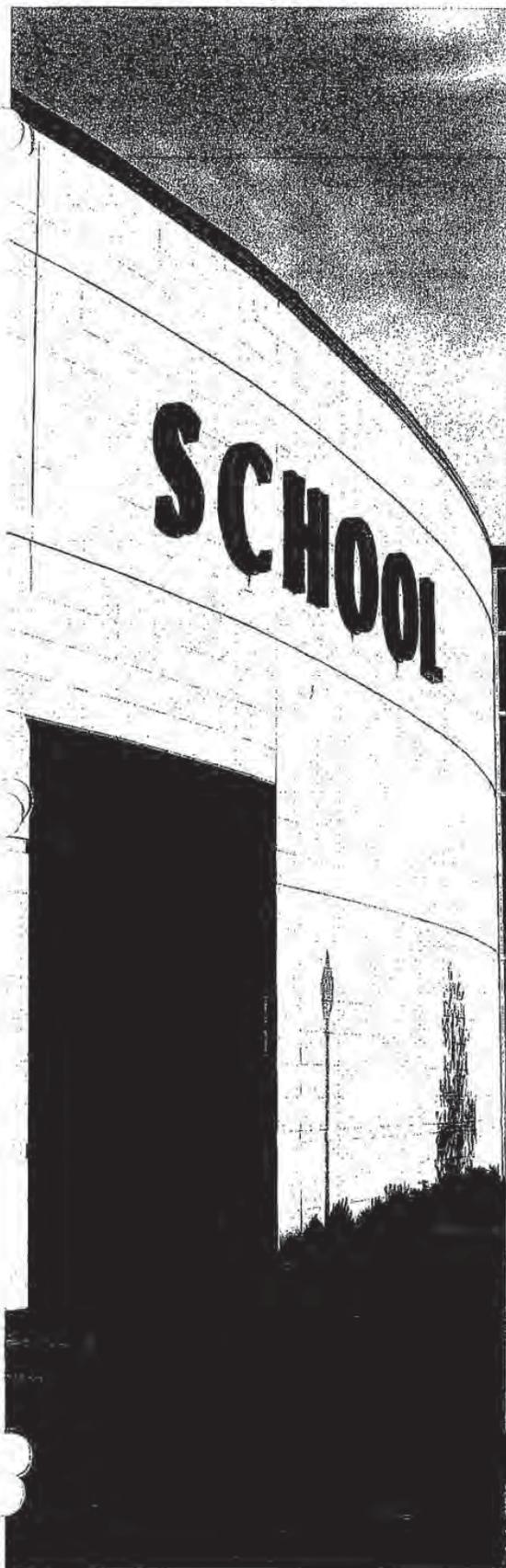
**Los Angeles County
Office of Education**
regarding the

**Wisdom Academy
for Young Scientists**

AB 139 Extraordinary Audit

March 19, 2014

Joel D. Montero
Chief Executive Officer



000048

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

000049

WAYSAPPEAL-000707

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

March 19, 2014

Arturo Delgado, Ed.D., Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Dear Superintendent Delgado:

The contract between the Fiscal Crisis and Management Assistance Team (FCMAT) and the Los Angeles County Office of Education to provide an Assembly Bill 139 extraordinary audit of the Wisdom Academy of Young Scientists (WAYS) was signed in May 2013 and returned to FCMAT in June 2013. Specifically, the agreement stated that FCMAT would perform the following:

Scope and Objectives of the Study

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

FCMAT

Joel D. Montero, Chief Executive Officer
1300 17th Street - City Centre, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 707-636-4647 • www.fcmat.org
Administrative Agent: Christine L. Frazier - Office of Kern County Superintendent of Schools

000050

- [REDACTED]
4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
 5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.

This final report contains the study team's findings and recommendations in the above areas of review. FCMAT appreciates the opportunity to serve the Los Angeles County Office of Education, and extends thanks to all the staff for their assistance during fieldwork.

Sincerely,



Joel D. Montero
Chief Executive Officer

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i

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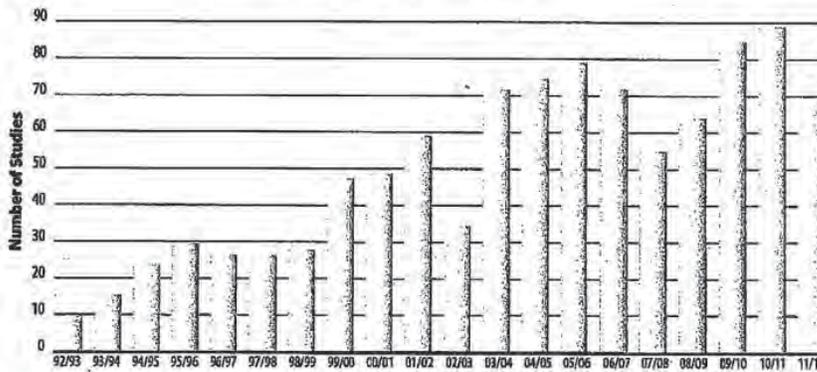
About FCMAT

FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices and efficient operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and share information.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the local education agency to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help local educational agencies operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) arm of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. Assembly Bill 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. Assembly Bill 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

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ABOUT FCMAT

In January 2006, SB 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform nearly 850 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

In May 2013, the Fiscal Crisis and Management Assistance Team (FCMAT) received a request from the Los Angeles County Office of Education for an Assembly Bill (AB) 139 extraordinary audit of the Wisdom Academy for Young Scientists charter schools. The county office had received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related-party transactions at WAYS charter school. Concerned that these allegations may have violated various government and education codes related to fraud and/or misappropriation of assets, the county superintendent initiated an investigation to determine whether sufficient evidence of fraud, misappropriation of funds or other illegal activities may have occurred to report the matter to the local district attorney's office for further investigation. Under the provisions of Education Code Section 1241, FCMAT entered into a contract with the Los Angeles County Office of Education to conduct an AB 139 extraordinary audit.

FCMAT interviewed employees and reviewed documents to determine if instances of fraud, misappropriation of funds or other illegal practices occurred that would warrant further investigation by the local district attorney's office.

Study Guidelines

FCMAT provides a variety of services to school districts and county offices of education upon request. Education Code Section 1241.5(b)(c) permits a county superintendent of schools to review or audit the expenditures and internal controls of any school district in that county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. According to the Education Code, the review or audit conducted by the county superintendent will focus on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and is to be conducted in a timely and efficient manner. This is in accordance with Education Code Section 42638(b), which states as follows:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the school district, the State Controller, the Superintendent of Public Instruction, and the local district attorney.

Therefore, FCMAT focused on the allegations of misappropriation of assets, misuse of grant funds and conflict of interest to determine whether Wisdom Academy for Young Scientists Charter School and/or its personnel were involved in or committed fraudulent activities.

Audit Fieldwork

Investigating allegations of fraud requires a number of steps that include interviewing potential witnesses and assembling evidence from internal and external sources. The FCMAT study team conducted initial county office interviews in June 2013 during the schools' summer vacation and then visited the three charter school campuses in November 2013 to conduct interviews, collect data and review documents. Based on new information, additional interviews and fieldwork were scheduled in December 2013 through February 2014. Specifically, FCMAT reviewed, analyzed and tested records that included audited financial statements, financial records, grant documents, board minutes, the charter petitions and other documentation from independent third party

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INTRODUCTION

sources. The review also included interviews with a board member, management personnel, business service provider, and former charter school employees to evaluate information concerning any alleged mismanagement, fraud, or abuse.

The fieldwork focused on determining whether there is sufficient information to ascertain fraud, misappropriation of funds, conflict of interest particularly with related-party transactions, self-dealing through privately owned company transactions of management and key employees and the former executive director of the charter school, and breach of fiduciary duty.

Although there are many different types of fraud, a conflict of interest and breach of fiduciary duty exists when officers or employees of the organization have a personal financial interest in a contract or transaction and is considered to be a form of misappropriation of assets.

All fraud has common elements including the following:

Knowingly making an untrue representation or a false claim of a material fact;

- Intent to deceive, or concealment of the act;
- Reliance on untrue information; and
- Damages or a loss of money or property.

This report is the result of that investigation and is divided into the following sections:

- Introduction
- Background
- Scope and Procedures
- Findings and Recommendations
 - Occupational Fraud
 - Related-Party Transactions, Significant Influence, Self-Dealing
 - Audit Findings
 - Governing Board Oversight
- Appendices

Study Team

The FCMAT study team was composed of the following members:

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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Background

Wisdom Academy for Young Scientists (WAYS) operates under the Merle Williamson Foundation, a non-profit 501(c)(3). WAYS charter school was authorized as a charter school by the California Department of Education (CDE) in September 2006. The first-year enrollment of 141 grew to 267 pupils by June 30, 2012.

Originally approved by Los Angeles Unified School District Board of Education, the charter school was denied renewal of the petition effective July 1, 2011. The district cited several instances of Education Code violations that included:

1. Conflict of interest concerns between related parties, the executive director, the principal and members of the Board of Directors including self-dealing;
2. Violations of the Brown Act;
3. An ineffective governance structure; and
4. Failure to provide a reasonably comprehensive description in the petition for 12 of 16 required elements pursuant to EC 47605(b)(5).

The WAYS governing board is responsible for fiscal accountability and proper governance over all financial transactions but has limited involvement in the schools' financial affairs. The inability for the governing board to exercise due diligence and implement internal controls has effectively allowed the former executive director, current executive director and related parties unrestricted access to the assets of the organization and implied authority to enter into a variety of business arrangements for personal gain without board authorization and/or approval.

The involvement of the former executive director, related parties, business associates, former board members and numerous businesses owned by the former executive director and her husband has raised questions regarding potential conflict of interest, significant influence over financial transactions, self-dealing, control over fiscal management and related party transactions in violation of government and education codes.

On June 7, 2011, the Los Angeles County Board of Education (LACBOE) granted conditional approval for the WAYS charter school. Since that time, the management of the charter school has repeatedly resisted implementation of the conditions for approval by ignoring requests by the county office staff for information to support that the conditions have been met. On several occasions, verification that the conditions have been met including required reports such as financial information, interim budget reports, audited financial statements and monthly reports have been submitted after repeated requests by Los Angeles County Office of Education (LACOE) staff or have not been submitted at all.

County office staff cite several instances within the first year of operations where WAYS failed to comply with the conditions set forth in the original conditional approval. Some examples include: Management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage, attendance reports, contact information, student information, board minutes, board agendas, board meeting dates, failure to abide by

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conflict of interest laws, and interference in operations from the founder/former executive director, in addition to written and verbal complaints by board members, parents and staff.

Following the conditional approval by LACBOE, the county office staff received written and verbal complaints alleging WAYS engaged in fiscal mismanagement, interference with the board in its fulfillment of fiduciary duties by the founder/former executive director, disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board, resignation of five of the nine board members in one month citing concerns over conflict of interest, ongoing board member resignations, dissention, verbal abuse of board members by the founder/former executive director and, most recently, her son, the director of operations. In January 2014, three of five board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.

LACOE staff note several irregularities and possible misappropriation of funds within the WAYS charter school organization that oversees three charter school sites. These allegations of fraud involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases, related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school, execution of a vehicle lease without board approval, and a substantial separation of service payment to the former executive director without sufficient supporting documentation.

Governance issues include an ineffective governance structure caused by continued interference by the former executive director through her son and daughter that hold key positions of authority and decision making in the organization, effectively eliminating the governing board's ability to exercise its fiduciary responsibilities and duty of care. Evidence of board meeting cancellations and disruption by the current executive director and the founder's son (director of operations) are corroborated through emails, board minutes and audio recording of board meetings. Prior to the board president's resignation in January 2014, threatening outbursts by the founder's son at a specially scheduled board meeting ended the meeting, after which she obtained a restraining order for her personal protection.

Based on these allegations, the Los Angeles County Office of Education, Charter Schools Division conducted a preliminary investigation, and based on the results of their initial findings, requested assistance from FCMAT pursuant to Education Code Sections 47604.4 and 1241.5(c).

The county office requested FCMAT to provide for the assignment of professionals to study specific aspects of alleged fraud, misappropriation of funds or other illegal fiscal practices that may have occurred in the Wisdom Academy for Young Scientists organization that merit examination.

EC Section 42638(b) requires action by the county superintendent to include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Sufficient evidence exists to demonstrate that WAYS' management and governing board has failed to cooperate with its oversight agency; is engaged with fiscal mismanagement; violates California conflict of interest laws by engaging in related party transactions and self-dealing; and has breached its fiduciary responsibility and duty of care.

Scope and Procedures

The fraud investigation consisted of gathering adequate information regarding specific allegations, establishing an audit plan, and performing various audit test procedures to determine whether fraud occurred, and if so, evaluate the loss, determine who was involved, and determine how it occurred. During the interviews, FCMAT study team members asked questions pertaining to levels of authority to enter into contracts, governing board oversight, financial management policies and procedures, job duties and responsibilities, and questions related specifically to the founder/former executive director's settlement agreement, facility leases, automobile lease, excess fuel purchases and various purchases by selected vendors including the dance studio owned by the founder's daughter.

The primary focus of this review is to provide the Los Angeles County Office of Education with reasonable assurances based on the testing performed that adequate management controls are in place regarding the charter schools' reporting and monitoring of financial transactions and that fraud, misappropriation of funds or other illegal activities have not occurred. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance.

FCMAT utilized fraud risk assessment tools to conduct sample tests of financial transactions, other data and contracts to determine if fraud, misappropriation of funds or other illegal activities have occurred. Testing associated with this review is based upon sample selection and does not include the testing of the complete list of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

Transaction Sampling Analysis

To accomplish the objectives of this audit, a number of audit test procedures were developed to provide an in-depth analysis and understanding of the allegations and potential outcomes. The team had access to the general ledger records from July 1, 2008 through June 30, 2013. Specifically, FCMAT performed audit tests related to general ledger transactions, bank statements, check disbursements, and rent, facility and automobile lease agreements, including the following:

- Review of the charter schools' detailed QuickBooks general ledger records for the most recent five-year period from July 1, 2008 through December 31, 2013.
- Review of bank statements covering the audit period.
- Review of proper authorization and available supporting documentation.
- Review of credit card transactions and payments.
- Analysis of supporting documentation for credit card transactions.
- Review of federal forms W-9, 990 and 1099 over the audit period.
- Review of the charter schools' fiscal policies and procedures handbook.
- Review of the charter schools' petition documents and bylaws.
- Review of the governing board minutes and agendas.
- Analysis of purchases for school materials and supplies.

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- Analysis of the charter schools' compliance with laws and regulations relating to conflict of interest and the Political Reform Act and review of Forms 700.
- Review of the charter schools' internal control process and procedures to determine possible weaknesses in prevention and detection of fraud, misappropriation and/or criminal activity.

Transaction sampling was the method used to evaluate the vendor payments issued by WAYS. To evaluate WAYS' management of expenditure decisions, FCMAT obtained a full copy of the WAYS accounting software, QuickBooks. Using QuickBooks, the team reviewed the WAYS general ledger and vendors over the last five years.

The WAYS chart of accounts general ledger is comprised of 196 accounts. Vendor transactions are accounted for using the charter of accounts recorded in the general ledger to account for transactions in various like-kind groups such as office supplies, books, rent, loans, capital improvement, etc. For example, a typical purchase from Staples would be recorded as supplies and subsequently paid through accounts payable, eventually decreasing the cash account.

The team reviewed all 42 customers and 667 WAYS vendors and scanned each transaction in the QuickBooks software to identify potential individual transactions to be examined further.

An audit risk assessment involves sampling of both customer and vendor transactions. Customer transactions were consistent with audit risk parameters; therefore, no additional transactions were reviewed. However, the team identified 20 of the 667 vendors for an in-depth audit that included 137 individual transactions as demonstrated in the following table below.

WAYS Transaction Sampling	Customers	Vendors	Total
Total Number	42	667	709
FCMAT Team Reviewed	42	667	709
Percent Reviewed	100%	100%	100%
Selected For Detailed Review	-	20	20
Percent Reviewed of Total Number	0%	3%	3%
Detailed Documentation Examined	n/a	137	137

Selected vendor transactions were audited for supporting documentation for paid invoices based on specific criteria and depending on the type of purchase:

- An invoice's appearance, calculations of extended prices and quantities, description of invoice line items, and sales tax calculations
- Invoice payments
- Shipping documents
- Bills of lading and/or packing slips
- Receipt documentation such as notes, description of the business purpose
- Proper authorization including governing board approval, management approval, and conformance to internal accounting policies and procedures

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- Proper coding of the transaction into the chart of accounts general ledger
- Vendor names and check payee names that are supported by valid business license, sales tax licenses and federal Form W-9
- Vendor invoices that present valid business addresses
- Vendors that were issued a federal Form 1099
- Contracts that are valid for the appropriate time period and contain authorized signatures
- Other proper documentation depending on the type of purchase or contract

After reviewing 137 detailed transactions of the 20 vendors selected for detailed review, the following six vendors fit the profile of related parties and/or were business entities that received payments from WAYS business accounts for goods or services:

1. OSE Business Services
2. American Express credit card
3. Godfrey Okonkwo
4. Emeka Enwezor
5. Avatar Technology
6. Toyota Motor Corporation - Lexus purchase and sale

The following findings and recommendations are the result of the audit procedures and analysis performed.

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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WAYSAPPEAL-000721

Findings and Recommendations

Occupational Fraud

The owners, executives, directors, managers and/or employees of an organization may commit occupational fraud, which has three primary classifications: schemes related to asset misappropriation, corruption, and financial statements. Occupational fraud is the most common type of fraud that occurs in school settings.

Asset misappropriation frauds include cash skimming, purchasing fraud, falsifying expense reports and/or forging company checks. Corruption schemes involve an employee(s) using his or her influence in business transactions to obtain a personal benefit that violates that employee's duty to the employer or the organization; conflicts of interest fall into this category. Financial statement fraud includes the intentional misstatement or omission of material information in the financial reports.

Occupational fraud is one of the most difficult types of fraud and abuse to detect; however, the most common method of detection is receiving tips from current and/or former employees, which occurs three times more frequently than any other fraud prevention method for this type of scheme, and accounts for 43.6% of detections overall. According to the 2012 Report to the Nations on Occupational Fraud and Abuse conducted by the Association of Certified Fraud Examiners (ACFE), corruption schemes accounted for approximately one-third of all occupational fraud cases reported, with a median loss of \$250,000.

Based on this study, there is a direct correlation between the perpetrator's position and authority in the organization and the losses incurred. Approximately 43% of fraudsters were employees; 34.3% were managers; 4.2% were "others," and 18.5% were owner/executives. Although the second lowest percentage is from owner/executives, this group generated the largest median loss of \$373,000 out of the 753 cases reported in the United States.

WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates. The founder/former executive director selected the board members, which gave her and other family members significant influence over financial decisions that benefited them financially. Even after the founder was removed from her executive director position as a condition of the newly executed charter petition by the county office of education, the founder/former executive director positioned her son, daughter and previous board president to hold key positions in the organization and run the day-to-day operations, and by this action still maintained effective control over the financial affairs of the organization.

This report will demonstrate that there is an integral relationship between appointed board members and related family members and business associates – particularly between the former executive director, her son, daughter, former board president and their associated private businesses and lease agreements – that created an environment that allowed and continues to allow access, opportunity and motivation for occupational fraud to occur.

Internal Control Elements

Internal controls are the principal mechanism for preventing and/or deterring fraud or illegal acts. Illegal acts, misappropriation of assets or other fraudulent activities can include an array of irregularities characterized by intentional deception and misrepresentation of material facts.

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Effective internal control processes provide reasonable assurance that a charter school's operations are effective and efficient, that the financial information produced is reliable, and that the organization operates in compliance with all applicable laws and regulations.

Internal control elements provide the framework for an effective fraud prevention program. An effective internal control structure includes the policies and procedures used by staff, adequate accounting and information systems, the work environment and the professionalism of employees. An effective internal control structure includes the five interrelated components of the control environment: fraud risk assessment, control activities, information and communication, and monitoring.

Internal Control Element	Description
Control Environment	Commonly referred to as "the moral tone of the organization," the control environment includes a code of ethical conduct; policies for ethics, hiring and promotion guidelines; proper assignment of authority and responsibility; oversight by management, the board or an audit committee; investigation of reported concerns; and effective disciplinary action for violations.
Fraud Risk Assessment	Identification and assessment of organization's objectives to establish and develop a strategy to react timely.
Control Activities	The development of policies and procedures to enforce the governing board's directives. These include the actions by management to prevent and identify misuse of the district's assets, including the prevention of override of controls in the system by any employee.
Information and Communication	The establishment of effective fraud communication. This includes ensuring that employees receive information regarding policies and opportunities to discuss ethical dilemmas. Establishing clear lines of communication in an organization to report suspected violations.
Monitoring	Ongoing monitoring that includes periodic performance assessments for fraud deterrence by managers and employees.

Examples of improper internal controls include, but are not limited to, the following:

- Failure to adequately segregate the duties and responsibilities of authorization.
- Failure to limit access to assets or sensitive data.
- Not recording transactions, resulting in lack of accountability and the possibility of theft.
- Unauthorized transactions, resulting in skimming, embezzlement or larceny.
- Lack of monitoring or implementing internal controls by the governing board and management.
- Collusion among employees where little or no supervision exists.

A system of internal controls consists of policies and procedures designed to provide the governing board and management with reasonable assurance that the organization achieves its objectives and goals. Traditionally referred to as *hard* controls, these include segregation of duties, limiting access to cash, management review and approval, and reconciliations. Other types of internal controls include *soft* controls such as management tone, performance evaluations, training programs, and maintaining established policies, procedures and standards of conduct. Controls that have been established must also be implemented and monitored to ensure their effectiveness.

Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document

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that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests. In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely.

The internal control environment is a critical component because it establishes the organization's moral tone, commonly referred to as "the tone at the top." The tone at the top is an intangible internal control element that consists of the perception of an organization's employees regarding the ethical conduct displayed by the governing board and executive management.

A strong system of internal controls that consists of all five elements can provide reasonable but not absolute assurance that the organization will succeed in achieving its goals and objectives. The failure to establish adequate internal controls limiting the ability of the founder, family members and other-related parties to access assets coupled with a lack of accountability to the governing board created an environment for fraud and misappropriation to occur.

To further demonstrate the lack of effective internal controls, independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these findings have not been addressed by management and the governing board; therefore, these findings are repeated each year. The following table illustrates a complete list of audit findings from 2010-11 through 2012-13 prepared by annual independent auditors.

Audited Financial Statements Schedule of Findings and Questioned Costs for Audit Years 2011, 2012 and 2013

Finding	Description	2011
11-01/3000 - Combined Significant Deficiency Internal control condition	Untimely deposit of cash receipts	Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws and regulations.
11-02/3000 -Combined Significant Deficiency Internal control condition	Bank Reconciliation Over Site	Bank reconciliation was not properly reviewed resulting in inconsistent bank to book balances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor.
11-03/3000 - Combined Significant Deficiency Internal control condition	Accounts Receivable Reconciliation	The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances. Organization has not adequately established written policies and procedures to ensure accounts receivable balance is properly reconciled to subsidiary ledger balances and that differences are investigated and cleared in a timely manner. Could result in material errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

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11-04/3000 – Combined Significant Deficiency Internal control condition	Recording transaction with- out complete supporting documentation	Supporting documentation for several dis- bursements was not complete. Could result in duplicate payments, goods and/or services not received, or payments that are incorrect or fraudulent. Could be a material misstatement of the finan- cial statements. Organization lacks clear policies and proce- dures for the approval of all disbursements.
11-05/3000 – Significant Deficiency Internal control condition	Payroll Expense Reconciliation	Payroll expenses are not properly reconciled and adjusted in a timely manner. Could be a material misstatement of the finan- cial statements.
11-6/3000 – Significant Deficiency Internal control condition	Written Asset Capitalization Policy	Organization does not have a written asset capitalization policy or procedures. This could result in unreliable financial reporting and compliance. Could be a material misstatement of the finan- cial statements.
Finding	Description	2012
11-01/3000 – Significant Deficiency Internal control condition	Bank Reconciliation Over Site	Bank reconciliation was not properly reviewed resulting in inconsistent bank to book bal- ances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor.
11-02/3000 – Significant Deficiency Internal control condition	Payroll Expense Reconciliation	Payroll expenses were not consistently recon- ciled to the general ledger. Could result in a material misstatement of the financial statements. Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.
Finding	Description	2013
2013-1/3000 Significant Deficiency Internal control condition	Bank Reconciliations	Monthly adjustments are made to a "suspense" account. Correcting journal entries at year end were not reconciled or posted into the proper accounts. Questioned costs: \$13,735 posted in suspense accounts. Inadequate procedures to ensure that sup- porting documentation is provided for all transactions associated with bank accounts. Management officials from the school are not providing information necessary to post cor- recting journal entries to back office provider.

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<p>2013-2/3000 Significant Deficiency Internal control condition</p>	<p>Payroll Expense Reconciliations</p>	<p>Payroll expenses were not consistently reconciled to the general ledger resulting in a material misstatement of the financial statements. Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liability.</p>
<p>2013-3/3000 Significant Deficiency Internal control condition</p>	<p>Year End Accruals and Closing Process</p>	<p>The organization did not record closing transactions for the accounts receivable, accounts payable, prepaid expenses, and capital assets. Effect: Recording differences between unaudited actuals reported to oversight agency and audited financial statements. Material misstatement of the financial statements. Organization has not established clear written policies and procedures for year-end closing activities.</p>
<p>2013-4/3000 Significant Deficiency Internal control condition</p>	<p>Payroll Documentation</p>	<p>Personnel Action Forms (PAFs) are not complete. In 100% of the PAFs reviewed there were missing approval signatures. Federal Form I-9s were not completed correctly in nine out of 10 forms tested, exposing the organization to risk of noncompliance with I-9 requirements. The organization is at risk for paying individuals that are not approved. The organization has not established adequate procedures for hiring, including required documentation.</p>
<p>2013-5/3000 Significant Deficiency Internal control condition</p>	<p>Capital Assets</p>	<p>The organization was unable to provide detail of capital assets to support amounts recorded in the books of record. Purchases of capital assets were inappropriately expensed instead of capitalizing these assets appropriately. Insufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements. The organization has not established adequate procedures for tracking capital assets and ensuring that they are appropriately recorded in the financial statements.</p>

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<p>2013-6/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Credit Card Documentation</p>	<p>Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation.</p> <p>Credit cards are used to purchase items and subsequently repaid with a check. The organization is using the credit card statements for supporting documentation without including all receipts for the expenditures.</p> <p>Questioned costs: \$5,858 from sample selected.</p> <p>The organization has not established adequate procedures that require adequate supporting documentation.</p> <p>The organization is exposed to risk of misappropriation of assets.</p>
<p>2013-7/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Beginning Net Assets</p>	<p>Net assets were not in agreement with the prior year audited ending net assets. The organization was unable to provide reconciling items to support adjustments to beginning net assets.</p> <p>The organization has not established adequate procedures in place to track prior year adjustments.</p>
<p>2013-8/3000 Significant Deficiency</p>	<p>Inconsistent Reporting</p>	<p>Financial reporting to the oversight agency is based on a fiscal year and to the IRS on a calendar year and should be consistent.</p> <p>IRS regulations require tax returns to be prepared based on the fiscal year of operation.</p>
<p>Federal Award Findings</p>		
	<p>Tracking Expenditures</p>	<p>The organization failed to track expenditures separately for federal awards. This caused major delays with the timing of audit procedures associated with OMB Circular A-133 requirements because management had to identify each individual expenditure separately.</p> <p>Programs involved: National School Lunch Program: \$212,061 Special Education Cluster: \$99,925</p>
<p>State Award Findings</p>		
	<p>Class Size Reduction Program</p>	<p>Form J-7 CSR was prepared using the average monthly enrollment based on the last day of the school month rather than average daily enrollment from the first day of classes through April 15.</p> <p>Questioned costs: Under-reported eligible students by 1 student.</p>

Conflict of Interest

A conflict of interest exists when an individual has a private financial interest in the outcome of a contract or a public decision and does either of the following:

1. Participates in the decision-making process
2. Influences, or attempts to influence, others making a contract or decision

Statutes that govern conflicts of interest include the Political Reform Act, Government Code 1090, Government Code 87100, and Corporations Code Section 5233 for nonprofit organizations. Governing board members and administrators should abstain from all discussions, negotiations and votes that are related to a contract in which they have a personal financial interest by removing themselves from the meeting and ensuring that abstention and departure are recorded in the board minutes. A conflict of interest can still exist with subsequent action on the contract, such as authorizing payment under a contract, negotiating disputes or contract terms; therefore, the governing board member or administrator should abstain from all discussions, negotiations and/or votes related to the contract in which he or she has a personal interest.

The report will demonstrate that conflict of interest exists that allowed the founder/former executive director, family members, and close associates interacting as "vendors" to gain financially.

Political Reform Act – Disclosure, Conflicts of Interest and Enforcement

The Political Reform Act (PRA), Government Code Sections 81000 - 91015, was enacted by Proposition 9 in June 1974. The stated intent of the act was to establish a process for most state and local officials as well as certain designated employees to publicly disclose their personal income and assets as follows:

[a]ssets and income of public officials which may be materially affected by their official actions... [are] disclosed and in appropriate circumstances the officials... [are] disqualified from acting in order that conflicts of interest may be avoided.

The PRA provisions are enforced by the Fair Political Practices Commission (FPPC) and require every state and local governmental agency to adopt a conflict-of-interest code. The commission is the state agency responsible for interpreting the provisions of the law and issuing California Form 700 – Statement of Economic Interests. Because charter school governing board members are considered "public officials" and governing boards are considered "legislative bodies," board members and certain designated individuals must file Form 700 annually, or upon taking office/position. Additionally, a consultant to the organization "who makes, participates in making, or acts in a staff capacity for making governmental decisions" may be required to complete Form 700.

PRA provides an eight-step process to determine whether a conflict of interest exists as follows:

1. Is the individual a public official?
2. Is the public official making, participating in making, or influencing a governmental decision?
3. Does the public official have one of the six qualifying types of economic interests? (An economic interest will be discussed more fully in the next section of this report.)

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4. Is the economic interest directly or indirectly involved in the governmental decision?
5. Will the governmental decision have a material financial effect on the public official's economic interests?
6. Is it reasonably foreseeable that the economic interest will be materially affected?
7. Is the potential effect of the governmental decision on the public official's economic interests distinguishable from its effect on the general public?
8. Despite a disqualifying conflict of interest, is the public official's participation legally required?

The WAYS governing board members, charter school officials and designated employees have filed Form 700. Only one Form 700, by a former board member, declared any financial interest. All the other forms examined showed that these individuals did not declare any financial interest in the schools' affairs or disclosed any conflict of interest that would result in personal financial gain. Consultants that meet the conditions previously identified have not filed Form 700 to date.

The charter petition for WAYS contains a conflict of interest policy that has been approved by the county board of education as a condition of WAYS' petition approval. Board minutes and audio recordings, verbal and written complaints by former board members and direct observations by LACOE staff reveal instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties. Evidence in the board minutes indicate that at least two occurrences transpired when she was no longer employed by WAYS. The termination of her employment was a condition of the petition approved by LACOE.

On September 16, 2011, subsequent to her departure from WAYS, the founder/former executive director was present at the board meeting. She refused to be unseated from the board table during discussions concerning the relocation of WAYS to a property not owned by the founder/former executive director. Individuals at this meeting who supported continued use of her facilities by WAYS schools caused such a disruption that the board meeting was disbanded.

During the September 22, 2011 board meeting one week later, the founder/former executive director was observed by LACOE staff seated at the board table having private conversations with one board member.

The most recent independent audit report noted that facility leasehold agreements for 2013-14 were not approved by the governing board seven months into the new fiscal year, and that the sale of a school vehicle used by the director of operations was not approved by the governing board. Instead, the vehicle, a Lexus, was sold by the founder/former executive director's son in December 2013 without board approval. Shortly after the independent auditors' report, the governing board approved the facility leasehold agreements for 2013-14 and the sale of the director of operations' Lexus.

This report will demonstrate that facility leasehold agreements, leasehold facility improvement, payments made to the private dance studio owned by the founder/former executive director's daughter and vice principal, as well as substantial purchases from a related vendor were not disclosed in accordance with laws and regulations set forth by the FPPC.

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The founder/former executive director and other family members were present and exercised significant influence during board meetings that provided a direct personal financial benefit.

Government Code 1090 – Financial Interest of Public Officials, Officers and Employees

Simply stated, the intent of Government Code 1090 is to prohibit a public official, officer or employee from engaging in a contract in which he or she has a financial interest in both a governmental and personal capacity.

Section 1090 has broad implications, applies to school districts and can also apply to charter schools if included in the charter petition or the memorandum of understanding. Section 1090 provides as follows:

Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

As used in this article, "district" means any agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.

The WAYS charter petition states the governing board has adopted its own conflict of interest policy and will abide by the conflict of interest Government Code 1090.

This report will establish that a business relationship exists between the founder/former executive director and the WAYS schools as evidenced by contracts, lease agreements and other related business as vendors. There is conclusive documentation to support that the founder/former executive director and her family members as well as close business associates have significant personal involvement and financial interest, violating the conflict of interest statutes.

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Related-Party Transactions and Significant Influence

OCI Development Corporation – Building Leasehold Agreements

The current WAYS petition is subject to specific conditions including adherence with conflict of interest laws and regulations. WAYS charter school appealed to LACBOE in the spring of 2011 following a denial by LAUSD Board of Education to renew its petition after five years of operation.

The denial by LAUSD included concerns that WAYS failed to comply with the terms of the charter by allowing the charter school to enter “into a self-dealing transaction” with the founder/former executive director and her privately owned facilities that were leased to two of the three schools. Specifically, WAYS could not provide “evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.”

In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11. It was subsequently determined and concurred by the WAYS legal counsel that transferring the property to a holding company through a revocable trust did not ultimately transfer property ownership under California law and therefore did not resolve the conflict of interest concern.

The WAYS governing board approved the 2012-13 facility leasehold agreements August 3, 2012. These agreements were signed by the former governing board president and current executive director as the “tenant,” and by Dora Obieniu, CEO for OCI Development Corporation.

According to a report on the WAYS charter petition and appeal to LACBOE dated May 10, 2011 by the LACOE Charter School Review Team, it was revealed that WAYS’ governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.

As previously stated in this report, board meetings surrounding the relocation were met with strong opposition by the founder/former executive director and others during open board meetings ultimately exercising significant influence over the decision not to accept the LAUSD offer. WAYS continues to lease the facilities owned by the founder/former executive director through OCI Development Corporation.

WAYS paid \$1,070,921 to the founder/former executive director and her holding company, OCI Development Corporation, for leasehold agreements located at 706 E. Manchester Avenue, Los Angeles, CA and 8778 S. Central Avenue, Los Angeles, CA from the 2007-08 through 2012-13 fiscal years as shown in the following table.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT EVENTS

***OCI Development Corporation and Founder/Former Executive Director
 Facility Leasehold Payments, 2007-2008 through 2012-13***

Fiscal Year	Payee	Annual Total
2007-08	Founder	\$110,400
2008-09	Founder	169,440
2009-10	Founder	179,560
2009-10	Founder - "Advanced Rent"	30,000
2010-11 (June - January)	Founder	93,245
2010-11 (February - June)	OCI	74,840
2011-12	OCI	226,450
2012-13	OCI	216,986
Grand Total		\$1,100,921

The facility leasehold agreement for 2013-14 was approved by the governing board in January 2014. Lease payments are estimated to be \$223,878 for the current fiscal year and are not included in the table above.

Other general ledger entries from the WAYS financial records show additional rent payments that are listed in the general ledger with no supporting documentation totaling \$115,550:

Lorraine Turner	2007-08 - 2012-13	\$89,350
Wisdom Pre-School	2007-08	2,900
Founder: Recruiting Students	2007-08	2,000
Founder: ERATE Consultancy	2007-08	500
Founder: "Good Faith Offer"	2008-09	10,000
Pre-School Rent	2008-09	10,800
Grand Total		\$115,550

There are three school sites under the WAYS name located in Los Angeles on Manchester Ave, S. Central and Central. Two are owned by the founder/former executive director and one leased with the Salvation Army. In addition, the school on Manchester Avenue pays \$2,400 per year for additional parking spaces. No contracts or lease agreements exist for Lorraine Turner, Wisdom Pre-School or Pre-School Rent. The payment of \$10,000 made to the founder/former executive director for "Good Faith Offer" is unsubstantiated. Other payments for recruiting students and E-Rate consultancy fees paid to the founder/former executive director are questionable.

WAYS' balance sheet dated June 30, 2013 shows leasehold improvements totaling \$341,710 plus \$35,483 in federal E-Rate funding for leasehold improvements to the properties owned by the founder/former executive director.

***Summary of Payments - Facility Leasehold, Rent, and Other Payments,
 2007-08 through 2012-13***

Facility Lease Payments	\$1,070,921
Advanced Rent	30,000
Rent and Other Unsubstantiated Payments	\$115,550
Leasehold Improvements	341,710
Leasehold Improvements - E-Rate	35,483
Total	\$1,593,664

FOUNDATIONS, CONDITIONS AND SIGNIFICANT INFLUENCE

Founder/Former Executive Director – Settlement Agreement

As a condition of approval for WAYS' charter school petition to LACOE in June 2011, the founder/former executive director was to terminate her employment with WAYS and be removed from any association with the school.

Approximately seven months later in a letter dated January 20, 2012, the founder/former executive director asserted claims totaling \$700,000 for money owed including interest accrued and damages but said she would be "content with a settlement of \$350,000 that will help me in the new project (Middle School) that I am currently working to establish."

In a separate letter dated May 21, 2012 three months later, the founder/former executive director revised her claim for \$480,312.90 for unused vacation, sick and personal necessity leave for the entire time of her employment with WAYS commencing July 1, 2008 through June 30, 2011, claiming she took "zero" days off work during this period of time. The accompanying schedule of liabilities showed a calculation that included 150 days of vacation plus 50 days of "accrued time off due for five years" totaling \$97,391.30. No time records or other documentation were supplied to substantiate this claim other than a single typed page identified as Attachment E by the founder/former executive director.

The founder/former executive director claims that she loaned the charter school money from personal savings, mortgaged her personal residence and loaned funds from her private preschool, Wisdom Pre-School.

A review of the QuickBooks records and audited financial statements show a short-term loan on December 18, 2007 from Los Angeles Unified School District and a line of credit from Wells Fargo Bank, both of which were fully repaid, but no mention of any other loans.

On October 26, 2012, the Merle Williamson Foundation, doing business as Wisdom Academy of Young Scientists, entered into a settlement agreement with the founder/former executive director. This agreement was signed by the current executive director and former board president in the amount of \$228,665.38. The breakdown of the final payment is as follows:

Severance pay – one year.	\$112,960.60
Contractual leave and vacation days accrued at the time of separation. Last three years.	\$58,434.78
Lease of a 2004 Toyota Land Cruiser.	57,940.00
Total	\$228,665.38

The employment contract for July 1, 2008 through June 30, 2011 states that the founder/former executive director shall be permitted to be paid upon termination. However, the contract provides that "written documentation of the Executive Director's earned and accrued vacation days" shall be maintained through a third-party vendor providing business services to the schools. According to the business services provider, no vacation or time records were ever provided to its office to support the founder/former executive director's claim for accrued vacation and other leave categories. The settlement agreement does not provide any documentation to support this claim; therefore, FCMAT cannot substantiate that the \$58,434.78 paid for 90 days of vacation leave and 30 days of unused time off was substantiated with independent records by the business services provider in accordance with the employment contract.

RELATED-PARTY TRANSACTIONS AND SIGNATURES

The contract from July 1, 2005 through June 30, 2008 as well as the most current contract states that the executive director shall be provided an automobile vehicle and operating expenses for her use in conducting official business and reasonable personal use during the period of the contract. Attached to the settlement agreement is a closed end motor vehicle 60-month lease agreement identifying the founder/former executive director as the lessee for a new 2004 Toyota Land Cruiser dated December 20, 2004. The gross capitalized cost on the lease agreement is \$57,940, which included extra add-ons:

- Maintenance agreement for \$1,800
- Credit life insurance premium for \$995

The employment contract states that a vehicle shall be provided to her, not that she could enter into a vehicle lease for a luxury vehicle paid by the school and be reimbursed for the lease and extra items prior to her contract. It is unclear if the school had available and/or provided a different vehicle during the contract period.

Professional Liability for Founder/Former Executive Director

Documents from a lawsuit settled against the Merle Williamson Foundation (MWF) for wrongful termination of a former teacher at WAYS against the school show that the founder/former executive director traveled to Omtsha, Nigeria and directed one of the school's teachers to go with her to marry her sister's husband (brother-in-law) for purposes of making the brother-in-law a United States citizen. Although the teacher married the brother-in-law, she ultimately refused to complete the Department of Homeland Security form I-130, Petition for Alien Relative, and brought suit against MWF. On December 4, 2012, a jury found in favor of the teacher plaintiff and subsequent judgment was awarded of \$566,803.

The contract dated July 1, 2008 through June 30, 2011 clearly states that the executive director shall be held harmless and be indemnified "from any and all demands, claims, suits, and legal proceedings brought against the Executive Director in her official capacity as agent and employee of the MWF, provided the incident arose while the Executive Director was acting within the scope of employment." (emphasis added) Clearly this action by the "Executive Director" was not within the scope of employment, was conducted during winter break in Nigeria, and yet the settlement was paid by WAYS charter school.

The Certificate of Marriage document from Federal Republic of Nigeria shows the founder/former executive director's signature as witness to the marriage between the teacher and Joseph Njor Enwezor (the founder/former executive director's brother-in-law) on January 4, 2010. According to staff at LACOE who conducted interviews, these interviews with former teachers and board members indicate many trips to Nigeria to visit a personal residence in that country by the founder/former executive director, yet she asserts that she took "zero" days off during the last five years.

OSE Business Services – Owner, Obiesie Enwezor

The analysis of large increases in purchases of books and supplies during the 2011-12 and 2012-13 fiscal years was attributed to one vendor, OSE Business Services (OSE). OSE is owned by Obiesie Enwezor, who is related to other WAYS vendors: Godfrey Okonkwo, Emeka Enwezor, and DeDe Dance Studio and bears the same last name as the founder/former executive director's brother-in-law, Joseph Njor Enwezor.

Godfrey Okonkwo is the husband of the founder/former executive director of WAYS and father of the owner of DeDe Dance Studio and vice principal of WAYS and director of operations. (These WAYS relationships are further described in detail later in this report.)

FCMAT compiled all OSE vendor invoices to review and analyze expenditure transactions and spending patterns. Purchases totaling \$158,871 for 20 invoices lacked any supporting documentation for the receipt of materials, supplies and snack food items.

WAYS Back Office Service Provider Warned of Books and Supplies Expenditures Exceeding Budget

During FCMAT's interview of the WAYS back office business services provider on Monday, November 25, 2013, the back office provider stated to the team that the WAYS governing board and management had been advised during a board presentation and in the budget narratives that the books and supplies expenditures "... are expected to be over budget at the end of the year by about \$70,000."

The back office provider presented for the team two samples of WAYS board and management reports for the periods ended January 31, 2013 and again on June 30, 2013 titled "Snap Shot Summary of Financial Condition of the School." These reports showed that the actual expenditures for books and supplies exceeded current budgeted amounts. Even though the WAYS back office provider warned of excessive expenditures, the management of WAYS continued to purchase from OSE.

WAYS Paid \$158,871 to OSE Business Services Over Two Years

The books and supplies category consists of textbooks, books other than textbooks, instructional materials, custodial supplies, automobile expenses, fuel, office supplies, other supplies, classroom furniture and equipment, computers, and other non-capitalized equipment.

During the fiscal years 2011-12 and 2012-13, WAYS paid \$57,533 and \$101,338 respectively to OSE, totaling \$158,871 for the two-year period. Of the combined 2011-2012 and 2012-13 payments to OSE, 98% was accounted for in WAYS' books and supplies expenditures category.

A total of 20 invoices were issued by OSE and paid by WAYS. All invoices were approved by the director of operations - the founder/former executive director's son, along with the current executive director/former board president. Ten of the payments to OSE were issued by cashier's checks and nine of the payments by check. During the interview conducted with both the executive director and director of operations, the director of operations stated that cashier's checks were used because WAYS "... bounced a check and OSE only wanted to be paid by cashier's check."

FCMAT requested copies of the OSE cashier's checks and regular checks, both front and back, from the director of operations and copied the executive director in an email dated Friday, December 13, 2013. One month later, on January 13, 2014, the team received nine of the 10 requested cashier's checks. The missing cashier's check was received on January 21, 2014. Repeated requests to management for the regular check copies were never received and no explanation was provided.

Of the nine copies of the cashier's checks provided to the team, it is not entirely clear that the copies came directly from the bank. The endorsement for OSE Business Services on the reverse side of the cashier's checks is by signature. No account number or other identifying information is provided on the back of these cashier's checks. The OSE cashier's check that was provided on

RELATED-PARTY TRANSACTIONS AND DISBURSEMENTS

January 21, 2014 showed that the check was printed through an online account at <https://oibservices.wellsfargo.com/OIB/PrintImage.jsp>.

Because WAYS executive management failed to provide OSE's regular checks front and back copies as requested by the team, and because OSE cashier's checks did not contain account information identifying the account where funds were deposited, the team is unable to authenticate the OSE payments.

OSE Business Services Irregular Invoices

During the 2011-12 and 2012-13 fiscal years, WAYS received from OSE 20 invoices that were authorized for payment by both the director of operations and executive director and present the following irregularities:

1. Invoices fail to provide a contact phone number.
2. Invoices lack proper authorization to purchase and/or accept OSE merchandise that would authenticate the supplies shipped by OSE to WAYS.
3. Invoices are not accompanied by packing slips identifying the shipping contents and quantities.
4. Invoices fail to identify any "ship to" or delivery address.
5. Invoices fail to present a shipping cost line item, or indicate if there was a charge for shipping.
6. Invoices do not appear professional and consistent and appear to be produced on a spreadsheet.
7. Invoices fail to present consistent per-unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per-unit pricing to the total amount for each inventory line item purchased.
8. Management could not provide an OSE product catalogue for review.
9. The OSE invoices fail to present consistent and clear descriptions of the supplies identified.
10. The OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is a postal service location and is not a warehouse or physical storefront.
11. The address is identical to that of Innovative WAYS Academy, which is owned and operated by the WAYS vice principal, the founder/former executive director's daughter.

The team interviewed the WAYS back office provider on Monday November 25, 2013. During the interview, the back office provider claimed there were repeated requests to WAYS management to provide OSE's approved purchase orders and packing slips in accordance with the back office provider's procedures manual. WAYS management failed to comply with these requests to follow procedures, and failed to provide the requested documentation.

OSE Business Services Address at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 – Related Parties

The audit fieldwork visit on November 13-15, 2013 revealed large quantities of supplies purchased from OSE. During the team's joint interview with the executive director and director of operations, the team was told that none of the WAYS vendors were related. The team made further inquiries regarding any relationship between WAYS management team or family members and OSE. The director of operations said that OSE Business Services was a legitimate business with many customers and that no relationship existed between these two entities.

During the fieldwork, the team visited the OSE address printed on their invoices at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045. This same address is identified as the mailing address of Innovative WAYS Academy.

The CEO of Innovative WAYS Academy is:

- The founder of DeDe Dance Studio and vice principal of WAYS,
- The daughter of the founder/former executive director of WAYS,
- The sister of WAYS' director of operations, and
- The CEO of DeDe Dance Studio that operates business at the WAYS school site.

The team interviewed the WAYS vice principal, Innovative WAYS Academy founder and CEO, and owner of DeDe Dance Studio on Friday, November 15, 2013 and discussed the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. In her statement to the team, she provided the following information for business operations associated with that address:

1. The 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address was the address used for Innovative WAYS Academy.
2. Stated that she "does not know much about the business side of Innovative WAYS" and said that her mother (founder of WAYS) operated Innovative WAYS Academy and is the most knowledge about its business operations.
3. She does not check the mail at the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. Instead, her mother, the founder/former executive director, is the only person who checks the mail and has the only key to the mailbox at that location.

On December 11, 2013, FCMAT made an inquiry to the director of operations and copied the executive director to verify that 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 is the same address as Innovative WAYS Academy and OSE Business Services, and that the founder/former executive director is the only person that checks the mail and has a key. WAYS management did not provide requested supporting documentation other than to provide invoices from OSE. In an attempt to corroborate the \$158,871 in materials and supplies purchased from OSE and concerns that OSE represented an undisclosed related-party, the team requested the following information to verify a legitimate business address and a warehouse facility with the ability to service numerous customers based on the statement from the director of operations:

- OSE business information documents IRS W9,
- IRS Form 1099 issued by WAYS to OSE,

RELATED-PARTY TRANSACTIONS AND SOURCE INFORMATION

- OSE's actual physical address and business phone number, and
- Notified the OSE business owner, Obiesie Enwezor, that FCMAT would like to review his supplier purchases to support the products OSE sold to WAYS.

On January 10, 2014, one month after the FCMAT's request for information, the director of operations provided the phone number and email address for OSE but failed to provide the actual physical address. The director of operations could not verify the WAYS vice principal's statements regarding access to the 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 address, and suggested that the team speak with the founder/former executive director regarding the relationship between OSE and WAYS. He stated during the interview, "I am not aware of any related party business relationships ... I have no expectations for the framework of OSE Business Services and infrastructure."

FCMAT attempted to contact the owner of OSE, Obiesie Enwezor, through a certified return receipt letter dated December 23, 2013 at the address on the invoices (6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045). This letter was returned on January 24, 2014, marked by the US Postal Service as Return to Sender, Unclaimed, and Unable to Forward.

WAYS Failed to Issue an IRS Form 1099 to OSE

FCMAT visited the back office provider to review records and conduct interviews. The team reviewed the IRS Federal Forms 1099 and W-9 files and was unable to locate either form in the back office provider files. Form 1099 is required for unincorporated vendors for payments in excess of \$600 in a calendar year to report miscellaneous income to IRS.

IRS Form W-9 is used to certify that payments made to vendors meet the IRS guidelines. These guidelines are intended to ensure that the taxpayer identification number to report Form 1099 is correct and that the vendor is not subject to backup withholding. Once complete, the W-9 form is signed by the owner or designated person. According to the back office provider, several requests made by staff to WAYS management for OSE's W-9 were unsuccessful.

Subsequent to FCMAT's request on November 29, 2013 for a W-9 from OSE, the director of operations sent a copy of a W-9 prepared by OSE on December 9, 2013 to the back office provider, which was forwarded to the team. The document was dated November 11, 2011.

On December 11, 2013, FCMAT requested the director of operations to provide a copy of Form 1099 issued to OSE but did not receive a response. There is no evidence that Form 1099 was sent either to the OSE or to the IRS. Shortly after FCMAT's request on December 11, 2013 for these documents, the director of operations provided a email from OSE dated December 16, 2013, which stated, "I still have not received a 1099 from you." The team was not provided prior requests or concerns by OSE before December 16, 2013 regarding the issuance of a Form 1099 from the prior two calendar years.

Obiesie Enwezor, owner of OSE, refused to meet with FCMAT; therefore, the team cannot confirm that OSE is a legitimate business that properly reported income and sales taxes totaling \$158,871 from WAYS to the taxing authorities, or that merchandise was actually delivered by OSE and received by WAYS.

OSE Business Services is Not a Resale Company or Store According to OSE

On January 10, 2014, the director of operations sent FCMAT the OSE Fictitious Business Name Statement dated November 2011 and OSE's W-9, Request for Taxpayer Identification Number and Certification, dated November 11, 2011. The OSE business address identified on both forms is 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045, the same post office box service center address where the founder/former executive director has possession of the only key.

The first OSE transaction entered into QuickBooks is dated August 17, 2011 as OSE Invoice Number One; however, the team was provided a copy of Invoice Number One that is dated December 5, 2011, approximately four months later.

The 20 OSE invoices for the 2011-12 and 2012-13 fiscal years have 289 inventory items ranging from paper and office supply products to food items, stamps, and small equipment. A summary of the OSE invoice items and price per item calculated by the team is presented in Appendix A. WAYS management was unable to provide any supporting documentation that would attest to the authenticity of the OSE purchases approved by the director of operations and the current executive director.

Each invoice that OSE issued to WAYS includes a total charge at the bottom of each invoice for sales tax on the inventory items purchased, providing evidence that WAYS is purchasing directly from OSE. According to OSE's email dated December 16, 2013, the owner states that OSE does not buy or resell as follows:

"Also, bear in mind that OSE Business Services is not a resale company or store, OSE is a service provider. We do not buy or resale. We provide and coordinate purchasing and delivery services to various agencies."

The owner's statement that OSE is a service provider and is "not in the resale business" is not supported by the presentation of the paid invoices to his company. First, the invoices include charges for California sales taxes. This would only occur if the business was reselling products. Second, none of the invoices state that the amount due is for consulting, service or coordination fees as described in the owner's statement to FCMAT.

FCMAT sent three emails and four voicemails during January 10-13, 2014 in an attempt to meet and clarify the OSE owner's assertion that the business was not a resale business, review records related to invoices sent to WAYS and ask general questions regarding suppliers that were utilized to provide merchandise.

Mr. Enwezor initially responded by saying, "I recognize the situation that you are facing, and I will do everything I can to help." However, on January 13, 2014, Mr. Enwezor sent the following statement declining to meet with the team:

"I understand that you are auditing the school but are you attempting to audit my business also? Under what authorization? For what reason. I am unable to meet with you. Send me your questions and I will respond in the best interest of my company."

Because Mr. Enwezor rescinded his decision to cooperate with the audit and allow inspection of OSE's sales and customer support documents, the following information cannot be confirmed:

- Whether WAYS is OSE's only customer,
- Where OSE obtained the merchandise allegedly sold to WAYS,

RELATED-PARTY TRANSACTIONS AND DISBURSEMENTS

- California State Board of Equalization report of sales tax payments that would assist in confirming the purchase and sale of merchandise,
- Quarterly sales tax reports,
- Documentation supporting OSE's supplier relationships from which OSE provided supplies to WAYS.

In addition, the team cannot audit and/or confirm if any of the alleged 288 OSE inventory items sold to WAYS representing payments of \$158,871 are for actual books and supplies received by the school.

OSE Business Services Product Inventory Sales to WAYS

FCMAT prepared an analysis of the 20 OSE invoices representing 288 inventory items, focused on items that exhibited high volume, and compared those items with other charter schools located in the metropolitan area of Los Angeles of similar size. Pricing was compared to vendors that specialize in office and cleaning supplies as well as snack foods WAYS offered in the after school program.

There are 6,696 per-unit inventory items on the OSE invoices that include cases of copier paper, numerous miscellaneous office supplies, various cleaning supplies and snack foods. In total there are 288 uniquely defined inventory products.

One example of the volume of supplies WAYS purchased from OSE during the 2011-12 and 2012-13 fiscal years is 971 boxes of paper totaling \$41,408.24 and representing 26.1% of the total purchases. Each box of paper contains 10 reams of paper, and each ream of paper contains 500 sheets representing a total of 4,855,000 sheets of paper. Based on the size of WAYS' schools and compared with other charter schools in the Los Angeles area, this is an excessive amount of paper purchased from one vendor over a two-year period of time.

Because this appeared excessive based on the average enrollment of 505 students over a two-year period from 2011-12 through 2012-13, the team compared copier paper purchases with a sample group of elementary charter schools.

The team received information from the seven comparable elementary charter schools listed in the table below. This analysis compares purchases of copier paper from all vendors in the selection group with the WAYS purchases from OSE (even though paper was also purchased from other vendors described later in this report) and based on student enrollment for 2011-12 through 2012-13.

Cases of Copier Paper Purchased per Student, 2011-12 through 2012-13

School	Average Enrollment	No. of Cases Purchased	Cases of Copier Paper per Student
Charter School #1	227	151	0.67
Charter School #2	304	186	0.61
Charter School #3	387	332	0.86
Charter School #4	416	332	0.80
Charter School #5	476	369	0.78
Charter School #6	601	551	0.92
Charter School #7	648	588	0.91
Averaged Totals - All Sample Schools	382	314	0.82
WAYS	505	971	1.92

TRANSACTIONS AND SIGNIFICANT INFLUENCE

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On a per student enrollment basis, WAYS averaged 1.92 cases of copier paper purchased per student over the two-year period, which is 2.34 times greater than the .82 average of all seven similar elementary charter schools combined.

The quantity of 971 cases of copier paper allegedly sold to WAYS by OSE is even more significant considering that during FCMAT's fieldwork visit on November 15, 2013, the team attempted to use the WAYS copy machine, which did not contain any copy paper. When the team asked the director of operations' permission to use the copy machine, the director stated, "They use very little paper and it is tightly controlled." He returned with a ream of copy paper that was locked in his office.

The volume of paper purchased and the director of operations' statement that the school uses very little paper do not reconcile. FCMAT anticipated that since WAYS' use of copier paper was tightly controlled, the amount purchased would be significantly lower than that of the seven comparative elementary charter schools sampled, but found the opposite.

OSE Sales Tax Calculations

The OSE invoices each include a line item for sales tax. OSE invoice number three, dated February 25, 2012 in the amount of \$6,172.39, is comprised of OSE inventory sales totaling \$5,625.76 and sales tax stated of \$546.63. The OSE invoice states that the sales tax rate is 8.75%; however, 8.75% of \$5,625.76 is \$492.25 rather than \$546.63, which is a difference of an additional \$54.38 that WAYS paid to OSE for sales tax.

FCMAT reverse calculated what percentage the \$546.63 in sales tax is compared to the total supplies WAYS purchased from OSE and arrived at a rate of 9.72%. In February 2012, the city of Los Angeles sales tax rate was 8.75%, not 9.72%.

Because the OSE invoices present numerous irregularities including the extension of per unit pricing to total charges and the incorrect calculation of sales tax noted above, OSE does not present itself as a legitimate business.

WAYS Purchases Office Supplies from Other Vendors in Addition to OSE, and OSE Inventory Pricing is Higher than Other Compared Vendors

During FCMAT's review of sampled WAYS American Express credit card statements, it was found that several statements were missing vendor receipts and other supporting documentation to support the purchases charged to that account. Without proper receipts, the team was unable to verify individual vendor purchases on the credit card statements.

The sampling showed several purchases for office supplies and other similar products from Staples, Office Max, and Smart & Final including copier paper, three-ring binders, and food snacks. It is apparent from these purchases that OSE was not the exclusive provider of office supplies to WAYS.

The following represent examples of purchases from other vendors with similar OSE merchandise discovered by FCMAT during the in-depth review of WAYS American Express credit card statement receipts compared with OSE's pricing:

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT

Office Depot – Receipt dated April 30, 2013	Item 675041- Paper, Copy, AST	\$12.49
Office Depot– Receipt dated April 30, 2013	Item 348037 – Paper, Copy DD	\$41.99
OSE	Case of Paper 8 X 11.5	Ranging from \$35.00 - \$48.99
OSE	O/I COPY-20# 8.5 C/6-9	Ranging from \$39.99 - \$48.99
Office Depot – online	Store brand 8.5 X 11, 20#500 sheets, case of 10 reams	\$43.99
OSE	Office Impressions 92 Bright 20# 8.5 X 11 CASE	\$45.00
Staples – online	Various 8.5 X 11 cases of paper, 92 Bright, 20#	\$26.99 - \$43.99

The OSE invoice items are vague in description; therefore, an absolute comparison of products purchased is impossible. Without clarification from either OSE or WAYS management, FCMAT is unable to determine a reasonable explanation for the large variance in pricing based on OSE's invoices and like kind vendors.

FCMAT identified several OSE invoices with similar inventory items to those of other vendors, such as the Smart & Final receipt dated 04/10/13, inventory description, "Austin Cracker Vrt" at \$8.39, and "Rice Krisp Orig" at \$8.99. When FCMAT calculated the price per unit of the OSE inventory items, the amounts that OSE charged WAYS were varied and much higher. In some cases, OSE charged WAYS more than double the price for the same inventory items that WAYS also purchased from other vendors. Examples include:

1. OSE invoices list "Austin Variety 45 ct," with pricing calculated by FCMAT from \$7 per unit to \$19.99 per unit depending on the month of purchase.
2. OSE invoices list "Rice Crispy," with pricing calculated by FCMAT from \$11.99 to \$19.99 per unit, depending on the month of purchase.
3. Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California, dated 06/15/12, inventory description "1.5 In Better Binde" at \$9.49 per unit. WAYS purchased four units of binders. The OSE invoices vaguely described binders that FCMAT calculated the per unit pricing for as follows: 3" binders at \$30 per unit, 3.5" binders at \$24 per unit, 5" binders at \$24 per unit, Premium View Binders at \$29.99 per unit, and Premium Binder at \$46.00 per unit.

FCMAT searched prices at Staples online at www.staples.com and found 3" Avery Heavy-Duty View Binders with One Touch EZD Rings, item number 318402, Model 79-793 priced at \$9.99 per unit. Because OSE invoice inventory descriptions are not specific and are not identified with an item number, FCMAT cannot determine how these same items are sold by OSE for three times the cost of other vendors.

FCMAT also examined the WAYS vice principal reimbursements, which included receipts from the Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California. One Staples receipt dated 11/27/12 contained the inventory description "PENTEL LEAD REFIL" at \$2.79 per unit, and the reimbursement identified a quantity of three. OSE invoices have an inventory item called "Pencil" listed as \$12 per pencil.

OSE business sales documentation for products allegedly sold to WAYS cannot be confirmed because the documentation is limited to a one-sheet invoice from OSE similar to a spreadsheet, with no additional documentation to support the delivery of materials and supplies to WAYS. In addition, OSE has declined requests to meet and provide proof of its sales of merchandise to

PROPERTY TRANSACTIONS AND SIGNIFICANT INFLUENCE

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WAYS. The irregularities described in this report attributable to alleged supplies purchased from OSE raise serious concerns about the OSE and WAYS business relationship and whether OSE actually sold any supplies to WAYS.

The following summarizes the inconsistencies regarding WAYS purchases from OSE identified in this report:

- WAYS purchased 2.34 times more cases of copier paper per student from OSE than the seven comparable elementary schools sampled. Additional purchases of copier paper from other vendors further increases the average of 2.34.
- OSE invoices and other authorization to purchase and accept OSE merchandise that should be used to authenticate the supplies shipped by OSE to WAYS are missing packing slips that identify the shipping contents.
- OSE invoices fail to identify any ship to address or contact phone number.
- OSE invoices fail to present a shipping cost line item or indicate that shipping is waived and not charged.
- OSE invoices do not present a professional and consistent look.
- OSE invoices fail to present any per unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per unit pricing to the total amount for each inventory line item purchased.
- OSE product catalogue was not available for review.
- OSE invoices appear to have been prepared from a spreadsheet program.
- OSE invoices fail to present consistent and clear descriptions of the supplies identified in the invoices.
- OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is not a warehouse or store location. This same address is used for other WAYS vendors, including the private middle school previously operated by the vice principal of WAYS. This is the same address where the only key belongs to the founder and former executive director.
- OSE will not allow inspection of its sales and customer documents that would verify if WAYS is the only customer and the location of the warehouse or suppliers.

FCMAT was unable to confirm that OSE has paid \$12,926.35 in sales taxes collected from WAYS to the California State Board of Equalization, or that OSE has a valid California sales tax identification number, because the sales tax number is not printed on OSE's invoices or located on check requests that authorize payment to OSE by the director of operations. FCMAT is unable to audit and confirm that WAYS issued a IRS Form 1099 totaling \$158,871 over the audit time period.

WAYS Audited Financial Statement Reports and Qualified June 30, 2013 Audit Report

FCMAT's findings are consistent with the independent auditor's reports for WAYS for the fiscal years ending June 30, 2012 and June 30, 2013. Both FCMAT and independent auditors find that WAYS has significant internal control conditions and has failed to ensure that adequate internal controls are in place.

RELATED-PARTY TRANSACTIONS AND SUPPORTING DOCUMENTATION

The WAYS June 30, 2013 independent auditors report at Finding 2013-6, "Credit Card Supporting Documentation" states:

"The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they are used."

"Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets."

FCMAT has documented in this report that the necessary supporting documentation authenticating OSE Business Services payments was not available for the FCMAT audit. The team is unable to audit and confirm if any of the alleged inventory supplies purchased from OSE totaling \$158,871 actually received, because WAYS and OSE have failed to present the necessary supporting documentation.

The WAYS independent auditor issued its report dated January 15, 2014 on the WAYS financial statements for the year ended June 20, 2013. An integral component of the audit is a report titled Independent Auditor's Report on Internal Controls Over Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.

This report describes various categories of deficiencies in internal controls that may exist. As reported by the independent auditors, a deficiency in internal control exists when a particular control does not allow management or employees in the normal course of business the ability to prevent, detect or correct misstatements in a timely manner. A material weakness presents a deficiency, or a combination of deficiencies, indicating a reasonable possibility that a material misstatement of the financial statements exists that cannot be detected, corrected or prevented in a timely manner. The auditors identified six findings and questioned costs to be classified as material weaknesses. A significant deficiency is a deficiency that is less severe yet represents enough merit to bring to the attention of those charged with governance. The auditors identified three findings that met this particular classification.

Depending on the number and severity of the audit findings, independent audit reports are either unqualified or qualified in accordance with auditing standards contained in the Government Auditing Standards issued by the Comptroller of the United States. These standards require that auditors obtain reasonable assurance about whether the financial statements are free from material misstatement.

When the independent auditors express an opinion regarding the reasonableness of the financial statements, the report is issued as either an unqualified or a qualified audit. A qualified audit report is issued when the auditors believe that the overall presentation of the financial statements does not represent a fair presentation that significant accounting estimates made by management and the overall presentation of the financial statements meet the auditing standards.

The independent auditor's report was qualified because the "audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion." Auditors cited the following in the June 30, 2013 annual audit report:

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1. The WAYS Independent Auditor's Report was Qualified because WAYS failed to maintain a detail of capital assets or depreciation.
2. The WAYS Independent Auditor's Report on State Compliance was Qualified because WAYS failed to comply with requirements of the class size reduction program and after school education and safety program.
3. WAYS did not meet the state requirement for audits to be completed and sent to the State Controller's Office, California Department of Education, and Los Angeles County Office of Education by the deadline date of December 15, 2013.
4. The WAYS operating facilities lease with OCI Development Corporation (OCI Development Corporation is the holder of the WAYS facilities property on behalf of the founder of WAYS) was entered into in July 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
5. The WAYS operating facilities lease with the Salvation Army was entered into in August 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
6. In December 2013, WAYS sold a vehicle (Lexus RX350) for \$26,000; however, as of January 15, 2014, the date of the audit report, the payoff of the vehicle and sale of the vehicle has not been approved by the WAYS governing board.
7. The auditors had to amend their audit report because the management of WAYS provided the auditor with incorrect board member names as of June 30, 2013, including the chairperson of the board.
8. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards cited six WAYS deficiencies in internal controls and three significant deficiencies in internal controls. The report also identified three instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.
9. The Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 cited one deficiency in internal control over compliance to be a material weakness in internal control.

WAYS Irregular Van Lease – Vendors Godfrey Okonkwo & Emeka Enwezor

During FCMAT's review of the WAYS disbursement payments to various WAYS vendors, two vendors were identified as each receiving \$4,800 for leasing a van to the charter school. The two

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT

individuals are the husband of the founder of WAYS, Godfrey Okonkwo, and a vendor identified in the books and accounting records of WAYS as Emeka Enwezor.

Godfrey Okonkwo was paid \$2,400 with WAYS check number 8339, dated January 7, 2011 and \$2,400 with check number 8950, dated June 27, 2011, totaling \$4,800 during the WAYS 2010-11 fiscal year.

Emeka Enwezor was paid \$2,400 with WAYS check number 9513, dated December 9, 2011 and \$2,400 with check number 9625, dated December 9, 2011, also totaling \$4,800 during the WAYS 2011-12 fiscal year.

The WAYS leasing of a van totaling payments over two fiscal years of \$9,600 paid to Godfrey Okonkwo and Emeka Enwezor presents numerous irregularities.

First, during FCMAT's fieldwork at the WAYS back office business provider, the payment documentation for the van payments to Emeka Enwezor was reviewed. Documentation for the van lease payments authorized by the WAYS director of operations show that the van lease agreement and additional back-up documentation for lease was missing even though the back office provider had requested these documents on previous occasions. At the time of the FCMAT fieldwork in November 2013, the WAYS back office service provider still had not received from the WAYS any van lease supporting documentation dating back to the first payment from December 9, 2011 approximately two years later.

According to the WAYS director of operations, the owner of the lease is Emeka Enwezor. The team requested the director, in an email dated November 29, 2013, to supply information to support the van lease agreement and board approval. In an email dated January 10, 2014, the WAYS director of operations replied to FCMAT stating:

"I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During this year WAYS experienced significant turn-over in the Board of Directors and administration. Many official school documents were kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I suspect that the signed van lease and Board documentation, if any, may be within those lost documents."

The WAYS back office provider had been requesting van lease supporting documentation from various management personnel of WAYS since at least December 2011. Approximately two years later, the executive team of WAYS failed to provide signed copies of the van lease.

The fiduciary duty of the executive level management of WAYS, which includes the executive director and the director of operations is the safeguarding of assets and proper administration of the financial affairs of WAYS.

It is the fiduciary responsibility of the WAYS executive management team to ensure contracts receive proper authorization by the governing board prior to entering into agreements and to safeguard the school's assets. WAYS' executive management team failed in their fiduciary duty to obtain contracts, failed to have authorized signatures prior to entering into contracts, failed to obtain governing board approval for contracts, and failed to ensure that documents are safeguarded.

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1. The van lease agreement provided by WAYS presents irregularities.
 - a. The van lease agreement is not signed or dated by either WAYS executive management or Emeka Enwezor,
 - b. The unsigned van lease agreement states, "Lessee may not sublease the vehicle under this contract without Emeka Enwezor prior consent." (sic)

Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, was paid \$4,800 for the use of Emeka Enwezor's van. This violated the sublease provision in the contract.
 - c. The unsigned van lease is undated; therefore, language does not present any date that the lease is entered into; therefore, the team cannot determine when the unsigned van lease was created.
2. The WAYS documentation of the payments for the unsigned van lease is irregular.
 - a. The Emeka Enwezor invoice approved by the director of operations failed to identify an address for the payee. The van invoice is titled "VAN LEASE/RENTAL" and states at the bottom of the invoice, "Make all checks payable to Emeka Enwezor."
 - b. The WAYS check request the team examined approving payment of the unsigned van lease omits the invoice number and address of the payee.

WAYS Related Parties – WAYS Founder/Former Executive Director, Godfrey Okonkwo, WAYS Director of Operations, WAYS Vice Principal, Emeka Enwezor & Obiesie Enwezor

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-50 contains the disclosure requirements for related party relationships and transactions as follows:

- "Affiliates" of the entity.
- Entities for which investments in their equity securities would be required, absent the election of the fair value option under the Fair Value Option Subsection of Section 825-10-15, to be accounted for by the equity method by the investing entity.
- Trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management.
- Principal owners of the entity and members of their immediate families.
- Management of the entity and members of their immediate families.
- Other parties with which the entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT

- Other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests. The FASB ASC glossary also defines the terms: affiliate, control, immediate family, management, and principal owners.

The executive management of nonprofit organizations such as WAYS have the responsibility to document in detail and fully disclose to the auditors, governing board, county oversight agencies, and the state for purposes of conflict of interest and full disclosure reporting requirements any and all potential related party transactions to comply with Generally Accepted Accounting Principles (GAAP). Failure to disclose related party transactions may be considered a departure from GAAP that could result in a qualified or adverse audit opinion and the potential for civil and criminal prosecution.

The facts below demonstrate that several related party transactions exist between the founder/former executive director, her family members, vendors and associates.

The team discussed the WAYS van lease payments with the WAYS director of operations while on site at the WAYS offices located at 706 East Manchester Avenue, Los Angeles, California on Thursday, November 14, 2013. The director of operations is the son of Godfrey Okonkwo, and Godfrey Okonkwo is the vendor that received \$4,800 representing van lease payments for a van owned by Emeka Enwezor, who also was paid \$4,800 for the lease of the van.

During the Thursday, November 14, 2013 discussion with the WAYS director of operations, he stated that Godfrey Okonkwo was paid for the van lease in the first year of the lease for the van from Emeka Enwezor, and the second year Emeka Enwezor was paid directly for the van lease. The team inquired whether Emeka Enwezor was related and was told that, "She is a friend of the family and we rent her van ... but she gave the van to the school this year."

The association of the van lease payments establishes that Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, received payments for the van owned by Emeka Enwezor. Emeka Enwezor, a related party, shares several similar characteristics with Obiesie Enwezor, owner of OSE Business Services, as follows:

1. Obiesie Enwezor and Emeka Enwezor share the same unusual last name of Enwezor.
2. A Social Security number is comprised of three segments: XXX-XX-XXXX. The first segment represents the first three digits known as the area number, the middle segment representing two digits is the group number and the last four digits is known as the serial number. Obiesie Enwezor and Emeka Enwezor share the same area numbers and group numbers. The serial numbers, which are 12 digits apart, indicates that the two Social Security numbers were issued at approximately the same time.
3. Obiesie Enwezor; Emeka Enwezor, the founder/former executive director; Godfrey Okonkwo, the director of operations and the vice principal, share common addresses located at: 4326 Enoro Dr., Los Angeles, CA and 117 W. 112th Street, Los Angeles, CA. Both properties are owned by Godfrey Okonkwo and the founder/former executive director.

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Based on the team's analysis of possible relatives, transactions authorized by the director of operations do not represent an arm's-length transaction. An arm's-length transaction would be evidenced by signed agreements, board approvals, complete and detailed transaction documentation, and comparative contracts.

1. The director of operations is the individual authorizing the check requests and financial transactions for WAYS and the son of the founder/former executive director and son of Godfrey Okonkwo, who was paid \$4,800 by WAYS for a van rented from Emeka Enwezor.
2. Emeka Enwezor is a friend of the Okonkwo family according to the director of operations. Based on the team's research, Emeka Enwezor is related to the Okonkwo family and Obiesie Enwezor, owner of OSE Business Services.
 - a. Emeka Enwezor was paid \$4,800 by WAYS for the van leased to WAYS. WAYS failed to obtain a signed contract and board authorization to lease the van.
 - b. Emeka Enwezor shares addresses owned by Godfrey Okonkwo and the founder of WAYS. This same address is linked to the WAYS director of operations and the WAYS vice principal (brother and sister.)
 - c. Emeka Enwezor also shares the same address as Obiesie Enwezor.
3. OSE Business Services owner Obiesie Enwezor received \$158,871 from WAYS.
 - a. Obiesie Enwezor shares two addresses owned by Godfrey Okonkwo and/or the founder/former executive director, who are related as family and/or address to Obiesie Enwezor, the founder/former executive director, Godfrey Okonkwo, the director of operations, and the WAYS vice principal.
 - b. Obiesie Enwezor has refused to meet with FCMAT to assist the team in substantiating the \$158,871 in alleged supplies sold to WAYS by OSE and the existence of OSE as a legitimate business with customers other than WAYS.
 - c. WAYS failed to issue 1099s to OSE and is missing significant corroborating financial information that FCMAT considers necessary to substantiate the office and food supply items approved by the director of operations for payment to OSE.
 - d. OSE Business Services owner Obiesie Enwezor shares the identical business address location at 6709 La Tijera Blvd, Suite 274, Los Angeles, California 90045 as the WAYS vice principal's own private middle school known as Innovative WAYS Academy.
 - e. According to the WAYS vice principal, the founder/former executive director and mother of both the director of operations and vice principal is the individual who checks the mail and has the key to the OSE and

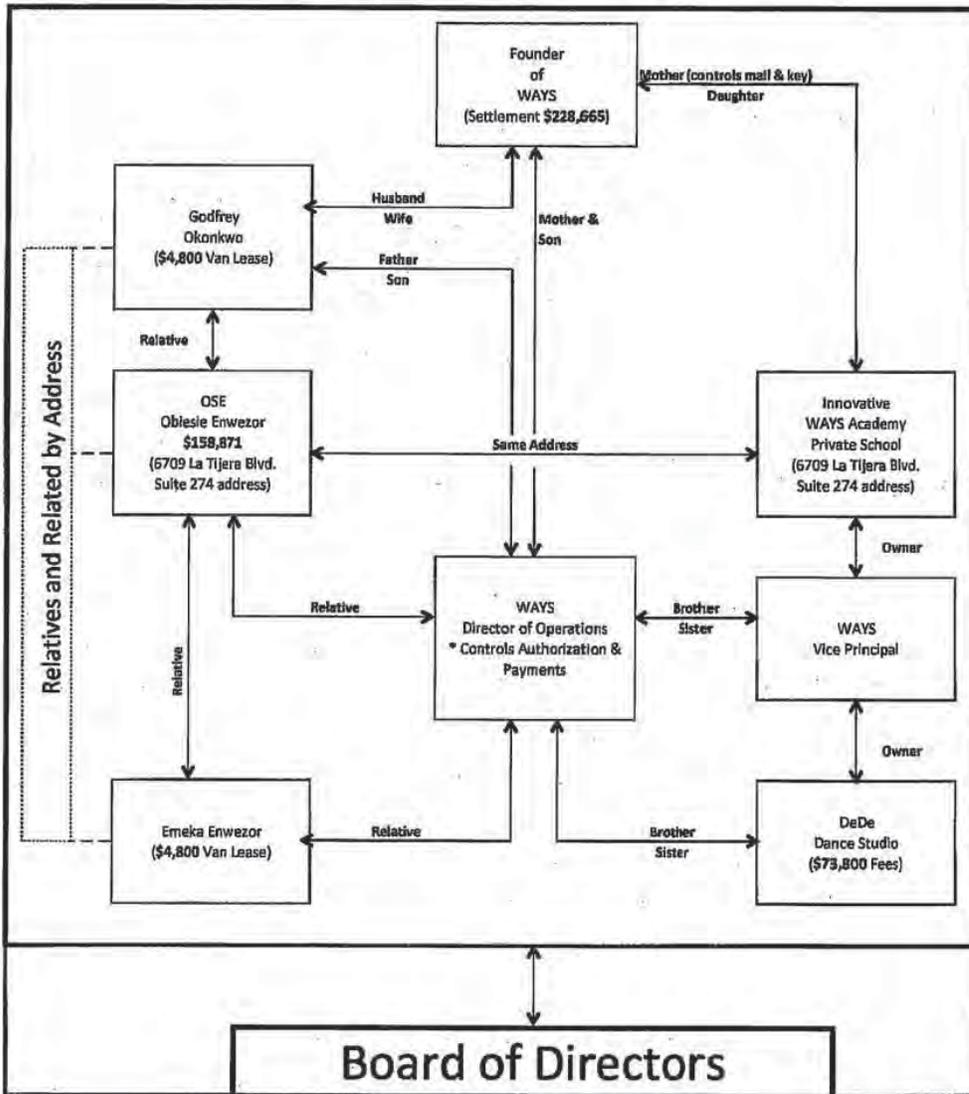
RELATED-PARTY TRANSACTIONS AND DISBURSEMENTS

Innovative WAYS Academy address at 6709 La Tijera Blvd, Suite 274,
Los Angeles, California 90045.

4. The director of operations and WAYS vice principal are brother and sister and are children of the founder/former executive director and Godfrey Okonkwo.
5. LACOE engaged the services of a private investigator following written and verbal complaints that the vice principal of WAYS was working at Innovative WAYS Academy, her private middle school of which she was the executive director. Direct surveillance and video on 16 separate occasions between March 5, 2013 and April 22, 2013 revealed that the WAYS vice principal spent 29.5 hours at her private middle school while employed full time at WAYS.
6. The WAYS vice principal is the owner of Innovative WAYS Academy private middle school, and a non-profit corporation known as DeDe Dance Studio.
 - a. DeDe Dance Studio was paid a total of \$73,800 by WAYS between April 2009 and April 2013.
 - b. The address of DeDe Dance Studio is reported in the DeDe Dance Studio 2010 and 2011 nonprofit tax returns as 706 East Manchester Avenue, Los Angeles, CA, which is the same address as the WAYS primary school site and administrative offices location.
 - c. The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio.
 - d. During the team interview of the WAYS vice principal on November 15, 2013, she stated that DeDe Dance Studio was paid from the ASES program funds for dance study during the after school program and that 10 volunteers are present for the dance activities. She further stated that there was also a manager present; however, the team did not observe students present in that facility during the fieldwork days. FCMAT also observed postings in the DeDe dance studio indicating that DeDe Dance studio has a check payment policy for payments and nonsufficient funds checks at the studio located at the WAYS property address.
 - e. DeDe Dance Studio is operated at and identifies the business location as the WAYS school site. The team was unable to determine that any offsetting rent for the facility was paid by DeDe Dance Studio to WAYS.
 - f. The DeDe Dance Studio nonprofit tax returns for 2010 and 2011 do not identify any rent paid expense activity, including rent for occupying the same facility as the WAYS school site or for facilities use as DeDe Dance Studio services where dance instruction allegedly occurred at the WAYS school site.

TRANSACTIONS AND SIGNIFICANT INFLUENCE

The relationships and related parties are presented in the following table:



WAYS Irregular Purchase and Sale of Lexus

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed WAYS Lexus payments of \$891.94 per month identified in the WAYS accounting records. The WAYS back office service provider stated they had been requesting backup documentation for the Lexus transaction from the director of operations but never have received any.

The back office provider was unable to determine if the Lexus payments were for a leased vehicle or purchase that should be capitalized and depreciated.

RELATED-PARTY TRANSACTIONS AND SIGNIFICANT INFORMATION

In an email dated Friday, November 29, 2013, FCMAT requested information about the Lexus from the director of operations:

- The original board approval documentation and minutes authorizing the purchase of the Lexus,
- Original Lexus purchase/lease documents,
- The board approval documentation and minutes authorizing the sale of the Lexus,
- The analysis that would have provided the WAYS board establishing the financial profitability, viability, or reasoning for the purchase and subsequent sale of the Lexus,
- Copies of any Lexus payoff documentation,
- Copies of any Lexus proposed sale documentation.

The director of operations replied to the FCMAT November 29, 2013 request for Lexus information in an email dated Friday, January 10, 2014; however, the information provided was incomplete. Based on the information received from the director of operations, FCMAT has determined that the 2011 Lexus RX350 was purchased for \$41,163.45 on August 19, 2012, to be used by the director of operations. The payments of \$891.94 per month started October 3, 2012 for 47 months, at 1.90% annual percentage rate. The WAYS board approval for the purchase of the Lexus dated July 31, 2012 states, "Be it Resolved, that the Board of Directors of this corporation ... authorize the Executive Director or designee to enter into a lease or purchase agreement for a vehicle for school use behalf of said corporation." The current executive director of WAYS issued a letter dated August 6, 2012 authorizing the director of operations to "... lease or purchase a vehicle for school use ..."

The Lexus purchase analysis provided to the team by the director of operations is titled Capital Expense Analysis.

- The Capital Expense Analysis identifies two separate dates, July 2012 and August 2013, and is not attached to the WAYS board minutes or agenda as a document reviewed by the WAYS board.
- The Capital Expense Analysis fails to include any vehicle cost and/or terms of the Lexus and fails to identify that the vehicle is a Lexus only identifying the item as "SUV or Sedan (Vehicle)." Without any cost or terms of the Lexus purchase or specifically identifying the vehicle as a Lexus, the WAYS board may not have had sufficient information to make an informed decision regarding the purchase of the Lexus.
- The Capital Expense Analysis fails to identify if the vehicle will be capitalized as an asset or is a vehicle lease.
- The Capital Expense Analysis states, "Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use."
- The WAYS July 31, 2012 minutes omit the authorization to use the Lexus for personal use and omit language in the minutes that MWF or WAYS has agreed to pay for the vehicle and operating expenses.

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- Since the WAYS Board July 31, 2012 minutes and the Capital Expense Analysis wording differ, FCMAT cannot confirm that the Capital Expense Analysis was ever presented to the WAYS board.

The WAYS executive team failed to provide any information about the Lexus purchase to the WAYS back office provider so the back office service provider could properly account for the Lexus as a purchase, which would have resulted in capitalizing the Lexus in accordance with GAAP. The current executive director of WAYS and the director of operations failed to obtain WAYS governing board approval prior to selling the Lexus.

The sale of the Lexus as identified in the Capital Expense Analysis presents significant irregularities:

- a. The vehicle identity is not disclosed as a Lexus.
- b. Failure to disclose any Blue Book and/or fair market values of the Lexus.
- c. Failure to disclose the beginning and ending Lexus odometer reading.
- d. Failure to disclose if the Lexus had been in any accidents, if the maintenance was up to date, and what condition the Lexus was currently in such as excellent, good, fair, or poor condition, all of which are factors in avoiding any potential post sales liabilities.
 - i. Based on the documents provided by WAYS, the team determined that the WAYS management team failed to disclose the Lexus Blue Book values as potentially excellent, \$28,872; very good, \$28,072; good, \$27,172 and fair, \$24,872.
 - ii. The director of operations failed to provide any documentation explaining how the sales value of the Lexus was determined to be sold at \$26,000 rather than at values of good, very good, or excellent.
- e. Failure to disclose the estimated gains or loss on the sale of the Lexus.
- f. Failure to present an amortization schedule showing the principal payments and remaining payoff on the Lexus as of the estimated date of the sale.
- g. Failure to disclose if the sale of the Lexus would be confined to California or sold out of state.

Because the governing board was not provided any specific information as described above, FCMAT cannot determine how the governing board would be able to determine that the sale of the Lexus was a proper transaction for approval.

The WAYS board approval authorized the "vehicle for school use" but did not identify the type of vehicle or that the vehicle was for the explicit use of the director of operations. FCMAT had observed the director of operations using the Lexus as his own personal vehicle. The team's audit of WAYS' American Express credit card statements reveal that vehicle fuel receipts failed to list to which vehicle the fuel receipts were attributable; therefore, the team cannot determine if the fuel receipts were for WAYS vehicles or if WAYS was subsidizing personal fuel costs of WAYS employees and management.

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RELATED-PARTY TRANSACTIONS AND SIGNIFICANT INFORMATION

The team has determined that the sale of the Lexus resulted in a (\$4,187) loss to WAYS. The purchase price of the Lexus was \$41,163 on August 19, 2012 and the Bill of Sale dated December 17, 2013 states that the Lexus was sold for \$26,000 to an individual in Canada. The Lexus was owned by WAYS for approximately 16 months between August 19, 2012 and December 17, 2013. Depreciation of the vehicle is calculated over five years or 60 months at \$686 per month, and accumulated depreciation over 16 months is calculated as \$10,976.

The approximate net loss of \$4,187 on the sale of the Lexus is calculated as:

- Purchase Price \$41,163
- Less Accumulated Depreciation (\$10,976)
- Book Value \$30,187
- Less Selling Price of \$26,000
- Net Loss on Sale of Lexus (\$4,187)

The sale of the Lexus also resulted in a net loss of cash of \$4,345 because the amount of principal paid down as calculated by FCMAT based on an amortization of 16 months, interest rate of 1.9% is \$10,818. The original purchase price of the Lexus of \$41,163 less the principal paid on the Lexus loan of \$10,818 leaves an approximate payoff balance of \$30,345. The payoff to Toyota Motor Corporation of \$30,345 less the selling price of \$26,000 results in an estimated cash loss of \$4,345.

WAYS Failed to Obtain Governing Board Approved for Purchase of Computers and Issued an Irregular Payment

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed two payments to WAYS vendor Avatar Technology for a \$37,986.51 purchase of computers dated January 23, 2012 and a \$358.75 purchase dated February 10, 2012, totaling \$38,345.26. The back office provider stated that the Avatar invoices received from the director of operations did not include governing board approval documents for this transaction.

The team examined the WAYS check request authorized by the director of operations and the vendor invoice documentation for the \$37,986.51 paid to Avatar, and found several irregularities:

- The January 23, 2012 Avatar invoice stated that the purchase was for 85 "Legerro 13.3" items at \$410 per item, with a total invoice price including sales tax of \$37,540.63.
- The amount authorized by the director of operations to be paid to the computer vendor in the WAYS check request was \$37,986.51.
- The difference between the computer vendor invoice of \$37,540.63 and the amount WAYS paid to the computer vendor of \$37,986.51 is \$445.88.
- The check request authorized for payment by the director of operations identifies an additional amount of \$445.88, which the team believes to be one additional computer.

In an email dated Friday, November 29, 2013, the team requested documentation from the director of operations of the governing board authorization, board agenda identifying the item for action on the agenda or any other documentation to support the purchase of the computers. His reply on Friday, January 10, 2014 states that:

WAYS' BOARD ACTIONS AND SIGNIFICANT INFLUENCE

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"I was unable to locate any Board documentation regarding the purchase of the Avatar Computers. However, I can attest that the Board was fully aware of the purchase before it was executed and after they were purchased. I've attached the newsletter showing our students using the computers."

Based on the information the team received from the director of operations, the team has determined that there are several irregularities concerning the purchase of computers authorized by the director of operations:

1. The WAYS board was not properly notified by the director of operations' decision to purchase computers totaling \$38,345.26.
2. There are no requests for quotes or for proposals.
3. There is no documentation of computers specifications.
4. The authorization for payment to Avatar by the director of operations in excess of the invoiced amount totaling \$445.88 cannot be located.
5. The transaction lacks governing board approval and lacks supporting documentation for payment.
6. The team cannot confirm if the computers presented by the director of operations in a newsletter are in fact the computers purchased from Avatar.

WAYS Automobile Fuel Purchase Irregularities

The team examined WAYS fuel purchases, which consist of receipts for fuel from Costco Gas, Chevron, Shell Oil, Union 76, Exxon Mobil, and Valero gas stations. Over a two-year period from July 1, 2011 through June 30, 2013, according to the WAYS accounting records, the total paid for fuel and mileage reimbursements was approximately \$18,261.

The team calculated that over the two-year period, the amount spent on mileage reimbursement and other non-fuel expenses was approximately \$2,305. Removing the mileage reimbursement and other non-fuel expenses of \$2,305 from the total fuel cost of \$18,261 left a remaining net fuel cost of \$15,956. The team calculated that \$15,956 in fuel purchases during WAYS fiscal years 2011-12 and 2012-13 at an estimated \$3.79 per gallon represents 3,989 gallons (\$15,956 / \$3.79 per gallon = 4,210 gallons) of fuel used or approximately 175 gallons of fuel per month (4,210 gallons / 24 months = 175 gallons per month).

The \$3.79 per gallon price was calculated by the team based on fuel cost data from www.gasbuddy.com for the Los Angeles, California area. The price of fuel in Los Angeles at July 2011 was \$3.79/gallon, June 2012 at \$3.60/gallon, and June 2013 at \$3.97/gallon. The average price per gallon between July 2011 and June 2013 was \$3.79 per gallon $((\$3.79 + \$3.60 + \$3.97) / 3 = \3.79 per gallon).

The non-board approved and unsigned Emeka Enwezor van lease identifies the van as a 1995 Ford model E-350 van. The team researched the fuel economy of a 1995 Ford model E-350 van at www.motortrend.com and found that the van's fuel economy is 13 miles per gallon in the city, and 16 miles per gallon on the highway. Using the fuel economy of the van of 13 miles per gallon and 175 gallons of fuel per month represents that the WAYS vehicles traveled 2,275 miles per month for school business purposes. Students attending WAYS' three charter school sites reside

RELATED-PARTY TRANSACTIONS AND SIGNIFICANCE

in the local neighborhoods and all three school sites are within a mile or two of each other. The mileage of 2,275 per month is excessive based on the location of the students and school sites.

The team was unable to determine if the fuel that WAYS management charged to the WAYS American Express credit cards was for official WAYS school business. Based on the examined fuel receipts, the team was unable to determine if any of the WAYS fuel purchases and fuel usage of an average 175 gallons per month were for personal vehicles or for personal trips because WAYS' accounting for fuel purchases fails to identify in the fuel receipts which vehicle and business purpose each receipt represents.

Failure by the management team of WAYS to document fuel purchases represents accounting irregularities, because the fuel purchases the team examined as reported by the executive management team and paid with the American Express credit card cannot be reconciled to any specific vehicle of WAYS.

WAYS Charter School Summary of Related and Irregular Transactions

The table below is a compilation of payments made through WAYS to the founder/former executive director, family members of the founder and close associates. Many of these payments were authorized by the director of operations and the current executive director (former board president.)

WAYS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Records Amounts
Founder/Former Executive Director	2007-08 through 2012-13	Facility Leasehold Agreements	\$1,100,921
Founder/Former Executive Director, Loraine Turner, Wisdom Pre-School, Preschool Rent	2007-08 through 2012-13	Rent and Other Unsubstantial Charges	115,550
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements	341,710
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements – E-Rate	35,483
Founder/Former Executive Director	2004-05	Professional Liability Wrongful Termination Lawsuit	566,803
Founder/Former Executive Director	2012-13	Settlement-Employment Contract	228,665
Director of Operations	2012-13	Avatar-Excess Payment Authorized	446
OSE Business Services	12/21/2011 - 06/27/2013	Alleged Supplies	158,871
DeDe Dance Studio	4/23/2009 - 4/12/2013	Alleged After School Dance	73,800
Godfrey Okonkwo	1/7/2011 - 6/27/2011	Alleged Van Lease	4,800
Emeka Enwezor	12/9/2011	Alleged Van Lease	4,800
Sale of Lexus	12/17/2013	Sale of Lexus	26,000
Fuel Purchases	7/1/2011 - 6/30/2013	Fuel	15,956
Total			\$2,673,805

The above transactions represent significant influence that the WAYS founder/former executive director, family of the founder and close associates had over financial decisions that personally benefitted them. Several of these transactions were authorized for payment by the director of operations, who is the son of the founder/former executive director, and the current executive director (the former board president) and gave these individuals the ability to simultaneously control and benefit from these transactions. The lack of documentation to support transactions

through board approval and records creates the perception of fraud, misappropriation of assets and possible criminal activity.

There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.

Prevention and Detection

As previously mentioned, the internal control environment includes ethical values and integrity displayed by the governing board and management as well as the underlying tone set by the organization's site administrators. The tone of the organization set by management through its words and actions demonstrates to others that dishonest or unethical behavior will not be tolerated. An atmosphere in which employees feel safe to communicate concerns is a fundamental component of a strong and effective internal control environment.

The control environment is an essential element and provides the foundation for other internal controls to be effective in achieving the goals and objectives to prevent and/or deter fraud or illegal acts. Regular external audits are a strong deterrent to mismanagement and fraud, but they cannot serve as the only method of ensuring accountability. It is imperative for the county office and WAYS governing board to review the findings and recommendations of this audit to implement the appropriate internal controls and hold the responsible parties accountable for their actions.

Internal controls clearly are among the most important aspects of any fraud prevention program. Managers are in a position of authority and therefore have a higher standard of care to establish the ethical tone and serve as examples to other employees. Employees with administrative responsibility have a fiduciary duty to the organization in the course of their employment to ensure that those activities are conducted in compliance with all applicable board policies, laws, regulations, and standards of conduct. Management personnel are entrusted to safeguard the charter's assets and ensure that internal controls function as intended. Relatives of employees should not be employed on a permanent or part time basis by the charter where the relative reports directly to the employee or the employee exercises any direct influence with regard to the relative's hiring, salary placement, promotions, evaluations or pay increases.

While the governing board and all employees in the organization have some responsibility for internal controls, the founder/former executive director and family members and close associates holding key administrative positions had a fiduciary duty and responsibility to make certain that the assurances in the charter petition and the governing board fiscal policies and procedures were conducted responsibly and ethically.

Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred. There exists a significant material weakness in the charter school's internal control environment, which increases the probability of fraud and/or abuse. These findings should be of great concern to the WAYS governing board and the LACOE governing board and require immediate intervention to limit the risk of fraud and/or misappropriation of assets in the future.

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RELATED-PARTY TRANSACTIONS AND SIGNATURES

In accordance with Education Code Section 42638(b), action by the county superintendent shall include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Recommendation

The county superintendent should:

1. Notify the governing board of WAYS charter school, LACOE's governing board, the State Controller, the Superintendent of Public Instruction, and the local district attorney that fraud, misappropriation of assets or other illegal activities may have occurred.

Appendices

Appendix A - Summary of OSE Invoice Items

Appendix B - Study Agreement

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APPENDICES



FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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APPENDICES

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.99	Books/Supplies	HP 72XL InkJet Cartridge	0	2	2
\$17.99	Books/Supplies	HEAVY DUTY VIEW	5	0	0
\$20.00	Books/Supplies	#10 SEC ENV	0	3	0
\$16.99	Books/Supplies	3 Hole Punch	0	2	2
			0	1	0
\$9.99	Books/Supplies	3.18 M-M PATCH CABLE	1	0	0
			0	4	4
			0	4	4
\$60.00	Books/Supplies	8.5X11 GLOSS PREM	0	5	0
\$14.58	Books/Supplies	Acco 72585 Jumbo Non-skid Paper Clips, 10/100 ct	0	0	2
\$14.32	Books/Supplies	AVERY DURA VIEW	3	0	0
\$16.00	Books/Supplies	AVI Cord	0	4	0
\$5.78	Books/Supplies	Ball Pump and Needle	0	4	0
\$24.99	Books/Supplies	BANDAID 185CT	0	3	0
\$9.99	Books/Supplies	BD SWAG 300	0	1	0
\$6.98	Books/Supplies	Bicycle Pokr	0	0	4
\$16.00	Books/Supplies	Canon MX882 Ink Jet Cartridge	0	4	4
\$48.99	Books/Supplies	Cases of Paper 8X11.5	0	60	126
\$36.00	Books/Supplies	Cases of Paper 8x11.5	0	47	0
\$39.99	Books/Supplies	Cases of Paper 8x11.6	0	60	0
\$10.29	Books/Supplies	CLIP, BNDR, 30PK	0	1	0
\$11.18	Books/Supplies	CLP,PPR,NSKD,J	0	12	0
\$10.98	Books/Supplies	CLPBRD, OD,3PK	0	3	0
\$63.33	Books/Supplies	College Ruled 8.5 x 11 Case	0	8	0
\$52.49	Books/Supplies	COLORSPASH PENCILS PK/240	14	0	0
\$40.00	Books/Supplies	Copies X 400PGS	0	4	0
\$87.60	Books/Supplies	Crayola Broad Washable Marker Asst 256 ct - Item 958201	0	0	11
\$10.00	Books/Supplies	Crayola Broad Washable Marker Asst 8 ct - Item# 285484	0	0	10
\$9.99	Books/Supplies	Crayola Long Colored Pencils Assorted 12 ct - Item #626637	0	0	10
\$59.99	Books/Supplies	CRAYOLA MARKER CLSSPACK 16CO	6	0	0
\$5.00	Books/Supplies	Crayon	0	10	10
\$25.99	Books/Supplies	CS PASS AROUND PACK CRAYONS	36	0	0
\$15.29	Books/Supplies	CVR, RPT,GRPLCK	0	1	0
\$30.99	Books/Supplies	Custom Address Stamp	0	1	1
\$125.00	Books/Supplies	DA LITE LAPTOP CART CHARGER 2PK	0	2	0
\$12.25	Books/Supplies	DIVIDER PLASTIC TABS	0	4	0
\$4.65	Books/Supplies	DIVIDERS STAB	0	2	0
\$1,222.68	Books/Supplies	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME	1	1	0
\$34.99	Books/Supplies	DTR, SLF-INKXT	0	1	0
\$30.99	Books/Supplies	Easel Pad-Stickable	0	2	0
\$1.19	Books/Supplies	ECONOMY COMPOSITION BOOK	80	0	0
\$1.00	Books/Supplies	Economy Games Misc	0	0	180
\$0.88	Books/Supplies	Economy Games Misc	0	180	0
\$59.98	Books/Supplies	Envelope #9, 2W	0	0	1
\$14.99	Books/Supplies	Envelopes 500ct	0	4	12
\$19.99	Books/Supplies	Envelopes 500ct	0	2	2
\$32.00	Books/Supplies	Exec Fabric Exp F1	0	2	0
\$25.98	Books/Supplies	EXPO D80989 Asst Chisel Tip Low Odor Dry Erase Marker Kit	0	0	12
\$22.70	Books/Supplies	EXPO DRY ERASE 16CT	24	24	0
\$120.00	Books/Supplies	FILE FOLDER	0	2	0
\$14.98	Books/Supplies	FILE FOLDER	0	0	2
\$32.99	Books/Supplies	FILE, CASE, POLY	0	1	0
\$19.99	Books/Supplies	FILE, O/D, 13 PK	0	1	0
\$16.80	Books/Supplies	Fish Drive	0	0	1
\$36.00	Books/Supplies	First Aid Kit + Refills	0	8	8
\$1.00	Books/Supplies	Fun Dough	0	12	0
\$5.98	Books/Supplies	Geographics Award Certificates Blue Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Gold Border 12 ct	0	0	14
\$5.98	Books/Supplies	Geographics Award Certificates Green Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Red Border 25 ct	0	0	4
\$23.17	Books/Supplies	Green Folder	0	6	6
\$29.99	Books/Supplies	Guessures	0	0	1
\$12.00	Books/Supplies	Hanging File Folder pk	0	2	2
\$5.75	Books/Supplies	HEAVY DUTY VIEW	0	8	0
\$99.97	Books/Supplies	HLPNCHR SWINGLN BLEC	0	1	0
\$82.50	Books/Supplies	HP CBSXL4 Toner All Colors	0	4	4

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$30.00	Books/Supplies	Ink CD-226-cy 688852	0	5	0
\$110.00	Books/Supplies	Ink Canon 4pk 687147	0	2	0
\$30.00	Books/Supplies	Ink CII-228, bi	0	5	0
\$30.00	Books/Supplies	Ink Cb-228-ye	0	4	0
\$30.00	Books/Supplies	Ink C4-226-mg	0	1	0
\$25.00	Books/Supplies	Jenga	0	0	2
\$3.99	Books/Supplies	JUMBO PENCILS PK/12 NO ERAS	112	0	0
\$3.20	Books/Supplies	JUMBO PENCILS NO ERAS	0	0	56
\$153.98	Books/Supplies	Laser, Mono, TN3	0	0	2
\$18.99	Books/Supplies	Legal Note Pad pk	0	1	1
\$29.99	Books/Supplies	License Word	0	0	1
\$40.00	Books/Supplies	MAGIC TAPE	0	2	0
\$40.99	Books/Supplies	MAGIC TAPE	0	4	4
\$12.99	Books/Supplies	Mancala	0	0	4
\$13.00	Books/Supplies	Manilla Folder pk	0	4	4
\$11.99	Books/Supplies	Mixed Highlighter pk	0	4	4
\$8.00	Books/Supplies	Mixed Highlighter pk	0	4	4
\$13.99	Books/Supplies	Number Divider	0	8	8
\$39.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	60	188	280
\$48.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	0	0	92
\$48.99	Books/Supplies	O/I COPY-20#/8.5X11/6-9	0	0	10
\$17.38	Books/Supplies	Office Impressions #90 Clasp Envelope 9 X 12 Kraft 100 ct	0	0	4
\$45.00	Books/Supplies	Office Impressions .92 Bright 20# 8.5x11 Case	0	25	0
\$45.00	Books/Supplies	Office Impressions .92 Bright 20# 8.5x11 Case #562633	0	23	0
\$13.00	Books/Supplies	Office Scissor pk	0	6	6
\$19.99	Books/Supplies	Paid Stamp	0	1	1
\$25.26	Books/Supplies	Pendflex Lgl Top Tab Folder 3./4" Manila 150 ct	0	0	1
\$12.00	Books/Supplies	Pencil	0	2	2
\$18.79	Books/Supplies	Pencil Sharpener	0	2	2
\$25.76	Books/Supplies	POST-IT 3X3	0	1	0
\$16.00	Books/Supplies	Post-it pk	0	4	4
\$45.96	Books/Supplies	POST-IT 559 White 2.5 X 30 Self-Stick Easel Pad	0	0	4
\$16.99	Books/Supplies	Premium Specialty Paper - Blue	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Gold	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Tan	0	4	0
\$28.99	Books/Supplies	PREMIUM VIEW BINDER	0	1	0
\$46.00	Books/Supplies	Premium Binder	0	5	0
\$15.98	Books/Supplies	RED BASELINE JUMBO NEWSPRINT	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR1	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR2	16	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR3	16	0	0
\$20.00	Books/Supplies	Scholastic Workbooks K-5	0	100	0
\$231.27	Books/Supplies	Spectrum Ball Pack & Mesh Bag	0	0	2
\$3.39	Books/Supplies	SPLIT KEY RING PK/25	12	0	0
\$40.00	Books/Supplies	SPLS 70 Crate Black	0	4	0
\$25.00	Books/Supplies	STAPLER	0	2	0
\$18.99	Books/Supplies	Stapler Pkg	0	6	6
\$12.99	Books/Supplies	STICK PENS	0	6	0
\$8.49	Books/Supplies	SUNWORKS GW CNSTR PAPER 9X1	88	0	0
\$3.99	Books/Supplies	Swingline 1.4" Standard Staples 5000 ct	0	0	10
\$10.58	Books/Supplies	Red Baseline Ruled Newsprint - Grade 1	0	40	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 2	0	18	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 3	0	18	0
\$39.99	Custodial Supplies	SHIFLOCK PANELING 8"X4"X.8"	0	4	0
\$25.00	Custodial Supplies	1/2 Fold Seat Cover	0	4	0
\$49.99	Custodial Supplies	12"X10" 6PK TRAY -EATING TRAYS	0	10	10
\$56.00	Custodial Supplies	12-16g Clear Bag	0	0	8
\$23.00	Custodial Supplies	12-16g Clear Bag	0	18	6
\$54.99	Custodial Supplies	16"X12" 6PK TRAY -EATING TRAYS	0	10	0
\$25.00	Custodial Supplies	16g Bin Bag 500ct	0	8	0
\$36.00	Custodial Supplies	55g Industrial Bag 500ct	0	0	12
\$26.99	Custodial Supplies	55g Industrial Bag 500ct	0	24	8
\$70.00	Custodial Supplies	55g Recycled Material Bag 500ct	0	4	0
\$54.99	Custodial Supplies	Antibacterial Hand Soap CS	0	2	12
\$13.99	Custodial Supplies	ALL PURPOSE DRYWALL PATCH ANTI-MOLD	0	1	0
\$29.99	Custodial Supplies	BAR RINSE	0	4	0

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$19.98	Custodial Supplies	BarORinse Disinfectant	0	3	3
\$10.00	Custodial Supplies	BarORinse Disinfectant	0	12	12
\$31.12	Custodial Supplies	BAR TWL	0	6	0
\$10.99	Custodial Supplies	BLACK PLUNGER 18" PLASTIC	1	0	0
\$46.89	Custodial Supplies	Biu Hwk Roller Kit	0	0	1
\$19.99	Custodial Supplies	Brooms 12"	0	0	7
\$20.00	Custodial Supplies	Broom-Light Weight	0	2	0
\$24.99	Custodial Supplies	Broom	0	1	1
\$12.00	Custodial Supplies	Broom	0	4	4
\$40.00	Custodial Supplies	CAN LINER 56G BLK	0	10	0
\$4.00	Custodial Supplies	Clorox 1.5G	0	0	0
\$49.99	Custodial Supplies	12" X 10" 6PK Tray	0	10	0
\$10.00	Custodial Supplies	Clorox Blch 3PK	0	12	24
\$16.99	Custodial Supplies	Clorox Blch 3PK	0	0	4
\$29.99	Custodial Supplies	CLOROX ULTRA GERM	6	0	0
\$38.99	Custodial Supplies	Clorox Wipes	0	0	12
\$19.78	Custodial Supplies	Clorox Wipes	0	0	12
\$19.99	Custodial Supplies	Clorox Wipes	0	6	6
\$19.94	Custodial Supplies	CO CAULK GUN	0	1	0
\$19.99	Custodial Supplies	Corn Broom 10"	0	0	3
\$8.89	Custodial Supplies	Doorstop Solid Brass	0	0	1
\$40.00	Custodial Supplies	Drywall Package - 100SP Fill	0	1	0
\$26.99	Custodial Supplies	Dust Pan w/Handle	0	0	5
\$59.74	Custodial Supplies	Extra Soft BR 2000	0	4	12
\$19.90	Custodial Supplies	Extra Soft BR 2000	0	10	10
\$59.74	Custodial Supplies	Extra Soft BR 2001	0	0	4
\$28.96	Custodial Supplies	Faucet Stem R	0	0	1
\$17.98	Custodial Supplies	FEBREZELINE OCEANFRSH	0	3	0
\$17.98	Custodial Supplies	FEBREZELINE TRPCL	0	3	0
\$19.94	Custodial Supplies	GE ULT SL	0	1	0
\$17.86	Custodial Supplies	Germ-X Original hand Sanitizer with Pump Top, 67.6 oz	0	0	24
\$87.98	Custodial Supplies	Gloves Latex Large 100	0	0	1
\$29.99	Custodial Supplies	H/D SPONGE 12PK	0	1	0
\$44.99	Custodial Supplies	Hand Towel Single Fold	0	12	0
\$20.00	Custodial Supplies	Hand Towel Single Fold	0	12	12
\$19.78	Custodial Supplies	Hard Surface Wipes 4pk	0	0	48
\$19.99	Custodial Supplies	Husky 9 PC SAE/MIRC Folding Hax Set	0	0	1
\$15.57	Custodial Supplies	HVY DEG	1	0	0
\$24.99	Custodial Supplies	Kleenex	0	36	42
\$9.99	Custodial Supplies	KNOCKDOWN/SPATULA	0	1	0
\$49.34	Custodial Supplies	KW TOILET SEAT HDC	0	2	0
\$69.84	Custodial Supplies	KS Sig Lido Bed/Bath Satin Nickel	0	0	3
\$10.00	Custodial Supplies	Lit Bulbs T18"	0	12	0
\$33.50	Custodial Supplies	Lysol Disinfectant Spray 4/19 oz	0	0	1
\$30.70	Custodial Supplies	Lysol Disinfecting Wipes, 4/80 ct	0	0	12
\$39.67	Custodial Supplies	MICROFBR TOWEL	0	6	0
\$27.96	Custodial Supplies	ML 2" BRASS RESET COMBINA	1	0	0
\$25.00	Custodial Supplies	Mop Head	0	12	12
\$22.50	Custodial Supplies	Mop Head	0	8	0
\$9.35	Custodial Supplies	Mop Head (Single)	0	0	4
\$49.99	Custodial Supplies	Natural 400 Single Fold	0	18	54
\$26.67	Custodial Supplies	Natural 400 Single Fold	0	54	0
\$45.00	Custodial Supplies	Natural 400 Single Fold	0	8	0
\$17.97	Custodial Supplies	PAD LOCK	0	2	0
\$95.00	Custodial Supplies	PALM LIQ ANTIBACT	4	0	0
\$63.33	Custodial Supplies	PALM LIQ ANTIBACT	0	6	0
\$10.00	Custodial Supplies	PAPER SEAT COVER	0	28	24
\$20.00	Custodial Supplies	PineSol Lemon	0	12	24
\$26.73	Custodial Supplies	PineSol Lemon	0	0	4
\$39.99	Custodial Supplies	PineSol LEM CS	0	3	0
\$5.69	Custodial Supplies	PLUNGER CADDY	1	0	0
\$54.99	Custodial Supplies	Poly Gloves 6PK	0	12	18
\$36.00	Custodial Supplies	Poly Gloves 6PK	0	18	6
\$93.96	Custodial Supplies	Schlage Acc Keyed SN	0	0	1
\$95.99	Custodial Supplies	Soap Hand Anti-Bac 4PK15	0	5	10
\$39.99	Custodial Supplies	SOFT TOUCH 4000	0	40	20

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.95	Custodial Supplies	SOFT TOUCH 4000	0	16	0
\$14.11	Custodial Supplies	SOFTSOAP ANTIBACT	1	0	0
\$39.98	Custodial Supplies	SPACKLNG	0	1	0
\$25.00	Custodial Supplies	Tissue	0	0	12
\$25.00	Custodial Supplies	Tissue	0	6	6
\$30.00	Custodial Supplies	Tissue	0	8	0
\$49.99	Custodial Supplies	Tissue Bath JJ 2PL 3.75"	0	0	8
\$51.97	Custodial Supplies	TISSUE JUMBO	0	6	0
\$29.24	Custodial Supplies	Tissue4000	0	8	0
\$25.00	Custodial Supplies	Tissue4000	0	6	0
\$30.00	Custodial Supplies	Toilet Paper Jumbo Dispenser	0	2	2
\$39.99	Custodial Supplies	Towels	0	0	6
\$15.57	Custodial Supplies	TOWEL ROLL WHITE	1	0	0
\$35.88	Custodial Supplies	TP HLDR-PB	0	1	0
\$24.99	Custodial Supplies	Tray Liner	0	3	11
\$169.00	Custodial Supplies	Val Ext Mnsry Stc Wht Paint - 5G	0	0	1
\$169.00	Custodial Supplies	Val Ext Mnsry Stc Tan Paint - 5G	0	0	1
\$5.47	Custodial Supplies	Wall Protect 3-1/4" White	0	0	1
\$29.99	Custodial Supplies	W/P H/E COMBI LCK	0	1	0
\$4.00	Custodial Supplies	CLOROX 1.5G	0	24	0
\$1.92	Custodial Supplies	Clorox Powder 32 oz	0	96	0
\$5.00	Custodial Supplies	PineSol 2G	0	24	0
\$19.99	Custodial Supplies	ANTIFBac Hand Soap 1G	0	10	0
\$10.00	Custodial Supplies	ANTIFBac Hand Soap 1G	0	4	0
\$434.98	F & E	Netgear R6300 AC Router 802.11AC Dual-Band	0	0	1
\$830.25	F & E	Brother 8910DW Printer Dlux	0	0	1
\$386.00	F & E	Brother TN350	0	1	1
\$819.99	F & E	Sunroc SS Drinking Fountain	0	0	1
\$725.87	F & E	Dalite Laptop Cart	0	3	0
\$765.00	F & E	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME (6' W X 4' H)	0	0	1
\$649.00	F & E	Franklin Indoor Enclosed Bulletin Board W/Two Doors (5' X 3'H)	0	0	1
\$489.00	F & E	ABC Magnetic Dry Erase Board (6'W X 4' H)	0	0	1
\$50.19	F & E	Programmable Micro Automatic Gate Remote (HomeLink Compatible)	0	0	10
\$4,703.91	F & E	6' x 8' H Freestanding Portable Partition - Nine Panels (16' 9"L)	0	0	1
\$8.85	F & E	Quality Tray 10 X 14	0	0	48
\$126.24	F & E	Quality Cart Black	0	0	3
\$599.99	F & E	Epson EX-51	0	1	1
\$462.37	F & E	ACER Note Book	0	2	0
\$961.25	F & E	Toshiba Laptop	0	1	0
\$1,299.99	F & E	PA Sound System - 2 Wired Mics, 1 Wireless Mic, Mixer	0	1	0
\$1,000.00	F & E	JBL PA System	0	2	0
\$20.00	F & E	Projector Case	0	3	0
\$800.00	F & E	Mackie Thump PA Speakers 15"	0	2	0
\$10.00	Food Supplies	ANIMAL CRACKER	0	11	0
\$7.00	Food Supplies	Austin Variety 45ct	0	10	0
\$12.99	Food Supplies	Austin Variety 45ct	40	254	280
\$16.99	Food Supplies	Austin Variety 45ct	0	24	0
\$17.99	Food Supplies	Austin Variety 45ct	0	0	16
\$19.99	Food Supplies	Austin Variety 45ct	0	24	24
\$12.50	Food Supplies	Austin Zoo	20	0	0
\$12.99	Food Supplies	Austin Zoo	0	18	0
\$12.50	Food Supplies	Cheeze It	20	0	0
\$11.99	Food Supplies	Cheeze It	0	8	0
\$10.00	Food Supplies	CINNAMON TOAST BAR	0	15	0
\$10.00	Food Supplies	COCOA PUFFS BAR	0	12	0
\$12.99	Food Supplies	Disney Cracker	0	5	5
\$17.99	Food Supplies	Dnr Napkins	0	0	1
\$10.00	Food Supplies	GOLD FISH CRACKERS	0	11	0
\$7.99	Food Supplies	Honey Maid	25	0	0
\$7.99	Food Supplies	Honey Maid	0	25	0
\$8.99	Food Supplies	Honey Maid	0	90	72
\$13.99	Food Supplies	Honey Maid	0	10	0
\$12.99	Food Supplies	Honey Maid	0	18	80
\$12.98	Food Supplies	Honey Maid	0	0	36
\$12.97	Food Supplies	Honey Maid	0	12	0
\$17.99	Food Supplies	Honey Maid	0	0	16

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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APPENDICES



FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM AB139 STUDY AGREEMENT May 20, 2013

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Los Angeles County Office of Education, hereinafter referred to as the COE, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to school districts and county offices of education upon request. Pursuant to the provisions of Education Code Section 1241.5 (b), a county superintendent of schools may review or audit the expenditures and internal controls of any school in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. The extraordinary audits conducted by the county superintendent shall be focused on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and shall be conducted in a timely and efficient manner.

All work shall be performed in accordance with the terms and conditions of this agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The COE has requested that the team assign professionals to conduct an AB 139 extraordinary audit of the Wisdom Academy for Young Scientists. Per Education Code Section 1241.5 (b), (c), the superintendent has reason to believe that fraud, misappropriation of funds, or other illegal practices may have occurred.

The Wisdom Academy for Young Scientists Charter School conducts business as a California nonprofit organization. In addition to the authority granted under Education Code sections 1241.5 (c) and 47604.3, the county superintendent may conduct an investigation of the charter school based on written complaints by parents or other information that justifies the review.

The primary focus of this review will be to provide the county office with reasonable assurances, based on the testing performed, that adequate management and internal controls are in place for the reporting and monitoring of financial transactions, and that fraud, misappropriation of funds or other illegal activities have not occurred.

Internal controls include the processes for planning, organizing, directing and controlling program operations, including systems for measuring, reporting and monitoring performance. The receipt of cash and/or cash transactions, payroll, purchasing, and accounts payable are high-risk areas in which potential fraud and issues such as nonexistent employees or vendors, or misappropriation of assets including cash, may be detected. This review's objectives will include evaluation of policies, procedures, internal controls and transactions performed by the charter school.

Testing for this review will be based on sample selections from the current and one prior fiscal year; it will not include all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance regarding the accuracy of the charter school's financial transactions and activity to accomplish the following:

- Prevent internal controls from being overridden by management.
- Ensure ongoing state and federal compliance.
- Provide assurance to management that the internal control system is sound.
- Help identify and correct inefficient processes.
- Ensure that employees are aware of internal control expectations.

The team's review of the Wisdom Academy for Young Scientists will include, but not be limited to, the items below. The team will do the following:

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

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4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.

B. Services and Products to be Provided

1. Orientation Meeting - The team will conduct an orientation session at the charter to brief management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
2. On-site Review - The team will conduct an on-site review at the charter office and at school sites if necessary; and will continue to review pertinent documents off-site.
3. Progress Reports - The team will inform the COE of material issues as the review is performed.
4. Draft Reports - When appropriate, electronic copies of a preliminary draft report will be delivered to the COE's administration for review and comment on a schedule determined by the team.

APPENDICES

5. **Final Report** - Electronic copies of the final report will be delivered to the COE and/or charter following completion of the review. Printed copies are available from FCMAT upon request.
6. **Follow-Up Support** - If requested, the team will meet with the COE and/or charter to discuss the findings and recommendations of the report.

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | | |
|----|------------------------------|--------------------------------------|
| A. | Julie Auvil, CPA, CMGA | FCMAT Fiscal Intervention Specialist |
| B. | Debi Deal, CFE | FCMAT Fiscal Intervention Specialist |
| C. | Marisa Ploog, CPA, CFE, CGMA | FCMAT Fiscal Intervention Specialist |

Other equally qualified staff or consultants will be substituted in the event one of the above individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8 (d) (1) shall be:

- A. \$800 per day for each FCMAT staff member while on site, conducting fieldwork at other locations, presenting reports, or participating in meetings. The cost of independent consultants will be billed at their actual daily rate.
- B. All out-of-pocket expenses, including travel, meals and lodging.

Based on the elements noted in Section 2A, the total estimated cost of the study will be \$18,000.

- C. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT services may be reimbursed from funds pursuant to EC 1241.5 set aside for this purpose. Other payments, when deemed necessary, are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE COE AND/OR DISTRICT

- A. The charter will provide office and conference room space during on-site reviews.
- B. The charter will provide the following if requested:
 - 1) A map of the local area
 - 2) Existing policies, regulations and prior reports addressing the study request

- 3) Current or proposed organizational charts
- 4) Current and two prior years' audit reports
- 5) Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the charter and sent to FCMAT in an electronic format
- 6) Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository to which the charter shall upload all requested documents.

C. The COE and/or charter's administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The charter shall take appropriate steps to comply with EC 45125.1(c).

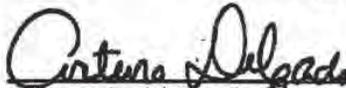
6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for different phases of the study:

<i>Orientation:</i>	<i>To be determined</i>
<i>Staff Interviews:</i>	<i>To be determined</i>
<i>Exit Interviews:</i>	<i>To be determined</i>
<i>Preliminary Report Submitted</i>	<i>To be determined</i>
<i>Final Report Submitted</i>	<i>To be determined</i>
<i>Board Presentation</i>	<i>To be determined</i>

7. CONTACT PERSON

Contact person: Alex Cherniss, Assistant Superintendent, Business
 Telephone: (562) 922-6124
 FAX: (562) 922-6678
 E-mail: Cherniss_alex@lacoed.edu


 Arturo Delgado, Superintendent
 Los Angeles County Office of Education
 5-22-13
 Date


 Anthony L. Bridges, CFE
 Deputy Executive Officer
 Fiscal Crisis & Management Assistance Team
 May 20, 2013
 Date

EXHIBIT 7

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 5, 2014

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242

APR 14 2014

Benitez

Dear Dr. Delgado:

We are responding to information and allegations contained in the FCMAT audit on this date, as you have improperly demanded. You are not following Education Code section 1241.5, in that you have **not communicated any findings or recommendations for us to respond to**. Rather, your staff emailed the FCMAT audit to our individual board members with no explanation or recommendations. We sent you a letter explaining that you have 45 days to report your findings and recommendations, if any, to the WAYS Board. You have not done so, and you have not provided any findings or recommendations whatsoever. Instead, your staff responded by stating that LACOE will present its report at our board meeting later this month, but demanded that we "respond" to that future report now. We cannot see into the future and anticipate what your determinations and/or findings might be—and your demand that we guess is improper. Education Code section 1241.5 requires that we respond to your determinations and recommendations within 15 days **after you present them**. Your initial letter from staff was correct in that regard. Your initial letter made no mention of a Saturday April 5 deadline. It correctly stated that WAYS must respond to the superintendent's report of findings and recommendations made to our board 15 days thereafter. But now, your staff is inexplicably demanding that we respond today (a Saturday no less) to findings and recommendations you have not yet made, and may never make. You are failing to proceed in the manner required by the statute, and we have stated that to you twice now.

Because we cannot respond to your findings or recommendations that you have not provided us, this letter and attachments instead are in response to the alleged deficiencies identified by FCMAT in its audit. Notably, the FCMAT audit does **not** conclusively state any factual findings or determinations whatsoever. Nor does the audit make any recommendations whatsoever to WAYS. Rather, the audit concludes with its starting point—a "suspicion" that WAYS and/or its officials committed "fraud" or other "illegal activities". Rather than provide any factual findings, the audit identifies billing irregularities and misstates the circumstances and/or significance surrounding several transactions. For example, FCMAT incorrectly implies that there is something illegal or wrong about a WAYS employee participating in and/or founding a nonprofit corporation that serves children who may also attend WAYS. Nothing could be further from the truth. By definition, there is no conflict of interest for such service to nonprofit public benefit corporations. Similarly, there is no "eternal prohibition" against former employees from having financial transactions with WAYS. While true that there appears to have a conflict several years ago when WAYS leased property owned by a person who was then then executive director, any such conflict was long ago cured (at the Los Angeles County Board of Education's direction and approval) when the former executive director was separated from employment. There is no unlawful conflict or "fraud" evidenced by WAYS leasing property from the former executive director; and FCMAT did not (and cannot) conclude otherwise.

Also notable is that the FCMAT audit report erroneously states that "WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates." This statement is plainly untrue, and reflects a fundamental misunderstanding of nonprofit corporations. WAYS is a small public charter school formed and operated entirely under the California Nonprofit Public Benefit Corporations Law. It was

Salvation Army Campus
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Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
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Phone: 323-752-8855
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Kindergarten Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-8800
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WISDOM ACADEMY FOR YOUNG SCIENTISTS

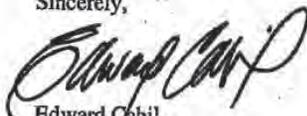
founded by the former executive director, governed by robust nonprofit corporate board of directors composed of members of the community, and is operated by professional teachers, and administration.

Another strange item in the FCMAT audit relates to LAUSD—an allegation with no explanation or evidence. The auditor appears to not understand how Proposition 39 works, or the SB740 rent reimbursement program (not even mentioned in the audit). The FCMAT audit report states, "WAYS' governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer." First and foremost, there is no requirement that a charter school "disclose" or "accept" Proposition 39 facilities. In fact, many charter schools within LAUSD do not accept the district's Prop 39 offers, because their commercial options are more practical for the schools, especially if they serve large free and reduce meal populations. FCMAT appears to think that Prop 39 is free—it's not. It's very expensive in LAUSD. In 2011, only about half the schools that received Prop 39 offers from LAUSD accepted them. The state's SB 740 rent reimbursement **does not pay** for Prop 39. Often in LAUSD, Prop 39 offers are much expensive than commercial space. In WAYS case, acceptance of Prop 39 space would render us completely ineligible for SB740 rent reimbursement. So, moving to Prop 39 space would in reality be at least twice as expensive to the school's bottom line. In any event, WAYS did in fact dialogue with LAUSD about the Prop 39 space. LAUSD denied the charter renewal in March 2011. LACOE did not approve the renewal until June 7, 2011—more than a month after the regulatory deadline for Prop 39 acceptance. LAUSD acknowledged WAYS response on July 6, 2011. There is nothing "fraudulent" about any of that.

These examples demonstrate that while the FCMAT audit may provide some useful information for LACOE and WAYS to consider, much of it is incorrect or incomplete in facts and circumstances. That is why it is beholden on the superintendent to make findings and recommendations to WAYS as required by the statute. **If the LACOE Superintendent believes that findings and/or recommendations are in order as a result of the FCMAT audit, he should present that in a report to the WAYS Board within 45 days as is required by statute. WAYS would very much appreciate a meaningful opportunity to consider and adopt LACOE's recommendations, if any. But at this point, LACOE has not provided any findings or recommendations whatsoever as a result of the FCMAT audit.**

Attached is a table responding to statements made in the FCMAT audit. Supportive evidence is attached as exhibits.

Sincerely,



Edward Cabil
Executive Director

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7851 S. CENTRAL AVE.
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Kinder Campus
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FCMAT AB139 Audit - WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
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<i>Allegation that county office had received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related-party transactions at WAYS charter school.</i>	1	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	WAYS management has made several requests to LACOE staff to provide evidence of the allegations they claim to have received.	N/A
<i>“FCMAT focused on the allegations of misappropriation of assets, misuse of grant funds and conflict of interest to “determine” whether Wisdom Academy for Young Scientists Charter School and/or its personnel were involved in or committed fraudulent activities.”</i> <i>“Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred.”</i>	1 & 45	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The FCMAT audit made no findings or determinations that WAYS and/or its personnel were involved in or committed fraudulent activities. However the audit suggests that fraudulent activities may have occurred in the closing recommendation on page 45.	Exhibit 1: Pages 1 and 45 of the FCMAT audit report.
<i>“The FCMAT study team conducted initial county office interviews in June 2013 during the schools’ summer vacation and then visited the three charter school campuses in</i>	1	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The report failed to declare that the FCAMT audit team interviewed and collected documents from the WAYS back office provider in July 2013, prior to the audit teams fieldwork in November 2013. Moreover, the FCMAT audit team failed to notify WAYS management of the initial meetings with the back office provider. Emails from the back office provider and the FCAMT audit team verify this event.	Exhibit 2: Emails from the back office provider and the FCMAT

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>November 2013 to conduct interviews, collect data and review documents."</i>				audit team.
<i>"The inability for the governing board to exercise due diligence and implement internal controls has effectively allowed the former executive director, current executive director and related parties unrestricted access to the assets of the organization and implied authority to enter into a variety of business arrangements for personal gain without board authorization and/or approval."</i>	3	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	This statement is ambiguous and inflammatory. The FCMAT audit does not provide verification of whether the audit team witnessed the alleged actions of the former executive director, current executive director, and "related parties". Moreover, it does not base its allegation on any evidence other than hearsay.	N/A
<i>"The involvement of the former executive director, related parties, business associates, former board members and numerous businesses owned by the former executive director and her husband has raised questions regarding potential conflict of interest, significant influence over financial transactions, self-dealing, control over fiscal management and related party transactions in violation of government and education codes."</i>	3	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	Since the 2010-11 school year, the former executive director has not been involved in any WAYS business. Her private business affairs do not concern WAYS.	N/A

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>"Since that time, the management of the charter school has repeatedly resisted implementation of the conditions for approval by ignoring requests by the County office staff for information to support that the conditions have been met. On several occasions, verification that the conditions have been met including required reports such as financial information, interim budget reports, audited financial statements and monthly reports have been submitted after repeated requests by Los Angeles County Office of Education (LACOE) staff or have not been submitted at all."</i></p>	<p>3</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit does not provide verification of whether the audit team witnessed or if evidence exists that the alleged resistance of WAYS to implement the conditions for approval, failure to provide required reports, or ignored requests by the county office staff.</p>	<p>N/A</p>
<p><i>"In January 2014, three of five board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings."</i></p>	<p>4</p>	<p><i>"verified in the minutes and audio recordings of board meetings."</i></p>	<p>The FCAMT audit report erroneously states that three of five board members resigned in January 2014. The WAYS board meeting minutes and audio records verify that one of the seven Board Members resigned in January 2014.</p>	<p>Exhibit 3: WAYS Board Meeting February 3, 2013 Agenda, Minutes, and Audio (Audio available upon request.)</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>"LACOE staff note several irregularities and possible misappropriation of funds within the WAYS charter school organization that oversees three charter school sites. These allegations of fraud involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases, related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school, execution of a vehicle lease without board approval, and a substantial separation of service payment to the former executive director without sufficient supporting documentation. Governance issues include an ineffective governance structure caused by continued interference by the former executive director through her son and daughter that hold key positions of authority and</i></p>	<p>4</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p><i>Evidence does not exist to confirm that the allegations the LACOE noted can be verified.</i></p> <p><i>Contrary to the allegations made in this report, the WAYS Board Meeting Minutes and Audio since 7/2011 to date, verify that there is no evidence that the current former executive director, current executive director, director of operations, and vice principal disrupted or eliminated the governing board's ability to exercise its fiduciary responsibilities and duty of care.</i></p> <p><i>WAYS board meeting minutes dated July 31, 2012 (Exhibit 4), provide evidence to verify the board approval for the school vehicle lease.</i></p> <p><i>WAYS board meeting minutes and resolution dated October 26, 2012, provide evidence to verify the WAYS board received legal counsel from the WAYS attorney, and approved the settlement with the former executive director.</i></p>	<p>Exhibit 4: WAYS Board Meeting July 31, 2012 Minutes and Resolution to Purchase School Business Vehicle</p> <p>Exhibit 5: WAYS Board Meeting October 26, 2012 Minutes and Settlement Agreement Resolution</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>decision making in the organization, effectively eliminating the governing board's ability to exercise its fiduciary responsibilities and duty of care. Evidence of board meeting cancellations and disruption by the current executive director and the founder's son (director of operations) are corroborated through emails, board minutes and audio recording of board meetings."</i>				
<i>"Prior to the board president's resignation in January 2014, threatening outbursts by the founder's son at a specially scheduled board meeting ended the meeting, after which she obtained a restraining order for her personal protection."</i>	4	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The WAYS governing board has no record of a resignation from the former board [chair]. The former board chair was voted off of the WAYS board on January 30, 2014 by a unanimous vote, as verified in the WAYS board meeting minutes (Exhibit 4). Furthermore, the director of operations did not commit any crime, or make a threatening outburst during any board meeting. The rumor of a restraining order being obtained by the former board chair cannot be confirmed. Moreover, there exists no record of a restraining order against the WAYS director of operations.	Exhibit 6: WAYS Board Meeting January 30, 2014 Minutes
<i>"Based on these allegations, the Los Angeles County Office of Education, Charter Schools Division conducted a preliminary investigation, and based on the results of their initial findings, requested assistance from FCMAT</i>	4	Education Code Sections 47604.4 and 1241.5(c).	WAYS was not involved in LACOE's initial investigation. LACOE did not inform WAYS of an investigation, nor did they request WAYS management team participation at any point. This is the first indication to WAYS that LACOE conducted a preliminary investigation regarding the aforementioned allegations. Moreover, all of the allegations that the report asserts that LACOE based its preliminary investigation, seem to be based on events that LACOE staff claim to have occurred subsequent to the they requested assistance from FCMAT in May 2011, which	Not applicable.

FCMAT AB139 Audit - WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>pursuant to Education Code Sections 47604.4 and 1241.5(c)."</i>			makes the FCMAT audit report and LACOE's allegations even more ambiguous.	
<i>"If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney."</i>	4	Education Code Sections 47604.4 and 1241.5(c).	Both FCMAT and the county superintendent failed to provide evidence to determine that fraud or misappropriation of funds has occurred prior to, subsequent to, and in the FCMAT audit report.	Exhibit 1: Pages 1 and 45 of the FCMAT audit report.
<i>"...and previous board president to hold key positions in the organization and run the day-to-day operations."</i>	9-44	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The FCMAT audit report erroneously refers to WAYS' current executive director as a "former board president" throughout the audit report. Exhibit __, WAYS board member rosters, provide evidence that the current executive director never served as 'president' of the WAYS board of directors.	Exhibit 7, WAYS Board Member Rosters 2010-11, 2011-12, 2012-13, 2013-14
<i>"Blank Page or Missing Information"</i>	8	Blank Page or Missing Information	WAYS cannot determine whether the published FCMAT audit of WAYS report is complete because there are various blank pages throughout the audit report.	Not applicable.
<i>WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates."</i>	9	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The FCMAT audit erroneously states that "WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates." WAYS is a nonprofit public benefit corporation founded by the former executive director, governed by robust board of directors composed of members of the community, and is operated by professional teachers, and administration. Evidence of this is provided in Exhibit __: List of WAYS Board Members and Administration.	Exhibit 8: List of WAYS current Board Members and Administration.
<i>" [the] founder/former</i>	9	FCMAT failed to provide evidence to WAYS and in the	The FCMAT audit report makes this false and misleading	Exhibit 9:

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>executive director selected the board members, which gave her and other family members significant influence over financial decisions that benefited them financially."</i>		AB139 audit report.	allegation with no substantial evidence. The former executive director did not select the WAYS board members. She does not have any influence over financial decisions that benefit her or her family. Evidence of this is provided in (Exhibit 9) the WAYS Board Meeting Minutes 2011-12, 2012-13, 2013-14, in which Board Members were inaugurated; and (Exhibit 10) required WAYS Board questionnaire form, completed by current and previous Board Members.	WAYS Board Meeting Minutes and Audit (Audio can be provided upon written request) 2011-12, 2012-13, 2013-14 Exhibit 10: WAYS Board Questionnaire
<i>"...the founder/former executive director positioned her son, daughter and previous board president to hold key positions in the organization and run the day-to-day operations, and by this action still maintained effective control over the financial affairs of the organization."</i>	9	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The director of operations, reports to and is immediately supervised and evaluated by the executive director and the WAYS Board of Directors (Exhibit 11). The vice principal, reports to and is immediately supervised and evaluated by the principal, and executive director (Exhibit 12). The aforementioned facts identifies the structure that WAYS has in place creates checks and balances in efforts to avert the abuse of power and manipulation of decision-making. The FCMAT audit report fails to provide evidence that the director of operations and vice principal are involved in any positions or transactions that will personally benefit them. The current director of operations and vice principal was employed by WAYS before the release of the former executive director. The former executive director did not appoint or position any WAYS employee, nor does she have any influence or control over the financial affairs of the organization. Moreover, the WAYS board of directors fully implements its governance structure, which sets forth provisions to avert any	Exhibit 11: WAYS Director of Operations Job Description Exhibit 12: WAYS Vice Principal Job Description Exhibit 13: WAYS Governance Structure

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
			possibility of nepotism and/or conflicts of interest. Evidence of this is provided in Exhibit __; the WAYS governance structure illustration.	
<i>"Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests."</i>	10	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	This allegation is unsupported by any evidence. Although FCMAT claims that "recent board documents this allegation", FCMAT fails to provide specific evidence of the alleged occurrence presented in the WAYS board meeting audio recordings and/or minutes. WAYS board minutes and WAYS board meeting audio recordings from July 1, 2013 through March 13, 2014 (Exhibit 9), do not verify the statements in the audit report. WAYS administration and back office provider give financial reports to the Board regularly at monthly meetings and follow all approval protocol.	Exhibit 9: WAYS Board Meeting Minutes and Audio (Audio can be provided upon written request) 2011-12, 2012-13, 2013-14
<i>"In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely."</i>	11	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The FCMAT audit report makes this subjective statement, without providing viable evidence to support their claim. Considering that the FCMAT audit report deliberated on all information provided to them up to February 28, 2014, WAYS is surprised that the FCMAT audit report fails to bring light to the LACOE superintendent letter titled "Notice of Concern" dated December 20, 2013 (Exhibit 14), and a follow-up letter from the LACOE Charter Schools Office (CSO) coordinator dated January 24, 2014 (Exhibit 15) issued WAYS governing board, which required a response from WAYS by January 31, 2014. The LACOE superintendent's letter and follow-up from the CSO coordinator indicate that LACOE had concerns regarding misinformation provided to them from staff in LACOE internal	Exhibit 14: LACOE Notice of Concern dated December 20, 2013 Exhibit 15: LACOE Charter Schools Office

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
			<p>offices. Not surprising, the concern was regarding the statements made in the scurrilous email from the former WAYS board member. The LACOE superintendent inappropriately refers to the scurrilous email addressed the executive director as 'a written complaint received by LACOE from a former board member'. On January 31, 2014 the WAYS executive director, on behalf of the governing board, provided LACOE a detailed written response to the LACOE superintendent's concerns stated in the notice of concern letter (Exhibit 16). In the response letter, the executive director verified that the former board member's email that was an internal communication intended for him, not address to LACOE, and indicated that he investigated the claims asserted in the former board member's letter, as well as a grievance letter from the director of operations, which provided a different view of the incident that occurred on October 24, 2013. Furthermore, the executive director explained that the November 21, 2013 board meeting was cancelled, because the agenda was not posted in accordance with the Brown Act. To date, WAYS has not received any inquiry or response from the LACOE staff regarding this matter. WAYS management did not cancel or cause any major disruptions that ended board meetings prematurely.</p> <p>Evidently the statement in the FCMAT Audit Report, was based on the scurrilous email addressed to the WAYS executive director, on January 25, 2014, from a former disgruntled Board Member who was voted off of the WAYS board by a majority board vote, subsequent to the WAYS school site council recommendation to the board of directors to remove the former board member and her counterpart from the WAYS governing Board for several reasons outlined in the school site councils resolution dated January 23, 2014 (Exhibit 17). The WAYS school site council is a committee initiated by the school principal, is made up of elected parents, teachers, and community members. The school site council is charged with representing the WAYS community made up of students, parents and teachers.</p>	<p>coordinator letter dated January 24, 2014</p> <p>Exhibit 16: WAYS Executive Director letter dated January 31, 2014</p> <p>Exhibit 17: WAYS School Site Council Resolution dated January 23, 2014</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>"Independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these findings have not been addressed by management and the governing board; therefore, these findings are repeated each year."</i></p>	<p>11-14</p>	<p>Audited Financial Statements Schedule of Findings and Questioned Costs for Audit Years 2011, 2012 and 2013 (Table on Page 11-14)</p>	<p>The FCMAT audit report misrepresents the WAYS annual independent report issued over the past three fiscal years. The independent audit and reports for fiscal years ending June 30, 2011, and June 30, 2012, were conducted and written by the same audit firm. Specifically: 2011) In the independent audit report year ending June 30, 2011, the audit firm identified 6 material findings. In the summary of this report auditors gave WAYS an unqualified opinion. 2012) In the independent audit report year ending June 30, 2012, the audit firm identified only 2 material findings. In the summary of this report auditors gave WAYS an unqualified opinion. WAYS changed its audit firm in 2013, to audit the fiscal year ending June 30, 2013. Audit Firms are likely to have different philosophy and approach to the audit process, all toward the same purpose of ensuring that the financial statements are fairly presented. When such change occurs, it is very possible that unusual findings will arise, which is within the intent of the independent audit report. 2013) In the independent audit report year ending June 30, 2013, the audit firm identified 7 material findings and issued WAYS a qualified opinion.</p> <p>The report exaggerates 15 findings referenced in the audit report, which were issued over three years. Instead, the audit report suggests, "Several of these findings have not been addressed by the governing board." In fact, only 2 of the categories of were repeated over three years. Moreover, the details of the findings were different in each of the reports for three years. Technically, there are no findings, which were repeated over three consecutive years; therefore the FCMAT audit report's suggestions are inaccurate and exaggerated in efforts to implicate the WAYS board and management. Exhibits 18, 19, and 20 contain the internal audit report summaries for fiscal years ending June 30, 2011, 2012, and 2013.</p>	<p>Exhibit 18: WAYS Independent Audit Report year-end June 30, 2011</p> <p>Exhibit 19: WAYS Independent Audit Report year-end June 30, 2012</p> <p>Exhibit 20: WAYS Independent Audit Report year-end June 30, 2013</p>
<p><i>"... the sale of a school vehicle used by the director</i></p>	<p>16</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report falsely suggests that the director of operations overstepped his authority by managing the school's</p>	<p>Exhibit 21:</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<i>of operations was not approved by the governing board. Instead, the vehicle, a Lexus, was sold by the founder/former executive director's son in December 2013 without board approval."</i>			sizeable assets without direction or approval from the executive director and board of directors. On August 30, 2013, the WAYS executive director and director of operations determined that it would be in the best interest of the school if WAYS sold the school business vehicle in order to meet the expense of the acquiring a second school van. By doing so, WAYS would reduce the school expenses associated with pupil transportation, and hiring chartered school bus companies. Verified in the board meeting documents on September 26, 2013, and February 3, 2014 (Exhibit 21), the executive director presented the recommendation to sale the school vehicle, in which the WAYS board of directors considered and approved. The director of operations was not present at the aforementioned board meeting. The director of operations, within the scope of his responsibilities, carried out the directive of the WAYS executive director and board of directors, in the best interest of the school.	WAYS Board Meeting Agenda and Documents September 26, 2013 and February 3, 2014
<i>"This report will demonstrate that payments made to the private dance studio owned by the vice principal were not disclosed in accordance with laws and regulations set forth by the FPPC."</i>	16	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	There are no records to ascertain the audit reports allegation that WAYS made payments to any private dance studio, nor to any company privately owned by the vice principal. Moreover, the vice principal verified she does not "own" a private dance studio.	Not applicable.
<i>"Evidence in the board minutes and audio recordings, verbal and written complaints by former board members and direct observations by LACOE staff reveal instances where the founder/former executive director continued to be present and seated at the</i>	16	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	These statements are not substantiated by the aforementioned board documents as FCMAT and LACOE suggested. In fact, the founder was at no point seated at the Board table during discussions regarding facility leasehold agreements for properties that she owned. This did not occur during the duration of her employment with WAYS and certainly not after her employment was terminated. The WAYS board is acutely knowledgeable of the law as it relates to California conflicts of interest codes. The WAYS board excused the founder from the consideration of the WAYS Manchester and Kinder Campus lease agreements because of a possible conflict of interest or lack	Not applicable.

FCMAT AB139 Audit - WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>board table during discussions regarding facility leasehold agreements for her personal properties. Evidence in the board minutes indicates that at least two occurrences transpired when she was no longer employed by WAYS."</i></p>			<p>of impartiality.</p>	
<p><i>"On September 16, 2011, subsequent to her departure from WAYS, the founder/former executive director was present at the board meeting. She refused to be unseated from the board table during discussions concerning the relocation of WAYS to a property not owned by the founder/ former executive director."</i></p> <p><i>"Individuals at this meeting who supported continued use of her facilities by WAYS schools caused such a disruption that the board meeting was disbanded."</i></p> <p><i>"During the September 22, 2011 board meeting one week later, the founder/former executive</i></p>	<p>16-17</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>In several instances throughout the FCMAT audit report, it appears that the FCMAT audit team drew several conclusions based on hearsay from specific former and current LACOE employees, who seem to have vengeful personal agendas against the WAYS founder. The audit report erroneously repeats "as fact" several false and defamatory statements against the WAYS founder that were made to impugn her character and damage her reputation.</p> <p>The aforementioned citations from the FCMAT audit report risk the possibility of a claims for damages for slander and defamation against FCMAT, LACOE and WAYS. The statements were reckless. To the extent WAYS is subjected to any such claims for damages, we intend to seek indemnity from FCMAT and LACOE.</p> <p>There is no evidence that an official board meeting was held on September 16, 2011. According to WAYS employees, parents, community members, and former board members, five of the board members in attendance ended the meeting abruptly following the directive of the LACOE Charter School Office coordinator to "shut the [board] meeting down" for an undisclosed reason, as was quoted by a former WAYS board member, before the board meeting was brought to order.</p> <p>Furthermore, the "individuals" who supported the continued location of the school, as cited in the FCMAT audit report, were</p>	<p>Exhibit 22: WAYS Board Meeting Cancellation Notice</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<p><i>director was observed by LACOE staff seated at the board table having private conversations with one board member."</i></p> <p><i>"The founder/former executive director and other family members were present and exercised significant influence during board meetings that provided a direct personal financial benefit."</i></p>			<p>WAYS employees, students, parents, and other stakeholders.</p> <p>On September 22, 2011, no board meeting was held due to a lack of quorum, as confirmed by the notice of board meeting cancellation provided in Exhibit 22. There is no evidence that the founder communicated with a board member, moreover no evidence to confirm her presence at the attempted board meeting.</p> <p>Additionally, the WAYS governing board is knowledgeable of the Ralph M. Brown Act and California Non-Profit 501(c)(3) laws and regulations specifically to the degree that board meetings are open to public attendance. Prohibiting the founder from attending the WAYS Board meetings, as LACOE and the FCMAT audit team appear to indirectly suggest WAYS should do, is absolutely discriminatory and unlawful.</p>																									
<p><i>Blank Page or Missing Information</i></p>	18	Blank Page or Missing Information	WAYS cannot determine whether the published FCMAT audit of WAYS report is complete, because there are various blank pages throughout the audit report.	Not applicable.																								
<p><i>In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11.</i></p> <p><i>WAYS paid \$1,070,921 to the founder/former executive director and her holding company, OCI Development Corporation, for leasehold agreements located at 706 E.</i></p>	19	<table border="1" data-bbox="709 950 1060 1266"> <thead> <tr> <th>Fiscal Year</th> <th>Payee</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>2007-08</td> <td>Founder</td> <td>3,100,100</td> </tr> <tr> <td>2008-09</td> <td>Founder</td> <td>169,440</td> </tr> <tr> <td>2009-10</td> <td>Founder -</td> <td>30,000</td> </tr> <tr> <td>2010-11</td> <td>OCI</td> <td>74,840</td> </tr> <tr> <td>2011-12</td> <td>OCI</td> <td>237,519</td> </tr> <tr> <td>2012-13</td> <td>OCI</td> <td>216,986</td> </tr> <tr> <td>Grand</td> <td></td> <td>\$1,070,921</td> </tr> </tbody> </table>	Fiscal Year	Payee	Annual	2007-08	Founder	3,100,100	2008-09	Founder	169,440	2009-10	Founder -	30,000	2010-11	OCI	74,840	2011-12	OCI	237,519	2012-13	OCI	216,986	Grand		\$1,070,921	<p>The FCMAT audit report erroneously cites, in attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools. It appears there was a conflict of interest several years ago when the school's executive director was an owner of the school site. That conflict was cured when the former director separated from employment in 2011 at the direction and approval of the LACOE Board. There has been no conflict in that regard since 2011.</p> <p>Furthermore, the grand total (\$1,070,921 and \$1,100,921) paid in rent expenses over the 8-year period provided in the FCMAT audit report erroneously reflects conflicting figures. Later in the report, FCMAT attempts to total an amount of questionable expenses using these erroneous figures.</p>	Not applicable
Fiscal Year	Payee	Annual																										
2007-08	Founder	3,100,100																										
2008-09	Founder	169,440																										
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<i>Manchester Avenue, Los Angeles, CA and 8778 S. Central Avenue, Los Angeles, CA from the 2007-08 through 2012-13 fiscal years as shown in the following table.</i>				
<i>According to a report on the WAYS charter petition and appeal to LACBOE dated May 10, 2011 by the LACOE Charter School Review Team, it was revealed that WAYS' governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.</i>	19	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>See WAYS transmittal letter.</p> <p>The timeline of events, which led to the WAYS governing board's refusal of the Proposition 39 facilities offer:</p> <p>March 1, 2011 LAUSD denied WAYS charter renewal petition (Exhibit 23)</p> <p>April 1, 2011 LAUSD awarded WAYS facilities under Proposition 39, without an approved charter renewal petition. (Exhibit 24)</p> <p>May 1, 2011 LAUSD required a response to the Proposition 39 grant award from WAYS, who was denied charter renewal at the time. WAYS did not meet the deadline.</p> <p>June 7, 2011 LACOE approved WAYS charter renewal petition. (Exhibit 25)</p> <p>June 30, 2011 The WAYS board of directors officially denied the Proposition 39 award, at the special board meeting, in which the founder was not present. (Exhibit 26)</p> <p>July 6, 2011 LAUSD confirms receipt of the WAYS governing boards official response. (Exhibit 27)</p> <p>WAYS could not enter into a long-term agreement with LAUSD under Prop 39 without securing its charter petition authorization, which did not occur until two months after the LAUSD Prop 39</p>	<p>Exhibit 23: Evidence of LAUSD denial of WAYS Charter Petition</p> <p>Exhibit 24: Proposition 39 Facilities Award Email from LAUSD</p> <p>Exhibit 25: Evidence of LACOE authorization of WAYS Charter Petition.</p> <p>Exhibit 26: WAYS June 30, 2011 Board Meeting</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

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			facilities grant was awarded.	Minutes Exhibit 27: LAUSD Confirmation of receipt of WAYS response to Proposition 39 award.
"No contracts or lease agreements exist for Loraine Turner..."	20	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	(Exhibit 28) Lease agreements were made available to the FCMAT audit team during their field work visit at the WAYS campus on November 13-15, 2013	Exhibit 28: Lease Agreements between WAYS and 714 East Manchester Avenue. Los Angeles, CA 90001
"As a condition of approval for WAYS' charter school petition to LACOE in June 2011, the founder/former executive director was to terminate her employment with WAYS and be removed from any association with the school."	21	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	The Memorandum of Understanding agreement between WAYS and LACOE (Exhibit 29), an attachment of conditions that WAYS must meet subject to LACOE charter authorization, specifically states, "Prior written notice of any proposed service/employment contract and/or agreement with the former executive director whose contract was terminated by the WAYS board in June 2011, and a copy of the contract agreement prior to execution (to monitor fulfillment of the conditions of authorization attached hereto as Attachment E.)" There is no mention of a conditional requirement to disassociate or terminate the employment of any WAYS employee in the executed binding MOU document.	Exhibit 29: Memorandum of Understanding agreement between WAYS and LACOE
"Founder/Former	21-22	FCMAT failed to provide evidence to WAYS and in the	WAYS issued written notice to the LACOE superintendent and	Exhibit 30:

FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<i>Executive Director – Settlement Agreement” (Section)</i>		AB139 audit report.	<p>a copy of the proposed settlement agreement with the former executive director, prior to execution on October 26, 2012. LACOE did not provide any comment or ask any questions. In maintaining its fiduciary responsibility to protecting the interest of the school, the FCMAT allegations regarding the settlement in the FCMAT audit report cannot be responded to in detail in this response, other than to state that WAYS carefully evaluated its exposure to liability in consultation with its liability insurance carrier, and reached a prudent settlement result rather than defend expensive litigation..</p> <p>The LACOE charter schools office coordinator, confirmed receipt of the WAYS issued written notice to the LACOE superintendent on October 26, 2014 at 11:22am (Exhibit 30), and a copy of the proposed settlement agreement with the former executive director, prior to execution.</p> <p>In maintaining its fiduciary responsibility to protect the interest of the school, the allegations regarding the settlement in the FCMAT audit report are not established in this response.</p>	LACOE confirmation of WAYS notice to LACOE dated October 26, 2012
<i>“WAYS Back Office Provider Warned of Books and Supplies Expenditures Exceeding Budget” (Section)</i>	23-30	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>In accordance with the Generally Accepted Accounting Principals (GAAP), WAYS based its 2011-12 projected budget on prior year receivables and expenditure data. In efforts to maintain a tone of conservative spending, the WAYS budget did not make significant adjustments to the approved budget.</p> <p>In the same year and shortly after charter renewal, WAYS encountered an unforeseen substantial increase in student population upon the authorization revocation of several nearby charter schools. In 2011-12, the WAYS student population more than doubled compared to the prior year. The increase in student enrollment required the lease of another facility to house up to 280 new enrollees. Naturally, WAYS operating significantly expenses exceeding the budget. The increased expenditures included cost similar to a start-up charter, such as classroom furniture, classroom supplies, capital equipment, technological equipment, security systems, instructional materials, custodial</p>	Exhibit 31: WAYS Enrollment Trends 2007-2013

FCMAT AB139 Audit – WAYS RESPONSE TABLE

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			<p>supplies, and more.</p> <p>The needs associated with the substantial increase in enrollment and deadlines to open the school put WAYS under significant pressure. OSE Business Services (OSE), an independent company, supported WAYS by providing the aforementioned school supplies and equipment. Through this, OSE established a healthy association with WAYS.</p> <p>(Exhibit 31) Provided by the California Department of Education, WAYS annual enrollment trends in years 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, corroborate the aforementioned explanation.</p>	
<p><i>"FCMAT requested copies of the OSE cashier's checks and regular checks, both front and back, from the director of operations and copied the executive director in an email dated Friday, December 13, 2013. One month later, on January 13, 2014, the team received nine of the 10 requested cashier's checks. The missing cashier's check was received on January 21, 2014. Repeated requests to management for the regular check copies were never received and no explanation was provided."</i></p> <p><i>"Of the nine copies of the cashier's checks provided to the team, it is not</i></p>	<p>23-24</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>During the course of the FCMAT audit team fieldwork days at the WAYS campus, the director of operation provided the audit team with the checking account cancelled-check images, which included copies of the front and back of OSE Business Services checks.</p> <p>In emails dated January 10, 2014 (Exhibit 32), January 13, 2014 (Exhibit 33), and January 22, 2014 (Exhibit 34), the Director of Operations provided the FCMAT team all information and explanations requested by FCMAT in emails dated November 29, 2013 (Exhibit 35), December 11, 2013 (Exhibit 36), and December 13, 2013 (Exhibit 37).</p>	<p>Exhibit 32: WAYS Director of Operations email dated January 10, 2014</p> <p>Exhibit 33: WAYS Director of Operations email dated January 13, 2014</p> <p>Exhibit 34: WAYS Director of Operations email dated January 21, 2014</p>

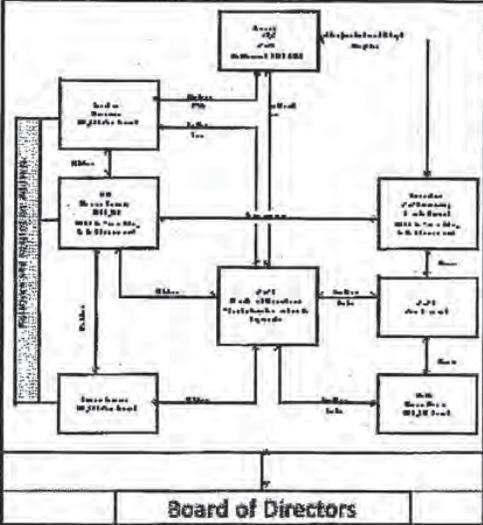
FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<p><i>entirely clear that the copies came directly from the bank "</i> <i>"Because WAYS executive management failed to provide OSE's regular checks front and back copies as requested by the team, and because OSE cashier's checks did not contain account information identifying the account where funds were deposited, the team is unable to authenticate the OSE payments."</i></p>				<p>Exhibit 35: FCMAT email dated November 29, 2014.</p> <p>Exhibit 36: FCMAT email dated December 11, 2014</p> <p>Exhibit 37: FCMAT email dated December 13, 2014</p>																																								
<p><i>"The team received information from the seven comparable elementary charter schools listed in the table below. The analysis compares purchases of copier paper from all vendors in the selection group with the WAYS purchases from OSE (even though paper was also purchased from other vendors described later in this report) and based on student enrollment for 2011-12 through 2012-</i></p>	28-29	<table border="1"> <thead> <tr> <th>School</th> <th>Average Enrollment</th> <th>No. of Cases</th> <th>Cases of Copier</th> </tr> </thead> <tbody> <tr> <td>Charter School</td> <td></td> <td></td> <td>0.7</td> </tr> <tr> <td>Charter School</td> <td>304</td> <td>186</td> <td>0.61</td> </tr> <tr> <td>Charter School</td> <td></td> <td></td> <td>0.8</td> </tr> <tr> <td>Charter School</td> <td>416</td> <td>332</td> <td>0.80</td> </tr> <tr> <td>Charter School</td> <td></td> <td></td> <td>0.9</td> </tr> <tr> <td>Charter School</td> <td>601</td> <td>551</td> <td>0.92</td> </tr> <tr> <td>Charter School</td> <td></td> <td></td> <td>0.9</td> </tr> <tr> <td>Averaged Totals – All Sample</td> <td>382</td> <td>314</td> <td>0.82</td> </tr> <tr> <td>WAYS</td> <td></td> <td></td> <td>0.8</td> </tr> </tbody> </table>	School	Average Enrollment	No. of Cases	Cases of Copier	Charter School			0.7	Charter School	304	186	0.61	Charter School			0.8	Charter School	416	332	0.80	Charter School			0.9	Charter School	601	551	0.92	Charter School			0.9	Averaged Totals – All Sample	382	314	0.82	WAYS			0.8	<p>The FCMAT audit report attempts to compare WAYS to several unidentified charter schools. The accuracy of the charter comparison cannot be ascertained because it does not account for variables such as: technology, equipment, accommodations, or services that schools often use to subsidize expenses on paper such as, purchasing low quality recycled paper in quantities that require special storage accommodations from wholesale distributors, digital curriculum, consumable notebooks, and reproduction services.</p> <p>Contrary to the actions and statements quoted in the FCMAT audit report regarding the director of operations description of copier usage and paper provisions, the WAYS management made efforts to reduce the cost of paper and reproduction by distributing paper to individual teachers and staff, which is a common practice in all public schools.</p>	Not applicable.
School	Average Enrollment	No. of Cases	Cases of Copier																																									
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<p>13.” <i>“Documentation for the van lease payments authorized by the WAYS director of operations show that the van lease agreement and additional back-up documentation for lease was missing even though the back office provider had requested these documents on previous occasions.”</i></p>	<p>33-35</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The vehicle referenced on this page is a 1995 Ford E-350 (15-passenger) van. This van has been in use since the founding years of WAYS in 2006, and was finally donated to WAYS by the previous owner, Emeka Enwezor in the fall of 2012. Also previously owned by Godfrey Okonkwo until 2011, WAYS made lease payments to Mr. Okonkwo totaling \$4800 in fiscal year 2010-11. Subsequently, the van was sold or transferred to Emeka Enwezor in 2011. WAYS made final lease payments to Mr. Enwezor totaling \$4800 in fiscal year 2011-12, and afterward the van was donated to WAYS in the winter of 2012. The WAYS director of operations email to FCMAT dated January 10, 2014 (Exhibit 32) provides evidence that WAYS, and the back office provider, had the 2011-12 lease agreement on file. Additionally, the email the director of operation explicitly explains the prospect for missing executed leases and board approvals. The director of operations writes, <i>“I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During this year WAYS experienced significant turnover in the Board of Directors and administration. Many official school documents were kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I suspect that the signed van lease and Board documentation, if any, may be within those lost documents.”</i></p>	<p>Exhibit 32: Director of Operations email dated January 10, 2014</p>
<p><i>“During the Thursday, November 14, 2013 discussion with the WAYS director of operations, he stated that Godfrey Okonkwo was paid for the van lease in the first year of the lease for the van from Emeka Enwezor, and the second year Emeka</i></p>	<p>36</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report erroneously paraphrases the director of operations statements, and as a result presents misleading information. Also, the report refers to Emeka Enwezor as “her” [gender being female], which further demonstrates the erroneously paraphrased statements. When the FCMAT team inquired about the lease payments that were made to toward the van lease, the WAYS director of operations specifically stated <i>“The van lease reimbursement was paid to Mr. Okonkwo in fiscal year 2010-11, lease paid to Mr. Enwezor in fiscal year 2011-12, and the van was finally donated</i></p>	<p>Exhibit 38: Vehicle Donation Letter from Emeka Enwezor</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<p>Enwezor was paid directly for the van lease. The team inquired whether Emeka Enwezor was related and was told that, "She is a friend of the family and we rent her van ... but she gave the van to the school this year."</p>			<p>to the school last year [fall of 2012]." Furthermore, the donation letter verifies Mr. Enwezor's donation of the van (Exhibit38)</p>	
<p>"WAYS Related Parties – WAYS Founder/Former Executive Director, Godfrey Okonkwo, WAYS Director of Operations, WAYS Vice Principal, Emeka Enwezor & Obiesie Enwezor" (Section)</p> <p>"Based on the team's analysis of possible relatives, transactions authorized by the director of operations do not represent an arm's-length transaction."</p> <p>"The relationships and related parties are presented in the following table:"</p>	<p>35-39</p>		<p>The aforementioned excerpt and illustration from the FCMAT audit report is misleading. According to the documentation provided to WAYS and subsequently provided to the FCMAT audit team, The address for the former van owner is 953 west 45th street, which is not in any way similar to that of any vendor, the initial van owner, the former executive director, the director of operations, and the vice principal. Moreover, the statements made in the FCMAT audit report discredits the integrity of WAYS management, and its conflicts of interest policy (Exhibit 39) and financial policies and procedures (Exhibit 40), and governance structure (Exhibit 13), which specifically provide for arm's length transactions, and full disclosure. The WAYS financial procedures specifically identify the executive director as the person who approves checks. The director of operations is permitted to sign checks in rare unusual occasions, when the executive director is not capable of doing so. The misleading illustration published on page 39 FCMAT audit report attempts to unfairly implicate the WAYS director of operations as the center of connections with several independent individuals who are somehow connected with an unidentified "Board of Directors". To the extent that this illustration does not verify a specific problem, it is misleading and should be considered immaterial.</p>	<p>Exhibit 39: WAYS Conflict of Interest Policy</p> <p>Exhibit 40: WAYS Financial Policies and Procedures</p> <p>Exhibit 13: WAYS Governance Structure</p>
<p>"5. LACOE engaged the services of a private</p>	<p>38</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>The FCMAT audit report raises several concerns that question the credibility of the audit report. The report asserts that LACOE</p>	<p>Exhibit 41 WAYS</p>

FCMAT AB139 Audit – WAYS RESPONSE TABLE

FCMAT audit / LACOE statements, allegations, and errors	On Page(s) of the FCMAT audit	Evidence to support the allegations provided in the FCMAT Audit	WAYS response to the statements, allegations, and errors	Evidence to support the WAYS response
<p><i>investigator following written and verbal complaints that the vice principal of WAYS was working at Innovative WAYS Academy, her private middle school of which she was the executive director. Direct surveillance and video on 16 separate occasions between March 5, 2013 and April 22, 2013 revealed that the WAYS vice principal spent 29.5 hours at her private middle school while employed full time at WAYS."</i></p>			<p>used federal and state government resources to hire someone to "stalk" the WAYS vice principal for 48 days, following alleged written and verbal complaints that she founded a private middle school. FCMAT and LACOE fail to provide the objective of securing private investigation services to "stalk" the vice principal. The only finding of from "stalking" the vice principal was that she was observed at the private middle school for 29.5 hours during the 48-day period.</p> <p>First, in accordance with the California Education Code, the WAYS approved charter states <i>"The Charter School, as the LEA, shall be ultimately responsible for determining how to respond to parent concerns or complaints."</i> LACOE consistently failed to comply with the terms set forth by California Education Code by refusing to notify WAYS management of complaints made against the school or its personnel, in accordance with the due process procedures regarding complaints set forth in the WAYS charter. Historically, LACOE repeatedly ignored WAYS request for evidence of the written and verbal complaints LACOE claims to have received. The FCMAT audit report provides the first clue that there was any complaint regarding the WAYS vice principal. Moreover, the FCMAT audit report fails to disclose that the 48-day period, in which LACOE employed "private investigative services" to stalk the vice principal, include weekends, federal holidays, and 5 weekdays in which WAYS was closed for spring break.</p> <p>During the 48 –day period the vice-principal hosted a number of events at the location of the private middle school, which required planning and rehearsals. (See evidence of the events in (Exhibit 41) WAYS March 2013 and April 2013 calendars, and (Exhibit 42) evidence of the formal ball and cumulative science competition events that were held at the private middle school location.)</p>	<p>March 2013 and April 2013 calendars</p> <p>Exhibit 42 Evidence of the formal ball and cumulative science competition events</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<i>"c. The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio."</i>	38	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	There is no historical or present evidence to support the allegation that director of operations ever "authorized the checks" paid to DeDe Dance Studio.	Not applicable.
<i>"...the [FCMAT audit] team did not observe students present in that facility during the fieldwork days."</i>	38	FCMAT failed to provide evidence to WAYS and in the AB139 audit report.	<p>DeDe Dance Studio, a Non-Profit 501(c)(3) organization (Exhibit 43) founded by the WAYS vice principal and the other community members, was envisioned for the benefit of the children and families of the WAYS community. The nonprofit corporation has no owners whatsoever—it's a nonprofit public benefit corporation. On an unpaid-volunteer basis, the stakeholders operate the non-profit. No person, including the WAYS vice principal, "owns" any financial interest in the non-profit organization as the FCMAT audit report erroneously suggests.</p> <p>Furthermore, the DeDe Dance Studio program operates in Building A of the WAYS Manchester Campus. After being notified on October 30, 2013 that the FCMAT audit fieldwork days would take place on November 13-15, 2013, WAYS management reserved the Building A to accommodate the audit team for the time-period of their site visit. During the FCMAT team's fieldwork days, the team occupied the WAYS Manchester Campus buildings A and C. The FCMAT introduction interview with the executive director and director of operations took place in Building A. During that meeting, the executive director presented several large photos that decorate the interior walls throughout the school building and identified them as pictures of current and former WAYS students who benefited from DeDe Dance Studio program by participating in events that range from volunteer work in the community to an annual grand Debutante and Beaux Formal Ball.</p>	<p>Exhibit 43: DeDe Dance Studio Non-Profit 501(c)(3) organization letter.</p> <p>Exhibit 44: Photographic evidence of the DeDe Dance Studio events.</p> <p>Exhibit 45: Email from FCMAT regarding fieldwork schedule</p>

FCMAT AB139 Audit - WAYS RESPONSE TABLE

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<p><i>"e. DeDe Dance Studio is operated at and identifies the business location as the WAYS school site. The team was unable to determine that any offsetting rent for the facility was paid by DeDe Dance Studio to WAYS."</i></p>		<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>Historically, WAYS entered into a separate lease agreement with the founder for Building A of the Manchester Campus (Exhibit 46), in which rent is listed as one dollar (\$1) per month. Considering the invaluable benefits WAYS students receives from DeDe Dance Studio over the past decade compared to the insignificance of cents on the dollar that WAYS potentially accrued, WAYS does not collect rent reimbursements from DeDe Dance Studio.</p>	<p>Exhibit 46: Commercial Lease Agreement for 706 East Manchester Ave, Building A</p>
<p><i>"The WAYS back office service provider stated they had been requesting backup documentation for the Lexus transaction from the director of operations but never have received any."</i></p> <p><i>"FCMAT cannot confirm that the Capital Expense Analysis was ever presented to the WAYS board."</i></p> <p><i>"FCMAT had observed the director of operations using the Lexus as his own personal vehicle."</i></p>	<p>39-42</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>On August 20, 2013 the director of operations dropped off the complete file of all original Lexus purchase documents at the office of the back office provider for them to make copies. The file contains the original Retail Installment Sale Contract and amortization schedule showing the principal payments and remaining payoff on the Lexus, which the back office provider should have used to properly account for the Lexus in accordance with GAAP. The complete file containing the originals was returned to the director of operations on August 23, 2013, after the back office provider had completed copying the original documents for their files.</p> <p>Furthermore, precisely same file containing all original purchase documentation for the Lexus was provided to FCMAT on January 10, 2014 in the email response from the director of operations to the FCMAT audit team (Exhibit 32), and made available to during their fieldwork visit in November 2013.</p> <p>Moreover, the capital lease expense analysis was provided in the WAYS board meetings on July 31, 2012, September 26, 2013, and February 3, 2014.</p> <p>Additionally, the audit report does not describe or provide the criteria that FCMAT used to determine that they observed the director of operations using the Lexus as his own personal vehicle, which is an incredibly subjective and immaterial</p>	<p>Exhibit 32: WAYS Director of Operations email to FCMAT dated January 10, 2014</p>

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FCMAT AB139 Audit – WAYS RESPONSE TABLE

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<p><i>"WAYS Failed to Obtain Governing Board Approved for Purchase of Computers and Issued an Irregular Payment" (Section)</i></p>	<p>42-43</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>accusation. Note: Payment information not provided on Wells Fargo website. Search for records at school.</p>	<p>Not applicable.</p>																																
<p><i>"WAYS Charter School Summary of Related and Irregular Transactions" (Section)</i></p> <p><i>"The table below is a compilation of payments made through WAYS to the founder/former executive director, family members of the founder and close associates. Many of these payments were authorized by the director of operations and the current executive director (former board president.)"</i></p> <p><i>"The above transactions represent significant influence that the WAYS founder/former executive director, family of the founder and close associates had over financial decisions that personally benefitted them. Several of these transactions were authorized for payment by</i></p>	<p>44-45</p>	<table border="1"> <thead> <tr> <th>WALS Charter School Summary of Related and Irregular Transactions</th> <th>Time Period</th> <th>Type</th> <th>Accounting Activity Amount</th> </tr> </thead> <tbody> <tr> <td>Founder/Former Executive Director, LACOE Terms: Please See Board Meeting #14</td> <td>2/27/08-6/30/12 (\$14,432)</td> <td>Individual Compensation Changes</td> <td>\$14,432</td> </tr> <tr> <td>Founder/Former Executive Director</td> <td>1/20/08-12/31/11</td> <td>Compensation/Retirement - 1 Year</td> <td>\$6,243</td> </tr> <tr> <td>Founder/Former Executive Director</td> <td>2004-11</td> <td>Non-Profit/Personal Director</td> <td>\$13,628</td> </tr> <tr> <td>Executive Director</td> <td>1/20/08-12/31/11</td> <td>Travel Expenses</td> <td>\$18,997</td> </tr> <tr> <td>Charter Director</td> <td>1/20/08-12/31/11</td> <td>Administrative</td> <td>\$2,218</td> </tr> <tr> <td>Secretary</td> <td>1/23/08-11</td> <td>Salaries</td> <td>\$6,500</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>\$67,916</td> </tr> </tbody> </table>	WALS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Activity Amount	Founder/Former Executive Director, LACOE Terms: Please See Board Meeting #14	2/27/08-6/30/12 (\$14,432)	Individual Compensation Changes	\$14,432	Founder/Former Executive Director	1/20/08-12/31/11	Compensation/Retirement - 1 Year	\$6,243	Founder/Former Executive Director	2004-11	Non-Profit/Personal Director	\$13,628	Executive Director	1/20/08-12/31/11	Travel Expenses	\$18,997	Charter Director	1/20/08-12/31/11	Administrative	\$2,218	Secretary	1/23/08-11	Salaries	\$6,500	Total			\$67,916	<p>The FCMAT report's attempt to create the perception of fraud, misappropriation of assets and possible criminal activity is egregiously defamatory and specifically targets the family of the WAYS director of operations and vice principal. The report consistently makes allegations with out providing supporting evidence, and selectively distorts partially factual evidence to skew the perception of the reader of the FCMAT audit report.</p> <p>\$1,100,921 Facility Leasehold Agreements subsidized by the Charter Schools Facilities Initiative Grant over an 8 year period, were approved by the WAYS board annually after the founder/former executive director disclosed her financial interest in the properties, as evidenced in previously filed full disclosure form 700s; and evidence that the she was not permitted to make recommendations or participate in Board considerations of lease agreements. Moreover, in 2010 the WAYS governing board hired The Service Company, an independent real estate service provider, to conduct research which confirmed that the founder leased the properties to WAYS at a rate significantly less that the fair market value.</p> <p>\$115,550 Rent and other charges were subsidized by the Charter Schools Facilities Initiative Grant over an eight-year period to through the aforementioned property leases with the founder and another independent property owner. Evidence of the lease agreements for the referenced independent property owner was provided to the FCMAT audit team during the site visit and back office provider visit.</p>	<p>Not applicable.</p>
WALS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Activity Amount																																	
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<p><i>the director of operations, who is the son of the founder/former executive director, and the current executive director (the former board president) and gave these individuals the ability to simultaneously control and benefit from these transactions. The lack of documentation to support transactions."</i></p> <p><i>"There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control."</i></p>			<p>\$341,710 Leasehold improvements to all properties leased by WAYS were made in compliance with Los Angeles City building codes to accommodate the needs of the charter school program, families, and students.</p> <p>\$35,483 was subsidized over an eight year period by the federal Universal Service Administrative Company through the E-rate Program to enhance the technological infrastructure of each of the WAYS campuses, including the Salvation Army and those owned by the founder, to meet the 21st Century technology standards and enhance the students educational experience.</p> <p>\$566,803 was covered by and paid through the WAYS insurer subsequent to the wrongful termination lawsuit judgment in favor of the plaintiff in 2012. WAYS did not pay this amount from its financial resources.</p> <p>\$228,665 was paid through a settlement agreement between WAYS and its former executive director, which is legally confidential by nature.</p> <p>\$466 payment to Avatar Technology was issued in error and voided.</p> <p>On average \$52,957 annually supplies and equipment provided by OSE Business Service over a three-year period totaling \$158,871, were ordered and received by WAYS management to meet the need of WAYS' educational program and directly benefited the WAYS students.</p> <p>\$73,800 was subsidized through the California After School Education and Safety (ASES) grant over a five-year period, was disbursed to through contracts with the non-profit 501(c)(3) organization, DeDe Dance Studio, to provide afterschool character enrichment and extra curricular skills development</p>	

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			<p>programs and events.</p> <p>WAYS leased the Ford van, which was previously owned by Godfrey Okonkwo until 2011. WAYS made lease payments to Mr. Okonkwo totaling \$4800 in fiscal year 2010-11, prior to LACOE charter authorization.</p> <p>WAYS made its final lease payments to Mr. Enwezor totaling \$4800 in fiscal year 2011-12, and afterward the van was donated to WAYS in November 2012.</p> <p>In August 2013, the WAYS executive director recommended the sale of the school's Lexus, in efforts to provide financial provisions to afford the purchase of another school van to better service the needs of the students and WAYS community. Subsequently, the Lexus was listed for sale on various websites at the competitive price of \$27,000, and sold for the negotiated price of \$26,000. The WAYS board of directors approved the sale of the Lexus on February 3, 2014.</p> <p>Contrary to the accusations regarding the WAYS governing board and management staff alleged in the FCMAT audit report, the aforementioned facts validate the effectiveness of the WAYS management staff and substantiates that the WAYS governing board fulfills its fiduciary responsibilities to maintain and exercise its authority, and control.</p>	
<p><i>"Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred."</i></p>	<p>45</p>	<p>FCMAT failed to provide evidence to WAYS and in the AB139 audit report.</p>	<p>Throughout the FCMAT audit report, the audit team asserts that it will demonstrate the aforementioned deficiencies, but fails to provide factual evidence to substantiate their allegations. The audit reports assertions of the aforementioned alleged deficiencies are corroborated through scandalized subjective hearsay, and "written and verbal reports" that FCMAT and LACOE allege to have received, but never provide to WAYS or in this audit report.</p>	<p>Not applicable.</p>

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FCMAT AB 139 Audit – WAYS RESPONSE
TABLE OF EXHIBITS

Exhibit 1	Pages 1 and 45 of the FCMAT audit report.
Exhibit 2	Emails dated July 12, 2013 from the back office provider and the FCMAT audit team.
Exhibit 3	WAYS Board Meeting February 3, 2013 Agenda, Minutes, and Audio (Audio available upon request.)
Exhibit 4	WAYS Board Meeting July 31, 2012 Minutes and Resolution - School Business Vehicle
Exhibit 5	WAYS Board Meeting October 26, 2012 Minutes and Resolution - Settlement Agreement
Exhibit 6	WAYS Board Meeting January 30, 2014 Minutes
Exhibit 7	WAYS Board Member Rosters 2010-11, 2011-12, 2012-13, 2013-14
Exhibit 8	List of WAYS current Board Members and Administration.
Exhibit 9	WAYS Board Meeting Minutes and Audit (Available upon written request) 2011-12, 2012-13, 2013-14
Exhibit 10	WAYS Board Questionnaire
Exhibit 11	WAYS Director of Operations Job Description
Exhibit 12	WAYS Vice Principal Job Description
Exhibit 13	WAYS Governance Structure
Exhibit 14	LACOE Notice of Concern dated December 20, 2013
Exhibit 15	LACOE Charter Schools Office coordinator letter dated January 24, 2014
Exhibit 16	WAYS Executive Director letter dated January 31, 2014
Exhibit 17	WAYS School Site Council Resolution dated January 23, 2014
Exhibit 18	WAYS Independent Audit Report year-end June 30, 2011
Exhibit 19	WAYS Independent Audit Report year-end June 30, 2012
Exhibit 20	WAYS Independent Audit Report year-end June 30, 2013
Exhibit 21	WAYS Board Meeting Agenda and Documents September 26, 2013 and February 3, 2014
Exhibit 22	WAYS Board Meeting September 22, 2011 Cancellation Notice
Exhibit 23	Evidence of LAUSD denial of WAYS Charter Petition
Exhibit 24	Proposition 39 Facilities Award Email from LAUSD
Exhibit 25	Evidence of LACOE authorization of WAYS Charter Petition.
Exhibit 26	WAYS June 30, 2011 Board Meeting Minutes
Exhibit 27	LAUSD Confirmation of receipt of WAYS response to Proposition 39 award.
Exhibit 28	Lease Agreements between WAYS and 714 East Manchester Avenue. Los Angeles, Ca 90001
Exhibit 29	Memorandum of Understanding agreement between WAYS and LACOE
Exhibit 30	LACOE confirmation of WAYS notice to LACOE dated October 26, 2012
Exhibit 31	WAYS Enrollment Trends 2007-2013
Exhibit 32	WAYS Director of Operations email dated January 10, 2014
Exhibit 33	WAYS Director of Operations email dated January 13, 2014
Exhibit 34	WAYS Director of Operations email dated January 22, 2014
Exhibit 35	FCMAT email dated November 29, 2014.
Exhibit 36	FCMAT email dated December 11, 2014
Exhibit 37	FCMAT email dated December 13, 2014
Exhibit 38	Vehicle Donation Letter from Emeka Enwezor
Exhibit 39	WAYS Conflict of Interest Policy
Exhibit 40	WAYS Financial Policies and Procedures
Exhibit 41	WAYS March 2013 and April 2013 calendars
Exhibit 42	Evidence of the formal ball and cumulative science competition events
Exhibit 43	Dance Studio Non-Profit 501(c)(3) organization letter.
Exhibit 44	Photographic evidence of the DeDe Dance Studio events.
Exhibit 45	Email from FCMAT regarding fieldwork schedule
Exhibit 46	Commercial Lease Agreement for 706 East Manchester Ave, Building A

FCMAT AB 139 Audit – WAYS RESPONSE (EXHIBITS)

000145

EXHIBIT

2

FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000146

Fw: Document Request List WAYS

1 message

Bali Business Management <balibusinessmanagement@yahoo.com>

Fri, Jul 12, 2013 at 2:45

PM

Reply-To: Bali Business Management <balibusinessmanagement@yahoo.com>

To: EDWARD CABIL <edcabil@sbcglobal.net>

I am forwarding this email to you because you were not copied in the original email from Debi Deal and I believe you need to be informed of it. See attached list and message below from FCMAT Specialist Debi Deal. Thank you.

Haji

*Bali Business Management
4221 Wilshire Blvd., Suite 350
Los Angeles, CA 90010
323 935-4220 (office)
323 935-4230 (fax)*

Thank you -  Have a Great Day!

— Forwarded Message —

From: Debi Deal <ddeal@fcmat.org>

To: "balibusinessmanagement@yahoo.com" <balibusinessmanagement@yahoo.com>

Cc: Veronica Morrow <vmorrow@fcmat.org>; Hazel Fields <hfields@fcmat.org>; "Michael Ammenon (mwacpa@me.com)" <mwacpa@me.com>; Anthony Bridges <abridges@fcmat.org>

Sent: Friday, July 12, 2013 11:07 AM

Subject: FW: Document Request List WAYS

Mr. Haruna,

Please find attached a document request list for the AB139 Extraordinary Audit for WAYS charter school. As explained to Linda Williams in your office this morning, the FCMAT team will be at LACOE on Monday to commence the audit. The team would like to interview you on Thursday or Friday of next week if possible as your company is the back office provider.

Contact information for instructions for uploading the documents are listing on the attachment. Please provide general ledger information in Excel format.

Please let me know of your availability.

Thank you.

Debi Deal, CICA, CFE
Fiscal Intervention Specialist
FCMAT
661-802-0228

 **Document Request List WAYS.pdf**
245K

000147

EXHIBIT

3

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000148

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Monday, February 3, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted January 31, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

- 1. Cheryl Johnson _____/_____
- 2. Norman Golden _____/_____
- 3. Dorothy Valenti _____/_____
- 4. Armando Espinoza _____/_____
- 5. Hon. Sandra Davis _____/_____
- 6. Kimberly Daniels, Esq. _____/_____

IV. Approval of the Board Meeting Minutes – August 29, 2013 and January 30, 2014

V. Additions to the Agenda (Provisions of Emergency/Urgency)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. Board Member Resignation Letter – Action
- b. Newly Required Student Fee's Policy – Action
- c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Resolution to sell school vehicle – Action Item
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Single Plan for Student Achievement – Action
- j. Unaudited Actuals Financial Report – Action
- k. Title I Budget 2013-14 – Action
- l. Special Education Budget 2013-14 – Action
- m. After School Education and Safety Program 2013-14 Budget
- n. First Interim Financial Report – Action
- o. Updates Regarding FCMAT Audit – Discussion Item

Recommendations

- a. Approval of Board Member Resignation Letter
- b. Adoption of Student Fee's Policy
- c. Approval of 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Approval of Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Approval of Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Approval of Resolution to sell school vehicle – Action Item

Wisdom Academy

2/3/14

2

000149

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of **WISDOM ACADEMY for YOUNG SCIENTISTS**

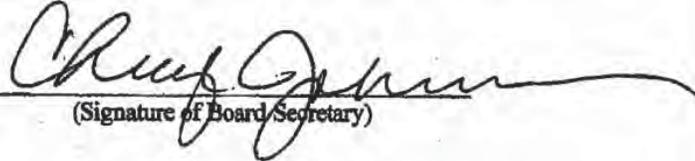
**706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001**

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to accept the resignation of Board Member Kimberly Daniels on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000150

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of **WISDOM ACADEMY for YOUNG SCIENTISTS**

**706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001**

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to adopt the Student Fee's Policy on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000151

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Employment Agreement with Edward J. Cabil on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000152

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Commercial Property Lease 2013-14 Fiscal Year - 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000153

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to enter a Commercial Property Lease 2013-14
Fiscal Year - 7651 South Central Ave Los Angeles, Ca on
behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000154

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the resolution to sell the school vehicle
(2011 Lexus RX350) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000155

Wisdom Academy for Young Scientists
Capital Expense Analysis

Purchase

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use. Provided that MWF Administrative Personnel chose to utilize the Executive Business Transportation, this will reduce the automobile use reimbursement costs and wear and tear for Individual Personnel property.

Impact: +/- 10,000 annual Personnel transportation expenses

Date: July 2012

Sale

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: In best interest of the stakeholders of the Merle Williamson Foundation (MWF), selling the Executive Business automobile vehicle should provide the funds to better serve the school. In which those funds may be used to purchase a vehicle for pupil transportation.

Impact: \$26,000 - \$32,000 one-time payment; +/- \$10,000 annual Personnel transportation reimbursements.

Date: August 2013

Purchase

Item: School Bus/Van (Vehicle)

Use: Pupil Transportation, Utility Vehicle

Reason: Subsidize expenses for rentals and chartered school buses for short-distance fieldtrips and destinations. Provide a van for Pupil transportation and select utility use.

Impact: +/- 10,000 annual Pupil transportation expenses

Date: TBD

000156

Escrow.com - Transaction #679061 Details

https://my.escrow.com/myescrow/Transaction.asp?TID=679061

[My Transactions](#) [New Transaction](#) [My Profile](#)

Transaction #679061 - Jason-Inyoung-RX350
(You are the Seller)

Logged in as: Jason Okonkwo (mrjason7@gmail.com)
[Help](#) | [Sign Out](#)

Status

Select any status for help.

- 1 BUYER AND SELLER AGREE TO TERMS**
 - 2 BUYER SENDS PAYMENT TO ESCROW.COM**
 - 3 SELLER SHIPS MOTOR VEHICLE TO BUYER**
 - 4 BUYER RECEIVES MOTOR VEHICLE**
 - 5 ESCROW.COM PAYS SELLER**
- Closing Statement sent

Closing Statement sent via E-Mail

- The Buyer has accepted the merchandise.
- The closing statement was sent to your E-Mail account.
- Did you enjoy using Escrow.com? Send us your [feedback!](#)



Merchandise

No.	Item Description	Quantity	Unit Price	Total Price
1	Lexus RX350 2011	1	\$26,000.00	\$26,000.00
		Sub-total		\$26,000.00
		Shipping Fee		\$0.00
		Fee: Escrow		\$-115.70
		Total		
		Transaction ID:		679061
		Escrow ID:		484243

History

- Jan 26 2014 10:08AM PDT
Funds disbursed. Final closing statements sent to both parties.
- Jan 27 2014 9:28PM PDT
Inspection period ended, Buyer accepts merchandise.
- Jan 27 2014 9:25PM PDT
Buyer received merchandise. Inspection period starts.
- Jan 27 2014 12:02PM PDT
Seller shipped goods by Buyer pick up (Phone: 4036080016) with tracking number -

Terms

Transaction #: 679061
 Escrow #: 484243
 Transaction Title: Jason-Inyoung-RX350
 Buyer: Inyoung Kwon (ivkwon@hotmail.com)
 Seller: Jason Okonkwo (mrjason7@gmail.com)
 Inspection Period: 3 calendar days
 Escrow Fee to be paid by: Split(Buyer/Seller)
 The buyer is responsible for 100% of the escrow fee in the event the transaction is cancelled or the merchandise is returned.
 Transaction fulfilled using: Cargo Shipping
 Shipping fee to be paid by: Buyer

Escrow.com - Transaction #679061 Details

<https://my.escrow.com/myescrow/Transaction.asp?TID=679061>

Buyer
Pick-up

Dec 12 2013
2:48PM PDT
Escrow.com
approves
payment.

Dec 12 2013
2:48PM PDT
Buyer paid
by wire
transfer,
awaiting
Escrow.com
approval.

Dec 2 2013
3:12PM PDT
Both parties
have
accepted the
offer,
awaiting
buyer
payment.

Nov 30 2013
2:30PM PDT
Buyer
Initiates the
transaction

[Customer Support](#) | [Privacy Policy](#) | [Terms of Use](#)
Copyright © 1999-2013 Escrow.com. All rights reserved.



PROVIDED BY
ESCROW.COM

2 of 2

2/3/14 5:39 PM

000158

Internet Escrow Services, Inc.

Escrow Trust Account
30318 Esperanza
Rancho Santa Margarita, CA 92688
(949) 635-3800

BANK OF AM
IN-65022

Escrow Number: 13-484243

Pay TWENTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY-FOUR AND
30/100 *****US Dollars

TO Merte Williamson Foundation
THE 706 East Manchester Ave
ORDER Los Angeles, CA 90001
OF

INTERNET
ESCROW AC

RED CHECK NUMBERING IMAGES THROUGH TO BACK OF SHEET

⑈ 119107⑈ ⑆ 122000661⑆ 11594-28440⑈

INTERNET ESCROW SERVICES, INC.

Escrow Number: 13-484243

Sellers Proc
Transaction N

Check No: 119107

Date: 01-28-2014

Amount: 25,884.30

Property:

Buyer : Inyoung Kwon

Seller : Jason Okonkwo

000159

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

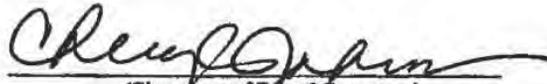
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the auditor selection of Wilkinson Hadley
King & Company, LLP on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000160

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the Audit year-end June 30, 2013 on
behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000161

EXHIBIT

4

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000162

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**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

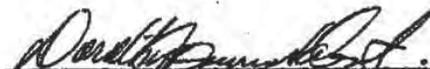
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 31 day of JULY, 2012, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to authorize the Executive Director or designee to enter a lease or purchase agreement for a vehicle for school use behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

000163

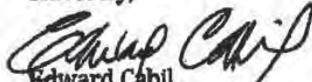
Wisdom Academy for Young Scientists

August 6, 2012

To the Finance Authority,

In accordance with Merle Williamson Foundation dba Wisdom Academy for Young Scientists Resolution of Board of Directors dated July 31, 2012 regarding "authorization to lease or purchase a vehicle for school use on behalf of the corporation. I authorize and designate Jason Okonkwo to carry out all business regarding this matter, and to sign on behalf of the organization.

Sincerely,


Edward Cabil
Executive Director

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

000164

EXHIBIT

5

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000165



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, October 26, 2012 3:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, October 26, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 3:55pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Norman Golden
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabli, Deara Okonkwo, Karen Horowitz, Larry Moore, Halllu Haruna
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. July 31, 2012 – Approved 5/0
 - b. September 27, 2012 – Approved 5/0
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
- VII. Discussion/Action Items
 - a. Action: Amended Fiscal Policy – Moved to Next Board Meeting
 - b. Discussion: Board Retreat – Mrs. Jones will coordinate the Board Retreat and provide updates at next Board Meeting.
 - c. Discussion: Prospective Board Members – Prospective Board Members will be recruited and invited to join the Board.
- VIII. Closed Session
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case) – In close session the Board considered a claim made against WAYS that presented significant exposure to litigation. With consultation with our legal counsel, the Board authorized the Executive Director to make a settlement offer to the claimant. Action Taken, See Board Resolution attached. – Approved 5/0
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Amended Fiscal Policy
- XI. The board meeting of WAYS was officially adjourned at 5:32 PM

Secretary of Board

Date

President of Board

Date

000166

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 26th day of October, 2012, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to approve Edward Cabil to propose a Settlement Offer to the Previous Executive Director (Exhibit A) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.

Dorothy Valenti

(Signature of Board President)

000167

EXHIBIT

6

FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000168

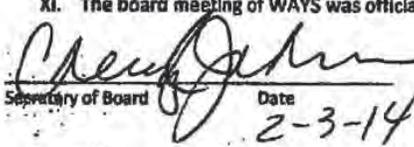
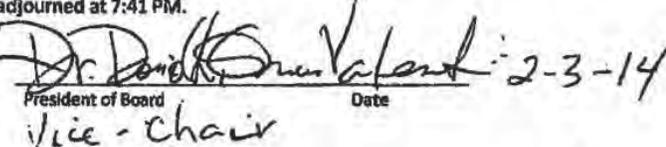


WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, January 30, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, January 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:28pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Cheryl Johnson, Dorothy Valenti, Kimberly Daniels, Armando Espinoza
Board Members Absent: Carol Lee Tolbert, Saundra Davis
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. None
- VI. Reports
 - a. None
- VII. Closed Session
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation.
- VIII. Open Session
 - a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
 - i. Removal of Carol Lee Tolbert as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Kimberly Daniels
 2. Oppose – None
 - ii. Removal of Saundra Davis as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 2. Oppose – Kimberly Daniels
- IX. Oral Communication
 - a. Adrienne Cooks – Oral Report
 - b. Flora Gomez – Oral Report
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 7:41 PM.

 Secretary of Board
 President of Board
Date: 2-3-14
Date: 2-3-14
Vice-Chair

000169

**WAYS BOARD ROSTER
 2013/2014**

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	Member	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Adraine Cook	Member	aecook@lasd.org	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Interim Chair/Treasurer	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Maria Garcia	Member	cmcmariygc@hotmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cheryl Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/25/13	08/29/13	09/26/13	10/24/13	11/21/13	1/30/14	02/27/14	03/27/14	04/25/13	06/26/14
Time	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:30pm	5:30pm	5:30pm

*Subject to change. Updated 3/13/14

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WAYS BOARD ROSTER

FY – 2012/2013

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	President	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Karen Haynes	Treasurer	katoant@aol.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Secretary	armando.espinoza.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Eleanor Jones	Member	eleanor@c-pass.biz	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cherly Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Norman Golden	Member	normanslx@gmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/26/12	08/30/12	09/27/12	10/25/12	11/29/12	1/31/13	02/28/13	03/28/13	04/25/13	09/30/13	06/27/13
Time	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm

*Subject to change.

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WAYS BOARD ROSTER FY - 2011/2012				
Board Member Name	Title	Email Address	Telephone	Address
Edward Cabil	Member	edcabil@sbcglobal.net	323-933-1993	706 E. Manchester Avenue. LA, Ca. 90001
Jonathan Fields	Member	jonathanfields55@yahoo.com	323-377-9937	706 E. Manchester Avenue. LA, Ca. 90001
Karen Haynes	Member	karen.haynes@twcable.com	323-459-5000	706 E. Manchester Avenue. LA, Ca. 90001
Kandee Lewis	Vice President	Kandeele@aol.com	323-787-9252	706 E. Manchester Avenue. LA, Ca. 90001
Alex Love	President	alexlove93@hotmail.com	310-972-9527	706 E. Manchester Avenue. LA, Ca. 90001
Loretta McDonald	Member	lmcdonald@lombs.com	310-902-5293	706 E. Manchester Avenue. LA, Ca. 90001
Oliver Ortega	Member	oliverisloco@gmail.com	323-545-8312	706 E. Manchester Avenue. LA, Ca. 90001
Cathy Roby	Treasurer	cathy_robv@yahoo.com	310-488-2489	706 E. Manchester Avenue. LA, Ca. 90001
Tamara Smith	Member	tdsmith0052@yahoo.com	310-333-1982	706 E. Manchester Avenue. LA, Ca. 90001
Adell Walker	Member	jazz4azz@aol.com	323-630-8886	706 E. Manchester Avenue. LA, Ca. 90001
Dorothy Valenti	Secretary	dvalenti747@yahoo.com	770-882-5252	706 E. Manchester Avenue. LA, Ca. 90001

Date	07/28 - 29/2011	8/19/2011	9/16/2011	10/21/2011	11/18/2011	1/28/2012	2/17/2012	3/16/2012	4/20/2012	5/18/2012	6/22/2012
Location	Board Retreat	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS
Time	All Day	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.

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**Wisdom Academy for Young Scientists
Conflict of Interest Filers - Assuming/Leaving
Form 2010-11**

Name	Assumed Office	Assuming Office Received	Left Office	Leaving Office Received
Cabil, Edward	6/7/2011	7/14/2011		
Cureton, Michael	6/7/2011	7/14/2011		
Fields, Jonathan	6/7/2011	7/14/2011		
Haynes, Karen	6/7/2011	7/14/2011		
Lewis, Kandee	6/7/2011	7/14/2011		
Love, Alexandria	6/7/2011	7/14/2011		
McDonald, Loretta	6/7/2011	7/14/2011		
Okonkwo, Jason	6/7/2011	7/14/2011		
Onwelghbusi, Dorothy	6/7/2011	7/14/2011		
Ortega, Oliver	6/7/2011	7/14/2011		
Roby, Cathy	6/7/2011	7/14/2011		
Smith, Tamara	6/7/2011	7/14/2011		
Walker, Adell	6/7/2011	7/14/2011		
Watson, Aleke	6/7/2011	7/14/2011		

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Los Angeles County Office of Education
 Conflict of Interest - Annual During the Year
 For The Fiscal Year 2008-2009

	Name	Division	Title	Date Signed	Date received
1	Albright, David	Business Operation	Facility Planning Office		
2	Anderson, Annette	Labor Relations/ HRS	Director, Labor Relations		
3	Anderson, Sandra	Board	Board Member		
4	Barrios, Patricia M.	Business Operation	Buyer		
5	Beauchamp, Sharon	Board of Education	Board Member		
6	Berndt, John Stirling	Head Start-State Preschool	Assistant Director		
7	Brache, Anne Karen	Business Operations - Contracts	Procurement Services Assistant		
8	Brettin, Ronald	Business Operation	Senior Real Estate Specialist		
9	Camera, Pablo	Technology Services	Data Center Manager		
#	Chavez, Raymond	Instructional Technology Outreach	Director		
#	Cleveland-Woods, Keasha	Head Start-State Preschool	Assistant Director		
#	Coleman, Bille Joe	Special Education	Regional Director		
#	Crotty, Jonathan	Human Resource Services (HRS)	Project Director III		
#	Delgado, Lupe	Parent and Community Services	Director		

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# Dickinson, Jack Vernon	Technology Services	Data Center Manager		
# Elkins, William	JCCS	Interim Director		
# Esparza, Mike P.	Business Operation	Buyer		
# Faran, Robert W.	Special Education	SELPA Director		
# Fees, Pamela Ann	School Financial Services	Director, SFS		
# Ferrara, Ronald Kenneth	Personnel Commission	Personnel Commissioner		
# Flores, David G.	Alternative Education	Director		
# Ford, Anna	Personnel Commission	Personnel Commissioner		

Los Angeles County Office of Education
Conflict of Interest - Annual During the Year
For The Fiscal Year 2008-2009

	Name	Division	Title	Date Signed	Date received
#	Freer, Rudell	Board of Education	Board President		
#	Freudenberg, Rodney	Personnel Commission	Director, Office of Personnel Commission		
#	Gale, Sheri Kim	Office of General Counsel	General Counsel		
#	Gibbs, Pamela	Governmental Relations	Director		
#	Gilbert-Lurie, Leslie K.	Board of Education	Board Vice President		
#	Gong-Guy, Ellen	Special Education	SELPA Director		
#	Guillaume, Raymond Charles	Special Education	Regional Director		
#	Gundry, Jon	Superintendent Office	Deputy Superintendent		

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# Harris, Deborah	Business Operation	Procurement Services Manager		
# Henry, Michael	Personnel Commission	Personnel Commissioner		
# Hopko, Kim Sharon	Special Education	Director		
# Landry, Paul	Internal Audit & Analysis	Director		
# Larrabee, Lawrence Duane	Business Operation	Real Estate Specialist		
# Lem, Elizabeth D.	Educational Services	Assistant Superintendent		
# Lopez, Marie	Business Operation	Supervising Buyer		
# Lucas III, John	Educational Programs	SELPA Director III		
# MacKeamp, Russell J.	Technology Services	Interim Director		
# Maloney, Cynthia	Business Operation	Procurement Services Assistant		
# Martinez, Abel	Technology Services	Assistant Director, Technology Support		
# Martinez, Elsa Denise	Alternative Education	Principal		
# McNulty, Timothy	Downey- Montebello SELPA	Consultant (retired)		
# Morales, Rocio Terrazas	Business Operation	Buyer		

Los Angeles County Office of Education
Conflict of Interest - Annual During the Year
For The Fiscal Year 2008-2009

Name	Division	Title	Date Signed	Date received
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# Morelos, Lilibeth	Business Operation	Buyer		
# Mothner, Henry	School Improvement	Director III		
# Papadakis, Angeline (Angie)	Board of Education	Board Member		
# Pavia, Carolina	Human Resource Services (HRS)	Assistant Superintendent		
# Quinones, Richard	Technology Services	Director, Educational Technologies Network		
# Reza, Martha R.	Human Resources Services	Director, EASE		
# Riley, Gerald	Educational Programs	Assistant Superintendent		
# Robinson, Sheila Lorraine	Business Operations	Buyer		
# Robles, Darline P.	Superintendent Office	Superintendent		
# Rush, Dale	Technology Services	Personal Computing Support Manager		
# Russo, Pietro V.	Technology Services	Assistant Director, Technology Services		
# Saenz, Thomas A.		Board Member		
# Sanchez, Raynette Roaz	Curriculum and Instructional Services	Director		
# Santamaria, Anneli V.	Business Operations	Facilities Planning Manager		

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# Shelton, Donald Kenneth	Business Services	Assistant Superintendent		
# Socik, Stephen Charles	Business Operations	Procurement Services Manager		
# Stephens, Roberta Liston	Business Operations	Real Estate Specialist		
# Tausch, Debbie L.	School Financial Services	Assistant Director, SFS		
# Thibodeaux, Patrick Joseph	Technology Services	Interim Assistant Director		
# Thompson, Victor C.	Student Support Services	Director		

Los Angeles County Office of Education
 Conflict of Interest - Annual During the Year
 For The Fiscal Year 2008-2009

Name	Division	Title	Date Signed	Date received
# Wagner, Nancy	Career and Workforce Development/ ROP	Director		
# Waugh, Sophia	Board of Education	Board Member		
# Westmoreland, Vera Martina	Educational Programs	SELPA Director		
# Yamarone, Stephen Paul	Head Start-State Preschool	Assistant Director		
# Younglove, Sarah	Head Start-State Preschool	Director		

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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MERLE WILLIAMSON FOUNDATION

Wisdom Academy for Young Scientists

Board of Directors and Administration

2013-14

Name	Title
Armando Espinoza	Board Member
Dr. Dorothy Valenti	Board Member
Cheryl Johnson	Board Member
Adraïne Cook	Board Member
Maria Garcia	Board Member
Edward Cabil	Executive Director
Jason Okonkwo	Director of Operations
Karen Horowitz	Principal
Deara Okonkwo	Vice-Principal

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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WAYS Board Meeting Minutes and Audio Records 2011-12, 2012-13, 2013-14 are maintained at the Manchester Campus (706 East Manchester Avenue Los Angeles, Ca 90001) and available upon written request to the Executive Director.

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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PROSPECTIVE CHARTER SCHOOL BOARD MEMBER QUESTIONNAIRE

As you are already aware, serving on a public charter school board is a position of great trust and responsibility. As a board member of a public school, you are not only ultimately responsible for the education of all students enrolled in the school but also entrusted with the obligation to see that the public monies which are given to the charter school are legally and wisely spent.

In providing the information requested, prospective board members will assist the Innovation and Charter Schools Division in determining if the application demonstrates that the school will be run in a financially, organizationally and educationally sound manner.

Background

1. Please provide your educational and employment history. Please attach your resume.
2. Please indicate whether you will be at least eighteen years old by January 1 of the year in which the proposed charter school would open.
3. Please indicate how you became aware of the proposed charter school and the opportunity to serve as a member of its board if it is chartered, including who invited you, to sit on the board.
4. Please explain why you wish to serve on the board.
5. Please indicate if you have previously served on a board of a school district or a not-for-profit corporation (including the board of a non-public school) and describe any relevant experience.
6. Please describe your understanding of the appropriate role of a public charter school board member.
7. Please indicate specifically the knowledge and experience that you would bring to the board.
8. Please provide a forecast of where you see the school in one year and then again in five years.
9. How would you handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family)?

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Conflict of Interest

10. If you, your spouse or other immediate family members knew any of the other prospective board members prior to being invited to sit on the board, please so indicate and describe the relationship with each such other prospective board member.
11. If you, your spouse or other immediate family members know any people already known to be prospective school employees, please so indicate and describe the relationship.
12. If you, your spouse or other immediate family members know anyone that plans to do business with the school, please so indicate and describe the relationship and the nature of the potential business.
13. If the school proposes to partner with an educational service provider (a management company), please indicate if you, your spouse or other immediate family members know any employees, owners, or agents of that provider. If your answer is yes, please indicate the individuals you know and the nature of the relationship.
14. If the school proposes to enter into a contract with an educational service provider, please indicate whether you, your spouse or other immediate family member have a direct or indirect ownership, employment, contractual or management interest in the educational service provider.
15. Please indicate if you, your spouse or other relative (by marriage or blood) anticipate conducting any business with the educational service provider, the school, or both. If so, please describe the potential relationship.
16. Please indicate if you foresee any potential ethical or legal conflicts of interests should you serve on the school's board. If so, describe such potential conflicts.

Educational Philosophy

17. Please describe your understanding of the school's mission and/or philosophy.
18. Please indicate your level of familiarity with the educational program that the school proposes to utilize.
19. Please describe what you believe to be the key characteristics of a successful school. What specific steps do you think the board of the school will need to take to ensure that this school is successful?

Name (please print)

Signature

Date

This request for information was developed by the State University of New York Charter Schools Institute.

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EXHIBIT

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FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

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Wisdom Academy for Young Scientists Charter

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DIRECTOR OF OPERATIONS, FINANCIAL MANAGER

Purpose:

The position of Director of Operations is a Full time/Exempt position/with an at-will-work agreement. Under direct supervision of the CEO, and in collaboration with the Principal: The Director of Operations is responsible for planning, coordinating, and supervising the day-to-day business operations of the organization; and is responsible to plan, organize; prepare, develop, monitor, review, analyze, maintain and adjust the organizations budgets, funds, and accounts; coordinate, direct, and participate in financial record-keeping and related auditing functions to assure accurate and timely accounting and reporting of funds and budgets.

Qualifications:

- B.A. or B.S. degree from a recognized four-year college.
- Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures.
- Possession of a Certified Public Accountant (CPA) License is highly desirable;
- Two years of experience in finance or accounting work;
- At least one years in a management/supervisory position involving policy development, and budget preparation.
- Charter school experience desirable.

Knowledge, Skills, Abilities:

- Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems;
- Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records;
- Preparation of financial and statistical documents and reports;
- Analyze student achievement data, draw logical conclusions and prepare comprehensive reports;
- Deal effectively and graciously with situations requiring tact and judgment;
- Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

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The Primary roles and responsibilities of the Director of Operations shall include/but are not limited to:

- Operations: Prepares necessary to hire, upgrade, terminate or authorize special payments to staff.
- Processes Department of Justice Live Scan appointments; may be designated to be the Custodian of Records, and monitor Live Scan results.
- Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, the Charter Authorizer, outside agencies, the parents, and the public at large.
- Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with Charter School standards, policies, and procedures.
- Collaborates with the school Principal to coordinate master calendar of meetings and events.
- Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards.
- Scrutinizes facility wear and tear and makes recommendations as to facility improvement.
- Monitors accountability timelines and coordinates timely completion of administrative/clerical tasks.
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
- Finance: Plans, coordinates, supervises and administers the financial operations of the Charter School, including accounting, budgeting and payroll;
- Assures compliance with policies, practices and procedures; plans, organizes, coordinates, administers, integrates, evaluates and controls such functions as accounting, budgeting and payroll for the Charter School;
- Gathers, reviews, compiles, organizes, coordinates, analyzes and integrates all accounting functions, statistical analyses and financial reports;
- Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through training and management practices;
- Participates in various budget review sessions and incorporates revisions; reviews, evaluates and within level of authority, approves requisitions and invoices and monitors expenditures to appropriate funds or accounts;
- Plans, organizes, coordinates and supervises internal and external auditing functions;
- Advises Board Members, CEO, and management regarding financially related issues;
- Confers with representatives of private firms, other governmental agencies, legal authorities and the public in regard to matters affecting

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financial services;

**Establishes and maintains effective working relationships with federal, state,
county and District staff; perform other duties as assigned.**

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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Wisdom Academy for Young Scientists Charter

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PRINCIPAL

Purpose:

The position of Principal is a Full time/Exempt position/with an at-will-work agreement. Candidate must have proven experience in educational leadership, educational vision for and experience and success with at-risk children, demonstrated ability in program design and/or development, entrepreneurial, and interest and commitment to educational reform.

Qualifications:

- Bachelor's degree from an accredited institution; and
- California Teaching Credential; CLAD or BCLAD
- California Administrative Services Credential
- Masters Degree

The Primary roles and responsibilities of the Principal shall include/but are not limited to:

- The Principal is responsible for instructional leadership, including developing school direction, in collaboration with the Director of Operations and CEO, consistent with WAYS needs and goals.
- The Principal is responsible for setting and maintaining high standards for student performance. The Principal is responsible for enabling the school to meet the improvement standards and other goals and obligations established in the charter.
- The Principal shall cooperate, with prior approval from the CEO, with outside evaluators in their efforts to assess the school's performance by establishing strong systems for data management and analysis and making the same available to the evaluators. The Principal shall assist the CEO in developing and implementing a school accountability plan.
- The Principal must ensure smooth running of daily school operations, which includes managing crises effectively, maintaining discipline and order in the school and most importantly ensuring the overall safety and security of the school.
- The Principal, in constant collaboration with all stakeholders, shall be the lead person in the implementation of WAYS discipline policies.
- The Principal is responsible for managing staff and employees at all school sites. Managing staff includes utilizing each employee in an effective manner as well as evaluating and responding to professional development needs. The Principal must also conduct periodic evaluations on performance and give feedback in a timely manner.

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- The Principal must develop and manage relationships with parents, family and students including monitoring student status and progress and ensuring that students are aware of progress.
- The Principal is expected to be committed to the school's mission, vision and policies and to promote and enforce the same in concert with the CEO.
- The Principal will attend and prepare a report for each scheduled CEG board meeting. The report will take into consideration the school accountability plan.
- The Principal will assist the CEO by helping to edit and or write grants.
- The Principal will work in collaboration with the Director of Operations in developing and proposing an annual budget for the fiscal year with input from faculty and parents and present it to the CEO.
- Prepare regular student achievement reports
- Recruit, evaluate and manage staff including certificated teaching staff, classified staff and special programs classified assistants.
- Develop, coordinate and assess instructional programs including standards based core curriculum intervention programs special education program master plan for English Learner students.
- Supervise school wide curriculum and assessment mapping including regular student achievement data analysis.
- Develop Master Schedule in alignment with instructional program needs and supervise implementation of schedule.
- Manage and direct safe school program including emergency operations and student discipline.
- Develop and implement relevant and meaningful professional development for instructional personnel.
- Supervise implementation and or implement school policies.
- Supervise and support all compliance related reporting including categorical programs (Title, Bilingual) Civil Rights Compliance, Federal Meal Program.
- Supervise and support the maintenance of all Enrollment and admissions procedures and records as well attendance procedures and records.
- Facilitate the development of school wide vision goal setting and positive school culture.
- Train and coach teaching staff on school wide teaching and learning practices.
- Coordinate and support parent workshops, parent participation programs and family evaluations.

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EXHIBIT

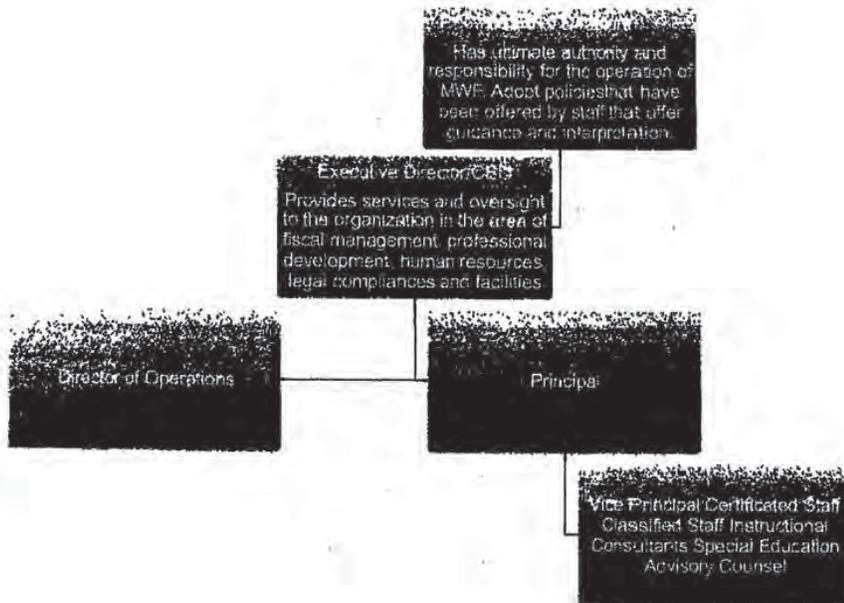
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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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**Merle Williamson Foundation
Dba Wisdom Academy for Young Scientists**

Governance Structure



Revised 7/2011

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

December 20, 2013

*Via First Class Mail
and E-mail: kids@civicpride.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turrentine
President

Kelle Braude
Vice President

Douglas F. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Reisler

Thomas A. Saenz

Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists Board
Ms. Kimberly Daniels
Ms. Sandra Davis
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Cherly Johnson
Ms. Eleanor Jones
Ms. Dorothy Valenti
5106 Genoa Street
Oakland, CA 94608

Hon. Tolbert and Members of the Wisdom Academy for Young Scientists Board:

Notice of Concern: Noncompliance with Law, Charter and Terms and Conditions of Authorization

This *Notice of Concern (Notice)* documents ongoing areas in which Wisdom Academy for Young Scientists (WAYS) has failed to comply with the law, its charter, and the Los Angeles County Office of Education (LACOE) Monitoring and Oversight Memorandum of Understanding (MOU).

Failure to Fulfill Reporting Requirements: WAYS has not been responsive to reasonable requests from the authorizer (*Education Code (EC) 47604.3*) for fiscal information and other reporting requirements as follows:

1. **Monthly financial reporting:** WAYS has not submitted its monthly financial statements for October, November, and December 2013. While there have been multiple requests from the Controller's Office for these reports, the school has been nonresponsive.

Resulting Violations: EC 47604.3; Charter Element 4 Section 4.6 (Governance: Responding to Inquiries); and MOU Section 3.4 (Revenue and Expenditure Reporting) and Attachment B (Fiscal Oversight Requirements and Financial Reporting).

2. **First Interim Financial Report:** The First Interim Financial Report was due December 2, 2013 (EC 47604.33). There were multiple requests from the Controller's Office, with a communication from the school on December 5, 2013, indicating WAYS would submit on December 6, 2013; it was not received. As of the writing of this letter, the signed certification for the First Interim Financial Report has not been received.

Resulting Violations: EC 47604.3 and 47604.33; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits) paragraph 2; and MOU Section 3.4 (Revenue and Expenditure Reporting).

9300 Imperial Highway, Downey, California 90242-2890 (562) 922-6111

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Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists Board
December 20, 2013
Page 2

3. **Title I Budget:** The September 27, 2013 *Notice of Concern Regarding Student Achievement* requested that WAYS submit "...a copy of the school's Title I budget to the Charter School Office (CSO) by November 15, 2013. LACOE will review the budget to ensure funds are correctly allocated and monitor expenditures to ensure they are aligned with the SPSA/SSDP." The school's principal was reminded to submit the budget during a site visit on October 17, 2013, and again during a meeting with WAYS on November 21, 2013. To date, the budget, which must be approved by the School Site Council and Governing Board, has not been submitted. A November 20, 2013 email from the WAYS Board President states the school's Governing Board has not approved the expenditure plan and a review of board meeting agendas/minutes provides no evidence of approval.

Resulting Violations: Federal Title I Requirements; EC 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); and Charter Element 7, Section 7.3 (Means to Achieve a Racial and Ethnic Balance: Federal Compliance).

4. **Previously Documented Reporting Failures for School Year 2013-14:** In addition to the current issues of non-compliance, WAYS received the following formal and informal communications regarding its failure to comply with the reporting requirements:

- a. **Valid Unaudited Actual Report for 2012-13:** On October 3, 2013, LACOE's Chief Financial Officer, Dr. Alex Cherniss, sent a letter to the WAYS Board regarding the school's failure to submit a valid unaudited actual report for 2012-13 by the September 15, 2013 due date.

Resulting Violations: EC 47604.33(a)(4), 42100(b), and 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits) paragraph 2; and MOU Section 3.4 (Revenue and Expenditure Reporting).

- b. **Student Exit Reports:** On November 21, 2013, CSO staff met with WAYS' principal and support staff to discuss submission of the Student Exit Reports required under its MOU. A meeting summary was sent to WAYS by email on December 2, 2013, regarding the specific reporting issues discussed at this meeting. That meeting constituted the third communication on this reporting requirement. On November 30, 2013, an email was sent to WAYS' Executive Director outlining the school's failure to comply with the reporting requirements subsequent to two (2) prior verbal communications.

Resulting Violations: EC 47604.3; Charter Element 4, Section 4.6 (Governance: Responding to Inquiries); Charter Element 9 (Annual Financial Audits – Audit and Inspection of Records); and MOU Section 3.3 (Student Attendance Accounting and Reporting).

Failure to Comply with Other Charter Terms:

1. **Element 9, Annual Financial Audits:** The WAYS charter dated December 18, 2012 states, "*Board Finance Committee will develop a contract that includes the scope of the audit and requirements in the form of a Request for Application (RFA) to seek qualified applicants.*" A review of WAYS Board Agendas/minutes and board meeting audio recordings do not reflect compliance with the Charter for the change in the Auditor used in school year 2011-12 to the Auditor identified for school year 2012-13. Additionally, there is no indication the board approved the contract with the current auditor.

2. **Element 4, Governance:**

- a. **Monthly Board Meetings:** The WAYS charter dated December 18, 2012 states, "*The Governing Board of WAYS will meet monthly.*" Since July 2013, the WAYS Board held regular meetings in July and September, special meetings in August and October (due to lack of a quorum on regular

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Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists Board
December 20, 2013
Page 3

meeting dates), and no meeting in November or December. On November 19, 2013, at 4:45 p.m., the CSO received an email from the Executive Director that the November meeting [calendared for November 21, 2013] was "postponed." No reason was provided, WAYS did not respond to the CSO's inquiry as to the reason for the "postponement," and no board meeting was held in November. No regular meeting was scheduled for December, and no special meeting was held.

b. Provide Overall Oversight: The WAYS charter dated December 18, 2012 states,

The Governing Board ultimately will be charged with assessing how the school is doing overall. The President of the Governing Board will provide an annual report to the Board of Principals of the Merle Williamson Foundation in April of each year.... it will review the information [from administration] and ascertain whether recommendations need to be made or committees need to be formed to work on specific issues. These committees may examine closely the curriculum and staffing priorities for maximum effectiveness; identifying budgetary priorities involving the use of discretionary funds; evaluating the academic effectiveness of the school program, its administration and staff, and make recommendations for improvement, accordingly. These committees are established to implement the business of the Governing Board and to facilitate it's functioning. Furthermore, the Governing Board facilitates communication and team building and acts as negotiator for disagreements.

Matters that arise concerning budgets, curriculum, school discipline, and other school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to develop a policy for the school regarding specific issues and present its findings to the Governing Board and the School Community. WAYS has adapted a set of detailed procedures and policies for all fiscal matters, which are outlined in Element I. Core policies that the board will adopt include:

- *Fiscal Policies – how the school's budget is drafted, approved and monitored; budget development calendar; staff roles related to fiscal issues.*
- *Instructional Program Policies – when necessary, establish formal policies to clarify or add specific/amend specific charter elements*
- *Personnel Policies – Establishes how the school recruits, hires, monitors, compensates, and dismisses staff. Policies will also be adopted that address state and federal labor laws related to non-discrimination, leaves, sexual harassment, and other matters. These policies will be adopted prior to hiring staff and will be drafted with legal consultation.*
- *Student and Parent Policies – how the school recruits orients, admit, disciplines, suspends, and expels students. These policies will also clarify parents' roles and responsibilities.*
- *Legal Policies – Board members' legal responsibilities, including conflict of interest, duty of care, confidentiality (See Appendix E).*
- *Internal Board Policies – Board composition and renewal/succession and to clarify any policy ambiguities*
- *Policy, policy – this policy will help to keep the policy development process at a minimum and describe how policies are made and revised.*

The Governing Board will:

- *Insure that the entire school is moving in the direction of the school vision.*
- *Serve as a clearinghouse for information to facilitate communication.*

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Wisdom Academy for Young Scientists Board
December 20, 2013
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- *Monitor committees to ensure progress toward goals and accomplishment of duties.*
- *Assist Administration in dealing with incoming information to the school and disseminating information to the School Community.*

A November 20, 2013 email from the WAYS Board President to the Executive Director states,

... I read your email unilaterally postponing the Board of Directors' meeting; even though I emailed a draft agenda to you at 4:40 PM – in time for you to post it by 5:00 PM to meet the 72-hour deadline required by the Brown Act... However, you did find time to send out a scurrilous email requesting that the 'new' board members step down; and identifying me specifically.

a. Your administrative responsibilities do not give you the prerogative to postpone Board meetings... Moreover, you were keenly aware of the time-sensitive documents being requested by LACOE. We were to submit these documents below not later than November 22, 2013. I will list them for you:

1. *Board Policy on Admissions/Enrollment/Lottery*
2. *Board Policy on Student Fees*
3. *Board Policy on Suspension & Expulsion*
4. *Board Meeting Minutes for September 26, 2013*
5. *Board Meeting Minutes for October 24, 2013*

b. Interestingly enough, LACOE sent an email earlier today indicating staff had emailed these unapproved Board Policies. I requested you to place the above policies on the November 21, 2013 Board agenda for review/modification/approval for the 2013-14 School Year in order to meet the requested deadline. These policies must still be approved by the Board of Directors; similar to Board minutes.

Additionally, other matters that needed to be considered by to the Board at its November 21, 2013 meeting included:

c. The Single Plan for Student Achievement along w/ the draft Student Achievement Plan outlining the strategies to be implemented that would ensure African-American and Special Education students; who did not meet their 2012-13 AYP growth targets, would meet their 2013-14 AYP growth targets. The final Student Achievement Plan is due to LACOE on December 2, 2013. I am sure Board members would like to have this information presented in a timely manner.

d. The Title One Budget due to LACOE by November 15, 2013 that was not submitted, and has yet to be reviewed and approved by the Board. This budget identifies the funds to be used to support both the 2013-14 Single Plan for Student Achievement as well as the Student Achievement Plan.

e. An overdue monthly budget presentation from Ball Business Management explaining to the Board a line item budget increase of \$118,000 from the previous school year in supplies. As you may recall, in August the Board 'conditionally' approved this year's budget in order that some funds could be used to open the school-year, although LACOE would receive a 'conditionally approved' 2013-14 budget. Since August, the Board has not had an opportunity to review the school's budget. In September, the contractor was called and instructed not to come. In October, when the contractor did come, the Board meeting was disrupted and the contractor was unable to present the budget, nor was the Board able to continue with the meeting as we were told to "get out". In fact, was directly yelled at and

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threatened by the employee to, "Get out and don't come back!" among his other verbal and physically menacing gestures.

f. Scheduling of Board Retreat that every board member agreed was needed for several reasons. (See Agenda)

g. Hearing critical Closed Session items

h. The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial. Were the teachers' contracts approved prior to the end of school? I know this current Board did approve their Salary Schedule.

Since there is no scheduled Board Meeting in December, I am recommending that the Board schedule a December meeting, due to 'postponement' of its November meeting.

A review of WAYS Governing Board agendas/minutes and board meeting audio recordings documents concerns that the WAYS Governing Board is not fulfilling its responsibilities, corroborating the Board President's statements in the email cited, above. While there is evidence the Governing Board is requesting the information it needs to make informed decisions, that information is not being provided in a manner that allows the Governing Board to fulfill the duties and obligations described in the charter petition dated December 12, 2012.

The Board President's allegation (stated in paragraph "e") that a school employee's behavior resulted in the premature conclusion of a WAYS Board meeting was corroborated by the Executive Director's statement (Attachment 1) accompanying the audio recording of the meeting and a verbal report from another school employee. This is the second time we have received notice of an altercation that ended a WAYS Board meeting. In 2011, LACOE received written complaints from WAYS Board members that the behavior of another individual associated with the school resulted in the cancellation of a meeting. Those complaints were corroborated by verbal reports from parents and school staff. These incidents are serious; the WAYS Board must ensure compliance with charter Element 6, Health and Safety, Section 6.2, which states, "*Wisdom Academy for Young Scientists will maintain a safe and secure environment for its students, staff, administration, school volunteers, and visitors.*"

The Board President's allegation that the school's Executive Director is overstepping his authority is also an ongoing concern. In an email dated October 10, 2011, the Executive Director wrote to LACOE, "*I called a special meeting because a total of six board members resigned, thus leaving the board with only five active board members.*" While the email states, "*four of the remaining board members all agreed that we needed a called meeting because of the desperate and crucial situation surrounding WAYS...*" There is no evidence the board called the meeting as required by the Bylaws. The email continues, "*In an October 05, 2001 [sic] email, the board VP promised the board members that she would schedule a meeting with an agenda by Friday, October 07, 2011, if not sooner; however, no meeting nor agenda items were posted as promised, thus prompting my immediate actions!*" The email corroborates the administrator's history of overstepping his authority.

As you are aware, the December 12, 2012 version of the charter petition still contains contradictions and inconsistencies and fails to meet the conditions of authorization imposed by the County Board in its June 7, 2011 approval action.

Previously documented concerns reported to the County Board on May 10, 2011 (Attachment 2) and May 1, 2012 (Attachment 3) resulted in County Board action compelling WAYS to arbitration (Attachment 4). Arbitration documents have been filed; an arbitration date is pending.

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Additionally, due to ongoing fiscal concerns documented in the school's 2011-12 Independent Audit and other evidence, I authorized an audit under EC 1241.5(c) and informed the school of such on May 17, 2013. (Attachment 5)

Based on the school's continued failure to comply with law, the terms and conditions of its charter, and the LACOE MOU, I will be recommending that the County Board issue a *Notice of Violation* under EC 47607(c) as follows:

A charter may be revoked by the authority that granted the charter under this chapter if the authority finds, through a showing of substantial evidence, that the charter school did any of the following: (1) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter... (4) Violated any provision of law.

Should the results of the audit conducted under EC 1241.5(c) provide evidence of the school's failure to meet generally accepted accounting principles or fiscal mismanagement, the *Notice of Violation* may be broadened to encompass EC 47607(c)(3).

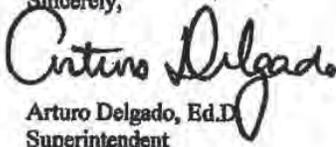
Prior to revocation, the County Board shall notify the charter public school of any violation of this section and give the school a reasonable opportunity to remedy the violation, unless the authority determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. (EC 47607(d))

The school shall be notified of the time and date the recommendation to the County Board and shall be given the opportunity to review the evidence presented in support of the recommendation. Should the County Board approve the recommendation, the County Board and the LACOE will comply with the requirements of EC 47607(c) and the *California Code of Regulations*, Title 5, Article 2, Section 11965, subsections (b) - (f).

I am hopeful that the WAYS Board will take action to correct the violations documented in this letter and prevent future violations. Such a plan, and definitive Board actions that document its implementation, should be submitted to the CSO by January 20, 2014.

Should you have any questions, please contact the CSO at (562) 922-8806.

Sincerely,


Arturo Delgado, Ed.D.
Superintendent

AD/JH:ls
Attachments (5)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Project Director III, Charter School Office, LACOE

000202

Attachment 1

Wisdom Academy for Young Scientists

November 12, 2013

Neha Patel
LACOE Charter Schools Office
9300 Imperial Highway
Downey, California 90242

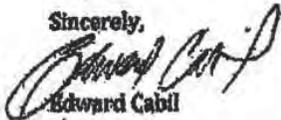
Dear Ms. Patel,

I am writing regarding Wisdom's October 24, 2013, Board Meeting audio recording.

The Wisdom's October 24, 2013, Board Meeting was ended abruptly at 8:40pm at the conclusion of the closed session due to an unanticipated interruption.

The audio enclosed is the only audio there is for the October 24, 2013, Board Meeting.

Sincerely,



Edward Cabil

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 782-6655 • Fax: (323) 782-6644

8778 E. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy@yts@yahoo.com • web: www.wisdomacademy.org

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Attachment 2

Board Meeting – May 10, 2011

Item VII. Reports / Study Topics

**Report on the *Wisdom Academy for Young Scientists, Grades K-5*
Appeal of a non-renewed Petition by Los Angeles Unified School
District Board of Education**

The Wisdom Academy for Young Scientists Charter School renewal petition is presented to the Los Angeles County Board of Education (County Board) pursuant to *Education Code* section 47605. Upon denial by Los Angeles Unified School District Board of Education, the petitioner exercised the statutory right of appeal to the County Board.

Charter renewal is governed by *EC* sections 47607 and 47605:

Section 47607(a)(2) states: Renewals... of charters are governed by the standards and criteria in § 47605, and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed.

Section 47605(b) limits the reasons for denying a renewal petition to the following:

- (1) The charter school presents an unsound educational program
- (2) The petitioners are demonstrably unlikely to successfully implement the program
- (3) The petition does not contain an affirmation of specified assurances
- (4) The petition does not contain reasonably comprehensive descriptions of 16 required elements of a charter

The County Board shall evaluate the petition according to the criteria and procedures established in law and may only deny the petition if it provides written findings addressing the reasons for the denial.

Section 47607(b) states: Commencing on January 1, 2005, or after a charter school has been in operation for four years, whichever date occurs later, a charter school shall meet at least one of [5 academic performances] ... criteria prior to receiving a charter renewal....

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Board Meeting - May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter
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Section 47605(b) states: A school district governing board shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice.

The County Board shall evaluate the petition according to the criteria and procedures established in law and may only deny the petition if it provides written findings addressing the reasons for the denial.

Summary of Key Findings:

Finding 1: WAYS met the academic performance criteria for renewal under BC § 47607(b)(1) and (2).

Finding 3: The petitioner is unlikely to successfully implement the program. The governing board has demonstrated a lack of capacity to oversee the operation of the school by allowing self-dealing transactions and other Conflicts of Interest. In addition, members of the governing board have personal and business ties to the school and/or Executive Director. The board was ineffective in responding to the Conflict of Interest concerns identified in the Notice to Cure; this ultimately led to non-renewal of the charter. Deficiencies in the renewal petition and responses by the board during the Capacity Interview indicate a continued lack of understanding and familiarity with the content of the petition and requirements of law necessary to successfully implement the charter.

Finding 5: The petition lacks a reasonably comprehensive description of eleven (11) of the 16 required elements.

- Proposed educational program lacks an adequate description of the school's target populations, overestimates the number of students to be served in the first year of the renewal charter, and provides no build-out plan to support this level of enrollment. The petition fails to indicate how the school will identify and respond to the needs of pupils who are not achieving at or above expected levels, students with disabilities, and English learners. The **Measurable Outcomes and Means for Measuring Pupil Progress** do not address the needs of all student subgroups the school proposes to serve.
- The proposed **Governance Structure** fails to provide evidence of an organizational and technical design that reflect a seriousness of purpose necessary to ensure that the school will become and remain a viable enterprise. The governance structure fails to provide adequate oversight of the school's operation and fiscal management. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no

**Board Meeting – May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter**

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evidence that the board can implement the proposed educational program stated in the petition. The Organization Chart conflicts with information provided elsewhere in the petition regarding key management positions. The petition does not commit to complying with the Political Reform Act, which is required of all charter schools, and fails to include a Conflict of Interest policy. Certain provisions of the bylaws appear to be in direct conflict with the Brown Act.

- The following Required Elements are not reasonably comprehensive: Employee Qualifications, Means to Achieve a Racial and Ethnic Balance, Admission Requirements, Submission of Annual Independent Audit, Suspension and Expulsion Procedures, and Public School Attendance Alternatives, and Dispute Resolution Procedures.

The full Report on the Findings of Fact for the Wisdom Academy for Young Scientists Charter School is attached.

LACOE staff will present the report to the County Board.

Los Angeles County Office of Education
 Charter School Office
 Date: May 10, 2011

Report on the *Wisdom Academy for Young Scientists Charter Petition, Grades K-5*
 Appeal of a Petition for Charter Renewal Denied by Los Angeles Unified School District
 Board of Education

Background Information

The *Wisdom Academy for Young Scientists Charter School* (WAYS) petition seeks an application for renewal of their K-5 charter school in accordance with *Education Code Section 47607.5*. The school's current enrollment is approximately 250 students. The school proposes to grow enrollment to 500 students over the next five (5) years by expanding operations from its two (2) current sites (706 East Manchester 90001 and 8878 South Central Avenue 90002) to a larger facility. WAYS also applied to LAUSD for a Prop 39 site; sites were awarded on April 1, 2011.

The petition states the charter school's mission "is to create a transformational learning climate in which students become 'Empowered to be Leaders Change Agents and True Scientists.'"

The school's vision is "to create an educational program that educates the whole child." Nine (9) goals are stated under the vision.

WAYS first year of operation was 2006-07. Its Academic Performance Index (API) history (calculated as a small school with less than 100 students in Growth API) and enrollment figures are presented below.

Year	Growth API		Enrollment Figures			
	Growth API	Number of Valid Scores*	Enrollment on First Day of Testing Grades 2-5	Total Enrollment Grades 2-6	Total Enrollment Grades K-1	Total Enrollment Grades K-5
2009-10	879	90	127	129	108	237
2008-09	843	95	88	97**	76	173**
2007-08	774	78	93	59	87	141
*Number of students included in Growth API. Students must be continuously enrolled since Census day (CBEDS) Source: CDE DataQuest			**4 additional students are included as enrolled in grade 6 although school is authorized for grades K-5 Source: CDE DataQuest			

The CDE states "APIs based on small numbers of students are less reliable and therefore should be carefully interpreted." Schools with less than 100 Valid Scores on the California Standards Test (CST) do not receive Similar School Rankings or comparison schools; therefore, it cannot be determined how WAYS' API compares to schools with similar demographics.

The chart compares the demographics of WAYS and the two (2) closest public non-charter schools.

2009-10 DEMOGRAPHIC Information:	WAYS	LAUSD Local District 7	South Park Elem.	93rd Street Elem.
Black or African American	61%	18.6%	17%	24%
Hispanic or Latino	39%	80.4%	82%	76%
Free & Reduced Price Lunch	100		100	100
English Learners	15		52	41
Students with Disabilities	4		9	8
Average Parent Education Level	2.53*		1.58**	1.57***

* 21% Not HS Grad. / 37% HS Grad. / 19 % Some College / 33% College Grad. ** 99% Not HS Grad. / 28% HS Grad. / 9 % Some College / 2% College Grad. / 2% Grad. School ***60% Not HS Grad. / 25% HS Grad. / 13% Some College / 1% College Grad. / 1% Grad. School
 Data Sources: CDE STAR and LAUSD <http://search.lausd.k12.ca.us/cgi-bin/Regi.exe?racialandethnichistory>

Report on the Wisdom Academy for Young Scientists Charter

Racial and ethnic demographic data shows WAYS does not reflect diversity of the community (LAUSD Local District 7) in which it is located or the two (2) closest LAUSD non-charter elementary schools. WAYS also enrolls fewer students with disabilities and English learners than near-by public non-charter schools. Conversely, its parents have a higher education level, which positively correlates with higher levels of student academic achievement.

Reason for Denial by the Local District

The Los Angeles Unified School District (LAUSD) Board of Education denied the petition based on written Findings of Fact that comply with requirements for denial under the following sections of the Charter School Act:

EC § 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal. Specifically, the WAYS founder and Executive Director receives both a salary for her position and lease payments for two properties which she owns that are occupied by the school. She negotiated the leases to WAYS charter school. The WAYS governing board was asked to independently address and resolve the conflicts by the mutually agreed upon date of October 15, 2010; the WAYS Board of Directors' response failed to resolve the issues by that deadline. The WAYS governing board was minimally responsive to staff communications; the Executive Director was the primary respondent to address the Conflict of Interest issues. LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility considering that the Executive Director was the subject of the self-dealing Conflict of Interest concerns which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so in January 27, 2011.

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law. Cited examples included inconsistencies between the charter petition and the WAYS' corporate bylaws regarding compliance with the Brown Act which called into question whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC § 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Any of the above findings alone may be cause for the denial of a charter under *EC § 47605(b)*.

The Findings of Fact state the academic performance criteria for renewal under *EC § 47607(b)* were met.

Response from the Petitioner

The petitioner provided a written response to the findings of the local board and submitted it as part of the petition package. The response was considered during the review process.

Appeal to the Los Angeles County Board of Education

The Los Angeles County Board of Education (County Board) held a Public Hearing to determine support for the petition on April 19, 2011.

Report on the Wisdom Academy for Young Scientists Charter

LACOE Review Process

The LACOE Charter School Review Team (Review Team) considered the petition according to the requirements of law, *California Administrative Code of Regulations*, County Board Policy and Regulations, and LACOE review procedures.

The Review Team included staff from the Controller's Office, Business Operations and Services, Risk Management, Divisions for School Improvement, Curriculum and Instruction, Special Education, Student Support Services, Human Resource Services, Office of General Counsel, and the Charter School Office.

Findings are based on a review of the same petition submitted to the local district and supporting documents submitted by the petitioner, and information provided through the Capacity Interview and other communications with the petitioner and other representatives of the school. The petitioner also submitted proposed changes (technical adjustments) to the petition necessary to reflect the County Board as the potential authorizer. These changes should reflect the statutory, policy, and structural differences between a county office of education and a local district. These differences include, but are not limited to, the statutory authority of the County Superintendent of Schools to investigate complaints as well as structural differences in the responsibilities with regard to special education services. Proposed changes provided by the petitioner were considered by the Review Team.

Findings also take into account the petition was initially submitted to a local district and contains specific references to that district. The Charter School Office confirmed that LAUSD requires the petitioner to include specific language or content in a petition. This requirement was considered by the Review Team.

Findings of Fact

Finding 1: WAYS met the academic performance criteria for renewal under EC § 47607(b)(1) and (2).

WAYS attained its Academic Performance Index (API) growth target in the prior year, in two of the last three years, and in the aggregate for the prior three years.

Academic Performance Criteria: Met Assigned Growth Targets				
Year	API Base	Growth Target	API Growth	Actual Growth
2007-08	782*	5	774	-8
2008-09	775*	6	843	68
2009-10	843*	A**	879	36
Aggregate Growth		10		96

*API is calculated for a small school (between 1 and 99 valid scores) which makes it less reliable and should be carefully interpreted. ** No growth target for schools where API is 800 or above.

WAYS ranked in deciles 4 to 10, inclusive, on the API in the prior year and in two of the last three years.

Academic Performance: Decile Ranks*		
Year	Statewide Rank	Similar Schools Rank
2007-08	6	N/A*
2008-09	5	N/A*
2009-10	8	N/A*

* Not calculated for small schools

While WAYS met the academic criteria necessary to be considered for renewal, there are concerns that the school has not increased or sustained its percentage of "Valid" CST scores indicating an unstable student enrollment base. Valid scores are based on the number of students tested who were continuously

Report on the Wisdom Academy for Young Scientists Charter

enrolled from norm day (CBEDS) in October through the first day of testing. For 2009-10, only 71% of tested students were continuously enrolled. At South Park Elementary School, 88% of tested students were continuously enrolled. On average, 26% of students who enroll at WAYS withdraw prior to standardized testing based the "Elementary Principal's Statistical Report" for 2007-08 through 2010-11.

Finding 2: The petition provides an unsound educational program for students to be enrolled in the school. [EC § 47605(b)(1)]

The program is determined to be unsound for specific subgroups of students as described under Finding 5: Elements 1 – 3.

Additionally, based on enrollment data for Hispanic/Latino students, English learners, students with disabilities, and data showing the number of students who leave during the year, the school is not providing a program of educational benefit for all students the petition states the school intends to serve.

Finding 3: The petitioners are demonstrably unlikely to successfully implement the program. [EC § 47605(b)(2)]

Based on review of the petition, supporting documents provided by the petitioner, documents provided by LAUSD, and the Capacity Interview with the school's leadership team, the petition does not meet the criteria established in CCR, Title 5, § 11967.5.1(c).

1. Review of the renewal petition submitted on behalf of the WAYS board indicates the WAYS governing board lacked the capacity to govern the school.
 - A. The governing board was unfamiliar with the content of the petition and requirements of law with respect to Conflict of Interest. The submitted charter states the school will comply with Government Code 1090; however, some members of the board had prior relationships with the school and/or the Executive Director and members of her family.
 - i. The board president, a business management consultant, lists Wisdom Academy as a client on her resume, which contradicts her statement on the Prospective Charter School Board Member Questionnaire that consulting services were not provided.
 - ii. One board member stated on the Prospective Charter School Board Member Questionnaire that she is the Board President for DeDe Dance Studio, owned by the Executive Director's daughter, and is currently used by the charter school; this indicates a Conflict of Interest.
 - B. The governing board failed to comply with the terms of the charter by allowing the school to enter into a self-dealing transaction with its Executive Director regarding the school's facilities. There is no evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.
 - C. The governing board allowed other conflicts of interest to exist through the hiring of members of the Executive Director's family and by permitting the Executive Director to supervise these family members while the Principal supervised other similarly employed personnel. The Executive Director's son, originally hired to oversee custodial and gardening services was promoted to Director of Operations, which involves financial responsibilities according to the Executive Director. The Executive Director's daughter, who is employed as a teacher and dance instructor, owns the dance studio used by the school.
 - D. The governing board demonstrated its inability to effectively govern the school by its failure to respond fully and in a timely fashion to the September 29, 2010 Notice to Cure regarding Conflicts of Interest issued by LAUSD. The LACOE Review Team reviewed documents received

Report on the Wisdom Academy for Young Scientists Charter

from both the district and the charter school. The documents indicate WAYS failed to provide a sufficient cure. WAYS governing board had eight (8) months (September 2010 to April 2011) to remedy the concerns in the Notice to Cure, and failed to do so.

2. The WAYS governing board continues to be unfamiliar with the content of the petition and requirements of law that would apply to the proposed charter school and lacks the necessary background to effectively govern the school.
 - A. In its response to the Findings of Fact upon which the LAUSD Board of Education denied charter renewal, WAYS submitted documents pertaining to the governance structure of the school in an effort to demonstrate that the school had taken steps to address Conflict of Interest concerns. Although these documents may not have been considered by the LAUSD Board of Education because they were submitted after the deadline to provide evidence, the LACOE Review Team considered the documents to determine whether they would substantially resolve the conflicts. The Review Team determined the documents were inadequate to resolve the Conflict of Interest concerns based on the facts presented below:
 - i. The action taken by the Executive Director, and supported by the WAYS governing board, failed to resolve the conflict regarding her ownership of the property. Documents submitted by WAYS indicate the properties were placed into a revocable trust. WAYS' attorney concurred that this action failed to resolve the conflict in that "the transfer to a holding company through a revocable trust, [was] not transferring the property ownership under California law." (page 3 of the March 25, 2011 Response to LAUSD Findings of Fact) WAYS' governing board allowed the conflict to continue by executing a lease agreement with the holding company rather than requiring the Executive Director to take action that would definitively end the conflict.
 - ii. The governing board failed to disclose that the school had been offered Prop 39 facilities, a viable option to resolving the issue. At the April 19, 2011 Capacity Interview, the Review Team inquired about the school's statement that it had requested a Prop 39 site. Neither the Executive Director nor WAYS board members disclosed that LAUSD had offered the school facilities on April 1, 2011. LAUSD received a letter of acceptance signed by the Executive Director on May 2, 2011. LACOE has yet to hear from WAYS regarding their decision.
 - iii. Changes to the governance structure proposed after the petition was submitted to LAUSD continue to be inadequate. The Organizational Chart indicates three (3) positions report directly to the board due to the Conflict of Interest posed by the familial relationships: the Executive Director, Principal, and Director of Operations. This structure places an undue burden on the board to manage the day-to-day operations of the school. There is no evidence the current board has the capacity to govern effectively under this structure.
 - iv. The governing board failed to demonstrate the ability to avoid future Conflict of Interest situations. When asked at the Capacity Interview about potential conflicts arising from the employment of multiple family members, the chain of command, and continued use of the facilities owned by the Executive Director, the board members did not explain how they would ensure that no future Conflicts of Interest would develop or how they would handle such conflicts if they did occur. The board stated that additional changes to the governance structure are being considered; these options are outside of the scope of this review as they were not available to be considered by the LAUSD Board of Education.
 - v. The renewal petition submitted by WAYS fails to comply with EC § 47607(a)(2) which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter*

Report on the Wisdom Academy for Young Scientists Charter

schools enacted into law after the charter was originally granted or last renewed... The petition contains references to outdated laws, policies, and practices, contains significant contradictions and omissions regarding key positions of employment, and provides elements that are not reasonably comprehensive. These deficiencies, reported under Finding 5, indicate the governing board lacks the knowledge of the laws under which the charter would operate.

3. *The petitioner has a history of involvement in education agencies (public or private) considered as unsuccessful.*
 - A. The Executive Director is listed as the petitioner. Properties she owns and leased to WAYS were previously used to house her private school. CDE records compiled from data supplied by the private school operator indicate that enrollment declined from 60 to 20 students in the three years prior to the school closing.
 - B. The WAYS Executive Director closed her private school with the intent to use the facilities she owned to house a charter school. The chronology of public records and statements made by the Executive Director during the Capacity Interview indicate she closed the private school due to insufficient enrollment. The petitioner stated she inquired about the process of becoming a charter school and was informed that the private school would need to be closed for one year prior to becoming a charter. The petitioner purposely closed the charter school as required and applied for a charter after the one year required waiting period.

The status of the Conflict of Interest issues is unclear. With the acceptance of the Prop 39 sites, the conflict regarding facilities may be resolved only if the school stops leasing its current facilities. The conflicts concerning personnel could only be resolved through a material revision to the governance structure of the charter including, but not limited to, the Executive Director's resignation or release from her current position and with the provision that she hold no future positions funded by the school. Regardless of the potential resolution to the certain Conflict of Interest issues, the Review Team considers the governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the proposed charter.

Finding 4: The petition contains an affirmation of all specified assurances. [EC § 47605(b)(4); EC § 47605(d)]

Finding 5: The petition does not contain a reasonably comprehensive description of all required elements. [EC § 47605(b)(5)(A)-(P)]

Based on criteria provided by the *California Code of Regulations, Title 5, (5 CCR)* eleven (11) of the 16 elements are not reasonably comprehensive.

Element 1: Description of the Educational Program. Not reasonably comprehensive

The 5 CCR § 11967.5.1(f)(1) requires the petition to address eight (8) requirements. The petition fails to meet each of the established criteria rendering aspects of the educational program deficient for specific populations the school proposes to serve: English Learners, low-achieving students, high-achieving students, and students with disabilities. The deficiencies are as follows:

1. *Failure to indicate the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.*
 - A. The petition overestimates the number of students to be served in the first year of the renewal charter and provides no build-out plan to support this assumption.

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- ii. Provide the manner in intervention will be given to students who struggle to acquire English language skills outside of the "45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English." (page 48)
 - iii. Describe how the Individualized Education Program (IEP) Team determines placement of English learners in need of special education services, state that non-biased assessments used to determine placement must be conducted in the student's primary language under Federal law, and that the IEP must be linguistically appropriate.
 - iv. Demonstrate understanding of the difference between meeting the needs of English learners and meeting the needs of students with disabilities. The petition (page 22) indicates that to ensure the success of English learners, the school will use a collaborative approach that fosters communication between its Resource Specialist and Speech Therapist. These specialists only provide direct services to students identified as having disabilities.
- B. The element is deficient with regard to students with disabilities because it fails to *specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.*
- i. It does not describe accommodations and/or modifications that may be used during standardized assessments or how WAYS is responsible for students with disabilities when the IEP Team exempts them from standardized testing.
 - ii. There is no mention of how parents of students with disabilities are informed about the school's educational program.
 - iii. There are deficiencies with regard to English learners and special education services as stated in "A," above.

Element 2: Measurable Pupil Outcomes. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(2) as follows:

- I. It fails to *specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress.*
- A. There are no identified measurable outcomes for students in Kindergarten and first grade who do not participate in Standardized Testing and Reporting (STAR).
- B. There is no ongoing means for measuring English learners' acquisition of English or academic growth in content areas. The petition states the (California English Language Development Test (CELDT) will be administered "periodically" to monitor student progress of English language acquisition; however, it can only be administered annually which is insufficient to *evaluate the effectiveness of and to modify instruction.* The petition indicates Open Court Reading assessments will be used as formative assessments for English learners; however, they are not designed to measure progress towards English language proficiency but rather language arts skills and concepts. It fails to provide assessments to determine academic growth in other content areas.

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- C. Goals cannot be measured as stated. The petition states the percentage of students achieving proficient and advanced in History/Social Science will increase on the CST by 5% each year; there is no History/Social Science CST for grades K-5.
- D. It lacks information on how students with disabilities will be assessed on making progress toward meeting their goals and benchmarks.

Element 3: Method for Measuring Pupil Progress. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(3)* as follows:

- 1. It does not utilize a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at minimum, tools that employ objective means of assessment consistent with the measurable pupil outcomes.
 - A. Information is limited on how stated internal assessments (text based, benchmark performance, unit level, etc.) are used as objective means to assess student progress consistent with measurable outcomes (page 98). Language is vague and fails to indicate how assessments are used in English-Language Arts, math, science, social studies, and English Language Development.
 - B. There is no information regarding assessment of K-1 students who do not participate in STAR. This is of particular concern since about half the school's enrollment is in grades K-1.
 - C. Out of date assessments are proposed in violation of *EC § 47606(a)(2)*. The petition states the school will administer the CAT 6, which is obsolete, and proposes performance objectives based on data from this assessment.
- 2. It does not outline a plan for collecting, analyzing, and reporting data on achievement of English learners to school staff and to pupils' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program. There is no mention of English learner's testing performance or academic monitoring of English language levels beyond use of the CELDT. Nor is there mention of providing accommodations and/or modifications for standardized tests for students with disabilities; tests used to determine eligibility for special education programs and services; the manner and type of data maintained for students with disabilities; or how information will be disseminated to parents of students with disabilities.

Element 4: Governance Structure. Not reasonably comprehensive

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(4)* as follows:

- 1. There is lack of evidence of the charter school's incorporation as a non-profit public benefit corporation for the purpose of running a charter school. While the articles of incorporation and bylaws provide evidence of the charter school's non-profit public benefit corporation status, governing a charter school is not listed as the specific purpose of this corporation. The petitioners have failed to amend these documents to reflect the running of a public charter school. As stated above in Finding 3, 3.B, the WAYS Executive Director purposely closed her private school with the intent to use the facilities she owned to house a charter school.
- 2. There is a lack of evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:
 - A. The charter school will become and remain a viable enterprise. The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the

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operation of a publicly funded charter school is further evidence that the structure lacks a *seriousness of purpose*. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition.

- B. The petition does not provide a clear description of the governance and management structure. It is difficult to know the duties and responsibilities of management. The Organization Chart (Appendix B) conflicts with information provided elsewhere in the petition.
- C. The petition makes no commitment to complying with the Political Reform Act (PRA), which is required of all charter schools. The petition fails to include a Conflict of Interest policy which is required under the PRA.
- D. The body of the petition states that meetings will comply with the Brown Act (page 109). However, certain provisions of the bylaws appear to be in direct conflict with the Brown Act.
 - i. Section 4.6, Place of Meetings allows for meetings outside California. The Brown Act requires that the Board's meetings be held within the boundaries of the territory within which it has jurisdiction.
 - ii. Section 4.7, Regular Meetings authorizes meetings "without call or notice" in violation of the Brown Act. The Brown Act requires that at least 72 hours before a regular meeting an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting shall be posted.
 - iii. Section 4.11, Telephone Meetings, authorizes teleconferencing and video teleconferencing to constitute presence but fails to state the necessary safeguards that would render it compliant with the Brown Act such as posting agendas at the teleconferencing location and ensuring those locations are fully accessible to members of the public.
 - iv. Section 4.14, Action without Meeting, permits the Board to take an action without a meeting if all the members of the Board consent in writing to such action. This violates the Brown Act requirement that the board not take action on any item of business outside a meeting.
 - v. Section 4.7, the Board of the Merle Williamson Foundation is required to meet only once per year, on the last Friday in June; the Brown Act requires regularly scheduled meetings.
 - vi. The Agenda for the Special Board Meeting held Saturday, April 30, 2011, documents specific violations of the Brown Act with respect to items discussed in Closed Session.

Element 5: Employee Qualifications. Not reasonably comprehensive

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(5) as follows:

- 1. There is insufficient information on the general qualifications for the various categories of employees (e.g., administrative, instructional, instructional support, non-instructional support) and whether the qualifications are sufficient to ensure the health, and safety of the school's faculty, staff, and pupils.
- 2. It fails to identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.

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- A. The petition fails to provide job descriptions and/or minimum qualifications for the following positions listed in the petition: Special Education Program Coordinator (page 96), Academic Co-Principals (page 112), Coordinator of Operations (page 128), and Academic Consultants and Director of Operations (Appendix B). Qualifications for Executive Director are absent.
 - B. The Organization Chart (Appendix B) is deficient. It fails to include an Executive Director, although there is a job description (page 120) outlining critical duties such as "oversee the school-operating budget...instructional program...classroom management...supervise staff...be an active member of the school board." Based on the job description, it is unclear if the Executive Director is a member of the board. Appendix B lists board members by name; the Executive Director's name is absent. The Organizational Chart includes a "Director of Operations," with no job description or qualifications provided for that position. It is unclear if it is the same as "Coordinator of Operations." The Organizational Chart identifies "Auxiliary Staff," but lacks specific corresponding positions.
3. *Specify that all requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.* Teacher qualifications (page 122) state the CA SB 2042 teaching credential is required; this will exclude teachers who hold Ryan multiple subject credentials and life elementary credentials with added English language certification.

Element 6: Health and Safety Procedures. Reasonably comprehensive

Element 7: Means to Achieve a Reflective Racial and Ethnic Balance. Not reasonably comprehensive

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(7) based on evidence that:

1. During the term of its first charter, WAYS failed to achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district in which it is located as indicated on in the chart on page two (2) of this report. Enrollment of Hispanic/Latino students is not comparable to the two (2) closest LAUSD non-charter elementary schools.
2. The description of the student population (required under Element 1) and the proposed recruitment plan show no indication WAYS is aware that it failed to achieve the required ethnic balance and provides no corrective action in its plan. The recruitment plan is vague and lacks benchmarks that could guide the school toward correcting the deficiency.

Element 8: Admission Requirements. Not reasonably comprehensive

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(8) as follows:

1. It does not comply with the requirements of EC § 47605(d) which, by reference, includes EC § 220 and CA Penal Code § 422.55 as the other applicable provision[s] of law in its statement of non-discrimination of protected classes. The petition additionally violates EC § 47607(a)(2) because the deficiency is the result of failing to update the renewal petition. This failure could result in the school engaging in discriminatory practices in its admissions procedures and policies.
2. The process for conducting the lottery is absent from the petition.
3. The preference given to siblings is likely to negatively impact the school from attaining its stated racial and ethnic goal.

Element 9: Annual Independent Financial Audits. Not reasonably comprehensive

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The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(9)* as follows:

1. It does *specify the timeline in which audit exceptions will typically be addressed* or specify the timelines for statutory reporting requirements including the submission of the preliminary budget.
2. It does not specify that the school's Board of Directors will hire an independent auditor or that the auditor selected will be on the State Controller's list of educational auditors.

Element 10: Suspension and Expulsion Procedures. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(10)* as follows:

1. There is no differentiation between *offenses for which students in the charter school must and may be suspended and separately, the offenses for which students in the charter school must or may be expelled, providing evidence that the petitioner reviewed the offenses for which students must or may be suspended or expelled in non-charter public schools.*
2. There is insufficient specificity regarding *the procedures by which pupils can be suspended or expelled.* It fails to provide timelines necessary to comply with due process requirements. It refers to due process but never defines it with regard to the suspension and expulsion process. No information is provided regarding how members of the expulsion hearing panel will be selected to avoid Conflict of Interest. The petition lists three (3) standards where "a student's suspension may lead to expulsion..." but lacks criteria for meeting the standards, which could result in capricious and prejudicial practices.
3. It does not describe how parents are informed of *their due process rights in regards to suspension and expulsion.*
4. It fails to *demonstrate an understanding of the rights of pupils with disabilities in...regard to suspension and expulsion.* The petition references the Individuals with Disabilities Act (IDEA) and Section 504 but does not differentiate between them regarding the procedures to be used for suspension and expulsion. The petition discusses Manifestation Determination; however, there is no mention of how WAYS deals with pupils when the behavior is associated with the disability, or ensure the pupil is in the appropriate program/services. There is no mention of how WAYS deals with a student with disabilities who begins displaying negative behaviors, of calling an IEP Team meeting and writing a Behavior Support Plan, or deals with suspensions (cumulative) of over 10 days.

Element 11: STRS, PERS, and Social Security. *Reasonably comprehensive with specific omission*

The petition does not state *the staff who will be responsible for ensuring that appropriate arrangements for coverage have been made* as required under *CCR, Title 5, § 11967.5.1(f)(11).*

Element 12: Public School Attendance Alternatives. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(12)* as it does not *specify that the parent/guardian of each pupil enrolled in the charter shall be informed that the pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.*

Element 13: Post-Employment Rights of Employees. *Reasonably comprehensive*

Element 14: Dispute Resolution Procedures. *Not reasonably comprehensive*

The petition fails to meet the minimum requirements of *CCR, Title 5, § 11967.5.1(f)(14)* as follows:

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1. Provides an unacceptable description of how the costs of the dispute resolution process would be funded. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."
2. It fails to recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto.
 - A. While the petition states that "any controversy or claim... except [one] that is in any way related to revocation of this Charter must be put in writing," the language does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).
 - B. The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.

Element 15: Exclusive Public Employer. Reasonably comprehensive

Element 16: Closure Procedures. Reasonably comprehensive with specific deficiencies

The petition fails to meet the requirements as defined by CCR, Title 5, § 11962 as follows:

1. It does not comply with the requirement for transfer and maintenance of personnel records in accordance with applicable law or state how the school will return any donated materials and property if closed.
2. Closure procedures reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

Finding 6: The petition does not satisfy all of the Required Assurances of Education Code section 47605(c), (e) through (j), (l), and (m) as follows:

Standards, Assessments and Parent Consultation. Does not meet the condition

The petition does not provide evidence required by EC § 47605(c) that charter schools:

1. Meet all statewide standards and conduct the pupil assessments required pursuant to EC § 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools. It fails to meet this condition due to its stated use of outdated tests and failure to specify correct procedures for students with special needs.
2. The school shall, on a regular basis, consult with their parents and teachers regarding the school's educational programs. It fails to meet the condition as there is no indication that WAYS provides a method for parents of English learners to provide input on programs specific to English learners and there is no mention of how parents of students with disabilities will be informed about the school's educational program.

Effect on the Authorizer and Financial Projections. Does not provide the necessary evidence

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EC § 47605(g) requires the petition to provide information regarding the proposed operation and potential effects of the school on the authorizer. Requirements regarding the budget and facilities currently under lease were met. Concerns are as follows:

1. The petition does not provide evidence that there are no potential civil liability effects. Due to the Conflict of Interest issues raised by LAUSD and WAYS' failure to resolve those conflicts, there are concerns with the potential liability effects that authorizing the charter may bring to the County Board if the charter is authorized and the conflicts continue or recur.
2. While the current budget and projections for the next two years seem reasonable, the cost of facilities is unknown as the current lease expires in June 2011. The budget reflects an increase to lease expenses for expansion, based on current expenditures; however, if the school were to remain at the current site, it is unknown whether the holding company might raise the rate for the current sites, which would impact the out-year budgets.

Teacher Credentialing Requirement. Does not meet the condition

EC § 47605(i) requires that *teachers in charter schools shall be required to hold a CCTC certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold...It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, non-college preparatory courses.* The petition fails to meet the condition because there is no mention of the type of credential a teacher would need to teach students with disabilities and teacher qualifications limited to *SB 2042* credentials as reported under Element 5.

Attachment 3

Board Meeting – May 1, 2012

Item VI. Reports / Study Topics

Report on the *Wisdom Academy for Young Scientists Charter School* status of the June 7, 2011 conditions of renewal established by the County Board

On June 7, 2011, the County Board took action to grant renewal for Wisdom Academy for Young Scientists (WAYS) subject to specified conditions. The conditions of the County Board and WAYS' status on fulfilling those conditions are summarized below.

Make changes to the petition to reflect the County Board as the authorizer by June 30, 2011. (Required by <i>California Code of Regulations</i> , Title 5 § 11967)	Not met
WAYS' Board to approve and sign LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011.	WAYS' Board approved and signed MOU; however, the school has not complied with specific monitoring and oversight requirements.
Make an application to a Special Education Local Plan Area (SELPA) by June 30, 2011.	Met
WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor."	WAYS' former Executive Director has not been employed by the charter. However, she has been involved in the school's day-to-day operations and governing board activities, and she attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved.
WAYS was to comply with all California Conflict of Interest Laws.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.
WAYS was to contract with Michael Cureton as its Executive Director for two (2) years.	WAYS contracted with Mr. Cureton for two (2) years; however, he abruptly resigned effective October 1, 2011, citing interference from the former Executive Director and

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	Director of Operations as reason.
If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.	Unclear if the condition was met. WAYS did not provide requested information needed to determine if condition was met.

Additional Concerns

- (1) WAYS failed to meet or pursue student outcomes identified in the charter (*EC 47607(c)(2)*); its 2011 Growth Academic Performance Index (API) score declined 143 points over the preceding year.
- (2) WAYS failed to respond to reasonable requests from authorizer for fiscal information pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).
- (3) LACOE received complaints against WAYS, its governing board, and the former Executive Director by a parent, school employees, and former members of the WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*. The complaints allege WAYS engaged in fiscal mismanagement, the board did not fulfill its fiduciary responsibility or duty of care, conflicts of interest exist, and the school failed to implement the academic program stated in the charter. WAYS failed to cooperate with the County Superintendent of Schools investigation.

Background

WAYS is a K-5 school comprised of three (3) sites located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). Current enrollment is 488 students.

The County Board received the renewal petition as an appeal after denial by the LAUSD Board of Education. LAUSD had denied the petition based on the following findings:

- (1) *EC 47605(b)(2)* The petitioners were demonstrably unlikely to successfully implement the program. Specific concerns regarding the WAYS Board included:

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- Allowing self-dealing transactions to transpire, even though the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest;
 - Failing to resolve Conflict of Interest issues and only minimally attempting to do so;
 - Being minimally responsive to staff communications and acting in a manner inconsistent with its fiduciary responsibility, calling into question its capacity to govern and successfully implement the program; and
 - Unfamiliarity with the content of the petition and/or requirements of law including the *Brown Act*.
- (2) EC 47605(b)(5) The petition failed to provide a reasonably comprehensive description of 12 of the 16 required elements.

The full report on the *WAYS Charter School* is attached.

Los Angeles County Office of Education
Charter School Office
May 1, 2012

Report on the *Wisdom Academy for Young Scientists Charter School Status*
of the June 7, 2011 Conditions of Renewal Established by the County Board

Background

Wisdom Academy for Young Scientists Charter School (WAYS) is located within the geographic boundaries of the Los Angeles Unified School District (LAUSD). The school has three (3) sites; one was approved by the Los Angeles County Board of Education (County Board) as a Material Revision to the Charter on August 9, 2011. WAYS currently has an enrollment of 488 students (CALPADS Spring 1 Certification, April 2, 2011).

The County Board took action to renew WAYS subject to specific conditions. The renewal petition was received by the County Board on appeal after it was denied by the LAUSD Board of Education based on the following findings:

EC 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal.... the WAYS Board... was minimally responsive to staff communications.... LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility...which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so....

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law... [including] whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Action to Grant Renewal by the County Board was Subject to Conditions

The June 7, 2011 action to grant renewal was subject to the following conditions:

1. WAYS was to make changes to the petition to reflect County Board as the authorizer as required by the *California Code of Regulations*, Title 5 section 11967 by June 30, 2011;

2. WAYS' Board was to approve and sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU) by June 30, 2011;
3. WAYS was to make application to a Special Education Local Plan Area (SELPA) by June 30, 2011;
4. WAYS' former Executive Director was not to be "employed by or at the charter school until such time, if any, that the allegations of conflict of interest be resolved fully in her favor;"
5. WAYS was to comply with all California Conflict of Interest Laws;
6. WAYS was to contract with Michael Cureton as its Executive Director for two (2) years; and
7. If any changes to Governance or Conflict of Interest were not permanent, it would be grounds for revocation.

Status of Compliance with County Board Conditions of Renewal

To date, the school's status on fulfilling the conditions of renewal is as follows:

1. WAYS did not make changes to the petition to reflect County Board as the authorizer. Events relevant to the school's failure to comply with the conditions of renewal are as follows:
 - a. June 2011, WAYS began the revision process under the direction of Executive Director Michael Cureton; LACOE received a draft of proposed changes on August 21, 2011.
 - b. September 15, 2011, Mr. Cureton tendered his resignation effective October 1, 2011. He notified LACOE that Ms. Watson, school principal, would continue to lead the revision process until a new Executive Director is named.
 - c. October 14, 2011, WAYS Board Member, Edward Cabil resigned from the WAYS Board and is appointed interim Executive Director.
 - d. October 21, 2011, WAYS submitted a second revision of proposed charter changes to LACOE.
 - e. November 17, 2011, WAYS' attorney notified LACOE that the charter agreement is "fully authorized" and there "can be no other terms or conditions imposed by staff." The school rescinded previously submitted changes and invoked Dispute Resolution on the requirement to make changes. (November 11, 2011, WAYS Board named Mr. Cabil permanent Executive Director.)
 - f. December 21, 2011, LACOE responded to WAYS stating (1) the County Board has the authority to impose conditions of authorization; (2) WAYS' Board agreed to the changes reflecting the County Board as authorizer by signing the MOU (necessary changes were specified in the MOU as Attachment F); and (3) invoking Dispute Resolution regarding WAYS' unauthorized changes to the petition.
 - g. January 26, 2012, LACOE received a letter from WAYS dated *December 11, 2012*, which (1) disputed LACOE's ability to impose conditions for authorization; and (2) failed to respond to LACOE's request for an Issues Conference.
 - h. February 2, 2012, LACOE invited WAYS to an Issues Conference to discuss "whether the County Board may, as a condition of authorization, require changes to the charter necessary to reflect the County Board as the authorizer."

- i. February 6, 2012, WAYS sent LACOE a letter stating the purpose of the Issues Conference had not been identified. The letter states, "It is our position (as should be yours) that the WAYS charter document speaks for itself, as does the County Board's action approving the charter."
2. WAYS' Board approved and signed the LACOE MOU; however, the school has not complied with specific monitoring and oversight requirements of the MOU including:
 - a. Monthly attendance reports are not adequately reviewed by WAYS prior to submission, resulting in LACOE staff spending more than 131 hours through March overseeing WAYS attendance reports as compared to the average 29 hours spent for other charter schools authorized by the County Board. Additionally, reports were submitted as late as three (3) weeks past the due date and/or without required student exit reports.
 - b. School contact and student information lists are not submitted timely or accurately resulting in LACOE's inability to (1) determine resident schools, which is necessary for comparing the school's academic performance; and (2) contact families in the event of an emergency. Late and inaccurate submission results in a disproportionate amount of LACOE staff time being needed for monitoring and oversight as compared to other charters authorized by the County Board.
 - c. WAYS' Board agendas, minutes, meeting schedules, membership updates, and recordings are not submitted timely and complete. LACOE has conferenced with the school and provided written notice of *Brown Act* violations.
3. WAYS made application to and was accepted by the LACOE Charter SELPA.
4. WAYS' former Executive Director has not been employed by the charter as the Executive Director; however, she has been at the school, involved in its day-to-day operations and governing board activities, and attended a conference after her employment ended for which expenses were charged to WAYS. Allegations of Conflict of Interest that existed June 7, 2011, have not been resolved. See *Additional Concerns*, below.
5. It is unclear whether WAYS has complied with all California Conflict of Interest Laws. See *Additional Concerns*, below.
6. WAYS contracted with Mr. Cureton as its Executive Director for two (2) years; however, Mr. Cureton precipitously resigned after less than three (3) months, citing interference by the former Executive Director and her son. See *Additional Concerns*, below.
7. It is unclear whether changes to the governance structure or Conflict of Interest required by the County Board have been permanent. See *Additional Concerns*, below.

Additional Concerns

1. WAYS failed to meet or pursue student outcomes identified in the charter (*EC 47607(c)(2)*):
 - a. The California Department of Education (CDE) reported that in 2010-11, WAYS' Growth Annual Performance Index (API) declined 143 points from 2009-10.
2. WAYS has not been responsive to reasonable requests from the authorizer for fiscal information

pertaining to the school's internal controls and fiscal operations (*EC 47604.3*).

- a. Based on a review of credit card statements (supporting documents not available for review), and inquiries to WAYS' management and back-office services provider, WAYS exhibits a lack of internal control and oversight over credit card usage. For example, WAYS made credit card payments prior to obtaining receipts and verifying the validity of the charges, which is contrary to its fiscal policies and procedures.
 - b. Controller's Office staff was scheduled to visit WAYS' back-office services provider on November 18, 2011, to make further inquiries and review documentation, but the visit was objected to and cancelled by WAYS. Subsequently, on January 10, 2012, staff met with WAYS Executive Director and Director of Operations to discuss LACOE's concerns regarding WAYS' internal controls. WAYS' Executive Director acknowledged weaknesses exist.
3. LACOE received verbal and written complaints against WAYS, its governing board, and the former Executive Director by a parent, staff, and former members of WAYS' Board. Based on allegations identified in the complaints, the County Superintendent of Schools opened an investigation pursuant to *EC 47604.4*¹. The complaints allege WAYS engaged in fiscal mismanagement, the Board did not fulfill its fiduciary responsibility or duty of care, there were ongoing conflicts of interest, and the school failed to implement the academic program stated in the charter. Evidence supporting the various allegations includes but is not limited to the following:
- a. The former Executive Director interfered with governing board's ability to fulfill its responsibility to oversee the governance of the school.
 - i. Five (5) of WAYS' nine (9) Board members, in office at the time of County Board action, resigned between September 19 and October 20, 2011. The letters of resignation indicate concerns regarding conflict of interest, on-going Board resignations, dissention, the former Executive Director's verbal abuse of Board members, and the precipitous resignation of Mr. Cureton.
 - ii. The former Executive Director failed to comply with the WAYS Board request to remove herself as a signatory on school accounts until after October 28, 2011.
 - iii. Multiple complaints that the former Executive Director was present at and refused to be unseated from the board table at the September 16, 2011 board meeting. The agenda for this meeting included discussion of moving the school to facilities not owned by the former Executive Director. The meeting was disbanded due to unruly behavior by individuals supporting continued use of the former Executive Director's facilities.
 - iv. At the September 22, 2011 special Board meeting, LACOE staff observed that the former Executive Director was seated at the Board table, held private conversations with one Board member during the course of the meeting, and called an absent Board

¹47604.4(a) In addition to the authority granted by Sections 1241.5 and 47604.3, a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school.

member to ask if they were coming to the meeting. The meeting was disbanded due to lack of a quorum.

- b. The former Executive Director interfered with the day to day operations of the school.
- i. In July 2011, the former Executive Director represented WAYS in a Department of Labor Relations Division of Labor Standard Enforcement Hearing as reported by the filing party.
 - ii. On August 30, 2011, LACOE staff observed the presence of the former Executive Director at a WAYS' professional development day including her access to confidential student level data. LACOE also obtained written evidence, corroborated by Mr. Cureton, that she had addressed the staff using materials identifying her as the "Chief Executive Officer of Wisdom Academy."
 - iii. On September 30, 2011, Mr. Cureton sent an email stating, "I will resign my position as Executive Director at Wisdom Academy for Young Scientists Charter School on October 1, 2011, because I am being constantly harass[ed] by the founder/former executive director and her son."
- c. WAYS has not implemented the academic program described in the charter.
- i. WAYS has not provided the science-centered curriculum stated in Element 1 of the charter. The petition states WAYS' mission as follows:

The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program and expecting them to be leaders who will act as change agents in their local community. (Emphasis added)

As part of WAYS' renewal application to LAUSD, the district asked the question, "What innovative elements of your charter could be considered best practices and replicated by other schools?" WAYS' response, in part, was its "Science Centered curriculum."

- A. The 2010-11 California Standards Test (CST) for science (administered at fifth grade) indicates only 33% of students scored proficient or above in science. In the previous year, 81% of students scored proficient or above.
- B. Observation by LACOE staff during October 19, 2011, and February 22, 2012, site visits is that the science kits named in the charter are not being utilized and are not present in classrooms. WAYS staff verbally confirmed this observation.
- C. The complaint that textbooks are out of date is corroborated by statements made by WAYS staff that the school is in need of textbooks.
- D. At a December 2011 Board meeting, the WAYS principal reported to the WAYS Board that the school was meeting with a contractor to "bring back"

a science program the school previously utilized. There was no evidence of that program during a February 22, 2012 site visit. During that visit, the principal stated the school has deferred the science focus until the school's performance in math and language arts improves.

E. April 2012, LACOE received a complaint against WAYS alleging the school did not provide adequate instructional materials, including textbooks, to implement the educational program.

d. The WAYS Board failed to fulfill its duty of care and fiduciary responsibility by:

i. Permitting the former Executive Director access to school financial accounts past her date of employment:

A. She remained as a signatory on school bank accounts for more than four (4) months past her date of employment.

B. She made charges to a credit card in the school's name between June 13 and June 30, 2011, for travel, accommodations, meals, and gasoline in the amount of \$2,155.00.

ii. Providing insufficient oversight to ensure adherence to its fiscal policies, including

A. The Director of Operations, son of the former Executive Director, approved the check request for the school's credit card payment including charges he initiated.

e. The following allegations are still pending due to WAYS' failure to cooperate with LACOE's request for information pursuant to EC 47604.4:

- *Fiscal mismanagement*
- *Breach of fiduciary responsibility*
- *Conflict of interest*
- *Breach of duty of care*

f. Over the course of the past six (6) months, LACOE issued repeated invitations to WAYS Board and Executive Director to participate in the investigation, only to be met by resistance and later refusal. WAYS even improperly invoked the Dispute Resolution Process to as to what it claims were "false" allegations prompting the investigation. In its last correspondence WAYS maintained its position that it refuses to participate in the investigation.

Attachment 4

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

MAY 01 2012

BY: AD.RC
Ex Officio Secretary

Board Meeting – May 1, 2012

Item VIII. Recommendations

- D. Approval for the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the charter petition

The Superintendent recommends that the Los Angeles County Board of Education (County Board) directs the Superintendent to issue a letter to *Wisdom Academy for Young Scientists Charter School* requesting mediation pursuant to the Dispute Resolution Process stated in the petition.

000230

Attachment 5



Los Angeles County Office of Education

Leading Educators = Supporting Students = Serving Communities

May 17, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 337-8209
E-mail: edcabill@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rudell S. Freer
President

Rebecca J. Turrentino
Vice President

Douglas R. Boyd

Katie Braude

Gabriela Holt

María Peza

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cherly Johnson
Ms. Eleanor Jones
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

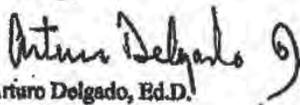
Notice of Audit Pursuant to *Education Code* Section 1241.5(c)

This letter notifies the Wisdom Academy for Young Scientists (WAYS) that my office has approved the initiation of an audit under *Education Code* section 1241.5(c) to investigate possible fraud. We have contracted with the Fiscal Crisis and Management Assistance Team (FCMAT) to perform the audit. We have requested that FCMAT begin this audit as quickly as they can assign available staff.

We consider this to be an extraordinary request and we are approving the audit based on information contained in the school's 2011-12 Independent Audit as well as information provided by my staff. We will apprise you of the audit findings once the work has been completed.

My staff will be in contact with you regarding details as to the scope of the work and other contract issues. Should you have any questions regarding this audit, please contact Dr. Alex Cherniss at (562) 922-6124, or Ms. Marlene Dunn at (562) 922-6131.

Sincerely,


Arturo Delgado, Ed.D.
Superintendent

AD/AC/JH:ls

- cc: Los Angeles County Board of Education
- Joel Montero, Chief Executive Officer, FCMAT
- Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
- Alex Cherniss, Ed.D., Chief Business Officer, Business Services, LACOE
- Marlene Dunn, Director, Business Advisory Services, LACOE

8300 Imperial Highway, Downey, California 90242-2890 (562) 822-6111

000231

EXHIBIT

15

FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000232



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

January 24, 2014

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turrentine
President

Katie Braude
Vice President

Douglas R. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Reisler

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Hon. Carol Lee Tolbert, President
Ms. Kimberly Daniels
Mr. Armando Espinosa
Ms. Sandra Davis
Mr. Norman Golden
Ms. Cherly Johnson
Dr. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Via First Class Mail and E-mail to:
edcabil@sbcglobal.net;
klds@civicpride.net;
kimberly@ksdanielslaw.com;
armando.espinosa.10@my.csum.edu;
saundavis@aol.com;
normanskx@gmail.com;
johnsoncenter@msn.com;
dvalenti747@yahoo.com

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Confirmation of Receipt of Responses to Superintendent's Notice of Concern

On December 20, 2013, Superintendent Dr. Arturo Delgado issued a *Notice of Concern* to Wisdom Academy for Young Scientists (WAYS). The letter requested an action plan, responsive to the issues stated in the letter, be submitted to the Charter School Office by January 20, 2014.

On January 21, 2014, the Los Angeles County Office of Education received two (2) responses: one from the WAYS Board President and one from the WAYS Executive Director. The responses contain contradictory information and request different timelines for submitting the action plan.

By Friday, January 31, 2014, please submit the school's response to the Superintendent's *Notice of Concern* to the Charter School Office.

Sincerely,

Judy Higelin
Project Director III
Charter School Office
Division of Accountability, Support and Monitoring

JH:ls

c: Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000234

Wisdom Academy for Young Scientists

January 31, 2014

Via Electronic Mail & U.S. Mail
delgado_arturo@lacoe.edu
higelin_judy@lacoe.edu

Arturo Delgado, Ed.D
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242-2890

Re: Response to your letter dated December 20, 2013 and letter from Judy Higelin dated
January 24, 2014

Dear Dr. Delgado:

Thank you for stating your concern to us about WAYS' Board governance. We recognize that we have had recent issues with inappropriate actions and communication coming from a specific Board Member. We, too, have been very concerned and our Board has taken steps to correct this matter, and we will continue to do so. At the January 30, 2014 Special Board Meeting, the Board voted to remove Carol Lee Tolbert from the WAYS Board. Thus, Carol Lee Tolbert is no longer a member of the WAYS Board and is no longer associated with WAYS in any capacity whatsoever. We believe this action is a major step in correcting our recent governance issues. Attachment 1 of this letter is our updated school contact list and attachment 2 of this letter is our List of current board members. WAYS intends to appoint additional members to its Board as soon as practicable.

I am further responding to your letter dated December 20, 2013, which you incorrectly mailed solely to the former WAYS Board Chair's residence in Oakland and her personal email address. As a result, WAYS did not receive your letter until January 14, 2014. Thus, it is unreasonable that you requested a response by January 20, 2014, which date is also a Federal recognized holiday. Going forward, please comply with the LACOE MOU with regard to such notices. The MOU specifically provides that LACOE send any and all notices and correspondence concerning WAYS to the Executive Director at the school's address. By incorrectly sending your notice to a single board member but addressing all of them, you could have inadvertently triggered a serial board communication (transmittal of your letter) in violation of the Brown Act. We expect you to comply with the MOU in this regard.

***Empowering Students to be Leaders,
Change Agents, and True Scientists***

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 • Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com • web: www.wisdomacademy.org

000235

At the time your letter was sent, WAYS had in fact submitted the following required reports. It is unclear why you were under the impression that they had not been sent by that date. One report (the December financial statement) did not exist yet at the time of your letter. In any event, here is a summary of when each report was submitted.

October Financials were submitted November 15, 2013

November Financials were submitted December 13th 2013

December Financials were not due by the time LACOE wrote the letter, it was subsequently submitted January 15, 2014

First Interim was submitted December 12, 2013

Unaudited Actuals was submitted before the due date but LACOE asked for adjustments and final submission was October 9th

The on a number of instances, the former WAYS Board Chair and one other Board Member incorrectly included a member of your office as a recipient in WAYS internal confidential communication, which was explicitly intended for me, which you quote in your letter. Her email dated November 20, 2013, was not a "notice of an altercation" to LACOE. Furthermore, a majority of the statements made in the former Board Chair's email dated November 20 were inaccurate and unfounded. That is being sorted out as an internal matter.

The former WAYS Board Chair was new to the organization, and had not been appointed, authorized, or delegated an authorized point of contact between LACOE and WAYS. As you know, any information provided by a single member of the WAYS Board, without prior authorization from the WAYS Board, is not and cannot be an official communication concerning the business and operations of WAYS. The former Board Chair, took an oath with the understanding that the authority rests with the Board as a whole and not with individuals. A single board member does not speak for the board or the organization. Many of your December 20, 2013 statements are based on what appears to be your misinterpretation of that internal communication.

Furthermore, your assertion that the CSO requested an explanation as to why the WAYS November 21, 2013 Board meeting was "postponed" is not correct. We did not receive any such request. In any event, the WAYS November 21, 2013 Board Meeting was postponed because I determined that the agenda was not posted in accordance with the Brown Act. We did not wish to proceed with an improperly noticed meeting, so we cured any potential violation by postponing the meeting until proper notice was provided. The improper notice was a result of the former Board Chair's learning curve on these issues.

Since the charter renewal period in May 2011, your office has made habitual misstatements and unfounded claims. We have been trying to resolve that problem with you, and will continue to do so. Most recently, your December 20, 2013 letter refers to "[my] history of overstepping [my] authority." That is false and misleading. You misquote my October 10, 2011, email insinuating that I overstepped my authority by calling a Board Meeting. However on October 10, 2011, I was still a member of the

WAYS Board; consequently my statement that "four of the remaining board members all agreed that we needed a called meeting because of the desperate and crucial situation surrounding WAYS" is in fact evidence that the Board called a meeting as required by the Bylaws, and in no way supports your suggestion that I have a "history" of "overstepping" my authority.

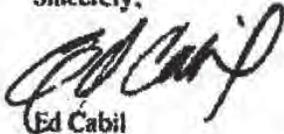
Also for the record, as my letter dated November 12, 2013 implied, the October 24, 2013 Board Meeting was ended abruptly at 8:40pm at the conclusion of the closed session with an unofficial Board consensus due to an unanticipated interruption. There was no threat to the health and safety of anyone in attendance at the October 24, 2013 meeting. Furthermore, my statements in my November 12, 2013 do not support any allegations or claims made by any board or staff member. WAYS maintains a safe and secure environment for its students, staff, administration, school volunteers, and visitors.

WAYS reviews its policies regularly. There were no changes made to the board approved policies including the Admissions/Enrollment/Lottery Policy, and Suspension & Expulsion Policy, which were initially submitted to LACOE in during the WAYS Charter Renewal in May 2011. On November 7, 2013, an email from Neha Patel indicates that the LACOE CSO was unable to locate these policies, and additionally requesting the newly required Student Fees Policy. These policies were resubmitted to LACOE on November 8, 2013, along with a draft version of the newly required Student Fees Policy Draft which was expected to be reviewed by the WAYS Board at the November 24, 2013 Board Meeting. We anticipate approval of the Student Fees Policy at our next board meeting.

We will continue to provide you information and document as we move forward. We agree that WAYS has experienced some difficulties with board governance; many volunteer boards do. We have several new board members, and the board is quickly working through some growing pains. We expect board meetings to operate much more smoothly going forward. Similarly, we expect the Board to meet regularly.

Concerning your comments about arbitration over "conditions of authorization", we hope to resolve that with you within the schedule set by the arbitrator, Mr. Mainland. Our attorney has asked LACOE for your proposed award language so we could consider agreeing to it without any objection or further waste of public dollars. We understand that LACOE's attorney agreed to provide that. We believe that will entirely resolve those issues.

Sincerely,



Ed Cabil

Cc: WAYS Board of Directors

**WAYS BOARD ROSTER
2013/2014**

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	President	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Saundra Davis	Member	saundavis@aol.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Treasurer	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Eleanor Jones	Member	eleanor@c-pass.biz	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cherly Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Norman Golden	Member	normansk@gmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Kimberly Daniels	Member	kimberly@ksdanielslaw.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/25/13	08/29/13	09/26/13	10/24/13	11/21/13	1/30/14	02/27/14	03/27/14	04/25/13	06/26/14
Time	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm

*Subject to change. Updated 1/31/14

000238

*Subject to change. Updated 1/31/14

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WISDOM ACADEMY for YOUNG SCIENTISTS
School Contact Information

Primary Contact

Name: Edward Cabil
Title: Executive Director/Principal
Mailing Address: 706 East Manchester Ave. Los Angeles, Ca 90001 Office
Phone: 323--537--8194
Direct Phone: 323--947--8083
Fax Number: 323--537--8209
Email Address: edcabil@sbcglobal.net

Secondary Contact

Name: Karen Horowitz
Title: Principal/Homeless Liaison
Mailing Address: 706 East Manchester Ave. Los Angeles, Ca 90001
Office Phone: 323--537--8208
Direct Phone: 320--994--8510
Fax Number: 323--537--8209
Email Address: kihorowitz@verizon.net

Name: Jason Okonkwo
Title: Director of Operations/On-Site Fiscal Manager
Mailing Address: 706 East Manchester Ave. Los Angeles, Ca 90001 Office Phone:
323--752--6655
Direct Phone: 323--253--8907
Fax Number: 323--752--6644
Email Address: mrjason7@gmail.com

Vice Principal
Deara Okonkwo
323-537-8208
deara7@gmail.com

Office Manager - Manchester Site
Tanya Castro- 323-752-6655

Office Clerk - Manchester Site
Bernardo Lopez - 323-752-6655

Office Clerk - Salvation Army Site
Justine Alvarez- 323-537-8294

000240

EXHIBIT

17

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000241

**RESOLUTION OF SCHOOL SITE COUNCIL
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the School Site Council of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 23rd day of January, 2014, the following resolution was offered, seconded, and adopted:

Summary: The School Site Council of Wisdom Academy for Young Scientists considered the Board of Director's membership of Board Members Carol Lee Tolbert and Samantha Davis. The said board members were elected to serve on the Board of Wisdom Academy on July 26, 2013. The said board members took an oath to consistently strive to promote the best interests of the school as a whole and follow ethical standards. However, since that time, their actions have proven to serve their own interests only and not the interests of the students or the school. The said board members have made gross violations of the Brown Act and their fiduciary responsibility to the organization and children, which has only been a distraction from the growth of the school and the enhancement of the educational program to which they originally took an oath to uphold. After thorough consideration, the School Site Council Members resolved that the aforementioned board member's actions are not in the best interests of said organization and they are demonstrably unlikely to serve as effective members of the Wisdom Academy for Young Scientists Board of Directors.

Be it resolved, that the School Site Council of Wisdom Academy for Young Scientists be and is hereby authorized, empowered, and directed to recommend the removal of Board Member and President Carol Lee Tolbert and Board Member Samantha Davis from the Wisdom Academy for Young Scientists Board of Directors on behalf of the parents, students, staff, and friends of the said organization.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California. "

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the School Site Council Members of this organization on the date specified.


(Signature of School Site Council Secretary)

000242

WAYSAPPEAL-000900

EXHIBIT

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FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000243

MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A CALIFORNIA NON-PROFIT ORGANIZATION)
AUDITED FINANCIAL STATEMENTS
FOR THE TWELVE MONTH ENDED JUNE 30, 2011

000244

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Not-for-Profit Organization)

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Twelve months period ended of June 30, 2011

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Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

Board of Directors of
Wisdom Academy for Young Scientists
Los Angeles, California

INDEPENDENT AUDITOR'S REPORT

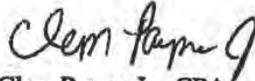
I have audited the accompanying statement of financial position of **Wisdom Academy for Young Scientists (WAYS)** (a California not-for-profit organization), as of June 30, 2011, and the related statements of activities and changes in net assets, and cash flows for the twelve months period then ended. These financial statements are the responsibility of **Wisdom Academy for Young Scientists'** management. My responsibility is to express an opinion on these financial statements based on my audit. The prior year summarized comparative information has been derived from the organization's 2010 financial statements and, in my report dated November 9, 2010, I expressed an unqualified opinion on those financial statements.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that our audit provides a reasonable basis for our opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Wisdom Academy for Young Scientists** as of June 30, 2011, and the changes in its net assets and cash flows for the twelve months period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated December 14, 2011 on my consideration of **Wisdom Academy for Young Scientists'** internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

My audit was conducted for the purpose of forming an opinion on the financial statements of **Wisdom Academy for Young Scientists**. The accompanying schedule of federal awards required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the additional supplementary information section is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Clem Payne, Jr., CPA
Altadena, California
December 14, 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF FINANCIAL POSITION

June 30,

ASSETS

	<u>2011</u>	<u>2010</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 513,331	\$ 422,535
Accounts receivable - Sponsoring Districts		53,977
Accounts receivable (Note 3)	525,547	368,201
Prepaid expenses	<u>45,756</u>	<u>34,058</u>
Total current assets	<u>1,084,634</u>	<u>878,771</u>
FURNITURE, EQUIPMENT AND IMPROVEMENTS:		
Furniture and equipment (Note 4)	77,221	65,682
Leasehold improvements (Note 4)	197,312	146,543
Leasehold improvements - ERate (Note 4)	35,483	35,483
Less: accumulated depreciation (Note 4)	<u>(53,691)</u>	<u>(34,610)</u>
Total furniture, equipment and improvements	<u>256,325</u>	<u>213,098</u>
Total assets	<u>\$ 1,340,959</u>	<u>\$ 1,091,869</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 56,732	\$ 75,132
Due to Sponsoring District	5,470	
Credit card payable	5,303	
Payroll liabilities	<u>29,125</u>	<u>10,206</u>
Total current liabilities	<u>96,630</u>	<u>85,338</u>

NET ASSETS

Unrestricted	1,249,799	1,006,531
Temporarily restricted - (deficit)	<u>(5,470)</u>	
Total net assets	<u>1,244,329</u>	<u>1,006,531</u>
Total liabilities and net assets	<u>\$ 1,340,959</u>	<u>\$ 1,091,869</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
 For the twelve month ended June 30,

	2011			2010
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND SUPPORT:				
General purpose block grant	\$ 982,763	\$	\$ 982,763	\$ 785,555
Categorical block grant	211,468		211,468	196,988
Class size reduction	89,182		89,182	87,426
Private contributions	8,446		8,446	3,135
Federal income		61,086	61,086	1,234
Charter school facilities grant		118,461	118,461	102,464
In-lieu property taxes	353,049		353,049	310,201
In-lieu property taxes - prior year	8,304		8,304	10,288
After school education and safety	112,500		112,500	-
Fundraising income	9,259		9,259	
Special education		204,578	204,578	175,509
Child nutrition - federal		147,788	147,788	112,524
Child nutrition - state	9,695		9,695	8,080
Title II		4,254	4,254	9,230
Title I		49,576	49,576	121,659
Facility reimbursement	52,738		52,738	
Other state income	89,549		89,549	102,773
Other local income	143,789		143,789	45,212
Interest income	1,488		1,488	1,521
Net assets released from restrictions	591,213	(591,213)	-	-
Total revenue and support	2,663,443	(5,470)	2,657,973	2,073,799
EXPENSES:				
Certificated salaries	833,752		833,752	583,267
Classified salaries	277,200		277,200	211,692
Fringe benefits	172,429		172,429	151,364
Books and supplies	126,532		126,532	93,920
Contract services and other expenses	959,793		959,793	715,687
Fundraising expenses	9,600		9,600	2,208
Depreciation	19,081		19,081	11,506
Other outgo	15,314		15,314	13,556
Total expenses	2,413,701	-	2,413,701	1,783,200
Increase (decrease) in net assets	249,742	(5,470)	244,272	290,599
Net assets, beginning of the year	1,006,531		1,006,531	699,705
Prior year adjustments (Note 11)	(6,474)		(6,474)	16,227
Net assets, end of the year	\$ 1,249,799	\$ (5,470)	\$ 1,244,329	\$ 1,006,531

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF CASH FLOWS
 For the twelve month ended June 30,

	<u>2011</u>	<u>2010</u>
Cash flows from operating activities:		
Increase in net assets	\$ 244,272	\$ 290,599
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	19,081	11,506
Prior period adjustments	(6,474)	16,227
Changes in operating assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable - sponsoring district	53,977	(53,977)
Accounts receivable	(157,346)	(171,499)
Prepaid expenses	(11,698)	(18,293)
Increase (decrease) in liabilities:		
Accounts payable	(18,400)	52,903
Due to Sponsoring District	5,470	
Other liabilities	5,303	(10,459)
Payroll liability	18,918	(8,799)
Net cash provided by operating activities	<u>153,103</u>	<u>108,208</u>
Cash flows from investing activities:		
Work in progress		35,484
Purchase of property and improvements	(62,308)	(108,177)
Net cash used for investing activities	<u>(62,308)</u>	<u>(72,693)</u>
Net increase in cash	90,795	35,515
Cash and cash equivalents- beginning of the year	<u>422,536</u>	<u>387,021</u>
Cash and cash equivalents - end of the year	<u>\$ 513,331</u>	<u>\$ 422,536</u>
Supplemental Disclosures:		
Cash paid for interest expense	<u>\$</u>	<u>\$ 1,197</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 1 - ORGANIZATION

NATURE OF BUSINESS

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of approximately 270 students located in South Los Angeles, serving kindergarten through fifth grade education. Opened in 2006, WAYS serve a population of students traditionally labeled as underperforming or high-risk students. As a charter school, WAYS was created under the approval of the Los Angeles Unified School District and the California State Board of Education, and receives public per-pupil funding to help support its operations. WAYS was granted the Accreditation of Commission for Schools of the Western Association of Schools and Colleges. The term of the accreditation will run through June 30, 2013. WAYS is economically dependent on federal and state funding provided through the Los Angeles Unified School District.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists. Teachers at WAYS are trained to incorporate a variety of assessment strategies including the regular use of authentic assessments, standardized tests, diagnostic tests, portfolios, and parent reports.

WAYS primary emphasis of its instructional program is to produce "leaders of science." Through a rigorous inquiry-based curriculum, rich in science, math, technology, social science and language development. The schools objective is for its students to experience learning in its most powerful, meaningful, and effective environment.

In 2010-2011, WAYS scored 736 on the Academic Performance Index (API).

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - continued

The summary of Significant Accounting Policies of WAYS is presented to assist in understanding the organization's financial statements. The financial statements and notes are representations of WAYS' management, who are responsible for their integrity and objectivity.

WAYS accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". WAYS conforms to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Statements Presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of FASB ASC 958-205, (prior authoritative literature: SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*). Accordingly, WAYS' financial statements are present on the following three classes of net assets: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Temporarily restricted and permanently restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class.

Revenue Recognition

Amounts received from the California Department of Education are recognized as revenue by WAYS based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Cash and Cash Equivalents

For purposes of the statement of cash flow, WAYS considered all liquid investments with a maturity three months or less to be cash equivalents.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Basis of Accounting

The financial statements of WAYS have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Accounts Receivable

WAYS accounts receivable consists of amounts due from government sources only. No allowance for doubtful accounts has been established as WAYS deems all amounts to be fully collectible.

Contributions and Contributed Services

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor as required by SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Amounts received that are designated for specific use in future periods are reported as temporarily restricted. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets for expenditure.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of financial statements and the reported revenues and expenses during the year. Accordingly, actual results could differ from those estimates.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Equipment and Improvements

Equipment and improvements are recorded at cost. All property, equipment and improvements with a value of \$1,000 or greater and a useful life of 1 year or more are capitalized. Improvements are depreciated under a straight-line method over their estimated useful lives of 20 years. Equipment is depreciated under straight-line method over the estimated useful life of five to seven years. The depreciation expense for the year ended June 30, 2011 is \$19,081.

Income Taxes

WAYS is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for income taxes.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with WAYS' financial statements for the twelve months period ended June 30, 2010, from which summarized information was derived.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)
NOTES TO FINANCIAL STATEMENTS
 Twelve Months Period ended June 30, 2011

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2011, reported as follows:

General purpose block grant	\$ <u>525,545</u>
Total	\$ <u>525,545</u>

NOTE 4 - EQUIPMENT AND IMPROVEMENTS

Below is the summary of the changes in fixed assets owned by Wisdom Academy for Young Scientists for the year ended June 30, 2011:

Description	Balance at 7/1/2010	Additions (deletions)	Balance at 6/30/11
Leasehold improvements	\$ 146,543	\$ 50,769	\$ 197,312
Leasehold improvements -ERate	35,483		35,483
Furniture and equipment	<u>65,682</u>	<u>11,539</u>	<u>77,221</u>
Total fixed assets	247,708	62,308	310,016
Accumulated depreciation	<u>(34,610)</u>	<u>(19,081)</u>	<u>(53,691)</u>
Net fixed assets	<u>\$ 213,098</u>	<u>\$ 43,227</u>	<u>\$ 256,325</u>

NOTE 5 - DONATED SERVICES

No amounts have been reflected in the accompanying financial statements for donated services inasmuch as no objective basis was available to measure the value of such services; however, some volunteers have donated their time to WAYS.

NOTE 6 - RECONCILIATION OF ANNUAL FINANCIALS

The schedule on page 17 were prepared by WAYS for the Los Angeles Unified School District.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 7 - COMMITMENTS

WAYS entered into a four-year lease agreement for its main facility with Kendra Okonkwo, Executive Director that commenced in July 2006. Monthly lease payments began at \$10,120. The agreement requires annual rent rate to increase approximately 3.0% each year. The lease was terminated in January 31, 2011, due to LAUSD concerns regarding a conflict of interest. Payments made on this facility lease totaled \$72,652 for the seven months period ended January 31, 2011 (Refer to Note 9 – Related Parties Transactions).

In addition, WAYS entered into a one-year lease on 8778 Central Avenue. The monthly lease payments are \$4,000. The agreement requires annual rent rate to increase approximately 3.0% each year. The lease was terminated in January 31, 2011. Payments made on this facility lease totaled \$28,720 for the five months period ended January 31, 2011 (Refer to Note 9 – Related Parties Transactions).

The owner of the real property changed in February 2011.

As such, WAYS entered into a five-month agreement for its main facility located on 706 East Manchester Avenue, L.A., CA with OCI Development Corporation. Monthly lease payments began at \$10,728. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2011. Payments made on this facility lease totaled \$53,640 for the seven months period ended June 30, 2011.

At the same time, WAYS entered into a five-month agreement with OCI Development Corporation for the property located at 8778 Central Avenue, L.A., CA. Monthly lease payments began at \$4,240. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2011. Payments made on this facility lease totaled \$21,200 for the seven months period ended June 30, 2011.

WAYS entered into a five-year lease agreement for a facility for additional occupancy and parking near its main facility. The lease commenced in December 2007. Monthly lease payments are \$1,450 for the duration of the lease. The lease will expire in December 2012. Payments made on the facility lease totaled \$17,400 for the twelve months ended June 30, 2011.

The future minimum lease payments due for the next 2 years are as follows:

<u>Year Ending June 30.</u>	<u>Amount</u>
2012	\$ 197,016
2013	202,926

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 8 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS). WAYS is not eligible to participate in Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

WAYS contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and WAYS is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2009-10 is 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS

WAYS' contributions to STRS and PERS for this fiscal year are as follows:

<u>Year Ended June 30</u>	<u>STRS Required Contribution</u>	<u>STRS Percent Contributed</u>
2011	\$71,650	100%

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 9 - RELATED PARTIES TRANSACTIONS

A related party is one which controls, exercises significant influences over, or is significantly influenced by a group or member in making financial, and operating decisions, along with any group member, is subject to common control or significant influence.

In 2006 WAYS entered into a rental services agreement with its executive director Kendra Okonkwo, a related party, to pay monthly rental installments for the locations of 702-706 East Manchester Street, Los Angeles, California and 8778 S. Central Avenue, Los Angeles, California. It appears that the executive director held title to those real properties until February 3, 2011. At which time the rental arrangement was terminated. During the fiscal year, WAYS made approximately \$108,212 in rental payments to this vendor. (Refer to Note 7 - Commitments).

NOTE 10 - SUBSEQUENT EVENTS

WAYS has evaluated subsequent events through December 14, 2011, the date which the financial statements were available to be issued.

WAYS entered into several one-year lease agreements for educational facility located on 706 East Manchester Avenue and 8778 Central Avenue. The lease will commence on July 2011, and ending on the 30th day of June 2012. Monthly lease payments for each property are \$10,738 and \$4,367.

In addition, WAYS entered into a one-year lease with the Salvation Army on 7651 Central Avenue. The monthly lease payments are \$13,492. The lease will commence on August 2011, and ending on July 2012.

On June 30, 2011, Wisdom Academy for Young Scientists' charter expired and was not renewed with the Los Angeles Unified School District. Effective July 1, 2011, Wisdom Academy for Young Scientists was chartered under the authority of the Los Angeles County Board of Education (LACOE).

NOTE 11 - Prior Period Adjustments

Miscellaneous adjustments to the prior period resulted primarily from correction to payable.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

SUPPLEMENTARY INFORMATION SECTION

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**RECONCILIATION OF ANNUAL FINANCIAL
REPORT WITH AUDITED FINANCIAL STATEMENTS**

For the year ended June 30, 2011

	<u>2011</u>
June 30, 2011 unaudited financial report fund balances (net assets)	<u>\$ 1,428,456</u>
Adjustments and Reclassifications:	0
Increasing (Decreasing) the Fund Balance (Net Assets)	
Cash in bank	(69,358)
Accounts receivable	(75,065)
Other assets	
Prepaid expenses	14,540
Property and equipment	(3,899)
Accumulated depreciation	(19,081)
(Increase) decrease in liabilities:	
Accounts payable	(31,237)
Payroll liabilities	13,158
Due to Sponsoring District	(5,470)
Other liabilities	<u>(7,715)</u>
Net adjustments and reclassifications	<u>(184,127)</u>
June 30, 2011 Audited Financial Statement Fund Balance	<u>\$ 1,244,329</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF INSTRUCTIONAL MINUTES
Twelve Months Period ended June 30, 2011

	<u>Requirement</u>	<u>Actual</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarden	34,971	64,800	180	In compliance
Grade 1 through 3	48,960	64,800	180	In compliance
Grade 4 through 5	52,457	64,800	180	In compliance

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF AVERAGE DAILY ATTENDANCE
Twelve Months Period ended June 30, 2011

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Classroom Based</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Total</u>
Kindergarden	54.74	54.74	54.50	54.50
Grade 1 through 3	130.18	130.18	127.90	127.90
Grade 4 through 5	71.07	71.07	71.32	71.32
ADA Totals	<u>255.99</u>	<u>255.99</u>	<u>253.72</u>	<u>253.72</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO SUPPLEMENTARY INFORMATION
Twelve Months Period ended June 30, 2011

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

B. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 For the year ended June 30, 2011

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA number	Contract period	Expenditures
UNITED STATES DEPARTMENT OF EDUCATION/			
Pass through State Department of Education/			
Title I	84.010	7/1/10-6/30/11	\$ 4,254
Title II	84.018	7/1/10-6/30/11	49,576
Education Job Fund	84.019	7/1/10-6/30/11	61,086
Charter School Facilities Incentive Grant	84.282D	7/1/10-6/30/11	<u>118,461</u>
Total United States Department of Education			<u>233,377</u>
UNITED STATES DEPARTMENT OF AGRICULTURE			
Pass through State Department of Education Child Nutrition/ Fiscal Services			
Child Nutrition - Federal	10.555	7/1/10-6/30/11	<u>147,788</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ <u>381,165</u>

The accompanying notes are an integral part of these financial statements
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WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Twelve Months Period ended June 30, 2011

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Wisdom Academy For Young Scientists and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

ORGANIZATION STRUCTURE

Twelve Months Period ended June 30, 2011

Wisdom Academy for Young Scientists (#839) was formed as charter pursuant to Education Code Section 47600 under an agreement with Los Angeles Unified District granted in July, 2006.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

School Board		
Name	Term on Board Expires	Board
Karen Haynes	Perpetual	Secretary
Jonathan Fields	Perpetual	Member
Adell Walker	Perpetual	Member
Queen Collins	Perpetual	Parent
Loretta McDonald	Perpetual	Representative
Kandee Lewis	Perpetual	Chairperson
Edward Cabil (Resigned October 8, 2011)	Perpetual	Member
Alex Love	Perpetual	Member
Oliver Ortega	Perpetual	Member
Cathy Roby	Perpetual	Member
Tamara Smith	Perpetual	Member
Dorothy Valenti	Perpetual	Member

Administration	
Kendra Okonkwo (Dismissed May 2011)	Executive Director
Michael Cureton (May 2011 through September 2011)	Executive Director
Edward Cabil (Effective October 14, 2011)	Executive Director
Alake Watson	Principal
Bali Business Management	Business Manager

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

I have audited the financial statements of **Wisdom Academy for Young Scientists (WAYS)** as of and for the twelve months period ended June 30, 2011, and have issued my report thereon dated December 14, 2011. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered WAYS' internal control over financial reporting as basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WAYS' internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of WAYS' internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

(Continued)

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies. List of findings, please refer to schedule of findings and questions costs.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether WAYS' financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of WAYS in a separate letter dated December 14, 2011.

WAYS' response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit WAYS' response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Directors, management, the Los Angeles Unified School District, the California Department of Education, the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr. CPA
Altadena, California
December 14, 2011

Clem Payne, Jr.
 CERTIFIED PUBLIC ACCOUNTANT

REPORT ON STATE COMPLIANCE

Board of Directors
 Wisdom Academy for Young Scientists
 Los Angeles, California

I audited the financial statements of Wisdom Academy for Young Scientists (WAYS), a California non-profit corporation, as of and for the twelve months period June 30, 2011, and have issued our report thereon dated December 14, 2011, which was unqualified. My audit was made in accordance with auditing standards generally accepted in the United States of America, the standards for financial and compliance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Education Audit Appeals Panels Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for our opinion.

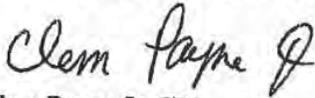
WAYS' management is responsible for the Academy's compliance with laws and regulations. In connection with the audit referred to above, I selected and tested transactions and records to determine WAYS' compliance with the laws and regulations applicable to the following items:

<u>State Compliance Procedures for Charter Schools:</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Class Size Reduction Program		
General Requirements	7	Not Applicable
Option One Classes	3	Not Applicable
Option Two Classes	4	Not Applicable
Only One School Serving Grades L-3		
After School Education and Safety Program:		
General Requirements	4	Yes
After School	4	Yes
Before School	5	Not Applicable
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Non-classroom – Based Instructions/ Independent Study	15	Not Applicable
Determination of Funding for Non-class Based Instructions	3	Not Applicable
Annual Instructional Minutes – Classroom Based	3	Yes

The term "Not Applicable" is used above to mean either that WAYS did not offer the program during the current fiscal year or that the program applies only to a different type of local education agency.

Based on my audit, I found that, for the items tested, **Wisdom Academy for Young Scientists** complied with the laws and regulations of the state programs referred to above. Further, based on my examination, for items not tested, nothing came to our attention to indicate that **WAYS** had not complied with the laws and regulations of state programs and requirements.

This report is intended solely for the information and use of the **Wisdom Academy for Young Scientists'** Board of Directors, management, the Los Angeles Unified School District, the Los Angeles County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr. CPA
Los Angeles, California
December 14, 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Twelve Months Period ended June 30, 2011

A. Summary of Auditors' Results

1. Financial Statements

Type of auditors' report issued: **Unqualified**

Internal control over financial reporting:

One or more material weaknesses identified? Yes No

One or more significant deficiencies identified
are not considered to be material weaknesses? Yes No

We consider the combination of the following deficiencies in Wisdom Academy for Young Scientists' internal control to be material weaknesses:

Condition:

- Untimely deposit of cash receipts,
- Lack of proper bank reconciliation supervision,
- Lack of accounts receivable reconciliation of general ledger account with sub-accounts,
- Recording of transactions without complete supporting documentation or proper written explanation.

Questioned Costs:

Not Applicable

Context:

This problem was systemic

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Twelve Months Period ended June 30, 2011

A. Summary of Auditors' Results (Continued)

We consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies:

- Salaries and wages expense accounts were not reconciled to the quarterly payroll returns.
- Written assets capitalization policy needs to be implemented and followed.

Questioned Costs:

Not Applicable

Context:

This problem was systemic

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

June 30, 2010

Audit findings are identified as one or more of the following six categories:

Five Digit Code

10000
20000
30000
40000
50000
60000

Finding Categories

Attendance
Inventory of Equipment
Internal Control
State Compliance
Federal Compliance
Miscellaneous

Findings: None noted.

Questioned Costs: None noted

EXHIBIT

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FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000274

MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A CALIFORNIA NON-PROFIT ORGANIZATION)
AUDITED FINANCIAL STATEMENTS
FOR THE TWELVE MONTH ENDED JUNE 30, 2012

000275

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Not-for-Profit Organization)

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Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

Board of Directors of
Merle Williamson Foundation, dba
Wisdom Academy for Young Scientists
Los Angeles, California

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying statement of financial position of Wisdom Academy for Young Scientists (WAYS) (a California not-for-profit organization), as of June 30, 2012, and the related statements of activities and changes in net assets, and cash flows for the twelve months period then ended. These financial statements are the responsibility of Wisdom Academy for Young Scientists' management. My responsibility is to express an opinion on these financial statements based on my audit. The prior year summarized comparative information has been derived from the organization's 2011 financial statements and, in my report dated December 14, 2011, I expressed an unqualified opinion on those financial statements.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that our audit provides a reasonable basis for our opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2012, and the changes in its net assets and cash flows for the twelve months period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated December 31, 2012 on my consideration of Wisdom Academy for Young Scientists' internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

My audit was conducted for the purpose of forming an opinion on the financial statements of Wisdom Academy for Young Scientists. The accompanying schedule of federal awards required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the additional supplementary information section is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
 For the twelve months ended June 30,

	2012			2011
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND SUPPORT:				
General purpose block grant	\$ 1,634,727	\$	\$ 1,634,727	\$ 982,763
Categorical block grant	276,279		276,279	211,468
Private contributions	2,304		2,304	8,446
Federal income		411,510	411,510	262,704
In-lieu property taxes	558,869		558,869	353,049
In-lieu property taxes - prior year			-	8,304
Fundraising income	2,736		2,736	9,259
Special education		186,214	186,214	204,578
Other state income	688,296		688,296	472,125
Other local income	6,284		6,284	143,789
Interest income	653		653	1,488
Net assets released from restrictions	649,441	(649,441)	-	-
Total revenue and support	3,819,589	(51,717)	3,767,872	2,657,973
EXPENSES:				
Certificated salaries	1,273,808		1,273,808	833,752
Classified salaries	407,908		407,908	277,200
Fringe benefits	355,384		355,384	172,429
Settlement payment - (Note 11)	228,665		228,665	
Books and supplies	161,609		161,609	126,532
Contract services and other expenses	941,264		941,264	766,181
Occupancy, repairs, and rental	391,331		391,331	193,612
Fundraising expenses	390		390	9,600
Depreciation	31,402		31,402	19,081
Other outgo	2,520		2,520	15,314
Total expenses	3,794,281	-	3,794,281	2,413,701
Increase (decrease) in net assets	25,308	(51,717)	(26,409)	244,272
Net assets, beginning of the year	1,249,799	(5,470)	1,244,329	1,006,531
Prior year adjustments (Note 15)	9,114		9,114	(6,474)
Net assets, end of the year	\$ 1,284,221	\$ (57,187)	\$ 1,227,034	\$ 1,244,329

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF CASH FLOW
 For the twelve month ended June 30,

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Changes in net assets	\$ (26,409)	\$ 244,272
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	31,402	19,081
Prior period adjustments	9,114	(6,474)
Changes in operating assets and liabilities:		
(Increase) decreases in assets:		
Accounts receivable - sponsoring district	(27,961)	53,977
Accounts receivable	(731,328)	(157,346)
Due from former executive director	(10,120)	
Security deposits	(30,911)	
Prepaid expenses	26,886	(11,698)
Increase (decrease) in liabilities:		
Accounts payable	5,993	(18,400)
Due to Sponsoring District	(5,470)	5,470
Settlement payable	228,665	
Other liabilities	(823)	5,303
Payroll liability	(1,954)	18,918
Net cash provided by operating activities	<u>(332,916)</u>	<u>153,103</u>
Cash flows from investing activities:		
Purchase of computers and improvements	(181,227)	(62,308)
Net cash used by investing activities	<u>(181,227)</u>	<u>(62,308)</u>
Cash flows from financing activities:		
Proceed from line of credit - Wells Fargo	250,000	
Net cash provided by (used in) financing activities:	<u>250,000</u>	
Net increase (decrease) in cash	(464,143)	90,795
Cash and cash equivalents- beginning of the year	513,331	422,536
Cash and cash equivalents - end of the year	<u>\$ 49,188</u>	<u>\$ 513,331</u>
Supplemental Disclosures:		
Cash paid for interest expense	<u>\$ 1,319</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 1 - ORGANIZATION

NATURE OF BUSINESS

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of approximately 520 students located in South Los Angeles, serving kindergarten through fifth grade education. Opened in 2006, WAYS serve a population of students traditionally labeled as underperforming or high-risk students. As a charter school, WAYS was created under the approval of the Los Angeles Unified School District and the California State Board of Education, and receives public per-pupil funding to help support its operations. On June 30, 2011, Wisdom Academy for Young Scientists' charter expired and was not renewed with the Los Angeles Unified School District.

Effective July 1, 2011, Wisdom Academy for Young Scientists was chartered under the authority of the Los Angeles County Board of Education (LACOE).

WAYS was granted the Accreditation of Commission for Schools of the Western Association of Schools and Colleges. The term of the accreditation will run through June 30, 2013. WAYS is economically dependent on federal and state funding provided through the Los Angeles County Board of Education.

In 2011-2012, WAYS scored 716 on the Academic Performance Index (API).

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES - continued

The summary of Significant Accounting Policies of WAYS is presented to assist in understanding the organization's financial statements. The financial statements and notes are representations of WAYS' management, who are responsible for their integrity and objectivity.

WAYS accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". WAYS conforms to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Statements Presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of FASB ASC 958-205, (prior authoritative literature: SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*). Accordingly, WAYS' financial statements are presented on the following three classes of net assets: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Temporarily restricted and permanently restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class.

Revenue Recognition

Amounts received from the California Department of Education are recognized as revenue by WAYS based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Cash and Cash Equivalents

For purposes of the statement of cash flow, WAYS considered all liquid investments with a maturity three months or less to be cash equivalents.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Basis of Accounting

The financial statements of WAYS have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Accounts Receivable

WAYS accounts receivable consists of amounts due from government sources only. No allowance for doubtful accounts has been established as WAYS deems all amounts to be fully collectible.

Contributions and Contributed Services

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor as required by SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Amounts received that are designated for specific use in future periods are reported as temporarily restricted. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets for expenditure.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of financial statements and the reported revenues and expenses during the year. Accordingly, actual results could differ from those estimates.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Equipment and Improvements

Equipment and improvements are recorded at cost. All property, equipment and improvements with a value of \$1,000 or greater and a useful life of 1 year or more are capitalized. Improvements are depreciated under a straight-line method over their estimated useful lives of 20 years. Equipment is depreciated under straight-line method over the estimated useful life of five to seven years. The depreciation expense for the year ended June 30, 2012 is \$31,402.

Income Taxes

WAYS is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for income taxes.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with WAYS' financial statements for the twelve months period ended June 30, 2011, from which summarized information was derived.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 (A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
 Twelve Months Period ended June 30, 2012

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2012, reported as follows:

General purpose block grant	\$ 697,820
Los Angeles Unified School District	27,961
Special Education	151,044
Categorical grant	28,790
Class size reduction	64,314
Child nutrition - federal	38,088
Child nutrition	67,185
Facility grant	184,983
After school grant	39,375
Total	\$ 1,299,560

NOTE 4 - EQUIPMENT AND IMPROVEMENTS

Below is the summary of the changes in fixed assets owned by Wisdom Academy for Young Scientists for the year ended June 30, 2012:

Description	Balance at 7/1/2011	Additions (deletions)	Balance at 6/30/12
Leaschold improvements	\$ 197,312	\$ 78,471	\$ 275,783
Leaschold improvements - ERate	35,483		35,483
Computer and equipment		37,987	37,987
Furniture and equipment	77,221	64,769	141,990
Total fixed assets	310,016	181,227	491,243
Accumulated depreciation	(53,691)	(31,402)	(85,093)
Net fixed assets	\$ 256,325	\$ 149,825	\$ 406,150

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 5 - DONATED SERVICES

No amounts have been reflected in the accompanying financial statements for donated services inasmuch as no objective basis was available to measure the value of such services; however, some volunteers have donated their time to WAYS.

NOTE 6 - RECONCILIATION OF ANNUAL FINANCIALS

The schedule on page 17 were prepared by WAYS for the Los Angeles Unified School District.

NOTE 7 - COMMITMENTS

As such, WAYS entered into a twelve-month agreement for its main facility located on 706 East Manchester Avenue, L.A., CA with OCI Development Corporation. Monthly lease payments began at \$13,052. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$156,627 for the year ended June 30, 2012.

At the same time, WAYS entered into a twelve-month agreement with OCI Development Corporation for the property located at 8778 Central Avenue, L.A, CA. Monthly lease payments began at \$4,367. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$52,404 for the year ended June 30, 2012.

WAYS entered into a five-year lease agreement for a facility for additional occupancy and parking near its main facility. The lease commenced in December 2007. Monthly lease payments are \$1,450 for the duration of the lease. The lease will expire in December 2012. Payments made on the facility lease totaled \$17,400 for the twelve months ended June 30, 2012.

WAYS entered into a twelve-month agreement with The Salvation Army for the property located at 7651 South Central Avenue, L.A, CA. The lease commenced in August 2011. Monthly lease payments began at \$13,492. The lease will expire in July 2012. Payments made on this facility lease totaled \$136,413 for the year ended June 30, 2012.

The future minimum lease payments due for the next year are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2013	\$ 379,632

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 8 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS). WAYS is not eligible to participate in Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

WAYS contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and WAYS is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2011-12 is 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS

WAYS' contributions to STRS and PERS for this fiscal year are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>STRS</u> <u>Required</u> <u>Contribution</u>	<u>STRS</u> <u>Percent</u> <u>Contributed</u>
2012	\$96,379	100%

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 9 – LINE OF CREDIT – WELLS FARGO

WAYS obtained a revolving line of credit with Wells Fargo Bank that allows WAYS to borrow up to a maximum of \$250,000. As of June 30, 2012, WAYS had \$250,000 outstanding on the line of credit. The line of credit matures on February 15, 2013. The interest rate on the line of credit is 5%.

Total interest charge to expense for the year ended June 30, 2012 was \$1,319.

As December 31, 2012, WAYS outstanding line of credit balance was paid in full.

NOTE 10 - RELATED PARTIES TRANSACTIONS.

A related party is one which controls, exercises significant influences over, or is significantly influenced by a group or member in making financial, and operating decisions, along with any group member, is subject to common control or significant influence.

DeDe Dance Studio, a non-profit organization, provided after school program service to WAYS. WAYS' assistant principal is the executive director of the DeDe Dance Studio and is related to the WAYS' Director of Operations. During the year ended June 30, 2012, DeDe Dance Studio received payments of \$36,000 from WAYS.

As of December 31, 2012, DeDe Dance Studio corporate status is suspended with the California Secretary of State.

NOTE 11 – SETTLEMENT WITH FORMER EXECUTIVE DIRECTOR

On October 26, 2012, WAYS and the former executive director entered into a settlement agreement and mutual release of claims. WAYS paid the former executive director a sum of \$228,665.38 to settle all claims arising or any way relating to the dispute. In consideration, the former executive director release and discharge WAYS from all cause of action relating to the dispute.

Because the proposed settlement was initiated by letters dated January and May 2012 and as such was related to the June 30, 2012 year end. The amount of \$228,665.38 is recognized on the June 30, 2012 statement of financial position as a liability and the statement of activities as a payroll related transaction.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTE 12 – PENDING CLAIMS AND LITIGATION

On April 12, 2011, WAYS has been named in a wrongful employment termination by Plaintiff, who was a former teacher at WAYS. The stated cause of action for wrongful termination is violation of the Labor Code section 1102.5.

A trial was recently held and on December 4, 2012, the jury found in favor of the Plaintiff. A judgment was entered in the amount of \$566,803 against the school.

December 31, 2012, management has brought post-trial motion and is contesting the verdict on the grounds that the Plaintiff did not present sufficient evidence to overcome the substantial evidence establishing she was terminated for legitimate, non-retaliatory reasons. The motion is scheduled to be heard in Los Angeles County Superior Court on January 17, 2013. Pending the hearing on this motion, the process to satisfy the existing monetary judgment has not been initiated.

NOTE 13 – DUE FROM FORMER EXECUTIVE DIRECTOR

Prepaid rent in the amount of \$10,120 was paid in the fiscal year 2009-10 to the former executive director. The executive director was also the organization landlord. The prepaid amount was not subsequently earned through the period ending of 6/30/12 and therefore due back to WAYS.

NOTE 14 – SUBSEQUENT EVENTS

WAYS has evaluated subsequent events through December 31, 2012, the date which the financial statements were available to be issued.

WAYS entered into two one-year lease agreements for educational facility located on 706 East Manchester Avenue and 8778 Central Avenue. The lease will commence on July 2012, and ending on the 30th day of June 2013. Monthly lease payments for each property are \$13,559 and \$4,467.

In addition, WAYS entered into a one-year lease with the Salvation Army on 7651 Central Avenue. The monthly lease payments are \$12,548. The lease will commence on August 2012, and ending on July 2013.

NOTE 15 - Prior Period Adjustments

Miscellaneous adjustments to the prior period resulted primarily from correction to petty cash, payable and prepaid expenses.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

SUPPLEMENTARY INFORMATION SECTION

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
RECONCILIATION OF ANNUAL FINANCIAL
REPORT WITH AUDITED FINANCIAL STATEMENTS
For the year ended June 30, 2012

	<u>2012</u>
June 30, 2012 unaudited financial report fund balances (net assets)	<u>\$ 1,197,837</u>
Adjustments and Reclassifications:	
Increasing (Decreasing) the Fund Balance (Net Assets)	
Cash in bank	16,346
Accounts receivable	239,892
Other assets	
Prepaid expenses	17,089
Property and equipment	33,576
Accumulated depreciation	(31,404)
(Increase) decrease in Liabilities:	
Accounts payable	(8,639)
Settlement Payable	(228,665)
Rounding	2
Current Losses	
Net adjustments and reclassifications	<u>38,197</u>
June 30, 2012 Audited Financial Statement Fund Balance	<u>\$ 1,236,034</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF INSTRUCTIONAL MINUTES
Twelve Months Period ended June 30, 2012

	<u>Requirement</u>	<u>Reduced</u>	<u>Actual</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarten	36,000	33,531	64,800	180	In compliance
Grade 1 through 3	50,400	46,944	64,800	180	In compliance
Grade 4 through 5	54,000	50,297	64,800	180	In compliance

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF AVERAGE DAILY ATTENDANCE

Twelve Months Period ended June 30, 2012

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Classroom Based</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Total</u>
Kindergarten	84.45	84.45	84.51	84.51
Grade 1 through 3	226.73	226.73	215.93	215.93
Grade 4 through 5	138.30	138.30	130.33	130.33
ADA Totals	449.48	449.48	430.77	430.77

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO SUPPLEMENTARY INFORMATION
Twelve Months Period ended June 30, 2012

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

B. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2012

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA number	Contract period	Expenditures
UNITED STATES DEPARTMENT OF EDUCATION/			
Pass through State Department of Education/			
Title I	84.010	7/1/11-6/30/12	\$ 127,246
Charter School Facilities Incentive Grant	84.282D	7/1/11-6/30/12	<u>37,684</u>
Total United States Department of Education			<u>164,930</u>
UNITED STATES DEPARTMENT OF AGRICULTURE			
Pass through State Department of Education, Child Nutrition/ Fiscal Services			
Child Nutrition - Federal	10.555	7/1/11-6/30/12	<u>296,287</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ <u>461,217</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Twelve Months Period ended June 30, 2012

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Wisdom Academy for Young Scientists and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

ORGANIZATION STRUCTURE
Twelve Months Period ended June 30, 2012

Wisdom Academy for Young Scientists (#839) was formed as charter pursuant to Education Code Section 47600 under an agreement with Los Angeles Unified District granted in July, 2006.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

School Board		
Name	Term on Board Expires	Board
Karen Haynes	June 30, 2013	Secretary
Dr. Dorothy Valenti	June 30, 2014	Chairperson
Norman Golden	June 30, 2014	Member
Armando Espinosa	June 30, 2014	Member
Cheryl Johnson	June 30, 2014	Member
Eleanor Jones	June 30, 2014	Member

Administration	
Edward Cabil	Executive Director
Jason Okonkwo	Director of Operations

Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With Government Auditing Standards**

Board of Directors
Merle Williamson Foundation, dba.
Wisdom Academy for Young Scientists (WAYS)
Los Angeles, California

I have audited the financial statements of Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012, and have issued our report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting:

Management of Wisdom Academy for Young Scientists (WAYS) is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered Wisdom Academy for Young Scientists' internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

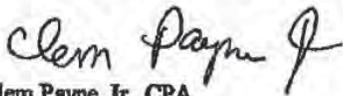
**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards* -
*continued***

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. I consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Finding and Questioned Costs as Finding 11-01/30000 and 11-02/30000. Wisdom Academy for Young Scientists' response to the findings identified in my audit is described in the accompanying Schedule of Findings and Questioned Costs. I did not audit Wisdom for Young Scientists' response and, accordingly, I express no opinion on it.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wisdom Academy for Young Scientists' financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, the Los Angeles County of Education, the California Department of Education, the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

Clem Payne, Jr.
 CERTIFIED PUBLIC ACCOUNTANT

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors
 Wisdom Academy for Young Scientists
 Los Angeles, California

I have audited the financial statements of the Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012 and have issued my report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. I have also audited the WAYS' compliance with the requirements specified in the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2011-12*, published by the Education Audit Appraisal Panel, applicable to the WAYS' statutory requirements identified below for the year ended June 30, 2012. Compliance with the requirements referred to above is the responsibility of the WAYS' management. My responsibility is to express an opinion on the WAYS' compliance based on our audit.

The auditing standards referred to above require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the state laws and regulations applicable to the items in the schedule below occurred. An audit includes examining, on a test basis, evidence about the WAYS' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. I believe that my audit provides a reasonable basis for our opinion. My audit does not provide a legal determination of the WAYS' compliance with those requirements.

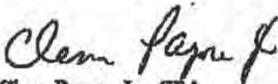
In connection with the audit referred to above, I selected and tested transactions and records to determine the WAYS' compliance with the state laws and regulations applicable to the following items:

State Compliance Procedures for Charter Schools:	Procedures in Audit Guide	Procedures Performed
Class Size Reduction Program	7	Not Applicable
General Requirements	3	Not Applicable
Option One Classes	4	Not Applicable
Option Two Classes	4	Not Applicable
Only One School Serving Grades 1-3	4	Not Applicable
After School Education and Safety Program:		
General Requirements	4	Yes
After School	5	Yes
Before School	6	Not Applicable
Comprehensive Records of Attendance	3	Yes
Mode of Instruction	1	Yes
Non-classroom - Based Instruction/ Independent Study	15	Not Applicable
Determination of Funding for Non-class Based Instruction	3	Not Applicable
Annual Instructional Minutes - Classroom Based	4	Yes

The term "Not Applicable" is used above to mean either that WAYS did not offer the program during the current fiscal year or that the program applies only to a different type of local education agency.

In my opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its state programs for the fiscal year ended June 30, 2012.

This report is intended solely for the information and use of the Wisdom Academy for Young Scientists' Board of Directors, management, the Los Angeles County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.


Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Twelve Months Period ended June 30, 2012

A. Summary of Auditors' Results

1. Financial Statements

Type of auditors' report issued:

Unqualified

Internal control over financial reporting:

One or more material weaknesses identified?

Yes No

One or more significant deficiencies identified
are not considered to be material weaknesses?

Yes No

Noncompliance material to financial statement
noted?

Yes No

2. State Awards

Internal control over state programs:

Material weaknesses identified?

Yes No

Significant deficiencies identified not considered
to be material weaknesses?

Yes No

Type of auditor's report issued on compliance for
same programs:

Unqualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2012

Significant Deficiencies

Finding 11-01/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized:

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of over site over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom for Young Scientists will continue the audit recommendation. WAYS will implement policies and procedures that will require an explanation for any difference between the reconciled cash balance and the related general account balance. An employee or officer who does not have custody or access to cash and who does not record cash related transaction will review monthly bank reconciliation and authorize any correcting entries as applicable.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
June 30, 2012

Significant Deficiencies:

Finding 11-02/30000

Deficiency in Internal Control Condition – Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
June 30, 2011

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-01 /30000

Deficiency in Internal Control Condition – Untimely Deposit of Cash Receipts

Criteria

Effective internal control over cash receipts ensures that all funds are timely deposited in the bank and are properly recorded in the appropriate general account.

Condition

An examination of cash receipts disclosed an incident where a check received was not deposited or recorded timely.

Questioned Costs

None

Context

There were no effect on the current financial statement because the funds were deposited in the proper period.

Effect

Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws & regulations.

Cause

A customer's check that was placed in a desk draw was inadvertently overlooked and not deposited timely.

Recommendation

The Organization should ensure that all funds are deposited timely. Mail should be open by an employee that restrict endorses all checks, prepares deposited slip and forward a copy of deposit slips and check received to accounting for recording. Monthly bank reconciliation should always compare deposit reported per bank to recorded deposit.

Organization's Response

Wisdom Academy For Young Scientists will establish procedures and over site that will ensure that all cash receipts are deposited and recorded timely.

Current Status

Cash receipts appears to be deposited timely.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-02/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized.

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of over site over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures that will require an employee or officer who does not have custody or access to cash and who does not record cash related transaction to review monthly bank reconciliation and authorize any correcting entries as applicable.

Current Status

Procedures were established to review bank reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS --(Continued)

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-03 /30000

Deficiency in Internal Control Condition – Account Receivable Reconciliation

Criteria

Effective internal control over financial reporting necessitate that accounts receivable subsidiary ledger balances should be reconciled to the general ledger account balance and reconciling items should be investigated and cleared in a timely manner.

Condition

The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances.

Questioned Costs

None

Context

The differences noted were not material to the current year financial statements.

Effect

Not reconciling accounts receivable general ledger account balance to the accounts receivable subsidiary ledger balances could result in materially errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure that the general ledger accounts receivable balance is properly reconciled to subsidiary ledger balances and that difference are investigated and cleared in a timely manner.

Recommendation

The Organization should establish clear policy and procedures to ensure that general ledger control account balances are properly reconciled to subsidiary ledger balances and that any differences be investigated and cleared in a timely manner.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures regarding reconciling general ledger control accounts balances to subsidiary ledger balances. Such procedures will include proper review and supervision.

Current Status

Procedures were developed to compare and review general ledger activity.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-04/30000

Deficiency in Internal Control Condition – Recording Transaction Without Complete Supporting Documentation

Criteria

Effective internal controls over cash disbursements requires that adequate supporting documentation be attached or otherwise matched to all check requests processed for payment and that such supporting documentation be the basis for recording in financial records.

Condition

During the examination it was noted that supporting documentation for several disbursements were not complete.

Questioned Costs

None

Context

Once notified about the missing documents, the Organization located the proper supporting documentations which were either misfiled or unfiled at that time. As such, there were no effect on the current year financial statements

Effect

Lack of complete supporting documentation could result in payments made for goods or services not received, duplicate payments or payments that are incorrect or fraudulent. In addition records could be lost destroyed, misused or altered to the detriment of the Organization. The results could be material misstated financial statements

Cause

The Organization has not adequately established written policies and procedures and over site to ensure that all check requests are accompanying by proper and complete supporting documentation.

Recommendation

The Organization should establish clear policies and procedures for the approval of all check request and all check requests should be supported by proper and complete documentation.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures requiring complete supporting documentation for all check requests.

Current Status

Procedures were established that requiring adequate supporting documentation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

Significant Deficiencies:

Finding 11-05 /30000

Deficiency in Internal Control Condition - Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

Current Status

Procedures established to review and compare payroll activity to general ledger accounts.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued
Significant Deficiencies:

Finding 11-06/30000

Deficiency in Internal Control Condition – Written Asset Capitalization Policy

Criteria

Written capitalization policies and procedures for property and equipment are essential in order to systematically and accurately record, classify and document costs incurred from acquiring property, equipment and other long lived assets

Condition

The Organization has no written asset capitalization policies or procedures. As such, costs were expensed in the in the financial records that should have been capitalized and depreciated over lives in excess on one year.

Questioned Costs

None

Context

In reviewing cost related to leasehold improvement, it was determined that leasehold improvement expenditures were classified as repairs and maintenance expense. The examination indicated that the classification was incorrect because the improvement was deemed to be of benefit to the Organization for more than one year and the amount was sufficient enough to warrant capitalization. The amount was not considered material to the current financial statements.

Effect

Lack of written policies and procedures that consistently define and set asset capitalization threshold and valuation, systematically classify and accurately recorded asset acquisition could result in unreliable financial reporting and compliance with applicable laws and regulations.

Cause

The Organization has not adequately established policies and procedures to ensure that fixed assets are properly capitalized and classified in the financial records.

Recommendation

The Organization should establish policies and procedures that ensure that fixed assets are properly capitalized and classified in the financial records.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures to systematically and accurately record, classify and document costs incurred for property, equipment and other long lived assets.

Current Status

Organization to follow LEA procedures.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

June 30, 2010

Audit findings are identified as one or more of the following six categories:

Five Digit Code

10000
20000
30000
40000
50000
60000

Finding Categories

Attendance
Inventory of Equipment
Internal Control
State Compliance
Federal Compliance
Miscellaneous

Findings: None noted.

Questioned Costs: None noted

EXHIBIT

20

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000312

MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
Financial Statements and Supplemental Information
Year Ended June 30, 2013

000313

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Financial Statements and Supplemental Information
Year Ended June 30, 2013

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000314

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on Financial Statements

We have audited the accompanying financial statements of Wisdom Academy for Young Scientists, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

Wisdom Academy for Young Scientists did not maintain a detail of capital assets or depreciation. As a result we are unable to obtain sufficient appropriate audit evidence about the balances recorded in capital assets. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by *Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying additional supplementary information, as required by the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2014 on our consideration of Wisdom Academy for Young Scientists' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Wisdom Academy for Young Scientists' internal control over financial reporting and compliance.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

FINANCIAL STATEMENTS

000317

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Statement of Financial Position
June 30, 2013

ASSETS

Current Assets

Cash and cash equivalents	\$	185,082
Accounts receivable		1,330,545
Prepaid expenditures		32,325
Total Current Assets		<u>1,547,952</u>

Noncurrent Assets

Capital assets, net		<u>436,315</u>
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Other Assets

Deposits		30,911
Total Other Assets		<u>30,911</u>

TOTAL ASSETS \$ 2,015,178

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$	152,249
Accrued payroll liabilities		12,428
Total Current Liabilities		<u>164,677</u>

Total Liabilities 164,677

Net Assets

Unrestricted		1,850,501
Temporarily restricted		-
Total Net Assets		<u>1,850,501</u>

TOTAL LIABILITIES AND NET ASSETS \$ 2,015,178

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Activities
 Year Ended June 30, 2013

	Unrestricted	Temporarily Restricted	Total
REVENUE AND SUPPORT			
Revenue			
State aid, charter school general purpose grant	\$ 1,236,199	\$ -	\$ 1,236,199
State aid, education protection account	515,580	-	515,580
Payments in lieu of property taxes	658,800	-	658,800
Federal revenue	-	505,490	505,490
Other state revenue	503,188	704,606	1,207,794
Interest	958	-	958
Other local revenue	60,735	-	60,735
Total Revenues	<u>2,975,460</u>	<u>1,210,096</u>	<u>4,185,556</u>
Net assets released from restrictions:			
Grant restrictions satisfied	1,210,096	(1,210,096)	-
TOTAL REVENUE AND SUPPORT	<u>4,185,556</u>	<u>-</u>	<u>4,185,556</u>
EXPENSES			
Certificated salaries	1,064,504	-	1,064,504
Classified salaries	571,532	-	571,532
Taxes and employee benefits	294,016	-	294,016
Books and supplies	179,307	-	179,307
Rentals, leases and repairs	409,226	-	409,226
Consultants	849,650	-	849,650
Other operating expenditures	147,977	-	147,977
Debt service interest	12,352	-	12,352
Depreciation expense	33,525	-	33,525
TOTAL EXPENSES	<u>3,562,089</u>	<u>-</u>	<u>3,562,089</u>
CHANGE IN NET ASSETS	623,467	-	623,467
NET ASSETS, BEGINNING OF YEAR	1,284,221	(57,187)	1,227,034
ADJUSTMENT TO BEGINNING NET ASSETS (Note L)	(57,187)	57,187	-
NET ASSETS, END OF YEAR	<u>\$ 1,850,501</u>	<u>\$ -</u>	<u>\$ 1,850,501</u>

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Statement of Cash Flows
Year Ended June 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 623,467
Depreciation	33,525
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
(Increase) Decrease resulting from changes in assets:	
Accounts receivable	(45,709)
Due from related entity	10,120
Prepaid expenses	(13,455)
Increase (Decrease) resulting from changes in liabilities:	
Accounts payable	85,045
Accrued payroll liabilities	(14,744)
Settlement payment	(228,665)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>449,584</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of capital assets	(63,690)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(63,690)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Principal payments on line of credit	(250,000)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>(250,000)</u>

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 135,894

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 49,188

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 185,082

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements
Year Ended June 30, 2013

A. Organization and Summary of Significant Accounting Policies

Organization

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (the Academy) was organized on September 12, 2006 as a charter school pursuant to California Education Code §47600 under a charter agreement with Los Angeles Unified School District in July, 2006. Effective July 1, 2011, the Academy was chartered under the authority of the Los Angeles County Office of Education (LACOE). The Academy operates under a locally elected Board form of government and provides educational services to grades K-5 as mandated by the State and/or Federal agencies.

The Academy is a California public charter academy organized for the purpose of providing rigorous academic environment to a population of students traditionally labeled as underperforming or high-risk students. The Academy's vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) No. 958, Financial Statements of Not-for-Profit Organizations. Under ASC No. 958, the Academy is required to report information regarding its financial position and activities according to three classes of net assets:

- Unrestricted net assets represent expendable funds available for operations, which are not otherwise limited by donor or grant restrictions.
- Temporarily restricted net assets consist of contributed funds or grants subject to donor or grant imposed restrictions contingent upon specific performance of a future event or a specific passage of time before the Academy may spend the funds.
- Permanently restricted net assets are subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

The Academy had no permanently restricted net assets during the year.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Academy considers all highly liquid debt equity instruments purchased with an original maturity of three months or less to be cash equivalents.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Investments

The Academy's method of accounting for investments, in accordance with generally accepted accounting principles, is the fair value method. Fair value is determined by published quotes. Changes in fair value of investments results in increases or decreases in unrealized fair values of equity investments. Adjustments to fair values are reflected as unrealized gain/loss on investments in the accompanying statement of activities.

Accounts Receivable

Accounts receivable arise in the normal course of operations. It is the policy of management to review the outstanding accounts receivable at year end, as well as bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. No allowance was considered necessary as management believes that all amounts are collectible.

Capital Assets

Property and equipment are recorded at cost, or estimated fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the accounts in the year of disposal, and any resulting gain or loss is included in the Academy's earnings. Management has elected to capitalize and depreciate all assets costing \$1,000 or greater and a useful life of 1 year or more. All other assets are charged to expense in the year incurred. The Academy's policy is to evaluate the remaining lives and recoverability in light of the current conditions. It is reasonably possible that the Academy's estimate to recover the carrying amount of the property and equipment will change. Estimated useful lives range from one to fifty years depending on the asset.

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition or when resources are received by the Academy prior to the Academy meeting the requirements for legal claim to the resources.

In subsequent periods, when both revenue recognition criteria are met or when the Academy has legal claim to the resources, the liability for unearned revenue is removed from the statement of financial position and revenue is recognized.

Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any restrictions.

All donor or grant restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Contributed Materials and Services

Contributed materials are recorded at their fair market value where an objective basis is available to measure their value. Such items are capitalized or charged to operations as appropriate. The Academy receives services donated by volunteers in carrying out the Academy's operations. The services do not meet the criteria as contributions and are, therefore, not recognized in the financial statements.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contribution of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Academy reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Academy reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Block Grant Revenues and Payments in Lieu of Property Taxes

The Academy's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes two block grants based on statewide charter school rates multiplied by the Academy's average daily attendance (ADA) as reported at the Second Principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the Academy, which is funding in lieu of property taxes. The balance is paid from the state General Fund, in the form of the General Purpose Block Grant and the Categorical Block Grant.

Advertising

Advertising costs are expensed when incurred.

Income Taxes

The Academy is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The Academy is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The Academy may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2013, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The Academy follows provisions of uncertain tax positions as addressed in ASC 958. The Academy recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2013.

The Academy files informational and income tax returns in the United States and in the state of California. The federal income tax and informational returns are subject to examination by the Internal Revenue Service for three years after the returns are filed. State and local jurisdictions have statutes of limitation that generally range from three to five years.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Subsequent Events

In preparing these financial statements, the Academy has evaluated events and transactions for potential recognition or disclosure through January 15, 2014, the date the financial statements were available to be issued.

B. Cash and Cash Equivalents

Cash in Bank

The Academy's cash (\$185,082 as of June 30, 2013) is held in financial institutions which are either insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor or certain non-interest bearing accounts that are fully insured by the FDIC. As of June 30, 2013, the Academy did not have any cash that was exposed to uninsured deposit risk.

C. Accounts Receivable

As of June 30, 2013 accounts receivable consisted of:

Federal Government:	
Federal Grants	\$ 118,459
State Government:	
General Purpose Block Grant	460,031
Categorical Block Grant	34,889
Education Protection Account	515,580
Lottery Revenue	40,372
Other State Grants	128,037
Local Sources:	
In lieu of Property Taxes	10,875
Other Local Sources	<u>22,302</u>
Total	<u>\$ 1,330,545</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

D. Prepaid Expenses

Prepaid expenses at June 30, 2013 consist of prepaid rent in the amount of \$32,325.

E. Deposits

Deposits at June 30, 2013 consist of security deposits for facilities in the amount of \$30,911.

F. Capital Assets

As of June 30, 2013 capital assets consisted of:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Leasehold improvements	\$ 311,266	\$ 63,690	\$ -	\$ 374,956
Equipment	37,987	-	-	37,987
Furniture and fixtures	141,990	-	-	141,990
Total capital assets	491,243	63,690	-	554,933
Less accumulated depreciation	<u>(85,093)</u>	<u>(33,525)</u>	<u>-</u>	<u>(118,618)</u>
Capital assets, net	<u>\$ 406,150</u>	<u>\$ 30,165</u>	<u>\$ -</u>	<u>\$ 436,315</u>

G. Accounts Payable

As of June 30, 2013 accounts payable consisted of:

Vendors payable	\$ 20,647
Food services	130,639
Other liabilities	<u>963</u>
Total	<u>\$ 152,249</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

H. Operating Leases

On December 1, 2012 the School entered into a lease agreement with Elder T. Turner for use of facilities. The agreement does not contain a purchase option and does not meet the requirements for capitalization. As such, the lease has not been recorded on the statement of financial position. The agreement provides for monthly payments of \$1,750 for a period of 60 months. The agreement contains a termination clause providing for cancellation after a specified number of days written notice to the lessor, but it is unlikely that the School will cancel the agreement prior to the expiration date. Future minimum lease payments under the agreement are as follows:

Year Ended June 30,	Lease Payments
2014	\$ 21,000
2015	21,000
2016	21,000
2017	21,000
2018	<u>8,750</u>
Total	<u>\$ 92,750</u>

I. Functional Expenses

As of June 30, 2013 functional expenses consisted of:

	Program Services	Management and General	Total
Certificated salaries	\$ 1,064,504	\$ -	\$ 1,064,504
Classified salaries	90,803	480,729	571,532
Taxes and employee benefits	207,622	86,394	294,016
Books and supplies	94,700	84,607	179,307
Rentals, leases and repairs	368,303	40,923	409,226
Consultants	592,632	257,018	849,650
Other operating expenditures	-	147,977	147,977
Debt service interest	-	12,352	12,352
Depreciation expense	<u>23,468</u>	<u>10,057</u>	<u>33,525</u>
Total expenses	<u>\$ 2,442,032</u>	<u>\$ 1,120,057</u>	<u>\$ 3,562,089</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

J. Commitments and Contingencies

State and Federal Allowances, Awards, and Grants

The Academy has received federal and state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement will not be material. As a result, no liability has been accrued.

Sick Leave

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulate sick leave. Employees, therefore, are never paid for any sick leave balance at termination of employment or any other time. Therefore, it is not appropriate to accrue the value of the accumulated sick leave.

K. Employee Retirement System

Qualified employees are covered under multiple-employer defined benefit pension plan by an agency of the State of California. Certificated employees are members of the State Teachers' Retirement System (CalSTRS). The risks of participating in this multi-employer plan are different from single-employer plan in the following aspects:

1. Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.
2. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
3. If the School chooses to stop participating in some of its multi-employer plans, the School may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The Academy's participation in this plan for the fiscal year ended June 30, 2013, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2013 and 2012 is for the plan's year-end at June 30, 2012 and June 30, 2011, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Pension Fund	Plan Number	Year Ended June 30		Pending/Implemented	Year Ended June 30			Employees Participating	Surcharge Imposed
		2012	2011		2013	2012	2011		
CalSTRS	NPA	Yellow	Yellow	No	\$ 85,865	\$ 96,379	\$ 71,650	24	No

NPA - Not publicly available

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

CalSTRS:

The Academy contributes to the State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2013 active plan members were required to contribute 8% of their salary and the employer contribution rate was 8.25% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The Academy made contributions as noted above. For the year ended June 30, 2013 the State contributed \$55,094 on behalf of the Academy.

L. Adjustment to Beginning Net Assets

Deficit in beginning temporarily restricted net assets was the result of program expenditures in excess of restricted revenue sources. These expenditures were covered by unrestricted sources and as such the beginning balance is being adjusted to reflect those expenditures from unrestricted sources rather than temporarily restricted sources.

M. Subsequent Event

In July 2013 the Academy entered into operating lease agreements for facilities with OCI Development Corporation. The lease terms provide for use of three facilities for one year in exchange for rents of \$18,657 per month.

In August 2013 the Academy entered into an operating lease for facilities with Salvation Army. The lease terms provide for use of facilities for one year in exchange for rents of \$13,388 per month through May of 2014 with an increase in rent of \$1,513 for June and July 2014.

In December 2013 the Academy sold a vehicle for \$26,000.

SUPPLEMENTAL INFORMATION

000329

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Organization Structure
Year Ended June 30, 2013

Wisdom Academy for Young Scientists (Charter #839) was formed pursuant to Education Code Section 47600 under agreement with Los Angeles Unified School District granted in July, 2006. Effective July 1, 2011, the Academy was charter under the authority of the Los Angeles County Office of Education.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Carol Tolbert	Chairperson	Three Year Term Expires June 30, 2016
Dr. Dorothy Valenti	Vice Chairperson	Three Year Term Expires June 30, 2014
Karen Haynes	Secretary	Three Year Term Expires June 30, 2013
Armando Espinosa	Treasurer	Three Year Term Expires June 30, 2014
Norman Golden	Member	Three Year Term Expires June 30, 2014
Cheryl Johnson	Member	Three Year Term Expires June 30, 2014
Eleanor Jones	Member	Three Year Term Expires June 30, 2014
Kimberly Daniels	Member	Three Year Term Expires June 30, 2016
Sandra Davis	Member	Three Year Term Expires June 30, 2016

ADMINISTRATION

Edward Cabil
Executive Director

Jason Okonkwo
Director of Operations

Karen Horowitz
Principal

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Average Daily Attendance
Year Ended June 30, 2013

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>
Classroom Based Attendance:				
Kindergarten	84.80	N/A	84.00	N/A
Grades 1-3	254.53	N/A	253.70	N/A
Grades 4-6	130.34	N/A	129.39	N/A
Total Classroom Based Attendance	469.67	N/A	467.09	N/A

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Instructional Time
Year Ended June 30, 2013

<u>Grade Level</u>	<u>Minutes Requirement</u>	<u>2012-13 Actual Minutes</u>	<u>Number of Traditional Days</u>	<u>Status</u>
Kindergarten	34,971	56,700	180	Complied
Grade 1	48,960	56,700	180	Complied
Grade 2	48,960	56,700	180	Complied
Grade 3	48,960	56,700	180	Complied
Grade 4	52,457	56,700	180	Complied
Grade 5	52,457	56,700	180	Complied

The Academy receives incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the Academy and whether they complied with the provisions of Education Code Sections 46200 through 46206. Charter schools must maintain their instructional minutes at the 1986-87 requirements as adjusted by Education Code sections later adopted.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Financial Trends and Analysis
 Year Ended June 30, 2013

	Budget 2014 (Note 1)	2013	2012	2011
Revenues	\$ 4,174,783	\$ 4,185,556	\$ 3,767,872	\$ 2,657,973
Expenses	4,170,313	3,562,089	3,794,281	2,413,701
Change in Net Assets	4,470	623,467	(26,409)	244,272
Ending Net Assets	\$ 1,854,971	\$ 1,850,501	\$ 1,227,034	\$ 1,244,329
Unrestricted Net Assets	\$ 1,867,620	\$ 1,863,150	\$ 1,227,034	\$ 1,244,329
Unrestricted net assets as a percentage of total expenses	45%	52%	32%	52%
Total Long Term Debt	\$ -	\$ -	\$ 250,000	\$ -
Average Daily Attendance at P2	468.00	469.67	449.48	N/A

Note 1: The 2014 budget is presented for analysis only and is based on estimates of the 2013-14 fiscal year. The information has not been subject to audit procedures.

This schedule discloses the Academy's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the Academy's ability to continue as a going concern for a reasonable period of time.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
Year Ended June 30, 2013

June 30, 2013 Unaudited Actuals - Charter School Enterprise Fund	<u>\$ 1,883,889</u>
Adjustments and Reclassifications:	
Overstatement of Cash and Cash Equivalents	(31)
Overstatement of Accounts Receivable	(88,512)
Understatement of Prepaid Expenses	32,325
Overstatement of Capital Assets, Net	(35,762)
Understatement of Deposits	30,911
Overstatement of Accounts Payable	40,109
Understatement of Accrued Payroll Liabilities	<u>(12,428)</u>
Total Adjustments and Reclassifications	<u>(33,388)</u>
June 30, 2013 Audited Financial Statement Net Assets	<u><u>\$ 1,850,501</u></u>

This schedule provides the information necessary to reconcile the fund balance as reported on the Annual Financial and Budget Report Alternative Form to the net assets reported in the audited financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2013

<u>Federal Grantor/Pass Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. DEPARTMENT OF EDUCATION			
Passed through State Department of Education:			
Title I	84.010	14329	191,437
IDEA - Special Education	84.027	13379	53,412
IDEA - Mental Health Services	84.027	14468	46,513
Total Special Education Cluster			<u>99,925</u>
Title II - Teacher Quality	84.367	14341	2,067
Total passed through State Department of Education			<u>293,429</u>
Total U.S. Department of Education			<u>293,429</u>
U.S. DEPARTMENT OF AGRICULTURE			
Passed through State Department of Education:			
National School Lunch Program	10.555	13391	212,061
Total passed through State Department of Education			<u>212,061</u>
Total U.S. Department of Agriculture			<u>212,061</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 505,490</u>

The accompanying notes to the schedule of expenditures of federal awards is an integral part of this schedule.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2013

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Academy and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

000337

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance With Government Auditing Standards**

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Wisdom Academy for Young Scientists (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 15, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Wisdom Academy for Young Scientists' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wisdom Academy for Young Scientists' internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and/or significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-1, 2013-2, 2013-3, 2013-5, 2013-6 and 2013-9 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-4, 2013-7 and 2013-8 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wisdom Academy for Young Scientists' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as items 2013-9, 2013-10 and 2013-11.

The Academy's Response to Findings

The Academy's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Compliance for Each
Major Program and on Internal Control Over Compliance
Required by OMB Circular A-133**

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on Compliance for Each Major Federal Program

We have audited Wisdom Academy for Young Scientists' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Wisdom Academy for Young Scientists' major federal programs for the year ended June 30, 2013. Wisdom Academy for Young Scientists' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Wisdom Academy for Young Scientists' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about ABC Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Wisdom Academy for Young Scientists' compliance.

Opinion on Each Major Federal Program

In our opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of Wisdom Academy for Young Scientists are responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Wisdom Academy for Young Scientists' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of ABC Academy's internal control over compliance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2013-9 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies which we considered to be significant deficiencies in internal control over compliance.

The Academy's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Academy's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report on State Compliance

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on State Compliance

We have audited the Academy's compliance with the types of compliance requirements described in the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel, that could have a direct and material effect on each of the Academy's state programs identified below for the fiscal year ended June 30, 2013.

Management's Responsibility for State Compliance

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each applicable program as identified in the State's audit Guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller General of the United States; and the State's audit guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. Those standards and audit guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state programs noted below. An audit includes examining, on a test basis, evidence about the Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the district's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the district's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools		
Attendance Accounting:		
Attendance Reporting	6	N/A
Teacher Certification and Misassignments	3	N/A
Kindergarten Continuance	3	N/A
Independent Study	23	N/A
Continuation Education	10	N/A
Instructional Time:		
School Districts	6	N/A
County Offices of Education	3	N/A
Instructional Materials, General Requirements	8	N/A
Ratios of Administrative Employees to Teachers	1	N/A
Classroom Teacher Salaries	1	N/A
Early Retirement Incentive	4	N/A
Gann Limit Calculation	1	N/A
School Accountability Report Card	3	N/A
Juvenile Court Schools	8	N/A
School Districts and Charter Schools		
Class Size Reduction:		
General Requirements	7	Yes
Option One	3	Yes
Option Two	4	N/A
Only One School Serving Grades K-3	4	N/A
After School Education and Safety Program:		
General Requirements	4	Yes
After School Component	5	Yes
Before School Component	6	N/A
Charter Schools		
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Nonclassroom-Based Instruction/Independent Study	15	N/A
Determination of Funding for Nonclassroom Based Instruction	3	N/A
Annual Instructional Minutes – Classroom Based	4	Yes

The term N/A is used above to mean either the Academy did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

Basis for Qualified Opinion on State Compliance

As described in items 2013-10 and 2013-11 in the accompanying schedule of findings and questioned costs, the Academy did not comply with some requirements associated with the class size reduction program and the after school education and safety program. Compliance with such requirements is necessary, in our opinion, for the Academy to comply with the requirements applicable to the programs.

Qualified Opinion on State Compliance

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2013.

The Academy's Response to Findings of State Compliance

The Academy's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Academy's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California

January 15, 2014

FINDINGS AND RECOMMENDATIONS

000345

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Auditor's Results

Year Ended June 30, 2013

FINANCIAL STATEMENTS

Type of auditor's report issued: Qualified

Internal control over financial reporting:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are not considered material weakness(es)? X Yes No

Noncompliance material to financial statements noted? Yes X No

FEDERAL AWARDS

Internal control over major programs:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are not considered material weakness(es)? Yes X No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? X Yes No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027	Special Education Cluster
10.555	National School Lunch Program

Dollar threshold used to distinguish between Type A and Type B programs \$300,000

Auditee qualified as low-risk auditee? Yes X No

STATE AWARDS

Any audit findings disclosed that are required to be reported in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies*? X Yes No

Type of auditor's report issued on compliance for state programs: Qualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

A. Financial Statement Findings

Finding 2013-1 (30000)
Bank Reconciliations

Criteria or Specific Requirement

Determine that the Academy has sufficient internal controls to ensure proper recording of transactions and safeguarding of assets.

Condition

Upon completion of bank reconciliations, each month an adjustment is made to the financial statements for any amounts that are unknown as to the nature of the transaction. These amounts are being posted into suspense accounts with the intent of subsequently posting a journal entry to record the transactions into the correct expenditure or revenue account. At year end these items were not reconciled and posted into the proper accounts. In addition, these items are not supported by any documentation that verifies the amounts are appropriate or approved.

Questioned Costs

\$13,735 recorded in suspense account

Context

Some items recorded in the bank reconciliations are not supported by invoices or approval documentation.

Effect

The Academy is at risk of recording errors and misappropriation of assets.

Cause

The Academy has not established adequate procedures to ensure that supporting documentation is provided for all transactions associated with the bank accounts. As a result, the individual charged with responsibility for reconciling bank accounts does not have sufficient information to adequately report information. Management officials from the school site are not providing information necessary to post correcting journal entries. In addition, these items are not being reviewed subsequent to completion of bank reconciliations.

Recommendation

Establish procedures to ensure supporting documentation is provided for all transactions. Ensure that the procedures include documentation of approval for expenditures and for subsequent review by management of the Academy.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Finding 2013-2 (30000)
Payroll Expense Reconciliations

Criteria or Specific Requirement

Determine that amounts for payroll are accurately reported and reconcile to supporting documentation.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

Adjusting journal entries were posted to the financial statements to correct the payroll liability and payroll expense.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liabilities.

Recommendation

Establish clear policies and procedures to reconcile payroll liabilities and expense accounts monthly. The reconciliation should be reviewed and approved by management.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure appropriate controls over payroll reporting.

Finding 2013-3 (30000)
Year End Accruals and Closing Process

Criteria or Specific Requirement

Determine that the financial statements are accurately reported.

Condition

The Academy did not record closing transactions for accounts receivable, accounts payable, prepaid expenses, and capital assets. In addition, journal entries were posted to the financial statements resulting in recording differences between the trial balance provided for audit purposes and the amounts reported to the Los Angeles County Office of Education for inclusion in their unaudited actuals submitted to the California Department of Education.

Questioned Costs

None

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Context

Adjusting journal entries were posted to the financial statements to correct accounts receivable, accounts payable, prepaid expenses, and capital assets.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures for year-end closing and recording of accruals.

Recommendation

Establish clear written policies and procedures for year-end closing which includes reconciliation of revenue and expense items sufficient to record accruals for accounts receivable, accounts payable, prepaid expenses and capital assets. Review year-end financial statements to ensure accuracy of reporting. Establish a timeline for closing to ensure no changes are made after submission of financial statements to oversight agencies.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of financial statements.

Finding 2013-4 (30000)

Payroll Documentation

Criteria or Specific Requirement

Ensure that individuals charged to payroll are employees of the Academy and that there are adequate controls over payroll to safeguard the assets of the organization.

Condition

Personnel Action Forms which document employee's position and approved pay rates are not complete. In 100% of Personnel Action Forms reviewed there were missing approval signatures on the forms. In addition, in 9 out of 10 I-9's reviewed the forms are not being completed correctly. The I-9 forms were either missing the documentation of what items were reviewed to verify eligibility for employment, missing employer signature of verification, or both.

Questioned Costs

None

Effect

The Academy is exposed to risk of noncompliance with I-9 requirements. In addition, the Academy is exposed to risk of paying individuals who are not approved by management.

Cause

The Academy has not established adequate procedures which require hiring documentation be completed and reviewed prior to filing away in the employee file.

Recommendation

Establish policies and procedures to ensure that hiring documentation is being completed, including approval signatures, and reviewed by management.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure appropriate controls over payroll.

Finding 2013-5 (30000)

Capital Assets

Criteria or Specific Requirement

Verify that amounts reported for Capital Assets are correctly stated and that estimates of useful lives are reasonable.

Condition

The Academy is unable to provide a detail of Capital Assets or a depreciation schedule to support amounts recorded in the financial statements. In addition, purchases of capital assets were inappropriately recorded as expenses rather than increases to capital assets. The Academy did not calculate and record depreciation. We attempted to contact the previous auditor to obtain information regarding balances in capital assets but received no response.

Context

Adjusting journal entries were posted to the financial statements to record current year additions and an estimate of depreciation.

Effect

There is not sufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements associated with capital assets. In addition, the Academy is exposed to risk associated with disappearance of capital assets as there is not a tracking system for such items.

Cause

The Academy has not adequately established policies for tracking capital assets and ensuring that they are appropriately recorded in the financial statements. The Academy has relied on previous auditors to post adjusting journal entries for additions and depreciation. The Academy has not established procedures for disposal of capital assets.

Recommendation

Obtain an appraisal of all capital assets owned by the Academy to ensure that all assets of the Academy are tracked and recorded. Establish inventory procedures to ensure that all items are still in custody of the Academy at year end. Establish procedures to ensure recording of additions and depreciation are done as a part of year end closing procedures.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of capital assets.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Finding 2013-6 (30000)
Credit Card Supporting Documentation

Criteria or Specific Requirement

Ensure that the Academy has procedures in place to ensure allowable expenditures and safeguard assets.

Condition

The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they were used.

Questioned Costs

\$5,858 known credit card expenses from sample selected.

Context

Credit card statements are being used as the only supporting documentation for some expenditure items.

Effect

Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets.

Cause

The Academy has not established adequate written procedures requiring attachment of supporting invoices or receipts for credit card transactions.

Recommendation

Establish written procedures requiring the attachment of supporting invoices or receipts for all credit card transactions.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions inclusive of credit card transactions.

Finding 2013-7 (30000)
Beginning Net Assets

Criteria or Specific Requirement

Ensure that amounts reported in the financial statements are materially correct.

Condition

Beginning net assets were not in agreement with prior year audited ending net assets. The Academy was unable to provide reconciling items that supported adjustments to beginning net assets. We attempted to contact the previous auditor to obtain a reconciliation and prior year audit adjusting journal entries but received no response.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Questioned Costs

None

Context

Amounts reported by the Academy as beginning net assets varied from the prior year audit report by \$9,727. An adjustment was posted to bring the beginning balance in agreement with prior year audit report.

Effect

Beginning net assets were not in agreement with prior year audited ending net assets.

Cause

The Academy did not have procedures to reconcile beginning net assets with prior year audit report and did not have procedures in place to track prior year adjustments.

Recommendation

Establish written procedures to reconcile beginning net assets with audited ending net assets from the previous year.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure beginning net assets reconciles to audited ending net assets.

Finding 2013-8 (30000)

Inconsistent Reporting

Criteria or Specific Requirement

Verify that the Academy has reported accurate financial statements to oversight agencies.

Condition

The Academy is reporting to the Internal Revenue Service that they are operating on a calendar year but reporting to the Los Angeles County Office of Education and California Department of Education that they are operating on a fiscal year beginning July 1 and ending June 30. The financial reporting to the different oversight agencies is not consistent based upon different reporting of fiscal years.

Questioned Costs

None

Context

Established in California statute local education agencies report under a fiscal year beginning July 1 and ending on June 30. Internal Revenue Code requires that tax returns be prepared based upon the fiscal year of operation.

Effect

There is inconsistent reporting between the Academy and government agencies.

Cause

The Academy has not established a fiscal year with the Internal Revenue Service.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Recommendation

File necessary reports with the Internal Revenue Service to align tax reporting years with the Academy's fiscal year.

LEA's Response

The Academy will review this recommendation and subsequently take action to ensure consistent reporting between government agencies.

B. Federal Award Findings

Finding 2013-9 (50000)

Schedule of Expenditures of Federal Awards

Federal Major Program Identification

<u>Award Year</u>	<u>Program</u>	<u>CFDA #</u>	<u>Federal Grantor</u>	<u>Pass-Through Agency</u>
2012-13	National School Lunch Program	10.555	U.S. Department of Agriculture	California Department of Education
2012-13	Special Education Cluster	84.027	U.S. Department of Education	California Department of Education

Criteria or Specific Requirement

Determine that amounts reported in the Schedule of Expenditures of Federal Awards are accurately reported.

Condition

The Academy did not separately track expenditures for federal programs in their financial software.

Questioned Costs

Amounts expended under federal major programs audited were:

2012-13 National School Lunch Program (10.555) - \$212,061
2012-13 Special Education Cluster (84.027) - \$99,925

Context

OMB Circular A-133 requires the presentation of a schedule of expenditures of federal awards for any agency expending greater than \$500,000 of federal awards.

Effect

The Academy had to go through every expenditure item to identify which items were expended under federal awards. It took a significant amount of time to complete the schedule of expenditures of federal awards and delayed the timing of audit procedures associated with the Single Audit requirements under OMB Circular A-133. In addition, failure to track expenditures separately exposes the Academy to risk of understating federal expenditures or potentially using the funds in unallowable manners such as supplanting required services.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Cause

The Academy has not established policies and procedures requiring separate tracking of federal expenditures. There are not adequate internal controls in place to evaluate federal expenditures to ensure that they are accurately reported, meet program requirements, and are not used to supplant existing services.

Recommendation

Establish written policies and procedures requiring separate tracking of federal expenditures. Review expenditures to ensure they meet program requirements.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of federal expenditures.

C. State Award Findings

Finding 2013-10 (40000)

Class Size Reduction Program

Criteria or Specific Requirement

Verify that amounts reported on the form J-7CSR were accurate and were based on average daily enrollment taken from the first day of school through April 15 of the school year being reviewed.

Condition

In our review of the form J-7CSR the data was prepared using average monthly enrollment based upon the last day of the school month rather than average daily enrollment from the first day of classes through April 15.

Questioned Costs

None, See recommendation below

Context

Education Code Section 52124.5 states that school districts and charter schools should compute the average daily enrollment for each class by adding the active enrollment for each class for each instructional day starting from the first day of school through April 15, and dividing that total by the count of instructional days.

Effect

The eligible students reported for grade 1 was understated by 1 student.

Recommendation

Establish procedures to accurately calculate average daily enrollment for classes included in the class size reduction program. Revise the form J-7CSR to accurately report eligible students for grade 1. Revisions should be as follows:

Grade	Class Size	Eligible Students Original	Eligible Students Revised	Change in Funding
1 st Grade	21.45 – 22.44	18	36	\$ 19,278
1 st Grade	22.45 – 22.94	17	0	\$(18,207)
Net Change in Funding				\$ 1,071

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate calculations for the form J-7CSR. The Academy will amend the form J-7CSR to accurately reflect class sizes for the 2012-13 fiscal year.

Finding 2013-11 (40000)
After School Education and Safety Program

Criteria or Specific Requirement

- A. Verify that elementary students being reported for attendance are participating in the full day of the program except as consistent with the LEA's established early release policy.
- B. Verify that Indirect Costs are not in excess of 5% or the LEA's established indirect cost rate, whichever is lower.

Condition

- A. Sign out sheets for the after school education and safety program did not include time student was released for 827 out of 896 days tested. It could not be determined if these students participated in the full day of the program or if they met early release policy of the LEA.
- B. The Academy used an indirect cost rate of 5.26% which exceeds the allowable 5% for the program.

Questioned Costs

Program revenues were \$112,500. Amounts in excess of allowable indirect costs were \$2,660.

Context

- A. Education Code 8483(a)(2) states that it is the intent of legislature that elementary school students attend the full day of the program every day in which students participate, except as consistent with the LEA's early release policy.
- B. Education Code 8483.9(a) limits indirect costs to the lesser of the LEA's approved indirect cost rate or 5%.

Effect

- A. It cannot be determined if the students participated for the entire day of the program.
- B. The Academy exceeded allowable indirect costs.

Cause

- A. The Academy has not established adequate policies and procedures to document time students were released from the program to ensure that only students who participated in the full day or met an early release exception based on the LEA's policies were counted towards attendance reported.
- B. The Academy has not established adequate policies and procedures to ensure that indirect costs are not charged at amounts greater than allowable amounts for the program.

Recommendation

Establish procedures to document time students are released from the program and ensure that they meet requirements of the program to be counted for attendance purposes. Establish procedures to ensure correct indirect cost rates are being utilized.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure compliance with the after school education and safety program.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Prior Year Audit Findings
 Year Ended June 30, 2013

<u>Finding/Recommendation</u>	<u>Current Status</u>	<u>Management's Explanation if Not Implemented</u>
<p>Finding 2011-1 Internal Control - Bank Reconciliation Over Site</p> <p>Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances.</p> <p>Establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.</p>	Partially Implemented	See Finding 2013-1
<p>Finding 2011-2 Internal Control - Payroll Expenses Reconciliation</p> <p>Payroll Expenses were not consistently reconciled to the general ledger</p> <p>Establish policies and procedures to reconciled payroll expenses monthly and an independent person should perform the reconciliation.</p> <p>Reconciliation should be approved by management</p>	Not Implemented	See Finding 2013-2

EXHIBIT

21

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000358

WISDOM Academy for Young Scientists Public Charter School

Los Angeles, California

Our mission is to create a transformational learning climate, in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Regular Meeting of the Governing Board

Thursday, September 26, 2013

(*Open Session Begins at 5:00pm - Closed Session Begins at 6:00pm)

OPEN SESSION

Meeting Call to Order At: _____ By: _____

Board Member Roll Call – Present/Absent:

<i>Hon. Carol Lee Tolbert, President</i>	_____ / _____
<i>Dr. Dorothy Valenti, Vice President</i>	_____ / _____
<i>Mrs. Kimberly Daniels, Esq.</i>	_____ / _____
<i>Hon. Saundra Davis</i>	_____ / _____
<i>Mr. Armando Espinoza</i>	_____ / _____
<i>Mr. Norman Golden</i>	_____ / _____
<i>Mrs. Cheryl Johnson</i>	_____ / _____
<i>Mrs. Eleanor Jones</i>	_____ / _____

Pledge of Allegiance

Approval of Board Minutes for August 29, 2013

Consent Agenda Items

NONE

OLD BUSINESS

Item 13092609: Election of Governing Board Officers for the 2013-14 School Year:

Item 13092609(a): Election of Governing Board Vice-President requires a Charter change (Action) – Board Member Jones

Item 13092609(b): Election of Secretary (Discussion/Action) – Board President Tolbert

13092609(c): Election of Secretary (Discussion/Action) – Board President Tolbert

Board

Item 13092610: Formation of the Board's Finance & Budget Committee - To create the critical infrastructure necessary for sustaining the school's financial health, ensuring transparency, and meeting the Board's fiduciary responsibilities as public officials (Action) – Board President Tolbert

Item 13092611: Certificated Teacher Salary Table for FY 2013-14 (Clarification) – Board President Tolbert

Item 13092612: FPPC Update- Recently, the school is being audited by the Fair Political Practices Commission. (Informational) – Executive Director, Mr. Cabil

Item 13092613: FCMAT Update - The school is currently being audited by LACOE. (Informational/Discussion) – Executive Director, Mr. Cabil

NEW BUSINESS

Item 13092614: Formation of the Board's Teaching and Learning Committee – To ensure that the conditions exist for all students to achieve both academically and developmental. (Action) – Board President Tolbert

Item 13092615: Errors and Omissions (EO) Insurance Policy – The Governing Board, prior to taking any action, must have EO insurance in place to hold individual members – and the Board as a whole - harmless in the execution of its legal duties and responsibilities. Staff is to provide a copy of the current policy. (Informational/Discussion) - Executive Director, Mr. Cabil

Item 13092616: Monthly Budget Update for 2013-14 School Year – (Discussion/Possible Action) - Ball Business Management

Item 13092617: Update on Conflict of Interest – Every school employee – whether certificated or classified -should have signed a Form 700. Everyone doing business with WISDOM Academy should have a signed 'Conflict of Interest' Statement on file. This is standard practice in schools and districts in the State of California. This agenda item is for the purposes of ensuring that it is or will be done. It also needs to be determined if a 'Conflict of Interest' presentation should be provided at an upcoming staff development.

Item 13092618: WISDOM Organization Chart – Delineates employee responsibilities and lines of supervisory authority (Informational/Discussion) - Executive Director, Mr. Cabil

Item 13092619: Request for Charter School Petition Consultant in the amount not to exceed \$8,000. (Discussion/Action) – Executive Director, Mr. Cabil

Item 13092620: Change Vehicle for School Business to Vehicle For Pupil Transportation (Discussion/Action) – Executive Director

Convened To Closed Session At: _____

CLOSED SESSION AGENDA ITEMS

It is the Board's intention to approve Agenda Items 13092901-03. However, in response to the scope of the FCMAT and FPPC Audits, leasers will be required to sign the 'Contractor and Consultant Code of Conduct' Agreement that will be developed by the Executive Director and Board of Directors. The purpose of which is to safeguard against and/or prevent any conflict of interest or appearance of conflict. In the event conflict of interest or unethical conduct is found; the condition must cease to exist prior to fully executing the Lease Agreement. Additionally, any concerns expressed by Board Members must be resolved/addressed prior to the execution of said Lease Agreement. Moreover, the Board recognizes its fiduciary responsibility to ensure that ALL financial transactions be transparent and without favoritism or prejudice.

Real Property Negotiation – CONFERENCE WITH REAL PROPERTY NEGOTIATOR (pursuant to Gov. Code § 54956.8):

Item 13092601: 2013-2014 Lease Agreement with the Salvation Army – The August 12, 2013 meeting with the Salvation Army resulted in a smoother opening of school. Director Tolbert represented the Board. At that meeting she requested from Mortimer Jones that a copy of the 2013-2014 Lease Agreement be made available for the Board's review and/or possible action at its upcoming meeting on August 29, 2013. (This item was pulled from the August 26, 2013 Board Agenda without approval. No Lease Agreement is currently in place.)

Item 13092602: 2013-14 Lease Agreement for the school site located at 7651 South Central Avenue, Los Angeles, CA. – For the purposes of reviewing and/or entering into a lease agreement for the current school year. (This item was pulled from the August 26, 2013 Board Agenda without approval. No Lease Agreement is currently in place.)

Item 13092603: 2013-14 Lease Agreement for the school site located at 8778 South Central Avenue, Los Angeles, CA. – For the purposes of reviewing and/or entering into a lease agreement for the current school year. (This item was pulled from the August 26, 2013 Board Agenda without approval. No contract is currently in place.)

Item 13092604: Personnel - Executive Director Contract for review and action - (This item was pulled from the August 26, 2013 Board Agenda.)

Item 13092605: Personnel – Director of Operations Contract for review and discussion

Item 13092606: Personnel – Principal Contract for review and discussion

Item 13092607: Personnel – Assistant-Principal Contract for review and discussion

Item 13092608: Personnel – Administrative Assistant Contract for review and discussion

*Convened To Open Session At: _____

* Actions from Closed Session

Item 13092621: Board Member Recommendations for Future Agenda Items

Motion to Adjourn By _____ Meeting Adjourned At _____

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Monday, February 3, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – LA. CA 90001**

(Posted January 31, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

- 1. Cheryl Johnson
- 2. Norman Golden
- 3. Dorothy Valenti
- 4. Armando Espinoza
- 5. Hon. Saundra Davis
- 6. Kimberly Daniels, Esq.

- IV. Approval of the Board Meeting Minutes – August 29, 2013 and January 30, 2014

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Open Session

- a. Board Member Resignation Letter – Action
- b. Newly Required Student Fee's Policy – Action
- c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Resolution to sell school vehicle – Action Item
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Single Plan for Student Achievement – Action
- j. Unaudited Actuals Financial Report – Action
- k. Title I Budget 2013-14 – Action
- l. Special Education Budget 2013-14 – Action
- m. After School Education and Safety Program 2013-14 Budget
- n. First Interim Financial Report – Action
- o. Updates Regarding FCMAT Audit – Discussion Item

Recommendations

- a. Approval of Board Member Resignation Letter
- b. Adoption of Student Fee's Policy
- c. Approval of 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Approval of Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Approval of Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Approval of Resolution to sell school vehicle – Action Item

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of **WISDOM ACADEMY for YOUNG SCIENTISTS**

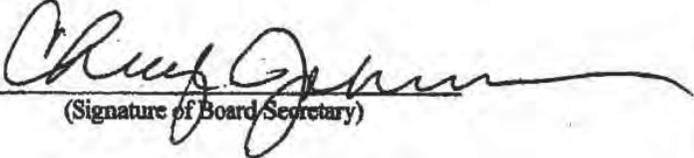
**706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001**

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to accept the resignation of Board Member Kimberly Daniels on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000363

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of **WISDOM ACADEMY for YOUNG SCIENTISTS**

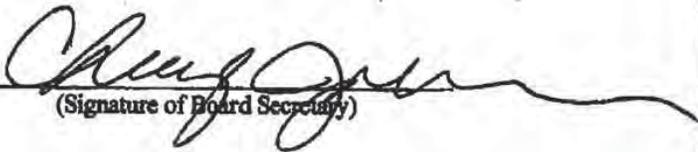
**706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001**

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to adopt the Student Fee's Policy on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000364

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Employment Agreement with Edward J. Cabil on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000365

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of **WISDOM ACADEMY for YOUNG SCIENTISTS**

**706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001**

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Commercial Property Lease 2013-14 Fiscal Year - 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000366

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to enter a Commercial Property Lease 2013-14
Fiscal Year - 7651 South Central Ave Los Angeles, Ca on
behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000367

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the resolution to sell the school vehicle
(2011 Lexus RX350) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000368

Wisdom Academy for Young Scientists
Capital Expense Analysis

Purchase

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use. Provided that MWF Administrative Personnel chose to utilize the Executive Business Transportation, this will reduce the automobile use reimbursement costs and wear and tear for individual Personnel property.

Impact: +/- 10,000 annual Personnel transportation expenses

Date: July 2012

Sale

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: In best interest of the stakeholders of the Merle Williamson Foundation (MWF), selling the Executive Business automobile vehicle should provide the funds to better serve the school. In which those funds may be used to purchase a vehicle for pupil transportation.

Impact: \$28,000 - \$32,000 one-time payment; +/- \$10,000 annual Personnel transportation reimbursements.

Date: August 2013

Purchase

Item: School Bus/Van (Vehicle)

Use: Pupil Transportation, Utility Vehicle

Reason: Subsidize expenses for rentals and chartered school buses for short-distance fieldtrips and destinations. Provide a van for Pupil transportation and select utility use.

Impact: +/- 10,000 annual Pupil transportation expenses

Date: TBD

000369

Escrow.com - Transaction #679061 Details

https://my.escrow.com/myescrow/Transaction.asp?TID=679061

[My Transactions](#) [New Transaction](#) [My Profile](#)

Transaction #679061 - Jason-inyoung-RX350
(You are the Seller)

Logged in as: Jason Okonkwo (mrjason7@gmail.com)
[Help](#) | [Sign Out](#)

Status

Select any status for help.

- 1 BUYER AND SELLER AGREE TO TERMS**
- 2 BUYER SENDS PAYMENT TO ESCROW.COM**
- 3 SELLER SHIPS MOTOR VEHICLE TO BUYER**
- 4 BUYER RECEIVES MOTOR VEHICLE**
- 5 ESCROW.COM PAYS SELLER**
Closing Statement sent

Closing Statement sent via E-Mail

- The Buyer has accepted the merchandise.
- The closing statement was sent to your E-Mail account.
- Did you enjoy using Escrow.com? Send us your [feedback!](#)



Merchandise

No.	Item Description	Quantity	Unit Price	Total Price
1	Lexus RX350 2011	1	\$26,000.00	\$26,000.00
Sub-total				\$26,000.00
Shipping Fee				\$0.00
Fee: Escrow				\$-115.70
Total				
Transaction ID: 679061				\$25,884.30
Escrow ID: 484243				

History

- Jan 28 2014 10:09AM PDT
Funds disbursed. Final closing statements sent to both parties.
- Jan 27 2014 9:28PM PDT
Inspection period ended, Buyer accepts merchandise.
- Jan 27 2014 9:28PM PDT
Buyer received merchandise. Inspection period starts.
- Jan 27 2014 12:02PM PDT
Seller shipped goods by Buyer pick up (Phone: 4036080016) with tracking number -

Terms

Transaction #: 679061
Escrow #: 484243
Transaction Title: Jason-inyoung-RX350
Buyer: inyoung Kwon (ikywon@hotmail.com)
Seller: Jason Okonkwo (mrjason7@gmail.com)
Inspection Period: 3 calendar days
Escrow Fee to be paid by: Split(Buyer/Seller)
 The buyer is responsible for 100% of the escrow fee in the event the transaction is cancelled or the merchandise is returned.
Transaction fulfilled using: Cargo Shipping
Shipping fee to be paid by: Buyer

Escrow.com - Transaction #679061 Details

<https://my.escrow.com/myescrow/Transaction.asp?TID=679061>

Buyer
Pick-up

Dec 12 2013
2:49PM PDT
Escrow.com
approves
payment.

Dec 12 2013
2:48PM PDT
Buyer paid
by wire
transfer,
awaiting
Escrow.com
approval.

Dec 2 2013
3:12PM PDT
Both parties
have
accepted the
offer,
awaiting
buyer
payment.

Nov 30 2013
2:30PM PDT
Buyer
initiates the
transaction

[Customer Support](#) | [Privacy Policy](#) | [Terms of Use](#)
Copyright © 1999-2013 Escrow.com. All rights reserved.

PROVIDED BY
 **ESCROW.COM**

2 of 2

2/3/14 5:39 PM

000371

Internet Escrow Services, Inc.
Escrow Trust Account
30318 Esperanza
Rancho Santa Margarita, CA 92688
(949) 635-3800

BANK OF AMI
16-861221

Escrow Number: 13-484243

Pay TWENTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY-FOUR AND
30/100 ***** US Dollars

TO Merle Williamson Foundation
THE 706 East Manchester Ave
ORDER Los Angeles, CA 90001
OF

INTERNET
ESCROW AC

RED CHECK NUMBERING IMAGES THROUGH TO BACK OF SHEET

⑈ 119107⑈ ⑆ 122000661⑆ 14594-28440⑈

INTERNET ESCROW SERVICES, INC.

Escrow Number: 13-484243

Sellers Proceed
Transaction N

Check No: 119107

Date: 01-28-2014

Amount: 25,884.30

Property:

Buyer : Inyoung Kwon

Seller : Jason Okonkwo

000372

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

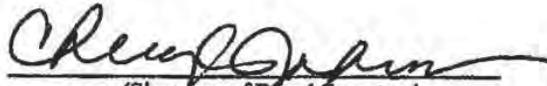
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the auditor selection of Wilkinson Hadley
King & Company, LLP on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000373

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the Audit year-end June 30, 2013 on
behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000374

EXHIBIT

22

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000375

WAYS Board of Directors Meeting

September 22, 2011

Cancellation Notice

Canceled due to a lack of quorum.

Board Secretary Adele Walker

000376

EXHIBIT

23

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000377

BOARD OF EDUCATION OF THE CITY OF LOS ANGELES
Governing Board of the Los Angeles Unified School District

SPECIAL MEETING STAMPED ORDER OF BUSINESS

333 South Beaudry Avenue, Board Room
1:00 p.m., Tuesday, March 1, 2011

Roll Call

Pledge of Allegiance

Superintendent's Reports

Superintendent's Retirement Recognitions

Public Hearing

1. **Charter for Angels Flight Math and Science Academy**

Consideration of the level of support for a charter petition requesting a 5-year term to serve 360 students in grades K-5 with a proposed location at 4900 Calle Pedro Infante in the City of Los Angeles.

Charter for Green Works Urban Academy

Consideration of the level of support for a charter petition requesting a 5-year term to serve 168 students in grades 6-8 with a proposed location at 18333 South Main Street in the City of Gardena.

Charter for Los Angeles Leadership Primary Academy

Consideration of the level of support for a charter petition requesting a 5-year term to serve 420 students in grades K-5 with a proposed location at 2670 Griffin Avenue in the City of Los Angeles.

Charter for Sherman Oaks Elementary (Affiliated)

Consideration of the level of support for a charter petition requesting a 5-year term to serve 885 students in grades K-5 with a proposed location at 14755 Greenleaf Street in the Sherman Oaks area of Los Angeles.

Charter for Sylmar Charter (Affiliated)

Consideration of the level of support for a charter petition requesting a 5-year term to serve 2600 students in grades 9-12 with a proposed location at 13050 Borden Avenue in the City of Sylmar.

(Petitions may be requested from the Innovation and Charter Schools Division Office
at 333 South Beaudry Avenue, 25th floor, or by calling (213) 241-2487.)

Consent Items

Items for action below assigned by the Board at the meeting to be adopted by a single vote. Any item may be pulled off of consent for further discussion by any Board Member at any time before action is taken.

New Business for Action

2. Board of Education Report No. 186 – 10/11 **ADOPTED BY CONSENT VOTE**
Innovation and Charter Schools Division
(Charter for El Camino Real Charter High School) Recommends the approval of the charter petition for El Camino Real Charter High School for the conversion into an independent charter school for 5 years to serve 3600 students in grades 9-12 with a proposed location at its current location at 5440 Valley Circle Boulevard in Woodland Hills, with specific conditions.
3. Board of Education Report No. 187 – 10/11 **ADOPTED**
Innovation and Charter Schools Division
(Charter for Rise Ko Hyang Middle School) Recommends the approval of the charter petition for Rise Ko Hyang Middle School for 5 years to serve 450 students in grades 6-8 with a proposed location in the Koreatown area of the City of Los Angeles, with specific conditions.
4. Board of Education Report No. 188 – 10/11 **PUBLIC HEARING ADOPTED AS AMENDED**
Innovation and Charter Schools Division (Replaced action proposed in the report with, “approve the initiation of the revocation process for all Crescendo Charter Schools.”)
(Renewal of the Charter for Crescendo Charter Academy) Recommends the approval of the charter renewal for Crescendo Charter Academy for 5 years to serve 210 students in grades K-5 located at 13000 South Van Ness Avenue in the City of Gardena, with specific conditions.
5. Board of Education Report No. 189 – 10/11 **PUBLIC HEARING ADOPTED AS AMENDED**
Innovation and Charter Schools Division (Replaced action proposed in the report with, “approve the initiation of the revocation process for all Crescendo Charter Schools.”)
(Renewal of the Charter for Crescendo Charter Conservatory) Recommends the approval of the charter renewal for Crescendo Charter Conservatory for 5 years to serve 260 students in grades K-5 located at 2506 West Imperial Highway in the City of Hawthorne, with specific conditions.
6. Board of Education Report No. 190 – 10/11 **PUBLIC HEARING ADOPTED BY CONSENT VOTE**
Innovation and Charter Schools Division
(Renewal of the Charter for Excel Academy) Recommends the approval of the charter renewal for Excel Academy for 5 years to serve 340 students in grades 6-8 located at 1855 North Main Street in the City of Los Angeles, with specific conditions.
7. Board of Education Report No. 191 – 10/11 **PUBLIC HEARING ADOPTED AS AMENDED**
Innovation and Charter Schools Division (Amended to have an annual review presented to the Board)
(Renewal of the Charter for Los Feliz Charter School for the Arts) Recommends the approval of the charter renewal for Los Feliz Charter School for the Arts for 5 years to serve 520 students in grades K-6 located at 2709 East Media Center Drive, in the City of Los Angeles, with specific conditions.
8. Board of Education Report No. 192 – 10/11 **PUBLIC HEARING ADOPTED BY CONSENT VOTE**
Innovation and Charter Schools Division
(Renewal of the Charter for New Heights) Recommends the approval of the charter renewal for New Heights for 5 years to serve 450 students in grades K-8 located at 4126 Arlington Avenue and at 2202 and 2204 West Martin Luther King Jr. Boulevard in the City of Los Angeles, with specific conditions.

9. Board of Education Report No. 193 – 10/11 **PUBLIC HEARING** **ADOPTED BY
CONSENT VOTE**
Innovation and Charter Schools Division
(Renewal of the Charter for Triumph Academy) Recommends the approval of the charter renewal for Triumph Academy for 5 years to serve 336 students in grades 6-8 located at 919 8th Street in San Fernando, with specific conditions.
10. Board of Education Report No. 194 – 10/11 **PUBLIC HEARING** **ADOPTED**
Innovation and Charter Schools Division
(Denial of the Renewal of the Charter for Wisdom Academy for Young Scientists)
Recommends the denial of the renewal petition for Wisdom Academy for Young Scientists to serve 520 students in grades K-5 located at 706 East Manchester Avenue and at 8778 South Central Avenue in the City of Los Angeles, and the adoption of the Findings of Fact.
11. Board of Education Report No. 195 – 10/11 **PUBLIC HEARING** **ADOPTED BY
CONSENT VOTE**
Innovation and Charter Schools Division
(Denial of the Charter Petition for Albert Einstein) Recommends the denial of a charter petition for Albert Einstein to serve 546 students in grades K-6 with a proposed location in City of Van Nuys, and the adoption of the Findings of Fact.
12. Board of Education Report No. 196 – 10/11 **PUBLIC HEARING** **ADOPTED BY
CONSENT VOTE**
Innovation and Charter Schools Division
(Denial of the Charter Petition for Scholars Pathway) Recommends the denial of a charter petition for Scholars Pathway to serve 260 students in grades K-5 grade with a proposed location in the Crenshaw High School area, and the adoption of the Findings of Fact.
13. Board of Education Report No. 197 – 10/11 **PUBLIC HEARING** **ADOPTED**
Innovation and Charter Schools Division
(Approval of the Issuance of Notice of Violations to Cornerstone Prep Charter School Pursuant to Education Code Section 47607(d)) Recommends the approval of the issuance of a Notice of Violations pursuant to Education Code Section 47607 (d) to Cornerstone Prep Charter School.
14. Board of Education Report No. 198 – 10/11 **PUBLIC HEARING** **ADOPTED BY
CONSENT VOTE**
Innovation and Charter Schools Division
(Approval of Waiver Request to the State Board of Education for Vaughn Next Century Learning Center) Recommends the approval of the submission of a waiver request to the State Board of Education on behalf of Vaughn Next Century Learning Center, an independent conversion charter school to waive two portions of California Education Code concerning the State Testing Apportionment Information Report Deadline Waiver.
15. Board of Education Report No. 215 – 10/11 **ADOPTED BY CONSENT VOTE**
Innovation and Charter Schools Division
(Establishment of Pilot School: Science, Technology, Engineering and Math (STEM) Academy)
Recommends the Establishment of Science, Technology, Engineering and Math (STEM) Academy as a pilot high school at Helen Bernstein High School with the designation as Predominantly Hispanic, Black, Asian, and Other Non-Anglo (PHBAO).

16. Board of Education Report No. 208 – 10/11 **ADOPTED**
Facilities Services Division
(Amend the Existing Facilities and New Construction Strategic Execution Plans to Define and Fund the Jordan High School Redevelopment Project) Recommends an amendment to the Existing Facilities and New Construction Strategic Execution Plans to define the Jordan High School Redevelopment Project and include it in the Capital Improvement Program Reserve and allocate local bond funds to the Jordan High School Redevelopment Project.
17. Board of Education Report No. 209 – 10/11 **ADOPTED BY CONSENT VOTE**
Facilities Services Division
(Amendment to the New Construction Strategic Execution Plan to Approve Capital Improvement Program Reserve Funded Projects for 11 School Sites in Board District 4) Recommends approval of the amendment to the New Construction Strategic Execution Plan to approve priority projects for 10 school sites in Board District 4, to be funded by the Capital Improvement Program Reserve in the amount of \$6,865,662.
18. Board of Education Report No. 210 – 10/11 **ADOPTED BY CONSENT VOTE**
Facilities Services Division
(Resolution Approving the Use of the California Education Code 17250 Project Delivery Method for the Fremont High School Redevelopment Project) Recommends adoption of resolution approving the use of a design-build project delivery method for the Fremont High School Redevelopment project and authorization for District staff to take necessary actions prior to Board approval of a design-build contract.
19. Board of Education Report No. 211 – 10/11 **ADOPTED BY CONSENT VOTE**
Facilities Services Division
(Resolution Approving the Use of the California Education Code 17250 Project Delivery Method for the Jordan High School Redevelopment Project) Recommends adoption of resolution approving the use of a design-build project delivery method for the Jordan High School Redevelopment project and authorization for District staff to take necessary actions prior to Board approval of a design-build contract.

Board Member Resolution for Action

ADOPTED BY CONSENT VOTE

20. Ms. Garcia, Ms. Galatzan and Dr. Vladovic – Resolution to Support Placing a Revenue Extension Measure on the Ballot (Waiver of Board Rule 72)

Whereas, Governor Brown's 2011-12 budget proposal attempts a more balanced approach to solving the state's budget deficit, employing both revenues and reductions and providing for an extension of temporary revenues to support programs our students need and deserve;

Whereas, Over the last several years, K-12 education funding has been deeply impacted by a disproportionate share of state budget cuts;

Whereas, State and local funding for schools have been cut by more than \$18 billion, or about \$1,900 per student in the last three years;

Whereas, The District has lost \$1.5 billion in state funding over the past three years;

Whereas, The loss of \$7 billion in one-time federal funding means additional cuts to school budgets statewide;

Whereas, To begin to reverse this downward spiral, Californians must retain the revenues that enable us to invest in our schools and students;

Whereas, The governor's budget proposal to limit further cuts to schools in 2011-12 is dependent on voter approval of an extension of existing temporary tax increases;

Whereas, A ballot measure to extend temporary revenues will help prevent further cuts to schools, and without this extension the California Legislative Analyst Office reports that funding for schools would fall by as much as \$5 billion;

Whereas, The District expects our local legislators to work with the governor to protect schools from further cuts and to ensure the continued investment our students deserve; and

Whereas, The District opposes a cuts-only budget and supports a budget that is balanced with a combination of reductions and revenues; now therefore, be it

Resolved, That the Governing Board of the Los Angeles Unified School District supports placing a measure on the June 2011 ballot calling for a five-year revenue extension to protect our schools and students by making education a priority in our state.

Announcements

Bond Oversight Committee Update Mr. David Crippens

Adjournment

Please note that the Board of Education may consider at this meeting any item referred from a Board Meeting five calendar days prior to this meeting (Education Code 54954.2(b)(3)).

The Board of Education may also refer any item on this Order of Business for the consideration of a committee or meeting of the Board of Education.

Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Board Secretariat in person or by calling (213) 241-7002.

Individuals wishing to speak at a Board meeting must sign up at the meeting. There will be no sign ups in advance of the meeting. Speakers must sign up prior to the item being acted upon by the Board. Speakers should plan to arrive early as items with no speakers may be acted on at the beginning of the meeting.

If you or your organization is seeking to influence an agreement, policy, site selection or any other LAUSD decision, registration may be required under the District's Lobbying Disclosure Code. Please visit www.lausd.net/ethics to determine if you need to register or call (213) 241-3330.

Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the Security Desk on the first floor of the Administrative Headquarters, and at: www.laschoolboard.org/03-01-11SpclBd.

Items circulated after the initial distribution of materials are available for inspection at the Security Desk.

EXHIBIT

24

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000383

Print

<https://us-mg6.mail.yahoo.com/neo/launch?.rand=3gjejn5fmru...>

Subject: LAUSD Final Offers
From: Anne Lee (ALee@calcharters.org)
To: Legal@calcharters.org
Date: Thursday, April 7, 2011 5:05 PM

CONFIDENTIAL; ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK PRODUCT

Greetings, LAUSD Prop. 39 Applicants!

As you all know, LAUSD was required to provide all eligible Prop. 39 applicants with final notifications of facilities, or final offers, for the 2011-12 school year by April 1, 2011. We are aware that 71 schools received final offers. Charter schools must notify LAUSD whether or not they intend to occupy the offered space no later than May 1, 2011. To that end, CCSA's Legal Advocacy Team would like to provide you with some assistance as you review your final offers. As part of our advocacy efforts directed at increasing the number of Prop. 39 seats available to charter schools, we request that you take the following actions as soon as possible:

Charter School Prop. 39 Applicant Action Plan:

1. Review the Offer Criteria Checklist to Understand What You are Entitled to Receive.

Review the attached memo to guide you as you review your final offer. We also circulated this memo after preliminary offers were issued. In addition, please review the Initial Thoughts on Final Offers section outlined below in this message. Please do not circulate these documents or this e-mail outside of your organization, as they may be privileged and confidential.

2. Discuss Your Final Offer with One of Our Attorneys.

Please make yourselves available for a member of our legal team to call you in the next

1 of 5

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week or two to discuss with you the details of your offer. It would be helpful if you have reviewed the attached memo in advance of this call. We anticipate that the call will take around 20 minutes, but may take more or less time depending on the number of requests you have made, offers you have received, and questions that you may have in regards to your offers. **There is no charge to you for this service.**

3. Accept or Reject your Facilities Offer by May 1, 2011.

Prepare your response to LAUSD no later than May 1, 2011 (if legal counsel is not already drafting this for you). We suggest using one of CCSA's May 1 LAUSD template response letters, attached. One template is for rejection of space and the other is for acceptance of space, so please make sure you use the correct template! We have modified our statewide templates to address particular issues we have identified in LAUSD's final offers, including those set forth below. We encourage you to carefully review the templates and tailor them as appropriate. There is another attached template response letter to use in the event that you did not receive a final offer and you believe that you remain eligible for a Prop. 39 facilities allocation.

4. Send In Your May 1 Responses to the Legal Advocacy Team. Please send copies of any correspondence you send to the District to CCSA's Legal Advocacy Team at legal@calcharters.org.

Initial Thoughts on Final Offers for You To Consider:

The Legal Advocacy Team has had the opportunity to review some of LAUSD's final offers and notes the following points for your to consider.

1. Pro rata share calculations: The District's facilities cost calculation continues to include line items not allowed under Prop. 39, including but not limited to District-imposed custodial/maintenance (RRGM). These are ongoing maintenance items which are the responsibility of the school under the Prop. 39 regulations. Our template letters discuss how to respond to these extraneous line items.

2. Site Visits: Many of the final offers state that LAUSD will not allow site visits of the

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offered campuses, citing staffing and budgetary constraints. CCSA's Legal Advocacy Team is working to obtain schools' access to inspect their offered campuses. As you all know, charter schools must have the ability to tour their offered campuses in order to meaningfully assess their offers, determine if the spaces offered are suitable for their needs, and negotiate a cost reduction resulting from declined, unused square footage.

3. Shared space: LAUSD is offering shared specialized classroom and non-classroom space, but then states that access to such space "to the extent available." Districts are required under Prop. 39 to *make available* such spaces to charter schools, not simply provide them with leftover, unused space. Please review each of these allocations of specialized classroom and non-classroom space to determine which of these allocations you will use based on your education program and unique programmatic needs, and to reiterate your entitlement to such space. There is also still time to request an increased proportionate share of certain space, or to indicate which spaces, if any, you will likely not be using. Further refining your shared space allocation should result in a more accurate pro rata share charge. Hopefully, if charter schools have access to tour the offered campuses, they will be more informed when making these decisions.

4. Disclosures in Exhibit C: The offers still attach disclosures which contradict terms of LAUSD's existing facilities use agreement ("FUA"), which could potentially severely restrict charter schools' use of their campuses. Specifically, the Civic Center disclosure does not allow for prior consent by the charter school before a Civic Center Act permit is issued for use of the campus. The current version of LAUSD's FUA specifically gives charter schools this right. Additionally, the disclosures state that the use of the campus is subject to the "Beyond the Bell program" and take priority over charter school activities in shared spaces, and that charter schools' use of the campus is subject to any third party leases or licenses given for use of the campus. Charter schools' right to their offered campuses under Prop. 39 cannot be restricted or undermined in this fashion. We recommend that you strongly object to these restrictions. It appears that LAUSD has attempted to modify these disclosures since the preliminary offers were issued, but they are still problematic.

5. Calculation of Square Footage; Allocation of Space: There is no documentation in the preliminary proposals or final offers to support the square footage in LAUSD's calculations. We recommend that schools request the exact square footage at their campuses, as well as a description of the non-classroom space and specialized classroom space to which they will have access. If schools are able to visit their offered facilities, they should consider taping the actual square footage of classrooms and other space allocated to them to ensure that the square footage is accurate.

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6. Distant and Non-Contiguous Offers: We note that several offers still allocate facilities in multiple sites and/or are distant from where charter schools requested space. We do not believe that LAUSD is justified in making such offers, and we believe that these offers do not comply with Prop. 39. Our templates provide guidance on how to respond to non-contiguous and distant offers.

We appreciate your continued cooperation and communication with us throughout this Prop. 39 cycle, especially as we continue to seek enforcement of LAUSD's compliance with Prop. 39. Please do not hesitate to contact the Legal Advocacy Team if you have any questions.

Best regards,

Anne Lee

Senior Legal Counsel

California Charter Schools Association

250 E. 1st St., 10th floor

Los Angeles, CA 90012

office (213) 244-1446 x230

cell (213) 268-0340

fax (213) 244-1448

alee@calcharters.org

*California charters are closing the achievement gap between low-income and affluent students. That's one of the key findings in CCSA's first annual **Portrait of the Movement** report, which details charter school academic performance and provides a framework for CCSA to press for increased accountability. For a copy of the report and information*

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about CCSA's advocacy efforts on accountability, as well as to access information on the performance of individual charter schools, please visit www.calcharters.org/portraitofthemovement.

This message contains information which may be confidential and privileged. Moreover, this message may contain information protected by the attorney-client privilege and/or attorney work-product doctrine and/or other privileges and/or rights of privacy. Unless you are the intended addressee (or authorized to receive confidential correspondence for the addressee), you may not use, copy, circulate or disclose to anyone the message or any information contained therein. If you have received the message in error, please advise the sender by reply e-mail at alee@calcharters.org. In addition, please delete the message and destroy any printed copies of the same.

To ensure compliance with requirements imposed by the Internal Revenue Service (IRS), California Charter Schools Association and its affiliates inform you that, if any advice concerning one or more U.S. Federal tax issues is contained in this communication, such advice is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

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250 East 1st Street, Suite 1000 • Los Angeles, CA 90012 • p 213-244-1446 • f 213-244-1448 • www.calcharters.org
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**CONFIDENTIAL; ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK
PRODUCT; DO NOT CIRCULATE**

TO: CCSA Members in Los Angeles
FROM: CCSA Legal Advocacy Team; James L. Arnone, Esq.
DATE: January 27, 2011
SUBJECT: PROP. 39 PRELIMINARY PROPOSAL AND FINAL NOTIFICATION CRITERIA

CCSA has developed the follow checklist to assist you in analyzing wither your preliminary facilities proposal and your final notification of space from your school district comply with Prop. 39 and its regulations. The first and second parts recite the minimum components required in a preliminary proposal and a final notification under the Prop. 39 regulations, respectively. The third part enumerates additional requirements for Prop. 39 facilities offers generally. If the answers to all questions below are "Yes," then the preliminary proposal and final notification of space comply with Prop. 39. Please do not hesitate to contact a member of CCSA's Legal Advocacy Team if you have questions about these criteria.

1. **Minimum Components of a Preliminary Proposal** (set forth in Prop. 39 Implementing Regulations at 5 Cal. Code Regs. Section 11969.9(f)):
 - a. Prepared in writing on or before February 1? (11969.9(f))
 - b. Includes projections of in-district classroom ADA on which the proposal is based? (11969.9(f)(1))
 - c. Includes the specific location or locations of the space? (11969.9(f)(2))
 - d. Includes all conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space? (11969.9(f)(3))
 - e. Includes the projected pro rata share amount and a description of the methodology used to determine that amount? (11969.9(f)(4))
 - f. Includes a list and description of the comparison group schools used in developing its preliminary proposal? (11969.9(f))
 - g. Includes a description of the differences between the preliminary proposal and the charter school's facilities request? (11969.9(f))

2. **Minimum Components of a Final Notification of Space** (set forth in Prop. 39 Implementing Regulations at 5 Cal. Code Regs. Section 11969.9(h)):
 - a. Prepared in writing on or before April 1? (11969.9(h))
 - b. Includes a response to the school's concerns and/or counter-proposals, if any? (11969.9(h))
 - c. Identifies teaching stations, both exclusive and shared? (11969.9(h)(1))
 - d. Identifies specialized classroom space, both exclusive and shared? (11969.9(h)(1))
 - e. Identifies non-teaching space, both exclusive and shared? (11969.9(h)(1))
 - f. For shared space, identifies arrangements for sharing space? (11969.9(h)(2))
 - g. Includes assumptions of in-district classroom ADA on which allocation is based? (11969.9(h)(3))
 - h. Includes an explanation of reasons for difference, if any, between charter school's and district's ADA projections? (11969.9(h)(3))
 - i. Includes the specific location or locations of the space? (11969.9(h)(4))
 - j. Includes all conditions pertaining to the space? (11969.9(h)(5))
 - k. Includes the projected pro rata share amount? (11969.9(h)(6))

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**CONFIDENTIAL; ATTORNEY-CLIENT PRIVILEGED; ATTORNEY WORK
PRODUCT; DO NOT CIRCULATE**

1. Includes a payment schedule for the pro rata share amount, which must take into account the timing of revenues from the state and local property taxes? (11969.9(h)((7))

3. General Compliance of Preliminary and Final Proposals with Prop. 39:

a. **Sufficient Classroom Space:** Does the proposal make available facilities sufficient for the charter school to accommodate all of the charter school's in-district students? (Ed. Code Section 47614(b))

b. **Conditions:** Are the conditions of the proposal facility reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district? (Ed. Code Section 47614(b))

c. **Location:** Has the district made reasonable efforts to provide the charter school with facilities near to where the charter school wishes to locate? (Ed. Code Section 47614(b))

d. **Move Unnecessarily:** If the proposal would require that the charter school move, does the district adequately demonstrate that such a move is necessary? (Ed. Code Section 47614(b))

i. **Conversion Site—SBE waiver obtained for move?**

e. **Contiguity:** Are the offered facilities contiguous (contained on the school site or immediately adjacent to the school site) (Ed. Code Section 47614(b))?

i. If the proposal does not accommodate a charter school at a single school site, has the district's governing board made a finding that the charter school could not be accommodated at a single site and adopted a written statement of reasons explaining the finding? (11969.2(d))

f. **Furnished:** Are the offered facilities furnished and equipped? (Ed. Code Section 47614(b))

g. **Capacity:** Are the facilities being made available in the same ratio of teaching stations (classrooms) to ADA as those provided to students in the school district attending comparison group schools? (11969.3(b)(1))

h. **Specialized Classroom Space:** Does the space allocation include a share of the specialized classroom space and/or a provision for access to reasonably equivalent specialized classroom space (as described in the regulations)? (11969.3(b)(2))

i. **Non-Classroom Space:** Does the space allocation include a share of the non-classroom space and/or a provision for access to reasonably equivalent non-classroom space (as described in the regulations)? (11969.3(b)(3))

j. **Maintenance/Operations:** Will the school be allowed to conduct its own ongoing operations and maintenance of facilities and furnishings and equipment? (11969.4)

k. **Pro Rata Share:** Does the pro rata share include only those facilities costs allowed under the regulations? (See Section 11969.7 of the Implementing Regulations for description of allowed costs.)

l. **Oversight Fee:** If the district is charging a pro rata share, is the oversight cost limited to the district's actual costs of supervisory oversight of the charter school not exceeding 1% of the school's revenue? (11969.7(f))

m. **Reasonable ADA Projections:** Is the proposal based on reasonable ADA projections (either the school's reasonable projections, or the district's modified reasonable projections)? (11969.9(b))

n. Facilities Use Agreement ("FUA"):

i. Is the district allowing the parties to negotiate the FUA? (11969.9(k))

ii. Will the school district maintain first party property insurance for the facilities allocated to the charter school? (11969.9(k)(1))

iii. Does the FUA include a reciprocal hold harmless/indemnification provision? (11969.9(k)(3))

iv. Will the school district be responsible for any modifications necessary to maintain the facility in accordance with Education Code section 47610(d) or 47610.5. (Building Code, Field Act)? (11969.9(k)(4))

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000391

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

*approved
with conditions
see attached
minutes

JUN 07 2011

Board Meeting – June 7, 2011

BY: JRG: mbr
Ex Officio Secretary

Item VI. Recommendations

- C. Action on the *Wisdom Academy for Young Scientists Charter School* on appeal of non-renewed Petition by the Los Angeles Unified School District Board of Education

The Interim Superintendent recommends that the Los Angeles County Board of Education (County Board) adopt the revised June 7, 2011 Findings of Fact and the May 10th Report in Support of Denial (Attachments 1 and 2), and take action to deny the charter petition for *Wisdom Academy for Young Scientists Charter School*, received on appeal following denial by the Los Angeles Unified School District Board of Education.

California Education Code Section 47605(b) requires that the County Board evaluate the petition according to the criteria and procedures established in law and may only deny a petition if it provides written findings addressing the reasons for the denial. Denial of a petition is limited to the following reasons, as stipulated by Education Code:

- (1) The charter school presents an unsound educational program
- (2) The petitioners are demonstrably unlikely to successfully implement the program
- (3) The petition does not contain the required number of signatures
- (4) The petition does not contain an affirmation of specified assurances
- (5) The petition does not contain reasonably comprehensive descriptions of the 16 required elements of a charter

A summary of the Finding of Fact supporting the denial of the *Wisdom Academy for Young Scientists Charter School* petition is as follows:

Finding 1: Under EC section 47605(b)(1), the charter school presents an unsound educational program

The educational program is unsound for specific subgroups of students as described under required Element 1: Description of the Educational Program; Element 2: Measurable Student Outcomes; and Element 3:

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Los Angeles County Board of Education
Minutes of June 7, 2011

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**ACTION ON THE BUILDING BRIDGES INTERNATIONAL CHARTER SCHOOL
APPEAL OF A PETITION PREVIOUSLY DENIED BY CULVER CITY UNIFIED
SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the findings of fact in the report as revised and take action to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

It was **MOVED** by Dr. Turrentine and **SECONDED** by Mrs. Holt to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education. Discussion followed.

Speaking in support of Building Bridges International Charter School were Dr. Powell, Dr. Hocevar, Dr. Hasan, and Ms. Janelle Ruley.

Mr. Boyd requested definitive information in writing on whether the County Board is allowed to accept and approve a charter petition with material changes or not.

A roll call vote to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education was taken. Voting yes were Ms. Braude, Mrs. Holt, Mr. Saenz, and Dr. Turrentine. Voting no were Mr. Boyd and Ms. Yepes.

The motion **CARRIED** to deny the charter petition for Building Bridges International Charter School received on appeal following denial by Culver City Unified School District Board of Education.

**ACTION ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS CHARTER
SCHOOL ON APPEAL OF A NON-RENEWED PETITION BY THE LOS ANGELES
UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

The Interim Superintendent recommended that the Los Angeles County Board of Education adopt the revised June 7, 2011 findings of fact and the May 10, 2011 report in support of denial, and take action to deny the charter petition for Wisdom Academy for Young Scientists Charter School, received on appeal following denial by the Los Angeles Unified School District Board of Education.

Speaking in support of Wisdom Academy for Young Scientists Charter School was Mr. Mickey L. Cureton.

It was **MOVED** by Mr. Boyd and **SECONDED** by Mrs. Holt to reject the Interim Superintendent's recommendation to deny the charter petition, and to grant renewal of the charter for Wisdom Academy for Young Scientists Charter School. Discussion followed.

Mr. Saenz is concerned about the conflicts of interest and whether the changes that have been made are permanent. He would like to make sure that LACOE has in writing a clear indication that those changes need to be permanent and if there is any departure from the permanence of those changes it would be grounds for revocation for this charter. He also requested that there be

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Los Angeles County Board of Education
Minutes of June 7, 2011

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a condition not to employ the previous Executive Director until any and all allegations of conflict of interest have been resolved in her favor.

Mrs. Holt requested that the following also be included in the motion: that Wisdom Academy for Young Scientists will comply with California's conflict-of-interest laws.

Mr. Boyd accepted the amendments to the motion from Mr. Saenz and Mrs. Holt.

Mr. Saenz stated that the motion is to approve the charter school renewal subject to the condition that the current Executive Director be contracted for two years, that the former Executive Director not be employed by or at the charter school until such time, if any, that the allegations of conflict of interest have been resolved fully in her favor, and that the school comply with all California conflict-of-interest laws.

Mr. Boyd and Mrs. Holt agreed to the amended motion.

Ms. Jan Isenberg, Project Director III, Charter School Office, stated that if the County Board moves to approve the charter, the Interim Superintendent recommended that the County Board incorporate the following provisions in its approval action. If authorized, recommended conditions for approval are: Term of the charter begins July 1, 2011 and runs through June 30, 2016 contingent upon the following conditions:

By June 30, 2011, Wisdom Academy shall submit to the Charter School Office the signed LACOE Monitoring and Oversight Memorandum of Understanding following the approval by the Wisdom governing board; shall submit changes to reflect the County Board as the authorizer; and complete and submit an application to a Special Education Local Plan Area (SELPA). The petitioner will notify LACOE Charter School Office in writing to which SELPA the application was made.

A roll call vote to approve the petition for renewal subject to the conditions presented was taken. Voting no were Ms. Braude and Dr. Turrentine. Voting yes were Mr. Boyd, Ms. Yepes, Mrs. Holt, and Mr. Saenz. The motion CARRIED.

HEARINGS

3:15 P.M. PUBLIC HEARING ON 2008-2011 LACEA COLLECTIVE BARGAINING TENTATIVE AGREEMENT FOR THE PERIODS 2008-2009, 2009-2010, AND 2010-2011
In compliance with the collective bargaining agreement public disclosure requirements set forth in Government Code section 3547.5 (a), the Office entered into a 2008-2011 Tentative Agreement with Los Angeles County Education Association (LACEA).

The purpose of the public hearing was to receive comments from the public, if any, to the 2008-2011 Tentative Agreement with LACEA.

There was no public comment.

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000395

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Century Blvd
Los Angeles, CA 9001

Governing Board Meeting

600 PM

The Wisdom Academy for Young Scientists Charter School governing board was called to order by the President, Loretta McDonald, at 6:43 PM

- B. All members and guests stood and saluted the flag
- C. **Roll Call: Present** Edward Cabil, Jonathan Fields, Kandee Lewis, Alex Love, Loretta McDonald, Oliver Ortega, Cathy Roby, Tamara Smith, Adell Walker, Dorothy Valenti
Absent Karen Haynes
Others in Attendance Bali Business Management, Michael Cureton, Alake Watson

II. There were no additions to the agenda

III. The minutes of the April 30, 2011 meeting were read by the Secretary, Adell Walker, and should support the changes stipulated by the board. It was properly moved by Tamara Smith to accept minutes with corrections and seconded by Ed Cabil –motion carried

IV. Communications None

V. **Board Report** WAYS' board secretary gave a summary of the LACOE charter appeal process indicating a letter was submitted to LACOE addressing the findings of facts re: program implementation, governance, and conflict of interest. Full Response to LACOE's Board Interim President, Jon Gundry, can be found in the document sent to LACOE May 9, 2011

Property Investment Opportunities: Mr. Baron Jones is investigating the opportunities of investment bankers/brokers/capitalists coming in and partnering with the school to possibly adopt the school for the purpose of remodeling/rebuilding/upgrading building. Further talks, dialogue pending charter appeal decision.

Corrective Action Plan President McDonald reported Purpose of the Corrective Action Plan is to Cure the Conflict of Interest (COI) in reference to government code 1090 as it pertains to the Executive Director owning property on which Wisdom Academy for Young Scientists (WAYS) is located. The complete document can be reviewed by contacting the secretary or main office.

Parent/Teacher Student Report

Parent Council Report The PC met on June 2 to discuss the LACOE hearings and meetings. Parents were encouraged to show up to support the WAYS Charter renewal. The parents of WAYS have concerns and ideas they would like to see embraced by the administration. Some of the activities the Council is involved in consist of:

- Book Fair
- Volunteer

000396

• **Drill Team**

PC needs more support from parents in the school village and is asking for assistance in outreach. The PC asked questions re: the funds raised as a result of the Book Fair, (\$1,874 – goal \$1,500) Raffle Tickets (\$95.00), Sodas sale (\$67.00). Total funds in PC account \$8,000. PC wanted to know is there a (checking account) for the Parent Council? If there is not an account one is being requested. The class that raised the most money received a class reward of an Ice Cream Party. Parents additionally express concern re: communication from school in a timely manner and the possibility of summer school.

Executive Director's Report

The school is gearing up for STAR testing. Teachers, students, parents are concerned and anxiously awaiting the word from the county re: the WAYS charter appeal. Students are prepared to testify before the board and many have written statements, paragraphs addressing "why" WAYS should be approved. Students and teachers are supportive of the school remaining a viable source of quality education in the So Los Angeles community. LACOE hearing report (see document written by Michael Cureton) housed in secretary documents binder. Prop #39 (where will the students be housed?) 520 is the number in the charter. Question—can we get students at another site? Need a marketing campaign to attract students, families and teachers.

Principal's Report State of the school is solid—teachers received profession staff development training from Dr. Kennedy in areas of Assessment, Instruction (teaching), Curriculum, CA Standards, Classroom Environment, Student Behavior. PSD was timely, interactive and meaningful. LACOE's hearing status pending board requests, meeting June 7, 2011.

Business & Finance Bali Business Management gave financials re cash flow, income statement, balance, budget vs. actual and other financial matters. Total current assets: \$1,088,819 –the school is financially sound. Full report can be reviewed upon request.

Review of Documents for Submittal to LACOE—packet/book compiled by President McDonald, Secretary, Adell Walker, Principal Alake Watson, and Executive director, Michael Cureton. Board reviewed the submissions and approved for submission.

Action Items

- Approval of Prop #39—Not Approved
- Approval of Corrective Action Plan –Approved

Installation of New Board Officers/Members: board officers were given the Oath of Office and each officer, President-Alex Love; Vice President-Kandee Lewis; Secretary-Dorothy Valenti; Treasurer-Cathy Roby each accepted duties and responsibilities of the office held by raising right hand and swearing to abide.

Transition of leadership will take place July 1, 2011.

Meeting was adjourned at 9:40 PM

Respectfully submitted

Adell Walker-Secretary

Adell Walker, Secretary

Date:

Loretta McDonald, President

Date:

000397

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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Innovation and Charter Schools

LOS ANGELES UNIFIED SCHOOL DISTRICT

333 South Beaudry Avenue, 25th Floor
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Charter: (213) 241-2487 • IDesign: (213) 241-5104 • Fax: (213) 241-4710

JOHN E. DEASY, PH. D.
Superintendent

MATT HILL
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools

July 6, 2011

Mickey L. Cureton, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

RE: PROPOSITION 39 FACILITIES BACK OUT NOTIFICATION

On July 1, 2011, the Los Angeles Unified School District ("District") received from Wisdom Academy for Young Scientists ("Charter School") unilateral notification that it will not occupy the District-offered space at 122nd Street ES or Figueroa EL School ("Facilities") as it previously accepted on April 1, 2011, pursuant to Proposition 39 for the 2011-12 school year.

Based on Charter School's recent representation it will not occupy the Facilities, the District will not incur any additional costs (including, but not limited to, acquiring furniture and equipment, reorganizing the campus, and making improvements and modifications to the Facilities) to accommodate Charter School. The Facilities will be used for District programs, and Charter School will not be entitled to any use of the Facilities for the 2011-12 school year.

Notwithstanding the foregoing, the District reserves all of its rights pursuant to 5 C.C.R. section 11969.9(i), and otherwise, based on Charter School's prior acceptance of the District-offered space at the Facilities.

Sincerely,

A handwritten signature in black ink, appearing to read "Jose", with a long horizontal stroke extending to the right.

José Cole-Gutiérrez
Director, Charter Schools

c: Sean Jernigan

000399

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000400

THE LANDLORD AND TENANT AGREE TO LEASE THE PREMISES AT THE RENT RATED AND FOR THE TERM STATED
IN THIS CONTRACT

LANDLORD:
ELDER J. TURNER
12570 MAXWELL AVE
DOWNEY, CA 90242

TENANT:
WISDOM ACADEMY FOR YOUNG SCIENTIST
706 EAST MANCHESTER AVE
LOS ANGELES, CA 90002

PREMISES: 714 EAST MANCHESTER AVE, LOS ANGELES, CALIFORNIA 90001

LEASE DATE: DECEMBER 1, 2012 **TERM** 5 Y. **BEGIN** DECEMBER 1, 2012

END DECEMBER 1, 2017 **WITH (5) FIVE YEARS OPTIONS**

YEARLY	RT. _____
FIRST MONTHLY	RT. <u>1728.00</u>
SECURITY	RT. <u>5000.00</u>
LAST MONTH	RT. <u>5000.00</u>

1. USE: THE PREMISES MUST BE USED BY TENANT AND FOR NO OTHER REASON ONLY AS THE PARTY SIGNING THIS
LEASE (TENANT) MAY USE PREMISES.

2. FAILURE TO GIVE POSSESSION: LANDLORD SHALL NOT BE LIABLE FOR FAILURE TO GIVE TENANT
POSSESSION OF THE BEGINNING DATE TERM RENT SHALL BE PAYABLE AS OF THE BEGINNING OF THE TERM UNLESS LANDLORD
IS UNABLE TO GIVE POSSESSION. IN THAT CASE, RENT SHALL BE PAYABLE WHEN POSSESSION IS AVAILABLE. LANDLORD WILL
NOTIFY TENANT AS TO THE DATE POSSESSION IS AVAILABLE. THE ENDING DATE OF THE TERM WILL NOT CHANGE.

3. RENT, ADDED RENT: THE RENT PAYMENT FOR EACH MONTH MUST BE PAID ON THE FIRST DAY OF THAT MONTH
AT LANDLORD'S ADDRESS ABOVE. LANDLORD NEED NOT GIVE NOTICE TO PAY THE RENT. RENT MUST BE PAID IN FULL AND NO
AMOUNT SUBTRACTED FROM IT. THE FIRST MONTH'S RENT IS TO BE PAID WHEN TENANT SIGNS THIS LEASE. TENANT MAY BE
REQUIRED TO PAY OTHER CHARGES TO LANDLORD UNDER THE TERMS OF THIS LEASE. THEY ARE TO BE CALLED "ADDED
RENT". THIS ADDED RENT IS PAYABLE AS RENT, TOGETHER WITH THE NEXT MONTHLY RENT DUE. IF TENANT FAILS TO PAY
THE ADDED RENT ON TIME, LANDLORD SHALL HAVE THE SAME RIGHTS AGAINST TENANT AS IF IT WERE A FAILURE TO PAY
RENT. THE WHOLE AMOUNT OF RENT IS DUE AND PAYABLE WHEN THIS LEASE IS EFFECTIVE. PAYMENT OF RENT IN
INSTALLMENTS IS FOR TENANT'S CONVENIENCE ONLY. IF TENANT DEFAULTS, LANDLORD MAY GIVE NOTICE TO TENANT THAT
TENANT MAY NO LONGER PAY RENT IN INSTALLMENTS. THE ENTIRE RENT FOR THE REMAINING PART OF THE TERM WILL THEN
BE DUE AND PAYABLE.

4. NOTICES: ANY BILL, STATEMENT OR NOTICE MUST BE IN WRITING AND DELIVERED OR MAILED TO THE TENANT AT
THE PREMISES AND TO THE LANDLORD AT THE ADDRESS FOR NOTICES. IT WILL BE CONSIDERED DELIVERED ON THE DAY
MAILED OR IF NOT MAILED, WHEN LEFT AT THE PROPER ADDRESS. ANY NOTICE MUST BE SENT BY CERTIFIED MAIL. LANDLORD
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5. SECURITY: TENANT HAS GIVEN SECURITY TO LANDLORD IN THE AMOUNT STATED ABOVE. IF TENANT FULLY
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DOES NOT FULLY COMPLY WITH THE TERMS OF THIS LEASE, LANDLORD SELLS THE PREMISES. LANDLORD MAY GIVE THE
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6. UTILITIES AND SERVICES: TENANT MUST PAY FOR THE FOLLOWING UTILITIES AND SERVICES WHEN BILLED:
GAS, WATER, ELECTRICITY, FUEL, TELEPHONE, GARDENING, EXTERMINATING** MAINTENANCE SERVICE CONTRACTS SHALL
BE MAINTAINED, CONTINUED AND PAID FOR BY TENANT. THESE CHARGES WILL BE ADDED.

7. SPACE "AS IS": TENANT TAKES THE PREMISES "AS IS". TENANT MAY MAKE IMPROVEMENT TO PREMISES
ABIDING BY ALL LOCAL BUILDING CODE AT TENANT'S EXPENSE.

8. CARE OF PREMISES, GROUNDS: TENANT SHALL KEEP THE GROUNDS NEAT AND CLEAN. VEHICLES MAY
BE DRIVEN OR PARKED ONLY IN DRIVEWAYS OR IN THE BACKYARD OFF OF ALLEY.

9. REPAIR, ALTERATIONS: TENANT MUST KEEP, AND AT THE END OF THE TERM RETURN THE PREMISES AND ALL
EQUIPMENT AND OTHER PERSONAL PROPERTY CLEAN AND IN GOOD ORDER AND REPAIR. IF TENANT DEFAULTS, LANDLORD
HAS THE RIGHT TO MAKE REPAIR AND CHARGE TENANT. THE COST WILL BE ADDED TO RENT.

10. LIABILITY: TENANT MUST PAY FOR DAMAGES SUFFERED AND MONEY SPENT BY LANDLORD RELATING TO ANY
CLAIM ARISING FROM ANY ACT OR NEGLECT OF TENANT. TENANT IS RESPONSIBLE FOR ALL ACTS OF TENANT'S FAMILY,
EMPLOYEES, GUESTS AND INVITEES.

**ADDED OTHER UTILITIES & SERVICES

000401

11. FIRE, DAMAGE: TENANT MUST GIVE LANDLORD IMMEDIATE NOTICE IN CASE OF FIRE. LANDLORD WILL HAVE THE RIGHT TO REPAIR. IF LANDLORD REPAIRS, TENANT SHALL PAY RENT ONLY TO THE DATE OF THE FIRE AND SHALL START TO RENT AGAIN WHEN PREMISE IS USABLE. LANDLORD MAY CANCEL THE LEASE BY GIVING TENANT THREE (3) DAYS "WRITTEN NOTICE." THE TERM SHALL BE OVER AT THE END OF THE THIRD DAY AND ALL RENT SHALL BE PAID TO THE DATE OF THE FIRE DAMAGE.

12. LATE CHARGES: IN THE EVENT RENT IS NOT PAID WITHIN (5) DAYS AFTER DUE DATE, TENANT AGREES TO PAY A LATE CHARGE OF 175.00 PLUS INTEREST AT 17% PER ANNUM ON THE DELINQUENT AMOUNT. TENANT AGREES FURTHER TO PAY TWENTY-FIVE DOLLARS FOR EACH DISHONORED BANK CHECK.

13. LANDLORD'S CONSENT: IF TENANT REQUIRES LANDLORD'S CONSENT TO ANY ACT AND SUCH CONSENT IS NOT GIVEN, TENANT'S ONLY RIGHT IS TO ASK THE COURT TO FORCE LANDLORD TO GIVE CONSENT. TENANT AGREES NOT TO MAKE ANY CLAIM AGAINST LANDLORD FOR MONEY OR SUBTRACT ANY SUM FROM THE RENT BECAUSE SUCH CONSENT WAS NOT GIVEN.

14. LANDLORD MAY ENTER, KEYS, SIGNS: LANDLORD MAY AT REASONABLE TIME ENTER THE PREMISES TO EXAMINE, TO MAKE REPAIRS OR ALTERATIONS, AND TO SHOW IT TO POSSIBLE BUYERS, LENDERS OR TENANTS. TENANT MUST GIVE LANDLORD KEYS TO ALL LOCKS. LOCKS MAY NOT BE CHANGED OR ADDITIONAL LOCKS INSTALLED WITHOUT LANDLORD'S CONSENT. DOORS MUST BE LOCKED AT ALL TIMES. WINDOWS MUST BE LOCKED WHEN TENANT IS OUT. LANDLORD MAY PLACE THE USUAL "FOR RENT" OR "FOR SALE" SIGNS UPON THE PREMISES.

15. COMPLIANCE WITH AUTHORITIES: TENANT SHALL COMPLY WITH ALL STATUTES, ORDINANCES AND REQUIREMENTS OF ALL MUNICIPAL, STATE AND FEDERAL AUTHORITIES NOW IN FORCE, OR IN WHICH MAY HEREAFTER BE IN FORCE, PERTAINING TO THE USE OF THE PREMISES.

16. ATTORNEY'S FEES: IN THE EVENT THAT OWNER SHALL PREVAIL IN ANY LEGAL ACTION BROUGHT BY EITHER PARTY TO ENFORCE THE TERMS HEREOF OR RELATING TO THE PREMISES, OWNER SHALL BE ENTITLED TO ALL COSTS INCURRED IN CONNECTION WITH SUCH ACTION, INCLUDING A REASONABLE ATTORNEY'S FEE.

17. WAIVER: NO FAILURE OF OWNER TO ENFORCE ANY TERM HEREOF SHALL BE DEEMED A WAIVER, NOR SHALL ANY ACCEPTANCE OF A PARTIAL PAYMENT OF RENT BE DEEMED A WAIVER OF OWNER'S RIGHT TO THE FULL AMOUNT THEREOF.

18. ILLEGALITY: IF ANY PART OF THIS LEASE IS NOT LEGAL, THE REST OF THE LEASE WILL BE UNAFFECTED.

19. SUCCESSORS: THIS LEASE IS BINDING ON ALL PARTIES WHO LAWFULLY SUCCEEDED TO THE RIGHTS TO TAKE THE PLACE OF THE LANDLORD OR TENANT.

20. INSURANCE: TENANT MUST PROVIDE LANDLORD WITHIN NINETY DAYS OF SIGNED LEASE LIABILITY AND FIRE INSURANCE ANNUAL.

21. REPRESENTATIONS, CHANGES IN LEASE: TENANT HAS READ THIS LEASE. ALL PROMISES MADE BY THE LANDLORD ARE IN THIS LEASE. THERE ARE NO OTHERS. THIS LEASE MAY BE CHANGED ONLY BY AN AGREEMENT IN WRITING SIGNED BY AND DELIVERED TO EACH PARTY.

22. PARAGRAPH HEADING: THE PARAGRAPH HEADINGS ARE FOR CONVENIENCE ONLY.

23. EFFECTIVE DATE: THIS LEASE IS EFFECTIVE WHEN LANDLORD DELIVERS TO TENANT.

SIGNATURES AND AGREEMENT: THE PARTIES HAVE ENTERED INTO THIS LEASE ON THE DATE FIRST ABOVE STATED.

THE UNDERSIGNED TENANT HEREBY ACKNOWLEDGES RECEIPT OF COPY HEREOF.

BLIDER T TURNER
AGENT NAME

WISDOM ACADEMY FOR YOUNG SCIENTISTS
TENANT'S NAME

815 N. CONGRESS AVE. #527
ADDRESS

714 E. MANCHESTER AVE.
ADDRESS

KANSAS CITY, MO 64111
CITY STATE ZIP

LOS ANGELES, CA 90001
CITY STATE ZIP

816-581-4474
PHONE NO.

303-251-8848
TENANT'S PHONE NO.

DATE: SEPTEMBER 1, 2011

S.S. #

[Signature]
LANDLORD'S SIGNATURE

D7390236
DRIVER'S LICENSE NO.

[Signature]
TENANT'S SIGNATURE

000402

**ELDER
T.
TURNER**

12929 HANWELL AVE., DOWNEY, CA 90242 (562) 861-1950

July 8, 2008

To Whom It May Concern;

I, Elder T. Turner, owner of the property on 714 E. Manchester Ave., Los Angeles, CA 90001, give Wisdom Academy for Young Scientists, under the direction of Kendra Okonkwo, permission to use the building for educational purposes under our lease agreement.

Sincerely yours,



Elder T. Turner

000403

THE LANDLORD AND TENANT AGREE TO LEASE THE PREMISES AT THE RENT RATED AND FOR THE TERM STATED IN THIS CONTRACT.

LANDLORD;	TENANT;
<u>ELDER T. TURNER</u>	<u>WISDOM ACADEMY FOR YOUNG SCIENTIST</u>
<u>12929 HANWELL AVE.</u>	<u>706 EAST MANCHESTER AVE</u>
<u>DOWNEY, CA 90242</u>	<u>LOS ANGELES, CA 90062</u>

PREMISES: 714 EAST MANCHESTER AVE, LOS ANGELES, CALIFORNIA 90001

LEASE DATE: DECEMBER 1, 20 07 **TERM** 5 Y. **BEGIN** DECEMBER 1, 20 07
END DECEMBER 1, 20 12 **WITH (5) FIVE YEARS OPTIONS**

YEARLY	RT. _____
FIRST MONTHLY	RT. <u>1450.00</u>
SECURITY	RT. <u>\$ NONE</u>
LAST MONTH	RT. <u>\$ NONE</u>

1. USE: THE PREMISES MUST BE USED BY TENANT AND FOR NO OTHER REASON. ONLY AS THE PARTY SIGNING THIS LEASE TENANT MAY USE PREMISES.

2. FAILURE TO GIVE POSSESSION: LANDLORD SHALL NOT BE LIABLE FOR FAILURE TO GIVE TENANT POSSESSION OF THE BEGINNING DATE TERM. RENT SHALL BE PAYABLE AS OF THE BEGINNING OF THE TERM UNLESS LANDLORD IS UNABLE TO GIVE POSSESSION. IN THAT CASE, RENT SHALL BE PAYABLE WHEN POSSESSION IS AVAILABLE. LANDLORD WILL NOTIFY TENANT AS TO THE DATE POSSESSION IS AVAILABLE. THE ENDING DATE OF THE TERM WILL NOT CHANGE.

3. RENT, ADDED RENT: THE RENT PAYMENT FOR EACH MONTH MUST BE PAID ON THE FIRST DAY OF THAT MONTH AT LANDLORD'S ADDRESS ABOVE. LANDLORD NEED NOT GIVE NOTICE TO PAY THE RENT. RENT MUST BE PAID IN FULL AND NO AMOUNT SUBTRACTED FROM IT. THE FIRST MONTH'S RENT IS TO BE PAID WHEN TENANT SIGNS THIS LEASE. TENANT MAY BE REQUIRED TO PAY OTHER CHARGES TO LANDLORD UNDER THE TERMS OF THIS LEASE. THEY ARE TO BE CALLED "ADDED RENT." THIS ADDED RENT IS PAYABLE AS RENT, TOGETHER WITH THE NEXT MONTHLY RENT DUE. IF TENANT FAILS TO PAY THE ADDED RENT ON TIME, LANDLORD SHALL HAVE THE SAME RIGHTS AGAINST TENANT AS IF IT WERE A FAILURE TO PAY RENT. THE WHOLE AMOUNT OF RENT IS DUE AND PAYABLE WHEN THIS LEASE IS EFFECTIVE. PAYMENT OF RENT IN INSTALLMENTS IS FOR TENANT'S CONVENIENCE ONLY. IF TENANT DEFAULTS, LANDLORD MAY GIVE NOTICE TO TENANT THAT TENANT MAY NO LONGER PAY RENT IN INSTALLMENTS. THE ENTIRE RENT FOR THE REMAINING PART OF THE TERM WILL THEN BE DUE AND PAYABLE.

4. NOTICES: ANY BILL, STATEMENT OR NOTICE MUST BE IN WRITING AND DELIVERED OR MAILED TO THE TENANT AT THE PREMISES AND TO THE LANDLORD AT THE ADDRESS FOR NOTICES. IT WILL BE CONSIDERED DELIVERED ON THE DAY MAILED OR IF NOT MAILED, WHEN LEFT AT THE PROPER ADDRESS. ANY NOTICE MUST BE SENT BY CERTIFIED MAIL. LANDLORD MUST SEND TENANT WRITTEN NOTICE IF LANDLORD CHANGES THE ADDRESS FOR NOTICES.

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000404

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ELDER T. TURNER
AGENT NAME

WISDOM ACADEMY FOR YOUNG SCIENTISTS
TENANT'S NAME

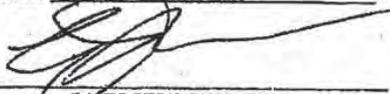
12929 HANWELL AVE.
ADDRESS

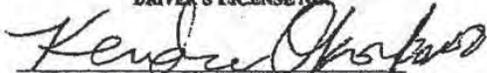
706 E. MANCHESTER AVE.
ADDRESS

DOWNEY, CA 90242
CITY STATE ZIP

LOS ANGELES, CA 90001
CITY STATE ZIP

000405

DATE: NOVEMBER 1, 2007

LANDLORD'S SIGNATURE

FT.I# 710919256
SS.#
N/A
DRIVER'S LICENSE NO.

TENANT'S SIGNATURE

000406

EXHIBIT

29

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000407

1 **Los Angeles County Office of Education**
2 **Monitoring and Oversight Memorandum of Understanding¹**

3 **Wisdom Academy for Young Scientists Charter School**
4 **Charter Authorization Period: July 1, 2011 – June 30, 2016**

5 **INTRODUCTION**

6 The Los Angeles County Board of Education (hereinafter "County Board") is guided by the intent of
7 the legislature, that quality charter schools are and should be an integral part of the California
8 educational system. The County Board believes that charter schools provide an opportunity to
9 implement accountability-based school-level reform, support innovation which improves student
10 learning, and provide choice for parents. Charter schools operate under the provisions of the charter,
11 applicable state and federal laws, and the general oversight of the County Board.

12 The County Board supports this effort by establishing a defined accountability system for
13 determining the effectiveness of the charter schools it authorizes. Charter schools are public
14 schools; as such, their performance is subject to review and comparison with any other publicly
15 funded school. A charter school's demographic composition should reflect the community it serves
16 and in which it is located.

17 **PURPOSE OF AGREEMENT**

18 The State of California enacted the Charter Schools Act of 1992 authorizing the creation of charter
19 schools with the intent that the schools improve student learning through a variety of means,
20 including increased learning opportunities, innovative teaching methods, expanded choice for
21 parents, and performance-based accountability.

22 Education Code Section 47805 requires a charter petition need to provide a "reasonably
23 comprehensive description" of the manner in which the school will operate; it is not a comprehensive
24 document. An agreement is a useful tool for clarifying the expectations, operations, and
25 responsibilities of both parties beyond that which is required in the charter but is required for
26 successful operation and monitoring of a charter school.

27 County Board has established this Monitoring and Oversight Memorandum of Understanding
28 ("Agreement") to address matters not covered in the charter in order to clarify the monitoring and
29 oversight expectations and responsibilities. The Charter School Act allows the County Board to
30 authorize charter schools under specified circumstances and by doing so, becomes the authorizing
31 agency of the charter schools. The County Board has delegated to the County Superintendent of
32 Schools, its obligations to oversee its authorized charter schools under the terms of this Agreement,
33 the provisions of the school's charter, applicable laws, regulations, and County Board Policy and
34 Regulation.

35 The fundamental interest of the Los Angeles County Office of Education (hereinafter "LACOE") is —
36 on a continuing basis — to be reasonably assured that charter schools authorized by the County
37 Board are:

- 38 • Implementing the provisions of the charter as approved
39 • Adhering to all requirements of federal, state, and local law that apply to charter schools
40 • Being operated reasonably in all respects

¹ Adapted from the Memorandum of Understanding (MOU) utilized by the State Board of Education. This agreement reflects changes made for the Los Angeles County Board of Education as the authorizer.

- 1 • Providing a sound education for all their students

2 LACOE will report periodically to the County Board regarding its delegated oversight of the Wisdom
3 Academy for Young Scientists Charter School (hereinafter, "Charter School").

4 The County Board recognizes that there are matters related to the operation of the Charter School
5 and to the effective oversight of the Charter School by LACOE that go beyond the provisions
6 included in the school's charter. The County Board also acknowledges that the day-to-day operation
7 of the Charter School is appropriately carried out by the school's leadership, faculty, and staff. This
8 Agreement is intended to address those matters that have not been covered in the charter and to
9 provide guidance on the oversight policies and procedures of the County Board, as carried out by
10 LACOE. Further, this Agreement is intended to outline the parties' agreement governing their
11 respective fiscal and administrative responsibilities and their legal relationships.

12 The Charter School petition and this signed Agreement, which includes

- 13 • Attachment A: Student Achievement Plan Guidelines (if applicable);
14 • Attachment B: Fiscal Oversight Requirements and Financial Reporting;
15 • Attachment C: Reporting Timeline (as revised yearly);
16 • Attachment D: LACOE Closure Procedures;
17 • Attachment E: Action of the County Board to authorize the Charter School, including
18 conditions (To follow after approval of Minutes);
19 • Attachment F: Revisions to the charter petition necessary to reflect the County Board as the
20 authorizer; and
21 • Attachment G: Revisions to the charter petition necessary to comply with Education Code
22 Section 47607(a)(2)

23 constitute the conditions and terms under which the charter shall be monitored. To the extent that the
24 terms in the charter vary from the provisions of this Agreement, the Agreement (Initials) shall
25 take precedence unless both parties agree to other terms.

26 **TERM OF AGREEMENT**

27 This Agreement shall commence on the date upon which it is fully executed by all parties and shall
28 cover the term of the charter. This Agreement between LACOE and the Charter School is inclusive
29 of Attachments A through G.

30 Any modification of this Agreement must be in writing and executed by duly authorized
31 representatives of the parties.

- 32 1. The duly authorized representatives of the Charter School are the governing board president
33 or CEO/Director of the Charter School or designee.
34 2. The duly authorized representative of the County Board is the County Superintendent of
35 Schools or designee. For purposes of material amendments to the charter, such
36 amendments may only be made upon the approval of the Charter School's governing board,
37 and will take effect only if approved by the County Board.

38 This Agreement shall be reviewed at least annually, and may be amended or augmented by
39 addendum at any time with mutual agreement. In the case of mid-year changes in laws or policies,
40 the County Board and the Charter School reserve the right to request modifications to this
41 Agreement. Such modifications, if agreed upon, shall be included as Addenda to this Agreement.
42 Failure to reach agreement on required changes in the Agreement may result in termination of the

1 Agreement and the charter. (Initial *aw*) The approved Agreement (including any subsequent
2 Addenda) shall continue unless modified in writing. This Agreement shall automatically expire upon
3 the expiration or revocation of the charter. The approved Agreement (including any Addendums)
4 continues in existence as long as the Charter School is operational, but automatically expires if the
5 Charter School becomes non-operational, typically because of non-renewal, revocation, or voluntary
6 closure.

7 TERM OF THE CHARTER

8 The Charter School is a public school that is or shall be operating pursuant to a charter (hereinafter
9 the "charter"). On June 7, 2011, the County Board authorized the charter contingent upon the
10 petitioner making any necessary non-material changes to the petition, the signing of the LACOE
11 Monitoring and Oversight Memorandum of Understanding, and upon inspection and approval of
12 facilities.

13 The Charter School shall operate as a classroom based charter school within the boundaries of Los
14 Angeles Unified School District in the county of Los Angeles. The Charter School shall serve grades
15 K-5 and shall have an approximate enrollment of five hundred twenty (520) students per year for the
16 term of the charter.

17 The Charter School shall be responsible for all the functions of a charter school subject to applicable
18 statutes, the charter, the terms and conditions set forth in the charter, and this Agreement.

19 If applicable, the Charter School will commence its first year of operation between July 1 and
20 September 30, 2011, subject to any conditions that were specified by the County Board in the action
21 it took to approve the Charter. Any condition that was not met through revision of the Charter may be
22 addressed in this Agreement.

23 The Charter School's charter shall have a five (5) year term to expire on June 30, 2016. The
24 provisions of the charter and the Agreement shall be aligned.

25 The County Board reserves the right to approve material revisions to the charter and/or revoke the
26 charter as specified in Education Code Section 47607. *The school may only seek renewal of its*
27 *charter after successfully operating the school as specified in Section 4.4 of this Agreement.* (Initial
28 *aw*)

29

SECTION 1: GOVERNANCE AND ORGANIZATIONAL MANAGEMENT

30 The Charter School is operated by a nonprofit public benefit corporation, formed and organized
31 pursuant to the Nonprofit Public Benefit Corporation Law (Corporations Code § 5110 et seq.). The
32 Charter School is a separate legal entity and neither the County Board nor LACOE is liable for the
33 debts and obligations of the Charter School. The Charter School shall use all revenue received from
34 state and federal sources only for the educational services specified in the charter and this
35 Agreement for the benefit of the students enrolled in and attending the Charter School. Other
36 sources of funding must be used in accordance with applicable state and federal statutes, and the
37 terms or conditions of any grant or donation.

38 1.1 Organization

39 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
40 Timeline, and as updated:

- 41 • Contact information, including phone numbers, official addresses and e-mail addresses for
42 the principal contacts for the Charter School
- 43 • Organization chart displaying relationship between governing board and the Charter School

- 1 leadership
- 2 • Written notice of any change in the directors, officers, and administrators
- 3 • Prior written notice of any proposed service/employment contract and/or agreement with the
- 4 former executive director whose contract was terminated by the WAYS board in June 2011,
- 5 and a copy of the contract/agreement prior to execution (to monitor fulfillment of the
- 6 conditions of authorization attached hereto as Attachment E.)
- 7 • A copy of any proposed contract with any person or entity that pertains to facilities prior to the
- 8 Charter School's execution of that agreement
- 9 • **1.2 Governing Board Establishment**
- 10 The Charter School shall provide to LACOE annually in accordance with Attachment C, Reporting
- 11 Timelines, and as updated:
- 12 • Articles of Incorporation
- 13 • Bylaws approved by the governing board
- 14 • Conflict of Interest Policy
- 15 • Roster and resumes of current governing board members
- 16 • Statement of Economic Interests, Form 700 for all filers
- 17 **1.3 Governing Board Activities**
- 18 A. Calendar: The Charter School shall provide an annual calendar of governing board regular
- 19 meetings, including a description of how parents and community members shall be notified of
- 20 meetings.
- 21 B. Governing Board Meetings: The governing board of the Charter School shall conduct public
- 22 meetings at such intervals as are necessary to ensure that the board is providing sufficient direction
- 23 to the Charter School through implementation of effective board policies and procedures. Governing
- 24 board meetings shall be conducted in keeping with the requirements of the Ralph M. Brown Act
- 25 (Government Code § 54950 - 54962). Governing board adopted policies, meeting agendas and
- 26 minutes shall be maintained and available for public inspection and during site visits. For all regular
- 27 and special meetings of the governing board, the Charter School shall provide LACOE with written
- 28 notification of the meeting, including a copy of the posted agenda, no less than 72 hours prior to a
- 29 regular meeting and no less than 24 hours prior to a special meeting. The posted agenda shall
- 30 contain a description of where the agenda was posted and that the meeting is held in compliance
- 31 with the Americans with Disabilities Act. Within ten (10) working days of the board meeting, the
- 32 Charter School shall provide LACOE with an audio recording of the meeting, and any changes,
- 33 additions and/or materials provided to the governing board. Once approved by the Charter School's
- 34 governing board, the Charter School shall provide LACOE with a copy of the minutes of the meeting
- 35 within five (5) calendar days.
- 36 C. Brown Act Training: The Charter School should provide Brown Act training to its governing board
- 37 members and administrative staff prior to the execution of any duties.
- 38 D. Governing Board Policies: Prior to opening, the governing board shall develop and adopt policies
- 39 and procedures to guide the operation of the Charter School, including but not limited to, policies in
- 40 the following areas. A copy of these policies and procedures shall be submitted to LACOE prior to
- 41 opening and upon revision.
- 42 • Conflicts of Interest: If it has not already done so for the current year, at the first meeting of
- 43 the Charter School's governing board, following July 1, 2011, and annually thereafter, the
- 44 Charter School's governing board shall: (1) adopt a conflict of interest policy, including

1 provisions related to nepotism, for itself and the Charter School's employees and contractors
2 to ensure that no action taken by an individual or organization covered by the policy results in
3 actual or apparent conflicts of interest; (2) provide verification that all board members and
4 Charter School management employees (i.e., Form 700 filers) have participated in conflict of
5 interest training; and (3) take action to comply with the Political Reform Act, including
6 adoption of a conflict of interest policy compliant with the Act and its implementing
7 regulations. The Charter School shall follow the Political Reform Act, the California
8 Corporation Code, and IRS regulations.

- 9 • Internal Fiscal Controls: The Charter School shall develop and maintain internal fiscal control
10 policies governing all financial activities. Such policies and procedures are subject to review
11 during site visits to see that they are being implemented.
- 12 • Campus Supervision: The Charter School shall implement the governing board policy relative
13 to the supervision of students before and after school, while on campus, student pick-up, as
14 well as a procedure for visitors to enter and leave campus.
- 15 • Discipline Policies: The Charter School shall implement the governing board policies relative
16 to student discipline, including a list of the offenses for which students may (and must) be
17 suspended or expelled, the procedures for suspension or expulsion, procedures by which
18 parents and students shall be informed about reasons for suspension or expulsion, and of
19 their due process rights in regard to either disciplinary action.
- 20 • Parent/Student Handbook: The Charter School shall distribute a hard copy of the
21 parent/student handbook to families each year or make the handbook available online and
22 provide a hard copy upon request. At a minimum, the handbook shall include detailed
23 expectations for student attendance, behavior, and discipline, including policies and
24 consequences for bullying and harassment, due process rights related to discipline (including
25 suspension, expulsion, and special education), and a description of both informal and formal
26 complaint procedures that parents may pursue in the event of disagreements.
- 27 • Adherence to County Board of Education Policy and Regulation: At the first governing board
28 meeting of the Charter School following July 1, 2011, and annually thereafter, the governing
29 board of the Charter School shall review and acknowledge in its board minutes that it shall
30 adhere to all policies and regulations pertaining to charter schools that have been adopted by
31 the Los Angeles County Board of Education, as long as the policies do not conflict with
32 Education Code. LACOE shall provide the Charter School with a copy of these policies and
33 regulations annually and upon revision.

34 1.4 Administration

35 A. Enrollment and Admissions Documentation: The Charter School shall maintain on file and provide
36 to LACOE upon request the following information:

- 37 • Descriptions of outreach and recruitment activities that have been conducted to reach target
38 populations as described in the charter
- 39 • Procedures for application, enrollment, admission, wait listing and lotteries for placement
40 (enrollment preferences) as described in the charter
- 41 • Evidence of enrollment preferences consistent with the charter and with LACOE conditions of
42 operation
- 43 • Copy of enrollment forms and information provided to prospective families
- 44 • Documentation, while pertinent, that start-up enrollment is consistent with enrollment
45 numbers described in the charter

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- 1 • Evidence that each student is a resident of California in accordance with EC § 47612
- 2 • For students over 18, evidence that each student has been continuously enrolled (no break in
- 3 enrollment greater than 20 school days) in an educational program and is making satisfactory
- 4 progress toward completion of a high school diploma
- 5 **B. Health and Safety Plan:** Prior to opening, annually, and upon revision, the Charter School shall
- 6 provide to LACOE:
- 7 • A copy of the health, safety, and emergency plan for students and employees
- 8 • Evidence that staff has been trained in health, safety, and emergency procedures
- 9 • A calendar of emergency drills for students
- 10 The health and safety plan shall address at a minimum, fire emergencies, earthquakes and other
- 11 natural disasters, civil disorder, accidents, injuries, and other threats to the health and safety of
- 12 students and staff. The Charter School shall provide training for staff in responding to emergencies
- 13 and conduct emergency response drills for its students. Amendments to the plan may be made by
- 14 the Charter School throughout the year. The Charter School shall provide LACOE with a copy of the
- 15 amended plan.
- 16 **C. Notice to Parents/Guardians:** Annually, the Charter School shall provide to LACOE a copy of the
- 17 annual notice sent to all parents/guardians regarding their rights under the Family Educational Rights
- 18 and Privacy Acts (FERPA). If the Charter School receives Title I funding, parent notice shall provide
- 19 information regarding the federal No Child Left Behind (NCLB) Act, including the right to request and
- 20 receive essential information about the professional and educational background of the teacher(s)
- 21 instructing their child and notification when their child is taught for four or more weeks by a teacher
- 22 who is not "highly qualified."
- 23 **D. Family Educational Rights and Privacy Act (FERPA):** Employees of the Charter School who have
- 24 a legitimate educational interest are entitled to access students education records under 20 U.S.C.A.
- 25 § 1232g, the Family Educational Rights and Privacy Act (FERPA) and EC § 49076(b)(6). The Charter
- 26 School, its officers and employees shall comply with FERPA at all times. In addition, it is agreed that
- 27 LACOE has an educational interest in the educational records of the Charter School such that
- 28 LACOE shall have access to those records for reasons that include, but are not limited to, records
- 29 requests, complaints, and school closure. Records at a minimum, shall include emergency contact
- 30 information, health and immunization data, attendance summaries, and academic performance data
- 31 from the statewide student assessments required pursuant to EC §§ 80605 and 60851.
- 32 **E. Criminal Records Summaries:** All employees of the Charter School, parent and non-parent
- 33 volunteers who will be performing services that are not under the direct supervision of a certificated
- 34 teacher, and onsite vendors having unsupervised contact with students shall submit to background
- 35 checks and fingerprinting in accordance with EC § 45125.1. The Charter School shall maintain
- 36 documentation, and provide to LACOE upon request, that all employees, volunteers, and vendors
- 37 (as applicable) have clear criminal records summaries prior to their having any unsupervised contact
- 38 with students. The Charter School shall maintain on file and have available for inspection during site
- 39 visits, evidence that the Charter School has performed criminal background checks for all employees
- 40 and volunteers (as applicable) and documentation that vendors have conducted required criminal
- 41 background checks for their employees prior to any unsupervised contact with students.
- 42 **F. Data Reporting:** The Charter School shall directly report data to the California School Information
- 43 Service (CSIS), California Longitudinal Pupil Achievement Data System (CALPADS), and/or any
- 44 other state-mandated data collection system required by the California Department of Education
- 45 (CDE).
- 46 **G. The School Accountability Report Card (SARC):** On or before the date determined by the CDE

1 each year, the Charter School shall post its SARC on the Charter School's website. The Charter
2 School may, but is not required to, use the template developed by the CDE and available at
3 <http://www.cde.ca.gov/talac/sa> as a guide. The Charter School shall include all elements as
4 determined by the CDE. If the Charter School does not maintain a school website, it shall print and
5 make copies of the SARC available to parents and other members of the community. If the Charter
6 School posts the SARC on its website, and receives a request for a copy, it shall provide the copy at
7 no charge.

8 **H. Insurance and Risk Management:** The Charter School shall procure from an insurance carrier
9 licensed to do business in the State of California, or shall otherwise participate in a Joint Powers
10 Authority (JPA) or other self-insurance pool consistent with Government Code § 6528 and keep in
11 full force during the term of the charter, no less than the following insurance coverage:

- 12 • Workers' Compensation insurance in accordance with provisions of the California Labor
13 Code, adequate to protect the charter school from claims under Workers' Compensation that
14 may arise from its operations
- 15 • Comprehensive Bodily Injury and Property Damage Liability Insurance with a limit of no less
16 than \$1,000,000 per occurrence, providing coverage for negligence, errors and
17 omissions/educators' legal liability, abuse and molestation, employment practices liability and
18 employee benefits liability
- 19 • Property Damage/Boiler and Machinery/Electronic Data Processing Insurance coverage with
20 replacement value limits sufficient to protect the Charter School's assets (buildings,
21 classroom space improvements, instructional materials, computers, furnishings)
- 22 • Fidelity Bond coverage with a limit of no less than \$50,000 per occurrence, with no self-
23 insured retention, to cover all employees who handle, process, or otherwise have
24 responsibility for the Charter School's funds, supplies, equipment, or other assets

25 The Charter School shall provide evidence of insurance coverage to LACOE annually and upon
26 renewal and shall instruct the insurance carrier(s) to inform LACOE immediately if the coverage
27 becomes inoperative for any reason. LACOE may request to see evidence of insurance coverage
28 during site visits.

29 In addition, the Charter School shall institute risk management policies and practices to address
30 reasonably foreseeable occurrences and provide LACOE with evidence of such policies and
31 practices on an annual basis.

32 The Charter School shall hold harmless, defend, indemnify, and name on the Certificate of insurance
33 as additional insureds the County Board, LACOE, its officers and employees, from every liability,
34 claim, or demand which may be made by reason of (1) any injury to volunteers; and (2) any injury to
35 person or property sustained by any person, firm, or corporation caused by any act, neglect, default,
36 or omission of the Charter School, its officers, employees or agents. In cases of such liabilities,
37 claims, or demands, the Charter School at its own expense and risk shall defend all legal
38 proceedings which may be brought against it and/or the County Board, LACOE, its officers and
39 employees, and satisfy any resulting judgments up to the required amounts that may be rendered
40 against any of them. Certificates of insurance and policies shall name the County Board, LACOE, its
41 officers and employees, as additional insureds with respect to any potential tort liability irrespective of
42 whether such potential liability might be predicted on theories of negligence, strict liability, or
43 products liability.

44 **I. Exclusive Employer:** The Charter School is deemed the exclusive employer of the employees of
45 the Charter School for the purposes of the Educational Employee Relations Act (EERA) under
46 Government Code § 3540, et seq. The Charter School shall have sole responsibility for employment,
47 management, dismissal, and discipline of its employees.

1 J. Employee Handbook: Prior to opening, annually and upon revision, the Charter School shall
2 provide to LACOE a copy of the employee handbook that shall be distributed to employees each
3 year. At a minimum, the handbook shall include detailed expectations for employee performance and
4 behavior, due process rights of employees related to disciplinary actions (including termination),
5 compensation, and benefit information for each type of employee, and a description of both informal
6 and formal complaint procedures that employees may pursue in the event of disagreements.

7 Amendments to the employee handbook may be made and distributed to employees by the Charter
8 School during the year. A copy of the handbook may be reviewed during site visits.

9 K. Employee Contracts or Agreements: Annually and upon revision, the Charter School shall provide
10 to LACOE a sample copy of the employee contract that, at a minimum, states that the Charter
11 School is the exclusive employer of employees and has sole responsibility for employment,
12 management, dismissal, and discipline of its employees. Employee contracts, for each type of
13 employee, shall be available for review by LACOE upon request.

14 L. Teacher Credentials, Highly Qualified Teacher Requirements, and Non-Certificated Personnel:
15 Annually in September and February, in accordance with Attachment C, Reporting Timeline, the
16 Charter School shall provide to LACOE an all Staff Information List (certificated and non-certificated
17 personnel) and documentation that all teachers hold a Commission on Teacher Credentialing
18 certificate, permit, or other document equivalent to that which teachers in other public schools are
19 required to hold, except as otherwise exempted by The Charter Schools Act. The Charter School
20 shall also comply with NCLB highly qualified teacher requirements. The Charter School shall provide
21 documentation that the teachers of any NCLB and/or charter defined core subject meet the highly
22 qualified teacher requirements on an annual basis and when teachers and courses may be
23 reassigned.

24 The Charter School shall adhere to all provisions of employment laws applicable to charter schools
25 including, but not limited to, EC § 47612.5(e)(1) which states: "Notwithstanding any other provision of
26 law, and as a condition of apportionment, "classroom-based instruction" in a charter school, for the
27 purposes of this part, occurs only when charter school pupils are engaged in educational activities
28 required of those pupils and are under the immediate supervision and control of an employee of the
29 school who possesses a valid teaching certification in accordance with subdivision (1) of Section
30 47605."

31 M. Management Contracts: Prior to entering into a new or revised contract with an education or
32 charter management organization (EMO/CMO), the Charter School shall provide the following
33 information:

- 34 • A draft of the proposed management contract
- 35 • A recent corporate annual report and audited financial statements for the EMO/CMO
- 36 • A description of the EMO/CMO's roles and responsibilities for the management of the Charter
37 School and the internal controls that shall be put in place to guide the relationship
- 38 • A list of other charter schools managed by the EMO/CMO and the academic and operational
39 results of such management
- 40 • A list of and background on the EMO/CMO's leaders and board of directors
- 41 • A letter of assurance from the EMO/CMO that it has conflict of interest policies in place and
42 that none of the principals of either the EMO/CMO or the Charter School have conflicts of
43 interests

44 The County Board considers entering into a contract with an EMO/CMO not identified in the charter
45 to be a material revision to that charter. The County Board shall review and approve any charter
46 school management contracts prior to the Charter School entering into the contract. (See Section 4.1

1 Material Revision to Charter)

2 N. Facilities: No later than 60 days prior to the opening of school or the occupying or re-occupying
3 of a facility or site, including learning centers, satellite facilities, administrative offices, and/or other
4 facilities used by the Charter School, the Charter School shall provide evidence that the facility is/will
5 be adequate for the Charter School's needs.

6 The Charter School will provide a written signed Agreement (lease or other similar document)
7 indicating the Charter School's right to use the principal school site and any ancillary facilities
8 identified by the Charter School for the first year of the School's operation and upon any change.
9 The Charter School shall also provide evidence that the facility will be adequate for the Charter
10 School's needs. A pre-opening site visit will be conducted prior to opening regardless of whether the
11 Charter School is locating in a facility provided by a district under Proposition 39 or in a privately-
12 leased facility.

13 Once open, the Charter School may change facilities only with prior approval of the County Board.
14 Under ordinary circumstances, the School shall provide LACOE not less than 30 days notification of
15 any change in facilities in order for LACOE to conduct a site visit prior to students attending the new
16 facilities. Under extraordinary circumstances, (e.g., a change of facilities necessitated by fire or
17 natural disaster), LACOE may waive the pre-opening site visit.

18 O. Zoning and Occupancy: At all times it is operational, the Charter School shall maintain on file a
19 certification that its facility or facilities is/are located at a site or sites zoned and/or permitted for
20 operation of a charter school (grades operated by Charter School) and has been cleared for use as a
21 charter school by all appropriate local authorities. The facility shall meet all applicable health and fire
22 code requirements and zoning laws.

23 The Charter School shall maintain on file, post as required, and upon request furnish LACOE with
24 documentation of all local approvals (EC § 47610(d)) including applicable fire marshal clearances,
25 certificates of occupancy, signed building permit inspections, and approved zoning variances. The
26 Charter School cannot exempt itself from applicable/local zoning or building code ordinances.

27 Prior to opening a new site or before an existing school may occupy a new or different facility,
28 LACOE may conduct a site review to determine that the facilities are clean, safe, Americans with
29 Disabilities Act (ADA) compliant, and have the necessary local approvals to operate. The Charter
30 School may not operate in the facility until the County Board has granted approval to do so.

31 A LACOE site review of the Charter School's facilities will determine whether they are clean, safe,
32 American Disabilities Act (ADA) compliant, and have the necessary local approvals to operate.
33 Section 1.4 N of this Agreement describes the pre-opening site visit process and requirements.

34 If the Charter School seeks facilities from the district in which it intends to locate, or is located, under
35 EC Section 47614 (Proposition 39), it will follow applicable statute and regulations regarding
36 submission of such a request to the district. LACOE will conduct a pre-opening site review to
37 approve any facilities allocated to the school by the district.
38

SECTION 2: EDUCATIONAL PERFORMANCE

39 2.1 Educational Program

40 At all times it is operational the Charter School shall have available the information listed below. The
41 information shall be submitted to LACOE prior to opening, whenever updated, and upon request:

- 42 • Scope and sequence for all subjects to be offered by the Charter School during the school
43 year and during any supplemental instruction offering
- 44 • The complete educational program for students to be served including, but not limited to:

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- 1 (1) A description of the curriculum and identification of the basic instructional materials to be
2 used
- 3 (2) Plans for professional development, including agendas, topics to be covered, and
4 speakers
- 5 (3) Results of interim assessments used to evaluate student specific progress during the
6 school year in addition to the results of the Standardized Testing and Reporting (STAR)
7 program in evaluation of student progress
- 8 (4) If a high school, the University of California course descriptions submitted to UC Doorway
9 (<http://www.ucop.edu/doorway/>)
- 10 (5) The Charter School's annual calendar for the school year that includes the number of
11 instructional days (minimum 175 days), minimum or early release days, holidays, board
12 recess days, and professional development days
- 13 (6) Daily bell schedule for site-based programs that includes any passing time, breaks or
14 recess, lunch breaks, before and after school activities
- 15 (7) Designation of any non-classroom based instructional days
- 16 (8) Sample student contracts, description of frequency of contact with teachers, pupil/teacher
17 ratios, and description of how student work will be evaluated for time value for
18 nonclassroom-based programs (if applicable)
- 19 (9) Initial and mid-term (as appropriate) Western Association of Schools and Colleges
20 (WASC) accreditation self-study and visiting committee reports (if the school seeks such
21 accreditation)

22 2.2 Student Achievement Plan

23 The Charter School shall not be required to submit a Student Achievement Plan if it has met its API
24 growth targets and AYP, both school wide and by significant subgroups, each year.

25 If the Charter School fails to meet API and/or AYP targets school-wide or by numerically significant
26 subgroups, it shall be required to submit a Student Achievement Plan to LACOE according to the
27 following dates:

- 28 • October 1 - Draft Student Achievement Plan
- 29 • December 1 - Final Student Achievement Plan

30 If the Charter School is seeking renewal of a charter and has not met API and/or AYP in the prior
31 year, it shall submit a draft Student Achievement Plan for the future concurrent with the charter
32 renewal request.

33 The Charter School shall implement its final Student Achievement Plan that sets forth school specific
34 goals, how progress towards and achievement of each goal shall be measured, and plans for
35 addressing areas identified as needing improvement. The Student Achievement Plan shall build
36 upon the assessment measures, educational goals, and student outcomes described in the charter
37 petition, and shall provide for more stringent assessment measures, educational goals, and student
38 outcomes than those described in the charter petition. If the final Student Achievement Plan is less
39 stringent than the charter, this shall be considered a material revision to the charter and shall be
40 subject to County Board of Education review and approval. The specific requirements of the Student
41 Achievement Plan are described in Attachment A, Student Achievement Plan Guidelines.

42 2.3 Annual Report

43 By December 1 each year, the Charter School shall submit to LACOE a written Annual
44 Report/School Accountability Report Card (SARC) to the County Board of Education for the prior

- 1 year that examines and describes the following:
- 2 • STAR results both in aggregate and disaggregated by numerically significant subgroups
 - 3 • If a high school, California High School Exit Exam (CAHSEE) results both in aggregate and
 - 4 disaggregated by subgroups
 - 5 • Progress made toward meeting API and AYP targets
 - 6 • Progress made toward each of the educational goals and student outcomes identified in the
 - 7 charter
 - 8 • Evidence that the Charter School is systematically examining student data and using it to
 - 9 drive decisions regarding curriculum and instruction
 - 10 • Names of any additional internal assessments used by the Charter School not identified in
 - 11 the charter
 - 12 • Plans to address areas identified as needing improvement by the Charter School
 - 13 • Evidence that the Charter School is financially sound based on certain criteria as indicated in
 - 14 Attachment B, Fiscal Oversight Requirements and Financial Reporting.
 - 15 • Other relevant information as determined by LACOE or the County Board

16 LACOE shall provide the Charter School with a template for completing the Annual Report/ SARC
17 each year. The Charter School shall also be provided with comparison schools.

18 If the Charter School has been required to submit a Student Achievement Plan, it shall address the
19 following elements in the Annual Report/SARC:

- 20 • Progress made in areas identified where progress falls short of meeting outcomes identified
21 in the Student Achievement Plan
- 22 • Professional development provided to further progress on goals described in the Student
23 Achievement Plan
- 24 • Progress made on the implementation of changes to curriculum and instructional strategies
25 identified in the Student Achievement Plan
- 26 • Identification of targeted funds to support elements of Student Achievement Plan
- 27 • Specific evidence that the results, as shown in the Annual Report, are targeting improvement
28 in student achievement, and that the Charter School is financially sound according to the
29 criteria as set forth in Attachment B, Fiscal Oversight Requirements and Financial Reporting.

30 **2.4 Oral Report to the Los Angeles County Board of Education**

31 The Charter School shall also participate in presenting an oral report to the County Board each year.
32 ~~The Charter School shall be informed of the presentation date by LACOE. The presentation shall be~~
33 ~~on or after December 1 as agendaized by the County Board, typically between January and April.~~
34 LACOE shall inform the Charter School of the date when it is scheduled.

35 At the discretion of the County Board, the Charter School may be requested to present additional
36 updates and or reports during the year.

37 **2.5 Services for Students with Disabilities**

38 The Charter School shall submit documentation that it is a Local Education Agency (LEA) with a
39 Special Education Local Plan Area (SELPA) prior to commencing operations and provide a copy of
40 its SELPA Agreement to LACOE annually.

1 **2.6 Annual Assessment of Students**

2 The Charter School shall comply with all state and federal student assessment requirements. The
3 Charter School shall test independent of LACOE, comply with all requirements of the Educational
4 Testing Service (ETS), and provide LACOE with an electronic copy of all Student Level Data
5 provided by ETS within ten (10) days of receipt of the data from ETS.

6

SECTION 3: FISCAL OPERATIONS

7 **3.1 Funding**

8 The Charter School shall be funded in accordance with EC § 47630 et seq. The Charter School's
9 general purpose entitlement shall be calculated in accordance with EC § 47633 et seq. The parties
10 recognize the authority of the Charter School to pursue additional sources of funding. The County
11 Board of Education must receive prior written notification of any source of additional funding that may
12 result in incurring additional debt (i.e., loans) to the Charter School.

13 LACOE shall not be responsible for resolving fiscal deficiencies for the Charter School.

14 **3.2 Fiscal Agent**

15 The Charter School shall contract with LACOE for the Charter School's participation in the State
16 Teachers' Retirement System (STRS) and/or the Public Employees Retirement System (PERS) if
17 applicable. See section 3.7 for further discussion of the STRS/PERS responsibilities.

18 **3.3 Student Attendance Accounting and Reporting**

19 The Charter School shall use commercially available and state approved attendance accounting
20 software. Annually and as updated, the Charter School shall provide a copy of the software user
21 manual as well as the Charter School's procedures for attendance accounting, with evidence of
22 internal controls. Charter School created spreadsheets on Excel or other database programs shall
23 not be accepted.

24 The Charter School shall submit a calendar of attendance months to LACOE no later than two (2)
25 weeks prior to the start of the school year. The structure of attendance months shall adhere to EC §
26 37201.

27 NOTE: It is critical that the above attendance reporting deadlines are met in an accurate and timely
28 manner. If the School misses a reporting deadline it risks being excluded from that apportionment's
29 certification and funding period. For example, if P-1 attendance data is not received in time for
30 inclusion in the P-1.

31 The Charter School shall submit monthly enrollment and attendance data as required to receive
32 apportionment of funding within five (5) business days after the end of the attendance month to
33 LACOE.

34 In addition, the Charter School shall prepare and submit to LACOE/Controller's Office/Pupil
35 Attendance Accounting and Compliance Unit, the certified data file and original signature state
36 attendance reports according to the following schedule:

- 37 • First Principal Apportionment (P-1) (attendance for all full attendance months between July 1
38 and December 31) by January 4 or if it falls on a Saturday or Sunday, the first business day
39 following January 4
- 40 • Second Principal Apportionment (P-2) (attendance for all full attendance months between
41 July 1 and April 15) by April 20 or if it falls on a Saturday or Sunday, the first business day
42 following April 20

- 1 • Annual Apportionment (attendance for The Charter School year) by July 5 or if it falls on a
2 Saturday or Sunday, the first business day following July 5
- 3 • Corrections to the second principal apportionment and annual principal apportionment reports
4 shall be received by LACOE not later than September 15 or if it falls on a Saturday or Sunday,
5 the first business day following September 15

6 Submit with the Monthly Attendance Report, an Exit Report for each student who leaves the school
7 (except when matriculating to sixth grade). The Exit Report shall be completed by the
8 parent/guardian and minimally include: (1) reason for withdrawal; (2) date of withdrawal; (3) school to
9 which student is transferring; (4) parent/guardian signature and date; and (5) administrative signature
10 and date. The Exit Reports shall coincide with the inclusive dates of the Monthly Attendance Report.

11 Supplemental Instruction: A schedule of Summer Supplemental hourly instructional days and hours
12 shall be provided to LACOE no less than two (2) weeks prior to the start of the instruction. Enrollment
13 and attendance data shall be submitted on a weekly basis, and is due within five (5) business days
14 after the end of each week. The Charter School's governing board policy shall clearly identify goals,
15 and how students will be identified for supplemental instruction programs and progress evaluated
16 requisite of funding. Students shall be individually identified for each class, and the hours shall be
17 calculated separately due to different reporting requirements and funding levels.

18 **3.4 Revenue and Expenditure Reporting**

19 The Charter School is required by EC § 47604.33 to submit periodic reports of revenues,
20 expenditures, and reserves. The Charter School shall submit to LACOE monthly statement of cash
21 flows, copies of bank statements, General Ledger, Revenue and Expenditure Summary, Statement
22 of Financial Position, Statement of Fund Balance, Year-to-date Budget to Actual Statement and
23 notes to financial statements in accordance with Attachment B, Fiscal Oversight Requirements and
24 Financial Reporting. As part of the continuous oversight, LACOE shall make a periodic assessment
25 of the charter's fiscal condition.

26 In order to meet statutory timelines for revenue and expenditure reporting, The Charter School shall
27 submit reports to LACOE for review using the state software (SACS20 ALL), according to the
28 following schedule:

- 29 • Preliminary budget on or before July 1
- 30 • First Interim Report (expenditures through 10/31) on or before December 15
- 31 • Second Interim Report (expenditures through 1/31) on or before March 15
- 32 • Unaudited Actuals Report for the prior fiscal year on or before September 15

33 Any changes in the budget or interim reports from one reporting period to the next period shall be
34 explained in writing. Explanations and budget assumptions shall accompany the reports. The Charter
35 School is expected to maintain reserves of no less than three (3) percent of the Charter School's
36 Adopted Budget for the fiscal year. An explanation of any projected drop in reserves below the three
37 (3) percent level shall be included in the assumptions.

38 **3.5 Annual Audit**

39 In accordance with EC § 41020(h), by December 15 of each year, the Charter School shall submit
40 an annual independent financial audit to the State Controller's Office, LACOE, and the CDE. The
41 audit shall be conducted by an auditor from the list approved by the State Controller's Office and
42 mutually agreeable to LACOE and the Charter School. If any findings or exceptions are identified in
43 the annual audit, the charter school shall implement corrective action plans in a timely manner.
44 Continuing or unresolved prior year findings or deficiencies shall have negative impact on the charter
45 school's renewal request.

1 In addition to the Charter School's financial statements, the audit shall include, as applicable, but not
2 be limited to:

- 3 • Contemporaneous records of attendance
- 4 • Annual instructional minutes
- 5 • Additional nonclassroom-based instruction
- 6 • Determination of funding for nonclassroom-based instruction as per EC § 47634.2

7 **3.6 Oversight Fees**

8 The Charter School shall be charged an oversight fee not to exceed one (1) percent of the general
9 purpose and categorical block grant revenue received by the Charter School in accordance with EC
10 § 47613 and used to offset consultant and administrative costs required for comprehensive oversight,
11 which includes but is not limited to the following categories:

- 12 • Curriculum and instruction
- 13 • Assessment and accountability
- 14 • School fiscal review
- 15 • Site visitations
- 16 • Renewal evaluations
- 17 • Attendance accounting processing, analysis and certification

18 The oversight fee shall be based on the general purpose entitlement and categorical block grant
19 funding provided to the Charter School at the Second Principal Apportionment (P-2).

20 **3.7 State Teachers Retirement System (STRS)/Public Employees Retirement System (PERS)**
21 **Reporting**

22 If the Charter School offers its employees the opportunity to participate in STRS or PERS, the
23 Charter School shall be responsible for contracting with LACOE for reporting purposes. Such
24 arrangements shall be made prior to the hiring of any employee. The Charter School shall notify
25 LACOE of the staff person who will make the arrangements and provide written notification that
26 arrangements have been made prior to the hiring of employees.

27

SECTION 4: FULFILLING CHARTER TERMS

28 **4.1 Material Revision to Charter**

29 Changes to the charter deemed to be material revisions may not be made without prior approval by
30 the County Board of Education. Revisions to the charter considered to be material changes include,
31 but are not limited to, the following:

- 32 • Substantial changes to the educational program (including the addition or deletion of an
33 educational program), mission, or vision
- 34 • Adding a nonclassroom-based program
- 35 • Proposed changes in enrollment that increases or decreases by more than 20 percent +/- of
36 the enrollment originally projected in the charter petition in any given year
- 37 • Addition or deletion of grades or grade levels to be served
- 38 • Changes to location of facilities or lease agreements for the Charter School sites, resource

1 centers, meeting space, or other satellite facility including the opening of a new facility;
2 temporary locations rented for annual student testing purposes shall be exempted from this
3 provision

- 4 • Admissions requirements and procedures
- 5 • Governance structure, including but not limited to: changes in number of board members,
6 method by which new board members are selected, and/or changes in majority/quorum or
7 other provisions relating to resolution approval
- 8 • Entering into or revising a contract with an EMO/CMO

9 **4.2 State Assessments**

10 The Charter School agrees to comply with and adhere to the state requirements for participation and
11 administration of all state mandated tests. The state tests required to be administered include, but
12 may not be limited to:

- 13 • California Standards Tests
- 14 • California High School Exit Examination
- 15 • Physical Fitness Test
- 16 • California English Language Development Test
- 17 • California Alternate Performance Assessment
- 18 • Aprenda

19 **4.3 Site Visits**

20 LACOE shall conduct at least two (2) visits during the school year. The site visits shall consist of the
21 following:

- 22 • At least one (1) site visit shall be conducted in order to assess the Charter School's progress
23 in governance and organizational management, educational performance, fiscal operations,
24 and fulfillment of the terms of the charter. The primary focus of the visit shall be on teaching
25 and learning and, if applicable, the Student Achievement Plan (described under Section 2:
26 Educational Performance). The site visit may include review of the facility, review of records
27 maintained by the Charter School, interviews with administrators, staff, students, and parents,
28 and observation of instruction in the classroom. The evaluations for each year shall constitute
29 one (1) of the basis upon which a renewal decision shall be made at the end of the term of
30 the charter in accordance with the Education Code. Any deficiencies shall be reviewed with
31 the Charter School administration. The Charter School administration shall be given an
32 opportunity to address the deficiencies.
- 33 • At least one (1) site visit shall be conducted to examine and reconcile attendance
34 documentation and review the Charter School's compliance with applicable codes and
35 regulations concerning instructional minutes, ADA, and apportionment.

36 LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b)
37 requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the
38 instructional program and operations in accordance with County Board of Education Policy 6650.

39 **4.4 Renewals**

40 The Charter School may seek renewal of its charter prior to expiration of the term of the charter in
41 accordance with EC § 47607(a) and (b). The Charter School shall submit its renewal petition for the
42 next charter term along with a copy of the most recent Annual Report and Student Achievement Plan
43 (if applicable) to LACOE, no later than the second Monday in January (County Board Policy 6670) of

1 the school year in which the Charter School term expires.

2 LACOE shall review the charter petition, academic and financial performance, audit reports, annual
3 visitation reports, and conduct a renewal site visit prior to scheduling the renewal request for
4 consideration by LACOE. To the extent required, the charter petition shall be revised in accordance
5 with current statutes and regulations. LACOE shall abide by Education Code, California Code of
6 Regulations, and County Board Policy and Regulation when considering charter renewal.

7 **4.5 Notice of Violation, Opportunity to Remedy, and Revocation**

8 The County Board may provide notice of violation, opportunity to remedy, and revoke the charter as
9 set forth in EC § 47607 and County Board Policy and Regulation.

10 **4.6 Closure Procedures**

11 At all times it is operational the Charter School shall have closure procedures in place and available
12 for review. Closure procedures shall be submitted to LACOE prior to opening, whenever updated,
13 and upon request. Procedures shall be compliant with requirements contained in County Board
14 Policies and Procedures as operationalized in Attachment D, LACOE Closure Procedures, and shall
15 contain at a minimum:

- 16 • Identification of a responsible person(s) (e.g., Executive Director, Financial Officer, president
17 of the Charter School governing board) to oversee and conduct the closure process; this
18 provision shall include a process to ensure that it is updated no less than annually or when
19 any change is made
- 20 • Notification of students and families of the Charter School closure
- 21 • Security of student and business records
- 22 • Processing of final employee payroll and benefits
- 23 • Identification of all assets and liabilities and plan for transfer as detailed in the charter
- 24 • Final close-out audit to be paid for by the Charter School
- 25 • Identification of a source of funding to be used for closeout expenses including the final audit
- 26 • Dissolution of the Charter School and/or nonprofit corporation

27 Further descriptions of each category and a closure procedures checklist are included as Attachment
28 D, LACOE Closure Procedures. The Charter School's procedures shall also satisfy the definition of
29 "closure procedures" in Title 5, California Code of Regulations § 11962, to the extent that Section
30 imposes, or is amended to impose, additional requirements.

31 Closure procedures will not begin until appeal rights (if applicable) have been exhausted. If the
32 Charter School is to close permanently for any reason (i.e., voluntary surrender, non-renewal, or
33 revocation), LACOE shall serve written notice on the Charter School that the closure procedures
34 described in Attachment D, LACOE Closure Procedures have been invoked. The Charter School
35 shall immediately identify the specific individual who is responsible for coordinating the Charter
36 School's close out activities and shall notify LACOE. LACOE shall identify a staff person who shall
37 work with the Charter School to accomplish all close out activities.

38 *The Charter School expressly acknowledges the right of LACOE, on behalf of the County
39 Superintendent of Schools (pursuant to EC § 47604.3), to take immediate and direct control of all of
40 the Charter School's student and business records at any time after LACOE gives written notice that
41 it is invoking the closure procedures.* (Initial *[Signature]*)

42

SECTION 5: NONDISCRIMINATION

1 The parties recognize and agree that the Charter School shall not charge tuition, shall be
2 nonsectarian, and shall be open to all students regardless of race, ethnicity, national origin, gender,
3 sexual orientation (whether perceived or actual), religion, socioeconomic status, or disability. These
4 non-discrimination provisions shall apply to employment as well.

SECTION 6: SEVERABILITY

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

SECTION 7: NON-ASSIGNMENT

10 No portion of this Agreement or the charter petition approved by the LACOE may be assigned to
11 another entity without the prior written approval of the County Board of Education.

SECTION 8: WAIVER

13 A waiver of any provision or term of this Agreement shall be in writing and signed by both parties.
14 Any such waiver shall not constitute a waiver of any other provision of this Agreement. All parties
15 agree that neither party to this Agreement waives any of the rights, responsibilities, and privileges
16 established by the Charter Schools Act of 1992.

SECTION 9: NOTIFICATION

18 All notices, requests, and other communications under this Agreement shall be in writing and mailed
19 to the proper addresses as follows:

20 To LACOE at:

21 _____
22 Procurement Services Manager
23 Los Angeles County Office of Education
24 9300 Imperial Hwy
25 Downey, CA 90242

26 To the Charter School at:

27 Name Michael L. Coreton Title Executive Director
28

29 NAME OF SCHOOL: Wisdom Academy for Young Scientists
30 ADDRESS 1 706 E Manchester Avenue L.A., CA 90001
31 ADDRESS 2

32 This Agreement, including Attachments A through G, contains the entire agreement of the parties

1 with respect to the matters covered hereby, and supersedes any oral or written understandings,
2 agreement or agreements between the parties with respect to the subject matter of this Agreement
3 ~~except for the Charter itself.~~ (Initials) AW No person or party is authorized to make any
4 representations or warranties except as set forth herein, and no agreement, statement,
5 representation or promise by any party hereto which is not contained herein shall be valid or binding.
6 The undersigned acknowledges that she/he has not relied upon any warranties, representations,
7 statements, or promises by any of the parties herein or any of their agents or consultants except as
8 may be expressly set forth in this Agreement. The parties further recognize that this Agreement shall
9 only be modified in writing by the mutual agreement of the parties.

10
11 7-18-2011 Print: Alex Lewis Sign: [Signature]
12 Date Authorized Board Representative, Wisdom Academy for Young Scientists

13
14 7-18-2011 Print: Adell Walker Sign: [Signature]
15 Date Authorized Board Representative, Wisdom Academy for Young Scientists

16
17 _____
18 Date Designee, Los Angeles County Board of Education

Attachment A: Student Achievement Plan Guidelines

I. Overview

A Student Achievement Plan is required to be submitted to the Los Angeles County Office of Education (LACOE) if the Charter School fails to meet API growth targets and/or AYP in any year. The Achievement Plan requires the Charter School to establish specific goals and actions the Charter School will take to improve student academic achievement in those areas identified through the API and/or AYP as not meeting performance criteria. The Charter School shall be expected to present an annual update to the County Board of Education on the progress made in meeting goals identified in the Student Achievement Plan. These guidelines make explicit the elements that shall be addressed in the Student Achievement Plan for any subject area or criteria in which the Charter School falls short of targets. Data compiled from this Student Achievement Plan and the annual update, plus confirming evidence gathered during periodic site visits will provide LACOE with evidence of whether the Charter School is on track to its charter being renewed.

In addition to API and AYP, the Charter School may incorporate a variety of additional outcome measures to further demonstrate academic achievement and organizational effectiveness. While these various supplemental measures will not carry as much weight as the required measures in making renewal decisions, they may be important in helping the Charter School achieve its academic goals and distinctive qualities in the Charter School's mission as well as highlight those goals.

II. Required Components of the Student Achievement Plan

For each area in which the Charter School did not meet API and/or AYP targets, the Charter School shall submit a plan to the LACOE describing specific and concrete actions the Charter School will take in order to improve student achievement over the course of the current school year. The Student Achievement Plan shall address, at a minimum, the following elements:

- Methods or system the Charter School uses to examine student achievement data on a regular basis across grade levels, by subject matter, by significant subgroups, and across the Charter School as a whole
- Analysis of the STAR and AYP results that identifies the specific problem in the area(s) not meeting targets and/or criteria
- Specific actions, which follow from the examination of student data, which the Charter School will take to improve student achievement in the area(s) identified as needing improvement, including changes to curriculum, instruction, assessment, governance, and organization
- Professional development plan for teachers and/or other staff that supports the activities the Charter School will implement to improve performance in targeted areas
- Diagnostic assessments that will be used to enable the Charter School to monitor the effects of proposed changes on student performance

The Charter School shall submit a draft Student Achievement Plan to LACOE by October 1 if the Charter School did not meet API targets or AYP in the prior year. LACOE will review the draft plan and either approve it as submitted or request changes to it. If changes are required, the final Plan shall be due to LACOE by December 1.

Further information regarding API may be found at www.cde.ca.gov/ital/aciap/index.asp on the LACOE website. Information on AYP, including targets and criteria may be found at www.cde.ca.gov/iteac/av/index.asp.

Attachment B: Fiscal Oversight Requirements and Financial Reporting

LACOE shall determine fiscal soundness of the Charter School by reviewing and analyzing the financial reports and documents provided by the Charter School. This determination shall be made each month and LACOE shall notify the Charter School in writing of any concerns it may have regarding the financial stability of the Charter School.

By the fifteen of each month the Charter School shall provide the following reports and documents with full disclosure of transactions to the Controller's Office, LACOE for the prior month:

1. Monthly bank statements
2. Monthly bank reconcillations
3. Monthly general ledger
4. Statement of revenue and expenditures
5. Statement of financial position
6. Year to date budget to actual statement
7. Notes to financial statements

LACOE may require additional financial related documents and shall request them of the Charter School as needed.

**Los Angeles County Office of Education
Timeline and Due Dates 2011-12
Attachment C: Reporting Timeline (Revised Annually)**
(Provided as a separate Excel Spreadsheet)

May 2011 Revised for WAYS June 23, 2011 as discussed July 8, 2011

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**Los Angeles County Office of Education
Charter School Closure Procedures Checklist
Attachment D: LACOE Closure Procedures**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
1.	<p>When revocation, non-renewal, or proceedings have been exhausted, LACOE shall, within three (3) business days, provide the charter school with written notification by certified mail/courier service, of the closure action.</p> <p>In the case of voluntary surrender, the charter school shall, within three (3) business days of the decision to close, provide LACOE Charter School Office (CSO) with written notification by registered mail that closure procedures have been invoked.</p> <p>In both instances, the dated notice shall be referred to as the "Closure Action."</p> <p>The charter school shall post, in public view at each site, a copy of the Closure Action upon receipt/issuance whether it originates with LACOE or the charter school.</p>	<p>Three (3) business days</p> <p>Receipt/issuance of Closure Action</p>
2.	<p>LACOE CSO shall, upon Closure Action, immediately notify the California Department Education (CDE). The notice will include:</p> <ul style="list-style-type: none"> • Charter school name, charter number, CDS code; • Reason for closure (revocation, non-renewal, other); • Effective date of closure; • Description of the circumstances (reason) of the closure. 	<p>Immediate</p>
3.	<p>The charter school shall, within two (2) business days of the Closure Action, notify LACOE CSO of the location of all student and business records. No student or business records shall be disposed of, moved, or duplicated without the express written consent of LACOE CSO, except that student records may be copied for students' families or for the purpose of sending them to a receiving school. A record must be kept of all files copied and/or sent; the record must be provided to LACOE.</p>	<p>Two (2) business days</p>
4.	<p>The charter school shall, within two (2) business days of the Closure Action, provide LACOE CSO with the name, address, and contact information of the individual designated as the primary contact for all close out activities of the school, and the board approved resolution appointing this person as primary contact.</p>	<p>Two (2) business days</p>
5.	<p>The charter school primary contact and a member of the charter school's governing board shall meet with the LACOE Superintendent or designee within 5 days of the Closure Action to review the orderly closing of the charter school. At this meeting:</p> <p>5a. The charter school shall provide LACOE with a complete and accurate roster of all students enrolled in the charter school including:</p> <ul style="list-style-type: none"> • Student names; • Parent(s)/guardian(s) names, addresses, phone numbers; • Grade levels and grades completed; • Each student's district of residence. 	<p>Five (5) business days</p>

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**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
9.	The charter school shall, within five (5) business days of the Closure Action, notify all contractors (such as a charter management organization, education management organization, food service provider, instructional service provider, or transportation service provider) of the school's closure. The charter school shall terminate all existing leases, service agreements, and other contracts for the close out of the school. Leases, service agreements and contracts should be terminated in a cost effective manner in order to minimize expenses. LACOE CSO shall be copied on all correspondence.	Five (5) business days
10.	The charter school shall, within five (5) business days of the Closure Action, provide written notification to the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), or other retirement benefit administration systems, and follow their procedures for dissolving contracts and reporting. LACOE CSO shall be copied on all correspondence.	Five (5) business days
11.	The charter school shall, within five (5) business days of the Closure Action, notify all faculty and staff of the school's closure, providing each with necessary information related to compensation and retirement, including, but not limited to, any optional benefits that they may continue after the school closes. LACOE CSO shall be copied on all correspondence.	Five (5) business days
12.	LACOE CSO shall respond promptly to inquiries from students, their families, charter school faculty and staff, the community/public, and the media.	Immediately
13.	Provided that LACOE has possession of pupil records, LACOE shall, within five (5) business days, respond to parent/guardian written requests for a copy of their child's cumulative file ensuring that the documents are given to the parent/guardian identified as having legal custody/guardianship of the student with regard to educational placement.	Five (5) business days from request
14.	LACOE shall, within ten (10) business days, respond to requests for the transfer of students' cumulative files to other public or private schools in which students enroll.	Ten (10) business days from request
15.	If the charter school continues instruction to the end of the current academic year, it shall issue report cards within five (5) business days of the last date of instruction.	Five (5) business days from last date of instruction
16.	16a. The charter school shall, within five (5) days of the last date of instruction, submit an enrollment update to the CDE California School Information Services (CSIS) Program and deposit a copy with http://lacoemis.org 16b. The charter school shall, within twenty (20) business days of the last date of instruction, provide the LACOE Controller's Office (CO), Pupil Attendance with the final monthly student attendance registers, signed by teachers and certified by the designated administrator; all teacher contemporaneous records (daily class lists/rosters); and all absence logs, sign-in/out sheets and other supporting documentation for attendance accounting. 16c. The charter school shall provide closing State Attendance Report (SAR) with original signatures as well as the electronic file on compact disk either hand delivered or certified/return receipt mail to LACOE CO, Pupil Attendance within ten (10) business days of the above.	Five (5) business days from last date of instruction Twenty (20) business days from last date of instruction Ten (10) business days

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Administrative Record for the Appeal of Charter Revocation Provided by
Wisdom Academy for Young Scientists

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**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
17.	The charter school must continue to maintain the same insurance coverage for the period following dissolution and winding up of the corporation or entity.	Continuous
18.	The charter school shall continue to ensure that assets are protected against misappropriation, theft, and deterioration. Assets shall not be disposed of or moved without the express written consent of LACOE Controller's Office (CO). Insurance must be maintained until assets are properly disposed of in accordance with the distribution plan. All materials/inventory purchased with federal dollars and subject to federal restrictions must be disposed in accordance with applicable federal law.	Continuous
19.	The charter school shall, within ten (10) business days of the Closure Action, produce for LACOE's inspection, a comprehensive list of and copies of all existing leases, service agreements, and other contracts. LACOE CSO shall be copied on all correspondences with identified contractors.	Ten (10) business days
20.	The charter school shall, within ten (10) business days of the Closure Action, notify all funding sources (including charitable partners) of the school's closure. LACOE CSO shall be copied on all correspondence.	Ten (10) business days
21.	If the charter school has any agreements with organizations representing employees, the charter school shall notify the organizations of the Closure Action as specified in the agreements. LACOE CSO shall be copied on all correspondence.	According to agreements
22.	The charter school shall, within ten (10) business days of the Closure Action, notify the LACOE CSO of all pending law suits or legal claims to which the school is a party. The charter school shall immediately notify LACOE CSO if litigation or claims are filed thereafter until the school is formally dissolved.	Ten (10) business days
23.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive inventory of all assets. These assets may not be disposed of, moved, transferred, or liquidated without express written consent from LACOE.	Ten (10) business days
24.	The charter school shall, within ten (10) business days of the Closure Action, provide the LACOE CO with a close-out budget that includes the following: 24a. A description of current and outstanding projected payroll and payroll benefits commitments through closure, including a list of each employee, and their job duties; and 24b. A projection of the funds necessary to complete all administrative closure related tasks.	Ten (10) business days
25.	The charter school shall, within ten (10) business days of the Closure Action, prepare and deliver to LACOE CO a comprehensive list of all creditors and debtors.	Ten (10) business days

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Wisdom Academy for Young Scientists

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**Los Angeles County Office of Education
Charter School Closure Procedures Checklist**

ITEM	DESCRIPTION OF NECESSARY ACTION	COMPLETION DATE
26.	The charter school shall return grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law as appropriate. Submit a final expenditure report for all grants to the granting agency within twenty (20) business days from the last date of instruction. Federal grants must be closed out, including the filing of the required Final Expenditure Report and Final Performance Reports. Federal Forms 269 and 269a may apply if the school was receiving funds directly from the U.S. Department of Education. LACOE CSO shall be copied on all correspondence.	Twenty (20) business days from last date of instruction; applicable state and federal requirements
27.	The charter school shall, within twenty (20) business days of the Closure Action and monthly until dissolution, submit to LACOE CO monthly accounts payable along with detailed payment schedules. (Expenditures must be strictly limited to only those that are reasonable and necessary for the on-going day-to-day operations of the charter school. These expenditures are limited to salaries, benefits, utilities, rent, auditor/certified public accountant and insurance and must already be authorized in the budget.) Submit year-end financial reports to the LACOE CO within twenty (20) business days of the last date of instruction.	Twenty (20) business days Twenty (20) business days from last date of instruction
28.	The charter school shall, within twenty (20) business days from the Closure Action, prepare and deliver to LACOE CO a proposed plan and timeline for the disposal of all property owned by the school (and acquired with public funds) in order to maximize revenue in accordance with law, payment of any and all liabilities and the disbursement of any remaining assets of the school, liquidation of assets to pay off any and all outstanding liabilities. No assets may be liquidated, disposed of, moved, or transferred, in accordance with this proposed plan until LACOE has given approval and the final closure audit has been concluded.	Twenty (20) business days
29.	The charter school shall arrange for a preliminary audit, if requested by LACOE. The charter school shall arrange for a final closure audit no more than 120 calendar days from the last date of instruction; cost of the audit will be considered a liability of the charter school. This audit may coincide with the regular required annual audit. The auditor engaged to perform the audit(s) shall be from the list of approved school auditors maintained by the California State Controller's Office and shall be approved by LACOE with the estimated start and completion date, and estimated cost of audit. The independent auditor will conduct a final audit of the charter school, including but not limited to the following task(s): <ul style="list-style-type: none"> • An accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value. • An accounting of the liabilities, including accounts payable and any reductions in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation. • An assessment of the disposition of net assets including all unrestricted and restricted funds received by, or due to the charter school. • Verification of school's comprehensive list of creditors and debtors and the amounts owed or owing. • The charter school will provide copies of the final monthly student attendance registers to the independent auditor. 	Upon request 120 calendar days from the last date of instruction

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Administrative Record for the Appeal of Charter Revocation Provided by
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ATTACHMENT E

Action of the County Board to Authorize the Charter School

(Provided as a separate file)

May 2011 Revised for WAYS June 23, 2011 as discussed July 8, 2011
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ATTACHMENT F

Necessary Changes to the Charter Petition to Reflect the County Board as the Authorizer

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

Element 1 – Educational Program: Describe the manner in which the school shall comply with the requirement to serve students with disabilities in the same manner as students are served in other public schools (EC 47646 and 56145). The Charter School shall:

1. Inform LACOE whether it intends to remain a "school of the district" or will be an LEA for the purpose of special education services and which LEA the school will join.

If the school shall become an LEA, the petition must specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities. Including, description of the accommodations and/or modifications that may be used during standardized assessments and how the Charter School is responsible for students with disabilities when the IEP Team exempts them from standardized testing; how parents of students with disabilities are informed about the school's educational program; how the school shall provide special education services to students who are English learners. Specify services to be provided by employees of the school and those to be provided by contract with the SELPA or another agency.

Describe the target population to be served, how the educational program for students with disabilities reflects the mission of the school and ensures that this student population will achieve content standards. Specifically, respond to Findings of Fact contained in the Report and Recommendation to the County Board with regard to students with disabilities.

2. Provide a five-year build-out plan that describes the number of students and grade levels to be served each year including the location (facility) in which the students will be housed.
3. Describe how the school identifies and responds to the needs of students who are not achieving at or above expected levels.

Element 2 – Measurable Student Outcomes:

1. Revised Section 2.3 (Extent to which all pupils demonstrate that they have attained skills #1 and #2) of the Charter School's petition shall be revised to reflect the County Board as the authorizer.
2. Describe the measurable outcomes the school uses to determine whether students in grade K and 1 are making progress toward meeting the content standards.
3. Describe the measurable outcomes the school uses to determine whether English learners are making progress toward meeting the content standards in all content areas.

Element 3 – Means for Measuring Pupil Progress:

1. Describe the assessment instruments the school uses to measure ongoing student progress in all academic areas, grade levels, and student populations.

Element 5 – Employee Qualifications:

1. Submit copies of all current job descriptions including any new job descriptions for special education positions.

Element 7 – Means to Achieve a Racial and Ethnic Balance:

1. Submit recruitment plan used for 2011-12 enrollment. Describe the racial and ethnic balance the school is attempting to achieve and show how that balance is reflective of LAUSD.

Element 8 – Admissions Requirements:

1. Describe the process for conducting the lottery.

Element 12 – Public School Attendance Alternatives:

1. Describe how the school notifies the parent/guardian of each enrolled pupil has no right to admission in a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

Element 14 – Dispute Resolution Procedures: Minimally, this section shall be revised to come into compliance with County Board Policies and Regulations and the terms of the petition shall not place LACOE or the County Board in the position of being adversely impacted.

1. *As written, the charter petition provides an unacceptable description of how the costs of the dispute resolution process would be funded. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."*
2. *The charter petition fails to recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto. The charter petition does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).*
3. *The Dispute Resolution element provides for unreasonable timelries. For instance, mediation must occur within 120 days to four (4) months after the Issue Conference and there is no timeline within which arbitration, the final step, must occur.*

The Charter School agrees to submit changes to the petition that adhere to the concerns identified above, no later than August 15, 2011. (Initial: [initials])

Element 16 – Closure Procedures:

1. Closure procedures in the charter petition reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

The Charter School shall make the necessary technical amendments to the complete charter petition to reflect the County Board as the authorizer.

ATTACHMENT G

Changes to the Charter Petition Necessary to Comply with Education Code Section 47607(a)(2)

To be submitted to the Los Angeles County Office of Education by August 15, 2011. The Charter Office has requested to meet with the Charter School to provide support in making the necessary changes.

The Charter School's renewal petition fails to comply with EC § 47607(a)(2) which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed....*

The sections that shall be brought current include, but may not be limited to: Element 2: Measurable Student Outcomes; Element 3: Method of Measuring Student Progress; Element 4: Governance; and Element 8: Admission Procedures.

EXHIBIT

30

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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Written Notice Prior To Settlement With Former Director

Higelin, Judy <Higelin_Judy@laoe.edu> Fri, Oct 26, 2012 at 12:46 PM
To: Edward Cabil <edcabil@sbcglobal.net>
Cc: Patel_Neha <Patel_Neha@laoe.edu>, Sanchez_Lila <Sanchez_Lila@laoe.edu>, Jason Okonkwo <mrjason7@gmail.com>

Thank you for the notice. We appreciate your keeping us apprised.
Judy

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Friday, October 26, 2012 11:22 AM
To: Higelin, Judy
Cc: Patel_Neha; Sanchez_Lila; Jason Okonkwo
Subject: Written Notice Prior To Settlement With Former Director

LACOE's MOU and conditions of approval for the charter state that WAYS should provide LACOE with written notice before the school enters into a contract with the former director. The former director presented a claim for damages against WAYS, which we have tendered to our insurer. It is hopeful that the former director will agree to settle that claim rather than litigate. That settlement, if reached, will of course be in the form of a contractual agreement. Although we do not believe that this is the sort of "contract" described in the MOU, we are providing this communication to you as written notice in an abundance of caution and in continuance of our good faith efforts to work cooperatively with LACOE. The details of the settlement negotiations are, of course, attorney-client privileged at this time. When and if a settlement agreement is reached, the document will be public.

Blessings,
Ed Cabil

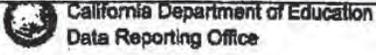
000440

EXHIBIT

31

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

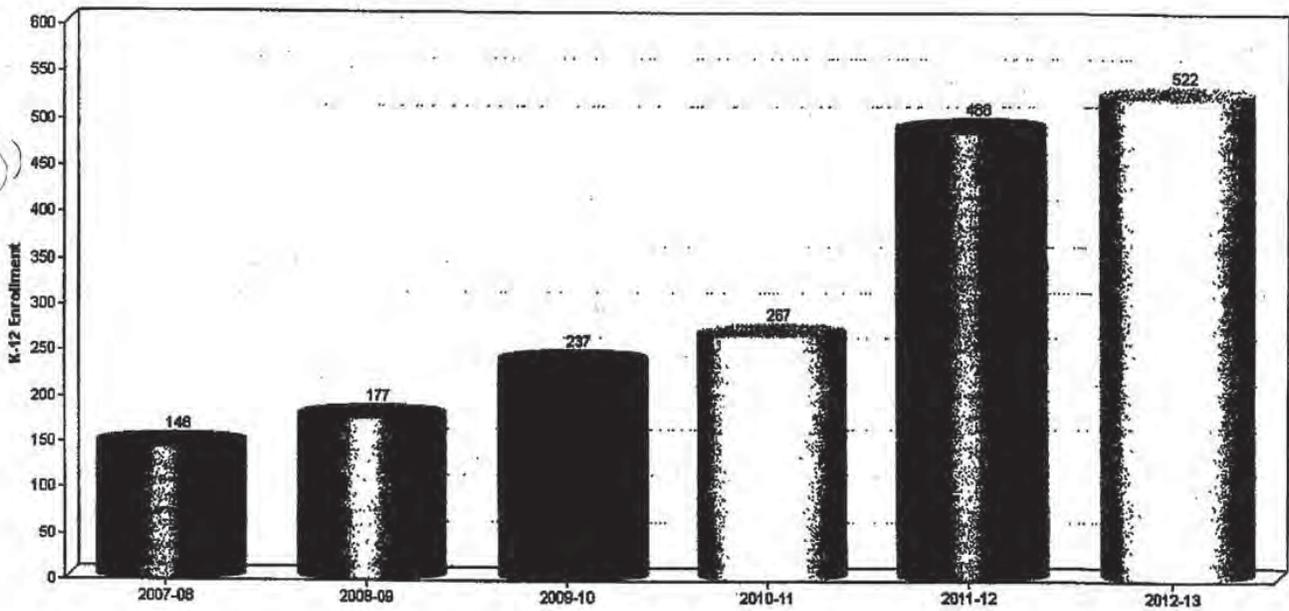
000441



K-12 Public School Enrollment 0112730-WISDOM ACADEMY FOR Y

Select Report **Time Series - Public School Enrollment**

Select School **WISDOM ACADEMY FOR YOUNG SCIEN --10101960112730**



000442

EXHIBIT

32

FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000443

**Response to Michael Ammermon Emails dated November 29, 2013, December 11,
and December 13, 2013**

Jason Okonkwo <mrjason7@gmail.com>
To: mwcapa@me.com
Cc: "edcabll@abglobal.net" <edcabll@abglobal.net>, Jason O <mrjason7@gmail.com>

Fri, Jan 10, 2014 at 12:55 PM

January 9, 2013

Dear Mr. Ammermon,

Greetings and salutations of the new year!

I am writing in response to your emails dated November 29, 2013, December 11, and
December 13, 2013.

As you could imagine, all of your emails were sent during our busiest time of the year. We
were inundated with school activities and business, and as you know we are undergoing our
regular annual audit. I apologize for the delay in my response.

Regarding American Express:

Thank you for confirming receipt of the American Express statements and supporting
documentation.

There are two additional AMEX accounts since 2010 Yetunde Watson -62021 and Larry
Moore -32013.

Regarding Van Rental Agreement:

I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During
this year WAYS experienced significant turn-over in the Board of Directors and administration. Many official school documents were
kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I
suspect that the signed van lease and Board documentation, if any, may be within those lost documents.

Regarding Avatar Technology:

I was unable to locate any Board documentation regarding the purchase of the Avatar
Computers. However, I can attest that the Board was fully aware of the purchase before it
was executed and after they were purchased. I've attached the news letter showing our
students using the computers.

I believe that this matter may need to be ratified by our current Board. I will discuss this with
our CEO.

Regarding Ed Cabil Reimbursement:

I was able to resolve this matter. Check #11731 was issued in error, voided, and not paid to
Mr. Cabil.

Regarding the Lexus:

Please see the following documents attached:

1. Original Lexus purchase/lease documents
2. Original Board approval documentation
3. Analysis for Purchase and Sale
4. Payoff documentation
5. Proposed sale documentation

Regarding OSE Business Services:

I will do all that I can to help you resolve your connection issue. However, because I am in no way
directly related to the parties at OSE Business Services I have limited knowledge of the specifics
pertaining their Business Filings, social security number, and fictitious business or doing business as
license. Therefore, on December 12, 2013, I forwarded your email concerning their business to OSE,

000444

and on December 16, 2013, OSE replied in the email attached and suggested that you reach them for more information at (323) 377-0972 or orangecounty.osebs@gmail.com.

Furthermore, I cannot confirm the accuracy of what you claim Deara stated in the interview with her on November 15th, including the allegation that Kendra Okonkwo is the only person with a key and the only one who has access to 6709 La Tijera Blvd Ste 274, for I was not present in the interview nor am I involved in the business of Innovative Ways Academy.

I'm unsure of how you drew your conclusion, however considering the information provided, it does not appear that Mrs. Okonkwo may be controlling or managing in some manner the OSE Business. Obviously, I am not a professional investigator or Auditor however I believe that the first step in any investigation is to ask questions. I believe that the most accurate answers about Mrs. Okonkwo business and relationships would come from Mrs. Okonkwo herself. I also encourage you to get in touch with OSE so that you can receive the most accurate information regarding their business. I hope that this helps you confirm the authenticity and who the controlling parties of OSE are.

Mr. Annmeron, it is true that I am not aware of any related party business relationships. As you know, I've been employed with WAYS for nearly 7 years now. Prior to my employment at WAYS I was employed by a District Public School. All to say that I have no expectations for the framework of OSE Business Services and Infrastructure. Unfortunately, I have no information or opinion on the type of business footprint you would expect for OSE.

Additionally, to further assist you in establishing the authenticity of OSE Business Service, On during the week of December 16-20, 2013, I requested the 1099 for OSE from Bali Business Management. I have not received it yet, and I will follow-up with them on Monday, January 13, 2014. On December 18, 2013, I requested copies of the OSE Business Services Checks and Cashiers Checks, both the front and back of each check. Our bank, Wells Fargo, said that it would take ten business days to deliver, and considering the recent holidays I expected 14 days. However, as of today I have not received the copies from our bank and I will follow-up with them on Monday, January 13, 2014. Also, please note that the bank considered my request extraordinary and unusual, so the process was a quite long and difficult. Nonetheless, during the week of November 11-15, I believe that you scanned copies of all our bank canceled check images and payable cashiers checks. OSE information will be provided within those documents.

I hope that the information I provided will help you resolve all matters quickly and efficiently. And as always, I am open to any recommendation that you may have.

Sincerely,

Jason

Jason Okonkwo
Direct: 323.253.8907
Email: mjason7@gmail.com

- CONFIDENTIALITY NOTICE -

The information contained in this transmission is intended only for the person or entity to which it is addressed and contains confidential and/or privileged material. If you are not the intended recipient of this information, do not review, retransmit, disclose, disseminate, use, or take any action in reliance upon, this information. If you received this transmission in error, please contact the sender and destroy all printed copies and delete the material from all computers.

11 attachments

000445

-  **April 2012.PDF**
241K
-  **Lexus Sale Docs 1.PDF**
218K
-  **Lexus Sale Docs 2.PDF**
1201K
-  **Lexus Payoff Info.PDF**
60K
-  **Lexus Board Approval.PDF**
84K
-  **Lexus Purchase Docs.PDF**
927K
-  **Capital Expense Recommendation.pdf**
41K
-  **Lexus Sale Docs 3 - Escrow.com Transactions.pdf**
91K
-  **Email from OSE - Gmail - email on thursday from Michael.pdf**
60K
-  **OSE Docs.PDF**
113K
- Van Lease01.PDF**
81K

000446

EXHIBIT

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FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000447

**Response to Michael Ammermon Emails dated November 29, 2013, December 11,
and December 13, 2013**

Jason Okonkwo <mrjason7@gmail.com>
To: mwacpa@me.com
Cc: "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>

Mon, Jan 13, 2014 at 12:33 PM

Good afternoon Mr. Ammermon,

Today I received the copies of the requested Cashiers Checks from our bank. Please see the attachment and kindly confirm receipt of all requested documents.

Furthermore, how soon can we expect the FCMAT Audit Report?

I look forward to your response.

Sincerely,

Jason Okonkwo
{quoted text hidden}

 **OSE Business Cashiers Checks.PDF**
531K

000448

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

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OSE Business Services - Requested Cashier's Checks and Bill Payment Checks

Jason Okonkwo <mrjason7@gmail.com>
To: Michael Ammermon <mwacpa@me.com>
Cc: Debi Deal <ddeal@fumat.org>, "edcabl@sbcglobal.net" <edcabl@sbcglobal.net>

Wed, Jan 22, 2014 at 10:06 AM

Dear Mr. Ammermon,

I received the final cashiers check from our bank, Wells Fargo, attached.

Kindly tell us when we can expect the draft Audit Summary?

Please let me know if you need any additional information.

Sincerely,

Jason

On Tue, Jan 14, 2014 at 5:26 PM, Michael Ammermon <mwacpa@me.com> wrote:
[quoted text hidden]
[quoted text hidden]

 01221400.PDF
43K

000450

EXHIBIT

35

FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000451

Missing Information

4 messages

Michael Ammermon <mwa@me.com>
To: Jason Okonkwo <mrjason7@gmail.com>
Cc: Debi Deal <ddeal@format.org>

Fri, Nov 29, 2013 at 1:56 PM

Dear Jason,

Last week we were able to meet with Bali Business Management. The information that Bali was able to provide was helpful and did provide coverage for many items that were not available during our visit at WAYS. I've send Halilu an Email today requesting him to find some information we would like him to follow up on.

AMERICAN EXPRESS:

During our visit with Bali, Bali was not able to locate and therefore we were unable to review American Express Card statements and supporting receipts or documentation for the following:

- Calendar year 2010; Months April through December
- Calendar year 2011; Months January through December
- Calendar year 2012; Months January through October, and the month of December
- Calendar year 2013; Months September and October

There appears to be at least three credit card numbers ending in 62005 - Kendra, 32005 - Jason, and 33003-Jason. Of the missing American Express statements and documents identified above, Bali was unable to find in their records any of the three credit card statements and supporting documentation I have just described and we cannot determine based on what is missing if there are any other additional credit card accounts.

When you have some time when you return to work next week, please provide us a listing of all credit card accounts for the 2010-2013 calendar years and let us know if you can find any of the missing credit card statements and supporting documentation.

VAN LEASE/RENTAL AGREEMENT:

Attached is a PDF titled "Emeka Enwezor Van Lease." When we reviewed the documentation for the sampled vendor, Emeka Enwezor, Bali could not find any lease agreement documentation. There was however a note attached to check number 9513 that states, "Q? Jason will send back-up on Monday 12/12/2011." Please search your records and send us a copy of the Emeka Enwezor Van lease/rental agreement and associated Board approval and Board approval documentation.

AVATAR TECHNOLOGY:

We also sampled Avatar Technology and came across a large purchase dated January 23, 2012 in the amount of \$37,986.51 for 85 "Legerro 13.3" items at \$410 per unit plus tax. Please send us the Board Approval and any Board Agenda or other documentation supporting the Boards approval of the purchase.

ED CABIL REIMBURSEMENT:

Attached as a PDF titled "Ed Cabil Duplicate Reimbursements check numbers 11731 and 11600" is the documentation identifying two checks to Mr. Cabil for the identical amounts of \$319.25. Both checks, check numbers 11600 and 11731 are for the same amount of \$319.25, are dated one month apart; however, both reimbursements submitted are using what appears to me as exactly the same backup supporting documentation. It may be that Mr. Cabil inadvertently submitted and was

000452

approved for the same reimbursement twice or there is some other reason for the duplicate. Please follow up with Ed and let us know how these two transactions should be accounted for and if there is other documentation this is in the same amount of \$319.25 but with different supporting documentation.

LEXUS PURCHASE, PAYOFF, & PROPOSED SALE:

Based on the discussion you and I had, I did remember that you stated that the Lexus RX-350 that you drive was going to be sold and that the goal was to purchase another school van with the profits from the sale. When we discussed the sale of the Lexus with Bali, they indicated that they understood the Lexus payments of \$891.94 per month over the past 12 months to be lease payments. Bali did not have any lease or purchase documents for the Lexus in order for us to determine if the Lexus was a lease or financed capital purchase or some other lease/option to buy type transaction that should have been capitalized. We were able to identify in the October 2013 WAYS Wells Fargo bank statement the payoff of the Lexus as check number 12397, clearing the bank on October 21, 2013, in the amount of \$30,379.02. Please provide us with the following regarding the Lexus:

- Original Lexus purchase / lease documents
- The original Board approval documentation and minutes authorizing the purchase of the Lexus
- The Board approval documentation and minutes authorizing the sale of the Lexus
- The analysis that you or Mr. Cabil would have provided the WAYS Board establishing the financial profitability, viability, or reasoning for the purchase and subsequent sale of the Lexus
- Copies of any Lexus payoff documentation
- Copies of any Lexus proposed sale documentation

Thank you for your help. If you have any questions, please feel free to contact us.

Best regards,

Mike

Michael W. Ammermon
30100 Crown Valley Pkwy., Ste. 35E
Laguna Niguel, CA 92677 Office/Cell
Phone (949) 887-2283
Fax (866) 398-5477
Email: mwacpa@me.com

2 attachments

 **Emeka Enwezor Van Lease.pdf**
362K

 **Ed Cabil Duplicate Reimbursements check numbers 11731 and 11600.pdf**
1656K

000453

EXHIBIT

36

FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000454

Missing Information follow up and OSE Business Services issues

2 messages

Michael Ammerman <mwa@me.com>
To: Jason Okonkwo <mrjason7@gmail.com>
Cc: edcabil@sboglobal.net, Debi Deal <ddeal@fomat.org>

Wed, Dec 11, 2013 at 5:39 PM

Dear Jason,

Hope your schedule has opened up and the holidays are treating you well. I'm following up regarding a few things. I would like to come out one more day to review the information that I followed up with you last Thursday, December 5th which was based on my Friday, November 29th E-mail to you discussing the American Express Statements, Van/Lease Rental Agreement, Avatar Technology, Ed Cabll Reimbursement, Lexus Purchase, Payoff, & Proposed Sale.

Thank you for responding to Nafisa at Bali Business Management, day before yesterday, December 9th, by providing the OSE Business Services ("OSE") IRS Form W-9. Based on the W-9 for OSE we received from Bali Business Management, we have a slight connection issue that we need your assistance. As far as we can research, we cannot make a connection between OSE as a business and the Social Security Number (SSN) used by Obiesie Enwezor in completing his W-9 as owner of OSE Business Services. In other words, according to our business search for the WAYS vendor OSE, we cannot find a business known as OSE Business Services. Usually, when a business files for a Fictitious Business Name or Doing Business As (DBA) license, we can identify the business using our business search tools.

OSE also shares the identical address as Innovative Ways Academy, a Non-Profit Corporation. Both OSE and Innovative Ways Academy have the mailing address of 6709 La Tijera Blvd., Ste. 274, Los Angeles, CA 90045. Innovative Ways Academy is Deara Okonkwo's Non-Profit organization and the Innovative Ways Academy and Web Site identifies the Innovative Ways Academy's address as 6709 La Tijera Blvd., Ste. 274, Los Angeles, CA 90045.

When we interviewed Deara Okonkwo, your sister, on November 15th, Deara clearly explained that Kendra Okonkwo, your mother, is the only person who checks the mail at the 6709 La Tijera Blvd., Ste. 274 and is the only person with keys and access to 6709 La Tijera Blvd., Ste. 274.

We visited the 6709 La Tijera Blvd., Ste. 274, Los Angeles, CA 90045 mailing address which is the mailing address of both OSE and Innovative Ways Academy and found the 6709 La Tijera Blvd., Ste. 274 address to be only a post office box rental and business services type center. Considering the volume of boxes of paper alone that WAYS purchases from OSE, we would have expected the OSE location to be a warehouse facility with the ability to service numerous customers complete with shipping documents, bills of lading, packing slips, and other documentation.

Since Kendra Okonkwo is alleged to be the only person with a key and the only one who has access to 6709 La Tijera Blvd., Ste. 274's mail box, it appears that Kendra Okonkwo may be controlling or managing in some manner the OSE business. We would like you to help us understand and now confirm the authenticity of OSE and who the controlling owners and parties of OSE are.

I believe you when you explained to us when we first met that there were no other related party businesses that you knew of. Jason, because even you were not aware of any other

000455

potential related party business relationships, this is why we need to carefully confirm OSE's business. At this point in our audit, based on the invoice only documentation from OSE, OSE does not appear to be exhibiting the type of business footprint we normally would expect to find for a business doing the type of sales volume that OSE does with WAYS.

Considering the amount of sales OSE has with WAYS, I would believe that OSE will be more than happy to help you and in turn help us. In order to authenticate OSE and support the questions we have, we are requesting the following:

1. Please obtain from OSE the documents OSE filed with their bank for opening their bank account as a business and any other documents which may help us identify OSE as a legitimate business (Example documents that OSE should have are DBA documents, State Board of Equalization sales and resale documents, business license, and business property tax documents).
2. Provide to us the IRS Form 1099's that were issued to OSE for calendar years 2011 and 2012.
3. Since OSE had not provided any Packing Slips or other Shipping documents for the supplies sold to WAYS, please provide us with OSE's actual physical business/warehouse address and phone number. This way you can let OSE know we will telephone Mr. Enwezor and set up a meeting with Mr. Enwezor.
4. Please inform Mr. Enwezor that we will need to review his supplier purchases to support that the product OSE obtained or consolidated from his suppliers and subsequently sold to WAYS did in fact occur.

Hopefully we can resolve the OSE matter and move on to completing the other remaining items we described in the first paragraph of this E-mail. If you have any questions, please feel free to call or write anytime. We are looking forward to meeting Mr. Enwezor.

Sincerely,

Mike

Michael W. Ammermon
30100 Crown Valley Pkwy., Ste. 35E
Laguna Niguel, CA 92677 Office/Cell
Phone (949) 887-2283
Fax (866) 398-5477
Email: mwacpa@me.com

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000457

Missing Information follow up and OSE Business Services Issues

3 messages

Michael Ammermon <mwapca@me.com>
To: Jason Okonkwo <mrjason7@gmail.com>
Cc: edcabil@sbcglobal.net, Debi Deal <ddeal@fcmat.org>

Fri, Dec 13, 2013 at 6:40 PM

Dear Jason,

We received from WAYS a Priority USPS envelope late today with a CD containing 17 files which appear to be American Express statements. Thank you so much for scanning the American Express statements that were un-available during our last visit to WAYS and sending the American Express Statements to us. We have not had a chance to go through the files on the CD we received from you today and believe that the CD contents are American Express statements; however, I'll let you know as soon as possible if we can check off from the list the missing American Express statements identified in our Friday, November 29, 2013, 1:57 PM E-mail.

This still leaves as outstanding from the Friday, November 29, 2013, 1:57 PM E-mail, the Van/Lease Rental Agreement, Avatar Technology, Ed Cabil Reimbursement, Lexus Purchase, Payoff, & Proposed Sale and the OSE Business Services matter. By now I'm sure Executive Director, Ed Cabil is reviewing his reimbursements and you and Mr. Cabil are gathering the requested board minutes and authorizations, etc., as described in the Friday, November 29, 2013, 1:57 PM E-mail.

Regarding the OSE Business Services matter described in our E-mail sent to you and Mr. Cabil the day before yesterday, Wednesday, December 11, 2013 at 5:39 PM, we are adding one additional requested item. One additional area that may further help us with establishing the authenticity of OSE Business Services would be for you and Mr. Cabil to request from your bank and provide to us the **OSE Business Services Checks and Cashier's Checks, both the front and back of each check**. Regarding Cashier's Checks, if you request inside of your bank branch, the branch where you obtained the cashier's checks can provide you front and back copies of the cashier's checks that were issued to OSE Business Services.

To keep track of the remaining requested items we have included in this E-mail, both the Friday, November 29, 2013 1:57 PM E-mail and Wednesday, December 11, 2013 5:39 PM E-mail for reference. We have added the OSE Business Services Check and Cashier's Check copies request for both front and back copies of the OSE Business Services checks to the Wednesday, December 11, 2013 at 5:39 PM E-mail below as item number 4 which now identifies five items.

To assist you and Mr. Cabil in obtaining front and back copies of the OSE Business Services checks and cashiers checks, we have attached a copy of the OSE Business Services QuickBooks transaction report which identifies each transaction with OSE Business Services. OSE Business Services checks are identified as bill payment checks shown in the report as "Bill Pmt-check", although two Bill Pmt-Checks are cashier's checks and are identified as such. Using the OSE Business Services check number, check date, and amount shown in the QuickBooks Transaction Report, your bank should have no difficulty in providing front and back copies of the OSE Business Services checks. Cashier's checks are identified in the attached OSE Business Services QuickBooks transaction report typically as General Journal entries; however, I have written in blue ink a small "cc", signifying cashier's check by each amount that is considered to be a cashier's check. Also attached are two additional PDF files which are copies of the front of the cashier's checks that we obtained which should assist your bank in quickly identifying the cashier's checks

000458

we are requesting front and back copies.

Thank you and Mr. Cabil again for sending us the American Express statements. If we do not hear from you by sometime next week we will follow up with another E-mail to see where you are in the process.

Thank you again.

Sincerely,

Mike

Michael W. Ammermon
30100 Crown Valley Pkwy., Ste. 35E
Laguna Niguel, CA 92677 Office/Cell
Phone (949) 887-2283
Fax (866) 398-5477
Email: mwacpa@me.com

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EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000460

Vehicle Donation Letter

Donor:
Emeka Enwezor
953 West 45th Street
Los Angeles, CA 90037

Donated to:
Merle Williamson Foundation
706 East Manchester Ave
Los Angeles, CA 90001

Donation(s):

Vehicle(s)	VIN	Value
1994 Ford E-350 VAN - White -- 15-passenger - Automatic	1FBJS31G6SHA4271 2	\$4800
Total		\$4800

On December 31, 2012, the above-referenced vehicle(s) was/were given by the donor to
Merle Williamson Foundation.

The donor did not receive anything in exchange for this donation.

Merle Williamson Foundation is recognized as a non-profit organization per IRS Code
432.56.215-B. Their tax identification number is 63-6292527.

Please retain this receipt for income tax purposes.

000461

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000462

**MERLE WILLIAMSON FOUNDATION
DOING BUSINESS AS
WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS)**

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the Merle Williamson Foundation, a California nonprofit public benefit corporation doing business as the Wisdom Academy for Young Scientists, a California public charter school, hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Wisdom Academy for Young Scientists ("Charter School"), as consistent with California Government Code Section 87300. As the Charter School has also agreed in its charter to comply with Government Code Section 1090, in addition to the Political Reform Act, this Code intends to conform to the requirements of that Section.

II. DEFINITION OF TERMS

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Form 700 Statement of Economic Interests ("Statement") at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the designated employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Filing of Annual Statements. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School and the Charter School's filing officer shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Financial interest in a contract: Where a Governing Board member has a personal, material financial interest in a contract, the financial interest will be reviewed under Government Code Section 1090 to determine whether the remote or non-interest exceptions apply. Should the Board determine that no applicable remote or noninterest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code Section 1090 prevents the entire board from voting on the contract; or (2) prior to the Board of Director's discussion of and/or taking any action on the contract at issue, the Board member must resign from the Board of Directors. The resignation shall be made part of the Board's official record.

All other financial interests: Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).
- A. Members of the Board of Directors
 - B. Executive Director of Charter School
 - C. Principal of Charter School
 - D. Director of Operations
 - E. Director of Instruction
 - F. Consultants¹

¹ The Executive Director may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

[NAME OF SCHOOL]
CONFLICT OF INTEREST CODE
EXHIBIT A

PAGE 1 OF 1

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EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District where the Charter School is located, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the Charter School. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include the interests described in Category 1.

EXHIBIT

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
FISCAL POLICY

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Finance Committee and make necessary adjustments as needed.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also help achieve its goals and objectives.

PROCEDURES:

Executive Consultant:

- Informs the Executive Director of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
- Review the budget and check the calculations and the basis for the calculations.
- Make revenues estimates in coordination with the Executive Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
- Prepare a draft budget based on the requests by the Executive Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
- Meet with the Executive Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the finance committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
- Prepare the final recommended budget based on agreements reached from the meeting with the Executive Director for presentation to the Finance Committee and Board of for approval.
- Provide the approved budgets to the Director of Operations and other Administrative Staff so they know the budgets they have to work with during the year.
- Responsible for making sure the budgets are being implemented correctly. This includes working with the Consultant Accounting Staff to input the budgets into the accounting system to help monitor budgets to actual comparison. Also working with the Director of Operations and Staff Consultant to answer budget related questions and reporting any problems and proposed solutions to the Executive Director and Finance Committee.
- Review budget to actual report prepared by Staff Consultant and make necessary adjustments and narratives or comments before presenting to Executive Director, Finance Committee and Board.
- Revise the budget for board consideration when there is a material change in the approved budget.

Executive Director:

- Review the draft budget with the Executive Consultant, making sure that the priorities of the school are reflected in the final budget recommended to the Finance Committee and the Board.
- Review the monthly budgets to actual comparisons prepared by the Executive Consultant and take any recommended actions as necessary.
- Recommend any budget adjustments as necessary to the Finance Committee and the Board.
- Help the Executive Consultant in preparing annual budgets.

Consultant Bookkeeper:

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- Inform the Executive Consultant of any unbudgeted expenditures seen while reviewing purchase orders.
- Input the approved budgets in the Accounting system so we can generate budget to actual reports.
- Approve purchase orders before they are issued to vendors, after checking to make sure there are funds in the budget for cover the order.
- Prepare monthly budget to actual report for Executive Consultant to review.

POLICY NUMBER TWO: TIME SHEET AND PAYROLL POLICIES AND PROCEDURES

PAYROLL

All employees on payroll must be hired by the Executive Director and must have worked for the hours being paid, those hours having been properly documented and approved by the Executive Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision making.

PROCEDURES:

Responsibility of the employee:

- Punch in time card on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to work on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Executive Director prior to beginning of the assignment.
- No overtime can be worked before obtaining approval from the Executive Director.
- Salaried employees are required to sign a sign-in log on a daily basis.
- At the end of each pay period each hourly employee is required to finish completing their time sheet that was generated by the computer system and give them to Administrative Assistant for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
- The properly completed and approved time sheet is put in the box of the Administrative Assistant no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.
- If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Responsibility of the Administrative Assistant:

- Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
- Collect all the time sheets in your box and any others around the time clock area.
- Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Executive Director for correction or explanation. Any incomplete or unapproved time sheet should be referred to the Executive Director for completion and approval immediately in time to promptly prepare payroll.

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- Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
- After verifying that everything is correct and that you have every employee's time sheet, sort out using the previous period time report and give to the Executive Director for approval and transmittal to the Executive Consultant. Also process the Salaried payroll for the pay period, ESA for the 15th and regular monthly payroll for the 30th.
- Print the input information for the School Director to approve for transmission to Executive Consultant.
- Send new hire and any other employee change information to the Executive Consultant as you get the information from the employee.
- After the checks come back from BBM, verify all the checks to make sure that everything is correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant deductions. If there is anything that appears unusual, inform the Financial Consultant or a Executive Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that nobody should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.

Responsibility of Executive Director:

- Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
- Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
- A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
- The Executive Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
- Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
- Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
- Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.
- Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.

POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT POLICIES AND PROCEDURES

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing

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priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. All purchases must be approved by the Executive Director. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

- All purchases must be initiated by completing a purchase order. Exceptions may be granted by the Executive Director or Executive Consultant for purchase of certain small items that are less than \$100 or in emergency situations.
- Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Staff Consultant can be contacted for an answer.
- The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
- For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids, purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases of \$10,000 or more need to be advertised in a more formal competitive bidding process.
- In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion. In such a case copies of the result of the research should be kept on file to be referred to when needed.
- There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.
- Purchase orders will be issued by Administrative Assistant. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is given to the Administrative Assistant to fax to the vendor with a return confirmation from the vendor after being approved by the Director of Operations, a copy for the Director of Operations's file, Staff Consultant's file and a copy to the Office Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Director of Operations.
- All purchase orders must be approved by the Director of Operations.
- When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order might be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order (Office Assistant)

- When the order arrives the Office Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Staff Consultant with a copy to the Director of Operations.

Administrative Assistant:

- When the original purchase order is received from the Director of Operations, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the Director of Operations, evidenced by the his signatures.
- A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed. The purchase order is encumbered in the Accounting system to set aside the funds so it will be available to pay for the bill. The purchase order is unencumbered when we pay the bill.
- The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be

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stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.

- The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
- As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING POLICIES AND PROCEDURES

1. All contracts must be approved by the School Director and Staff Consultant. Contracts of up to \$4,999 may require at least three phone bids, between \$5,000 and \$9,999 may require three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract, except in cases where an exception is allowed by a Principal.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured, except in cases where the school agrees to cover the contractor as part of terms of the contract.
5. The contractor must submit a bill based on the original approved contract for the Principal to approve for payment. In the event of change orders, they must be pre-approved by a Executive Director or designee.
6. The contractor must provide the school with a completed form W-9, taxpayer identification number, at the time of signing the contract.
7. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non payment of labor and material.
8. Before approving payment, the Executive Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
9. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
10. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.
11. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: CHECK REQUESTS POLICIES AND PROCEDURES

CHECK REQUESTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Check Request.

BACKGROUND:

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The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

- Picks up mails from the bills mailbox and distribute to various departments where necessary for check requests and approval of the bill.
- Checks the utilities and other general office bills for any error before giving to the Director of Operations for check request approval.
- Double check requests and bills to make sure that all the information and documentations are correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the check request must be returned to the responsible party so it can be corrected immediately, for timely processing of the check request. Check requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
- The check requests are sent to Executive Consultant for input into the computer system for payment. All the check numbers must be serially numbered, taking time to make sure the first check of each batch or day follows the last number as specified in the check register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.
- Pick up the mail from Bali Business Management the following day and verify that all the checks were generated and everything related to the check is correct. Then attach a copy of the check to the check request, staple them together and complete the payment information on the check request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the checks are approved by the check signer.
- Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log, and if it is an unknown person picture identification or drivers license should be reviewed to make sure that it is the right person.

The Administrative Assistant:

- Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.
- Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
- Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a check request form, and attaching the invoice, copy of the purchase order and a receiving advice or report noted on the purchase order. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Financial Consultant or Director of Operations.
- The check request must be made in a timely manner for payment to prevent incurring collection and other credit problems.

Director of Operations:

- Make sure that there is enough cash flow to pay the checks being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.
- Check to see that the checks were written to the same payee as stated on the check request and bill.
- Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.

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- Before signing any check, make sure the documentation is attached and that the check request information is completely filled out with prior approvals attached.
- Checks in excess of \$10,000 of non recurring item require two signatures.

POLICY NUMBER SIX: REIMBURSEMENTS

All employee reimbursement check requests must be accompanied by filling out a reimbursement form with attached documentation including receipts and invoices of the reimbursements. Mileage reimbursement check requests must be accompanied by a form detailing the mileage description with a starting point and ending point. The description will also include the date of the travel and the number of miles travelled for each entry or date. Mileage will be reimbursed at the IRS rate that is applicable at that particular time.

POLICY NUMBER SEVEN: USE OF CORPORATE CREDIT CARDS AND PROCEDURES

Credit cards secured for the school through our bankers will allow us the convenience of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials. Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers.

- The cash advance feature CANNOT be activated or used for any reason.
- The card can be used only for business purchases. NO PERSONAL USE.
- The duplicate receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
- Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
- Any missing or lost credit card must be immediately reported to the Financial Consultant and the Bank, so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
- The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the credit card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
- The Financial Consultant and the Executive Director are responsible for ensuring that the credit card holders follow these procedures. Any abuse of the credit card policies should be reported to the Financial Consultant or the Executive Director. The school reserves the right to terminate any credit card due to abuses including lack of following credit card policies and procedures.
- The Executive Director must approve any expenditure related to any direct benefit of the credit card user. No one can approve an expenditure that is for his or her own benefit.
- The Administrative Assistant must turn in all credit card statements to the Financial Consultant. The Administrative Assistant will give each credit card holder his or her statements.
- Credit card holders will prepare a check request for each credit card statement with all attached documentation, including receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

POLICY NUMBER EIGHT: PETTY CASH POLICIES AND PROCEDURES

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The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Administrative Assistant:

- The Administrative Assistant has oversight over the implementation of the petty cash policies and procedures.
- Processes requests for issuance of petty cash after being approved by the School Director.
- Processes replenishment of petty cash on a regular basis.
- Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the School Director.
- Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
- When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
- Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders

- Request for issuance of petty cash from the Executive Director based on a compelling need supported by convincing reasons.
- Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
- The petty cash holder has a personal responsibility for the funds in their possession.
- Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.
- Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the School Director.
- Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
- The Executive Director's signature on the purchase receipt is evidence that the expenditure is approved by the Executive Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
- When the staff gives the petty cash holder an authentic purchase receipts approved by the Executive Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
- When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

- Before requesting for petty cash fund staff must make sure that the expenditure is approved by the Executive Director and there is available funds for that expenditure.
- Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the Executive Director with the appropriate account number written on the receipt before giving it to the petty cash holder.

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- Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
- Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a release of liability. This is evidenced by a copy of a paid issuance receipt by the holder of the petty cash.

POLICY NUMBER NINE: FINANCIAL REPORTING REVIEW POLICIES AND PROCEDURES

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned.

Financial Operations Review-Procedures:

- About the first week of the month through the second week of the month following the end of each month the back office company will reconcile all accounts of the school. In order to do that all deposit and other non disbursement information has to be provide to the company prior to the end of the previous month.
- After reconciling all the accounts include bank reconciliation the Consultant Accountant will prepare all financial reports (Statement of Financial Position or Balance Sheet, Budget report or budget variance report, Statement of Activities and Cash flow actual and projections) for review by the Executive Consultant. After reviewing the report it will be sent to the School for review and transmission to LACOE in time to meet their 15th of the month dateline.
- On the third week following the end of the month the School Management will meet with the Financial Consultant to review the Financial reports including any narrative and analysis reports and recommendations.
- On the day of the board meeting the Finance Committee will meet to review the financial performance of the school and make recommendation to the board for their adoption or approval.
- It is recommended that the school maintain a reserve equal to at least 10% of its previous years expenditures.

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT POLICIES AND PROCEDURES

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the office and given to the Administrative Assistant periodically for deposit to the bank.

BACKGROUND:

The school will run various programs including meals, after school programs and pass through programs. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Responsibilities of the Office:

- Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
- Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.

- Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
- The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
- Three staff persons have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Finance Consultant) This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
- The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate) and receipts log book. \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.
- Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Financial Consultant and the Executive Director so that further investigation can be conducted to resolve the problem.
- The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
- The program to be credited with these funds should be noted on the deposit ticket or receipt.
- The receipts and deposit tickets will be given to the Administrative Assistant by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Responsibilities of the Administrative Assistant:

- The Administrative Assistant will review the whole packet to make sure that everything is completed accurately.
- A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
- The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
- Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or Executive Director.
- By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
- Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.
- Adjusting journal entries will be made to reverse the revenue account, replacing it with fees receivable account pending the time the amount is collected from the issuer of the bounced check.
- Prepare a list of insufficient funds check and provide the office and program staff with copies.

Responsibilities of the Program Staff and Office:

- To make sure that all participants of the program have paid their fees.
- Make sure that a report of attendance or participation log is prepared and a copy given to the Office daily, additionally monthly reports should be prepared and a copy given to the Administrative Assistant (all reports and cash counting will be done by two people).
- Any parent who has insufficient funds for more than twice or does not pay previous insufficient funds check will be required to pay cash in subsequent events or programs.

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POLICY NUMBER 11. REVOLVING CASH FUND POLICY AND PROCEDURES

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only check requests that are needed immediately due to circumstances beyond our control will be disbursed through this system.

PROCEDURES:

- All requests must be made by a check request, with all the supporting documents for the approval of the School Director.
- The request will follow the normal procedures for commercial warrant check requests.
- Poor planning will not qualify as a reason for approving this request.
- Receipts are required immediately after an event for requests of advance deposits.

Executive Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from budget manager, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an RCF check must be directed to the Executive Director.
- Requests should only be entertained from the Executive Director.
- All requests must be checked to make sure all required information is complete before issuing the check. The Executive Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the RCF account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the RCF account.
- Reimburse the RCF no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.
- Reimbursement of RCF including petty cash must be made to the Executive Director and charged to the respective account numbers already provided before the RCF checks were generated.
- Do not reimburse any RCF check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the RCF amount.

LAST PAGE

Revised. 07262012
Approved. 01312013

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000479

 Wisdom Academy for Young Scientists 						
March 2013		Read Across America Book Fair				
					1 Herbal Coffee with Principal 	2
3	4 Staff mtg K-2 grade Dr. Seuss Celebration 	5 Writing Exam 4 th grade.	6 Staff Mtg 3-5 grade Writing exam 4 th grade	7	8 Awards Assembly 	9 Geffen Theatre (exclusive Trip)
10	11 Staff mtg K-2 Kindergarten Round-up Begins	12	13 Staff Meeting M. Fire Drill	14 Make it and take it Workshop Dr. Neal 3-6pm	15 St. Patrick's Day 	16
17	18 Spirit Week/ Funny Hat Day	19 Spirit Week/College Day	20 Staff Mtg K-5 SSC mtg 2pm Staff Mtg K-5 Spirit week/ Twins Day	21 Spirit Week/pajamas -SP, Ed Parent Class 6pm	22 Fun Friday	23
24	25 	26 	27 	28 	29 	30
31						

000480

Wisdom Academy for Young Scientists						
April 2013 STAR Achievement Month						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Pupil Free day	2 Back to school	3 Staff Meeting K - 5	4	5 Coffee with Principal SA	6
7	8 Staff Meeting K - 2 Week of Benchmark Assessments IV	9 5 th Grade Final Science Competition	10 Staff Meeting 3 - 5	11	12 Awards Assembly 	13
14	15 Lake Arrowhead Staff Meeting K - 2	16 Lake Arrowhead	17 Lake Arrowhead -Long Beach Aquarium of The Pacific Field Trip (2 nd Grade) CSUN Field trip (Gomez) Staff Meeting 3 - 5	18 Lake Arrowhead UCLA Field trip (selected 4 th)	19 Lake Arrowhead Earth Science Fair	20
21	22	23	24 Staff Meeting K - 5 School site council 2pm	25	26	27
28	29 STAR Testing	30 STAR Testing				

000481

Wisdom Academy for Young Scientists						
May 2013 Marvelous Month May!						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 STAR Testing	2 STAR Testing	3 STAR Testing make up Cinco de Mayo Celebration	4 Sharefest Work Day
5	6 Teacher Appreciation week Staff Meeting K - 2	7 Teacher Appreciation week	8 Teacher Appreciation week Staff Meeting 3 - 5	9 Teacher Appreciation week	10 Teacher Appreciation week	11
12 Mother's Day	13 Book Fair	14 Book Fair	15 Fire drill Book Fair	16 Book Fair Career Day	17 Book Fair Fifth Grade Formal Ball	18 5 TH GRADE HONORS RECOGNITION 35 TH SENATE
19	20	21 TEACHER MIX UP DAY	22 SSC meeting 2pm Staff Meeting K - 5 Archer school Book drive 3 pm	23	24 Earth Science Fair	25
26	27 Memorial Day School Closed	28 Awards Assembly 	29 Parent Volunteer Appreciation Luncheon	30 Teacher Appreciation  LUNCHEON	31 Graduation/Last Day of School 	June 3 Pupil free day

000482

EXHIBIT

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FCMAT AB 139 Audit - WAYS RESPONSE TABLE (EXHIBIT)

000483

Wisdom Academy for Young Scientists
5th Grade Formal Ball
Friday, June 8, 2012

Reach
for the
STARS
Program

Welcome
Class of 2012 Debuts
Musical Tribute
The Waltz
★
- Dinner Served -★
Class of 2012 Speaker
Slideshow
★
Cake Cutting
Closing Remarks
Finale Dance



Wisdom Academy for Young Scientists
5th Grade Formal Ball
Friday, June 8, 2012

Reach
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Welcome
Class of 2012 Debuts
Musical Tribute
The Waltz
★
- Dinner Served -★
Class of 2012 Speaker
Slideshow
★
Cake Cutting
Closing Remarks
Finale Dance



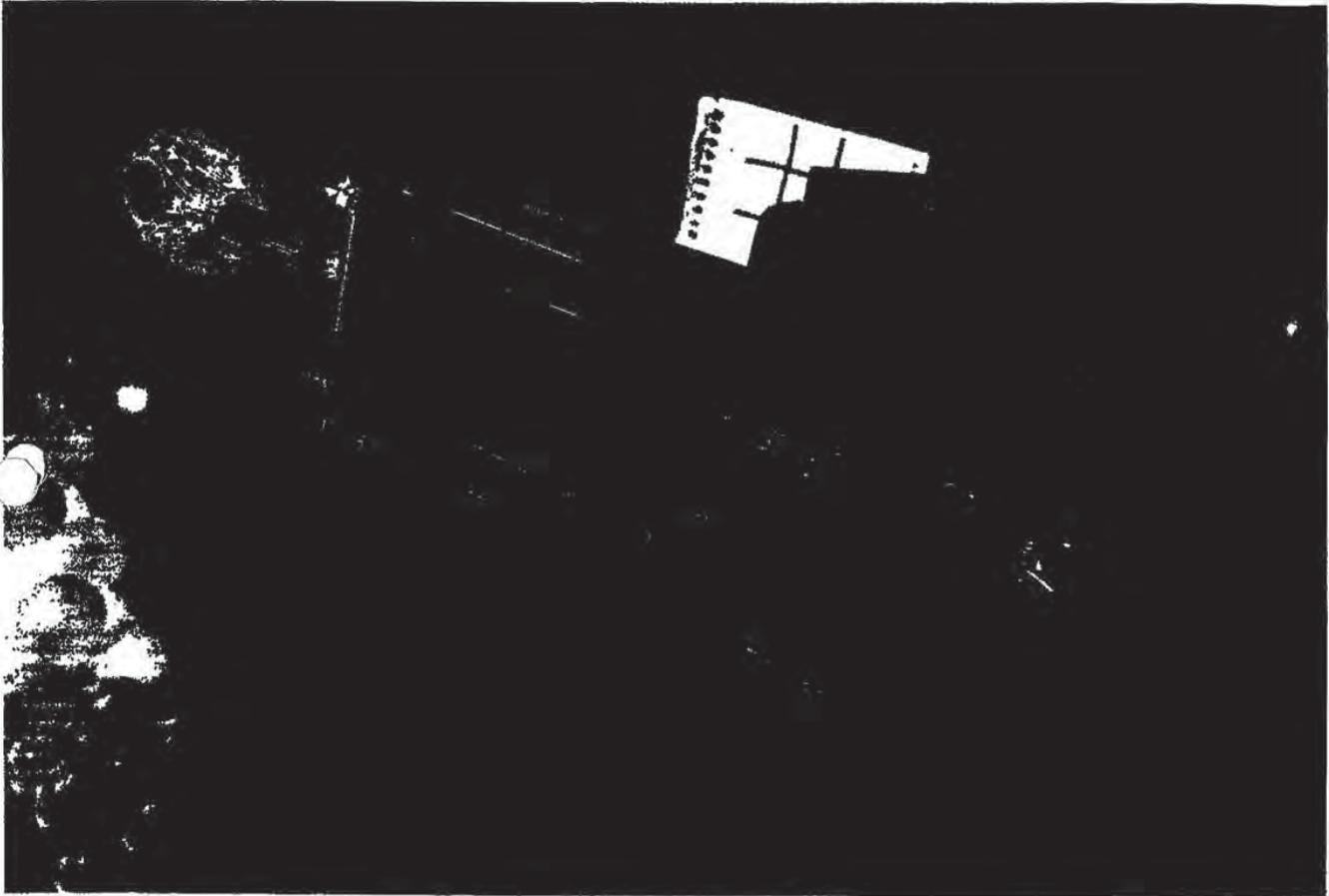
000484



000485



000486



000487



000488



000489

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000490



Results Detail

Statement filed on: 12/30/2011

Corporation		
DEDE DANCE STUDIO		
Number: C3060134	Incorporation Date: 12/12/2007	Status: Active
Jurisdiction: CA	Type: Domestic Nonprofit	
Address		
706 EAST MANCHESTER AVENUE, LOS ANGELES, CA 90001		
Agent For Service Of Process		
CHARLETHA WASHINGTON 706 EAST MANCHESTER AVENUE, LOS ANGELES, CA 90001		

Please review this information to determine if you have located the correct corporation. The corporation is not yet due to file the required statement; therefore, this filing must be filed either by mail or at our public counter in Sacramento. Refer to Statement of Information for the forms and instructions.

Search Results . New Search

000491

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000492

DeDe Dance Studio

706 EAST MANCHESTER AVENUE
LA, CA 90001

PROGRAMS:

PRINCESS CLUB

LADIES FIRST

NOBLE MEN

DANCE CLASSES

AGES: 5 - 17

IMPORTANT DATES:

ORIENTATION - AUG 25TH 2012

PROGRAMS BEGIN - SEPT 8TH 2012

HOTEL RETREAT - NOV 2ND - 4TH 2012

5TH ANNUAL BALL - APR 13TH 2012

WWW.DEDEDANCESTUDIO.COM

INFO@DEDEDANCESTUDIO.COM

323-501-2053

000493

NOBLE MEN



Respectful, Responsible & Righteous Gentlemen

Our brotherhood branch, Noble Men (boys ages 5 - 18), is a cross between fraternity and boys scouts in which young males undergo mentoring and educational workshops to become respectful, responsible and righteous gentlemen. Moreover, the programs boost the children's self-esteem and ambition of youth to become leaders of their respective communities. The program coordinators and mentors will serve as facilitators in empowering young males to become role models for their community and future leaders of society.



REEDANCESTUDIO Recent Posts

- 8th Annual Ball - Swags & Silhouettes
- Now Enrolling for Programs - Fall 2013
- The Educator Pt. II: Magic in Music
- 6th Annual Ball: April 13th 2013
- Back to School Dance - 9/7/12

Categories

- Uncategorized

Meta

- Log in
- Entries RSS
- Comments RSS
- WordPress.org

000494

Princess Club



Princess Club is a group of young girls the ages of 7-12 who gather together in harmony and work to build their self-esteem, character and ambition. Princess Club assists pre-teens in exploring their identity and individuality as they transition into beautiful and well-respected young ladies. When our girls graduate from Princess Club they will promote to Ladies First and become a leader and role-model for their communities, schools, and friends.



REB DANCE STUDIO Recent Posts

- 6th Annual Ball – Swans & Silhouettes
- Now Enrolling for Programs – Fall 2013
- The Edutainer Pt. II: Magic in Music
- 5th Annual Ball: April 13th 2013
- Back to School Dance – 9/7/12

Categories

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000495



000496



000497

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000498

Fw: WAYS Scheduling

1 message

Edward Cabil <edcabil@sbcglobal.net>
Reply-To: Edward Cabil <edcabil@sbcglobal.net>
To: Jason Okonkwo <mrjason7@gmail.com>

Wed, Oct 30, 2013 at 12:00 PM

Mr. Ammermon is an independent auditor who is contracted for work with the FICMAT team. Below, please find the date and info he shared for the meeting on November 13th.

Please let me know if that date works for you.

Blessings,
Ed Cabil

----- Forwarded Message -----

From: Michael Ammermon <mwacpa@me.com>
To: edcabil@sbcglobal.net
Cc: 'Debi Deal' <ddeal@fcmat.org>
Sent: Wednesday, October 30, 2013 9:54 AM
Subject: WAYS Scheduling

Dear Ed,

Thank you so much for speaking with me today, I'm grateful we could connect over the phone. I enjoyed our conversation and am looking forward to meeting you. As we discussed, we will begin our field work by meeting you in your office at 706 E Manchester Ave Los Angeles, CA 90002 starting Wednesday, November 13th and we will keep open as additional field work days at WAYS for Thursday, November 14th and Friday, November 15th.

The amount of field work days that we may need is dependent on what information we are able confirm during our meeting with your audit firm on Tuesday, November 12th and the condition and locations of WAYS business records while we are on site at WAYS. We will do our best to complete our field work during the three days discussed above and will let you know if we believe additional time is necessary.

If you have any questions, please feel free to call me directly on my cell phone at (949) 887-2283.

Thank you again.

Best Regards,

Mike

000499

Michael W. Ammermon
30100 Crown Valley Pkwy., Ste. 35E
Laguna Niguel, CA 92677
Office/Cell Phone (949) 887-2283
Fax (866) 398-5477
Email: mwacpa@me.com

000500

EXHIBIT

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FCMAT AB 139 Audit – WAYS RESPONSE TABLE (EXHIBIT)

000501

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

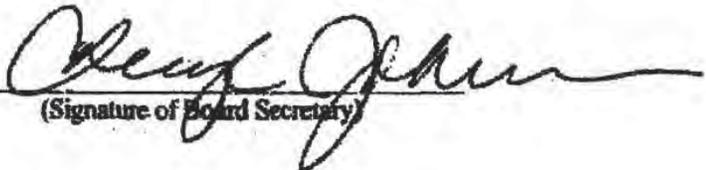
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Commercial Property Lease 2013-14 Fiscal Year - 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000502

3. Security Deposit. Tenant shall further pay to Landlord, prior to any use or occupancy of the Leasehold Premises, a security deposit in the sum of Thirteen Thousand Fifty (\$13,505.75), to be held as security for any damages to the Leasehold Premises, or as payment, in whole or part, for any costs or expenses incurred by the Landlord resulting from the failure of Tenant to surrender the premises in the condition described in Paragraph 6 herein. Unless withheld by the Landlord, in whole or in part, by reason of any damage to the Leasehold Premises, the security deposit shall be returned to the Tenant within thirty (30) days after the termination of this Lease.

4. Utilities. During the term of this Lease, the Tenant shall be solely responsible for the payment of any and all utilities of the Leasehold Premises, including, but not limited to, gas, electric, telephone, cable and any service fees required for the installation of these utilities. The Tenant shall also be solely responsible for the payment of any and all water bills, sewer bills and garbage collection costs concerning the Leasehold Premises.

5. Clean and Sanitary Condition. During the term of the Lease, the Tenant shall keep and maintain the Leasehold Premises and the surrounding area in a clean and sanitary condition at all times, free of all garbage and debris. All garbage and similar debris shall be deposited by the Tenant in facilities specifically for garbage collection. Tenant shall be responsible for placing the garbage bins and/or containers and recycling container(s) at the curb for pick-up and to return the containers to their appropriate place. Tenants shall further comply with all local ordinances and regulations imposed by the City of Los Angeles relating to maintaining the Leasehold Premises in a clean and sanitary condition and relating to the collection of garbage and similar debris. Tenant shall be solely liable for any action and/or fines that may be brought by the City of Los Angeles, or any other enforcement agency, as a result of the Leasehold Premises not being kept in a clean and sanitary condition.

6. Maintenance. It shall be the Tenant's sole responsibility to keep and maintain the entire Leasehold Premises, and every part thereof, in good condition and repair at all times during the term of the Lease. Tenant shall keep and maintain the Leasehold Premises in a clean, sanitary and safe condition, at all times during the term of the Lease, in accordance with the laws of the State of California and in accordance with all directions, rules and regulations of the health officer, fire marshal, building inspector, or other proper officials of the governmental agencies having jurisdiction, at the sole cost and expense of Tenant, and Tenant shall comply with all requirements of law, ordinance and otherwise, affecting the use of said premises. If Tenant refuses or neglects to maintain, commence and to complete repairs on the Leasehold Premises promptly and adequately, Landlord may, but shall not be required to do so, provide necessary maintenance and repairs, and Tenant shall pay the cost thereof to Landlord upon demand. At the time of the expiration of the tenancy herein, Tenant shall surrender the Premises in good condition, reasonable wear and tear excepted.

7. **Liability Insurance.** Tenant shall, during the entire term of this Lease, keep in full force and effect a policy of public liability and property damage insurance with respect to the Leasehold Premises, in which the limits of public liability shall not be less than Five-Hundred Thousand Dollars (\$500,000.00) for injury or death to one person in one accident, One Million Dollars (\$1,000,000.00) for injury or death per occurrence and Five Hundred Thousand Dollars (\$500,000.00) for property damage per occurrence. The policy shall name Landlord, any other parties in interest designated by Landlord, and Tenant as insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Landlord thirty (30) days prior written notice. Tenant shall provide Landlord with a certificate evidencing insurance at the commencement of occupancy and upon request. The insurance shall be with an insurance company approved by Landlord, and a copy of the paid-up policy evidencing such insurance or a certificate of the insurer certifying the insurance of such policy shall be delivered to Landlord prior to commencement of Tenant's Work and upon renewals not less than thirty (30) days prior to the expiration of such coverage.

8. **Personal Property Insurance.** Tenant agrees to carry, at its sole expense, insurance against all risks of physical loss, insuring Tenant's fixtures, furnishings, equipment and all other items of personal property of Tenant located on or within the Leasehold Premises, in an amount equal to not less than one hundred percent (100%) of the actual replacement cost thereof and to furnish Landlord with a certificate evidencing such coverage.

9. **Property Insurance.** Tenant agrees to pay property insurance on the Leasehold Premises.

10. **Subordination.** Tenant agrees that this Lease shall, at the request of the Landlord, be subordinate to any mortgage or deeds of trust that may hereafter be placed upon said premises and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements and extensions thereof, provided the mortgage or trustee named in said mortgages or trust deeds shall agree to recognize the Lease of Tenant in the event of foreclosure if Tenant is not in default. Tenant also agrees that any mortgage or trustee may elect to have this Lease a prior lien to its mortgage or deed of trust, and in the event of such election, and upon notification by such mortgage or trustee to Tenant to that effect, this Lease shall be deemed prior in lien to the said mortgage or deed of trust, whether this Lease is dated prior to or subsequent to the date of said mortgage or deed of trust. Tenant agrees that upon the request of Landlord, any mortgage or any trustee, it shall execute whatever instruments may be required to carry out the intent of this Section.

11. **Assignment and Subletting.** Tenant agrees not to assign or in any manner transfer this Lease or any estate or interest therein by operation of law or otherwise without prior written consent of Landlord, and not to sublet the leased premises or any part(s) thereof or allow anyone to come in with, through or under

it without like consent. Consent by Landlord to one or more assignments of this Lease or to one or more sublettings of the leased premises or the collection of rent by Landlord from any assignee or sub-lessee shall not operate to exhaust Landlord's rights under this Article. In the event that Tenant, with or without the previous consent of Landlord, does assign or in any manner transfer this Lease or any estate or interest therein, Tenant shall in no way be released from any of its obligations under this Lease.

12. Waste or Nuisance. Tenant shall not commit or suffer to be committed any waste upon the Leasehold Premises, and Tenant shall not place a load upon any floor of the Leasehold premises that exceeds the floor load per square foot area which such floor is designed to carry, if Landlord provides design or architectural information describing maximum load limitations. Tenant shall not use or permit the use of any medium that might constitute a nuisance.

13. Reconstruction of Damaged Premises. In the event the Leasehold Premises shall be partially or totally destroyed by fire or other casualty as to become partially or totally untenable, then the damage to the Leasehold Premises shall be promptly repaired, unless Landlord shall elect not to rebuild as hereinafter provided, and the fixed minimum rental and other charges shall be abated in proportion to the amount of the Leasehold Premises rendered untenable. In no event shall Landlord be required to repair or replace Tenant's trade fixtures, furnishings or personal property. If more than Twenty-five percent (25%) of the leased premises or of floor area of the building in which the leased premises are located shall be damaged or destroyed by fire or other casualty, then Landlord may either elect that the Leasehold Premises be repaired or rebuilt or, at its sole option, terminate this Lease by giving written notice to Tenant of its election to so terminate, such notice to be given within ninety (90) days after the occurrence of such damage or destruction.

14. Total Condemnation of Leased Premises. If the whole of the Leasehold Premises shall be taken by any public authority under the power of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority and the rent shall be paid up to that day with a proportionate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the day of the taking.

15. Partial Condemnation. If less than the whole but more than Twenty-five percent (25%) of the Leasehold Premises shall be taken under eminent domain, Landlord shall have the right either to terminate this Lease and declare the same null and void, or to restore the remaining portion of the leased premises or the building to a complete architectural unit. In the event Landlord elects to restore, all of the terms herein provided shall continue in effect, except the fixed annual rental shall be reduced in proportion to the amount of the leased premises taken.

If Twenty-five percent (25%) or less of the Leasehold Premises shall be so taken, the lease term shall cease only as to the part so taken a of the day possession shall be taken by such public authority, and Tenant shall pay rent up to that date, with appropriate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the date of the taking, and thereafter the fixed minimum annual rental shall be reduced in proportion to the amount of the leased premises taken. In such event, or in the event that Twenty-five percent (25%) or less of the Leasehold Premises shall be taken, Landlord shall, at its expense, make all necessary repairs or alterations to the basic building, originally installed by Landlord, so as to constitute the remaining leased premises a complete architectural unit.

18. Landlord's and Tenant's Damages. All damages awarded for such taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to and be the property of Landlord whether such damages shall be awarded as compensation for diminution in value to the leasehold or the fee of the premises, and Tenant shall have no claim against either Landlord or the condemning authority with respect thereto; provided, however, that Landlord shall not be entitled to the ward made for depreciation to, and cost of removal of Tenant's stock and fixtures.

17. Default. All rights and remedies of landlord herein enumerated shall be cumulative and none shall exclude any other rights or remedies allowed by law. Tenant the parties covenants and agrees that if a default occurs when:

- a) Tenant shall fail, neglect or refuse to pay any installment of all rent at the time and in the amount as herein provided, or to pay any other monies agreed by it to be paid promptly when and as the same shall become due and payable under the terms hereof, and if any such default should continue for a period of more than ten (10) days;
- b) Tenant shall abandon or vacate the leasehold premises or fail to keep the leased premises continuously and uninterrupted open for business each business day or shall fail, neglect or refuse to keep and perform any of the other material covenants, conditions, stipulations or agreements herein contained and covenanted and agreed to be kept and performed by it, and in the event any such default shall continue for a period of more than ten (10) days after notice thereof given in writing to tenant by landlord provided however that if the cause for giving such notice involves the making of repairs or other matters reasonable requiring a longer period of time that the period of such notice. Tenant shall be deemed to have complied with such notice so long as it has commenced to comply with said notice within the period set forth in the notice and is diligently prosecuting compliance of said notice or has taken proper steps or proceeding under the circumstances to prevent the seizure, destruction, alteration or other interference with said leased premises by reason on non-compliance with the requirements of any law or ordinance or with the rules, regulations, or

directions of any governmental authority as the case may be; then the tenant does hereby authorize and fully empower said landlord or landlord's agent to terminate this lease at once and to re-enter and take possession of said premises immediately on the day following the final day of the tenant's school year, and by force if necessary, without any previous notice of intention to re-enter and remove all persons and their property, and to use such force and assets in effecting and perfecting such removal of said tenant as may be necessary and advisable to recover at once first and exclusive possession of all said leased premises whether in possession of said tenant or of third persons or otherwise, without being deemed guilty of any manner of trespass and without prejudice to any remedies with might otherwise be used by landlord, in which event this lease shall terminate and tenant shall indemnify the landlord against all unavoidable loss of rent which landlord may incur by reason of such termination during the residue of the term herein specified.

- c) The landlord may, however, at its option, at any time after such default or violation of condition or covenant, re-enter and take possession of said premises without such re-entry working a forfeiture of the rents to be paid and the covenants, agreements and conditions to be kept and performed by tenant for the full term of this lease. In such event landlord shall have the right, but not the obligation, to divide or subdivide the leasehold premises in any manner landlord may determine and to lease or let the same or portions hereof for such period of time and at such rentals and for such use and upon such covenants and conditions as landlord may elect, applying the net rentals from such letting first to the payment of landlord's expenses incurred in dispossessing tenant and the cost and expense of making such improvements in the leasehold premises as may be necessary in order to enable landlord to re-let the same, and to the payment of brokerage commissions or other necessary expenses of landlord in connection with such re-letting. The balance, if any, shall be applied by landlord from time to time on account of the payments due or payable by tenant hereunder, with the right reserved to landlord to bring such action or proceedings for the recovery of any deficits remaining unpaid as landlord may deem favorable from time to time, without being obligated to await the end of the term hereof for the final determination of tenant's account. Any balance remaining however, after full payment and liquidation of landlord's account as aforesaid shall be paid to tenant with the right reserved to landlord at any time to give notice in writing to tenant of landlord's election to cancel and terminate this lease and upon giving of such notice and the simultaneous payments by landlord to tenant of any credit balance in tenant's favor that may at the time be owing to tenant shall constitute a final and effective cancellation and termination of this lease and the obligations hereunder on the part of either party to the other.
- d) Landlord may, at its option, while such default or violation of covenant or condition continues, and after ten (10) days notice of its intention so to do,

declare all the rent reserved for the full term of this lease remaining unpaid due and payable at once; and tenant does hereby empower any attorney of any court of record in the state of California or elsewhere to appear for it and waive the issuance and service of process and confess judgment against it for the whole or any part of said rent and thereafter to release all errors and warrant all rights of appeal and stay of execution. The initial exercise or use of this warrant of attorney shall not exhaust the same, but the same may be used and exercised without limitation as often as necessary for the use of the same arise. The exercise or use of this warrant of attorney shall not prevent landlord from subsequently terminating this lease, by giving notice to tenant of its election so to do and upon its tender to tenant of a sum equal to the amount, if any, paid by the tenant for rents accruing after the date of such termination.

e) In addition to the other rights granted to the landlord hereunder, landlord may, at its option, while such default or violations of covenants or condition continue(s), and after ten (10) days' notice of its intentions to do so, confess judgment for possession of the leased premises and tenant does hereby empower any attorney of any court to record in the commonwealth of California or elsewhere to appear for it and waive the issuance and service of process and confess a judgment in ejectment.

f) Also in addition to the other rights granted to landlord under this lease, tenant agrees that in the event that the amounts due landlord under this lease are collected and disputed by law or through an attorney at law through judicial action, the prevailing party is entitled to recovery of reasonable attorneys fees and costs. And judgment is entered in favor of landlord against tenant, whether by confession or otherwise, then tenant agrees to pay all costs of collection, including attorney's fees in the amount of ten percent (10%) of the judgment or five hundred dollars (\$500.00), whichever is greater.

18. Right of Entry. Landlord or Landlord's agent shall have the right to enter the Leasehold Premises at all reasonable times to examine the same, and to make such repairs, alterations, improvements or additions as Landlord may deem necessary or desirable, and Landlord shall be allowed to take all material into and upon said premises that may be required therefore without the same constituting an eviction of Tenant in whole or in part, and the rent reserved shall in now wise abate while said repairs, alterations, improvements or additions are being made, by reason of loss or interruption of business of Tenant, or otherwise.

19. Loss and Damage to Tenant's Property. The Landlord shall not be responsible or liable to the Tenant for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to the Leasehold Premises or any part, or for any loss or damages resulting to the Tenant or its property from bursting, stoppage or leaking of water, gas, sewer or steam pipes or for any

damage or loss of property within the Leasehold Premises from any cause whatsoever.

20. **Notice by Tenant.** Tenant shall give immediate notice to Landlord in case of fire or accidents in the leased premises or in the building of which the premises are a part or of defects therein or in any fixtures or equipment.

21. **Holding Over.** Any holding over after the expiration of the term hereof with the consent of the Landlord, shall be construed to be a tenancy from month to month (at twice the monthly minimum rental herein specified).

22. **Successors.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors, and assigns of the said parties; and if there shall be more than one Tenant, they shall be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Tenant unless the assignment to such assignee has been approved by Landlord in writing as provided in Paragraph 11 herein.

23. **Landlord's Covenant.** Upon payment by the Tenant of the rents herein provided, and upon the observance and performance of all the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall peacefully and quietly hold and enjoy the Leasehold Premises for the term hereby demised without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under the Landlord, subject nevertheless to the terms and conditions of this Lease, and any mortgages to which this Lease is subordinate.

24. **Waiver.** One or more waivers of any covenant or condition by Landlord shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant. No breach of a covenant or condition of this Lease shall be deemed to have been waived by Landlord, unless such waiver is in writing and signed by Landlord.

25. **Notices.** Any notice, demand, request or other instrument which may be or is required to be given under this Lease shall be sent by United States certified mail, return receipt requested, postage prepaid and shall be addressed (a) if to Landlord, at the address first above stated, or at such other address as Landlord shall designate by written notice, (b) if to Tenant, to the leased premises or at such other address as Tenant shall designate by written notice, and shall be effective upon two business days from deposit with the U.S. Postal Service.

THIS LEASE FOR THE PURPOSES OF RECONSTRUCTION, SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL THE TERM OF THIS LEASE SHALL EXPIRE. THE LESSOR AND LESSEE, THE LESSOR AND LESSEE, THE TERM OF THIS LEASE, AND SPECIAL PROVISIONS, AND SHALL INCORPORATE THIS LEASE BY REFERENCE.

28. Transfer of Landlord's Interest. In the event of any transfer or transfers of Landlord's interest in the Leasehold Premises, the transferor shall be automatically relieved of any and all obligations on the part of Landlord accruing from and after the date of such transfer, including, but not limited to, any obligation to Tenant with respect to the security deposit referred to in Paragraph 3 of this Lease upon assignment of the same to the transferee, provided that the interest of the transferee, as Landlord, in any funds then in the hands of Landlord in which Tenant has an interest shall be turned over, subject to such interest, to the transferee. No holder of a mortgage to which this Lease is or may be subordinate shall be responsible in connection with the security deposited hereunder, unless such mortgage or hold of such deed of trust shall have actually received the security deposited hereunder.

29. Accord and Satisfaction. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein stipulated shall be deemed to be other than an account of the arrear stipulated rent, nor shall any endorsement or statement of any check or any letter accompanying any check or any payment as rent be deemed an accord and satisfaction, and Landlord shall accept such check or payment without prejudice to Landlord's right to cover the balance of such rent or pursue any other remedy in this Lease provided.

30. This Lease shall be governed by and construed in accordance with the laws of California. If any provision of this Lease or the application thereof to any person or circumstances shall, in any event, be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of the Lease shall be valid and enforceable to the fullest extent permitted by law.

31. Entire Agreement. This Lease and the exhibits, if any, attached hereto and forming a part thereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the leased premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than herein set forth. No alterations, amendments, changes or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by each party.

32. **Property Tax.** Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to cooperate in order to obtain exemption determination from County Tax Assessor. Should any governmental taxing authority acting under any present or future law, ordinance or regulation, levy, assess or impose a tax, excise, assessment and/or any business and/or occupation taxes (other than income or franchise tax) upon or against the rentals payable by Tenant to Landlord, either by way of substitution or in addition to any existing tax on land and buildings or otherwise, Tenant shall be responsible for and shall pay such tax, excise, assessment, and any business and occupation taxes levied directly against the Tenant, or shall reimburse Landlord for the amount thereof, as the case may be, as additional rent, on or before the date that any fine, penalty or interest would be added thereto for non-payment. Tenant shall also pay its pro-rata share of any tax or charge levied in lieu of Real Estate taxes.

33. **Indemnification.** Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

34. **Heirs and Successors.** This agreement shall be binding on and shall inure to the benefit of the parties hereto, their respective heirs, successors, personal representatives and assigns.

D. Obien

7/1/13

Dora Obien, CEO

Date

Edward Cabell

12/03/14

Edward Cabell, CEO

Date

OCI DEVELOPMENT CORPORATION

WISDOM ACADEMY FOR YOUNG SCIENTISTS

"LANDLORD"

"TENANT"

This Lease Agreement ("Agreement") is entered into this 1st day of July 2013, by and between OCI Development Corporation, hereinafter referred to as the "Landlord, Wisdom Academy For Young Scientists, hereinafter referred to as the "Tenant".

WHEREAS, the Landlord is the owner of certain premises situated at 8778 South Central Avenue, Los Angeles, California 90002, in the County of Angeles and state of California hereinafter referred to as the "Leasehold Premises."

WHEREAS, the Tenant desires to rent and lease the Leasehold Premises from the Landlord, and the Landlord has agreed to lease the same to the Tenant upon the following terms and conditions.

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, and in consideration of the rents and covenants of the Tenant to be paid and kept as herein contained, the Landlord has agreed to lease unto the Tenant, and by this Agreement does hereby lease the Leasehold Premises unto the Tenant, and the Tenant hereby leases the Leasehold Premises from the Landlord, and the parties do covenant and agree as follows:

1. Term. This Lease shall be for a term of 1 year, between the hours 7:00 am to 7:00 pm, Monday - Friday, commencing on the 1st day of July 2013, and ending on the 30th day of June 2014.

2. Rent. Tenant shall pay to Landlord, without demand or deduction, at its offices or such other places as Landlord may from time to time direct in writing, the monthly lease amount as follows:

Tenant shall pay monthly rent of Four Thousand Six Hundred Seventy Eight Dollars (4,678.03) on the 1st day of July, 2013 and a like sum on the first day of each and every calendar month during the term hereof, and pro rata for the fractional portion of any month, except that of the first day of the calendar month immediately following the commencement date, the Tenant shall also pay the Landlord rent at the said rate for any portion of the preceding calendar month included in the term of this lease.

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3. **Security Deposit.** Tenant shall further pay to Landlord, prior to any use or occupancy of the Leasehold Premises, a security deposit in the sum of Thirteen Thousand Fifty (\$13,500.75), to be held as security for any damages to the Leasehold Premises, or as payment, in whole or part, for any costs or expenses incurred by the Landlord resulting from the failure of Tenant to surrender the premises in the condition described in Paragraph 6 herein. Unless withheld by the Landlord, in whole or in part, by reason of any damage to the Leasehold Premises, the security deposit shall be returned to the Tenant within thirty (30) days after the termination of this Lease.

4. **Utilities.** During the term of this Lease, the Tenant shall be solely responsible for the payment of any and all utilities of the Leasehold Premises, including, but not limited to, gas, electric, telephons, cable and any service fees required for the installation of these utilities. The Tenant shall also be solely responsible for the payment of any and all water bills, sewer bills and garbage collection costs concerning the Leasehold Premises.

5. **Clean and Sanitary Condition.** During the term of the Lease, the Tenant shall keep and maintain the Leasehold Premises and the surrounding area in a clean and sanitary condition at all times, free of all garbage and debris. All garbage and similar debris shall be deposited by the Tenant in facilities specifically for garbage collection. Tenant shall be responsible for placing the garbage bins and/or containers and recycling container(s) at the curb for pick-up and to return the containers to their appropriate place. Tenants shall further comply with all local ordinances and regulations imposed by the City of Los Angeles relating to maintaining the Leasehold Premises in a clean and sanitary condition and relating to the collection of garbage and similar debris. Tenant shall be solely liable for any action and/or fines that may be brought by the City of Los Angeles, or any other enforcement agency, as a result of the Leasehold Premises not being kept in a clean and sanitary condition.

6. **Maintenance.** It shall be the Tenant's sole responsibility to keep and maintain the entire Leasehold Premises, and every part thereof, in good condition and repair at all times during the term of the Lease. Tenant shall keep and maintain the Leasehold Premises in a clean, sanitary and safe condition, at all times during the term of the Lease, in accordance with the laws of the State of California and in accordance with all directions, rules and regulations of the health officer, fire marshal, building inspector, or other proper officials of the governmental agencies having jurisdiction, at the sole cost and expense of Tenant, and Tenant shall comply with all requirements of law, ordinance and otherwise, affecting the use of said premises. If Tenant refuses or neglects to maintain, commence and to complete repairs on the Leasehold Premises promptly and adequately, Landlord may, but shall not be required to do so, provide necessary maintenance and repairs, and Tenant shall pay the cost thereof to Landlord upon demand. At the time of the expiration of the tenancy herein, Tenant shall surrender the Premises in good condition, reasonable wear and tear excepted.

7. **Liability Insurance.** Tenant shall, during the entire term of this Lease, keep in full force and effect a policy of public liability and property damage insurance with respect to the Leasehold Premises, in which the limits of public liability shall not be less than Five Hundred Thousand Dollars (\$500,000.00) for injury or death to one person in one accident, One Million Dollars (\$1,000,000.00) for injury or death per occurrence and Five Hundred Thousand Dollars (\$500,000.00) for property damage per occurrence. The policy shall name Landlord, any other parties in interest designated by Landlord, and Tenant as insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Landlord thirty (30) days prior written notice. Tenant shall provide Landlord with a certificate evidencing insurance at the commencement of occupancy and upon request. The insurance shall be with an insurance company approved by Landlord, and a copy of the paid-up policy evidencing such insurance or a certificate of the insurer certifying the insurance of such policy shall be delivered to Landlord prior to commencement of Tenant's Work and upon renewals not less than thirty (30) days prior to the expiration of such coverage.

8. **Personal Property Insurance.** Tenant agrees to carry, at its sole expense, insurance against all risks of physical loss, insuring Tenant's fixtures, furnishings, equipment and all other items of personal property of Tenant located on or within the Leasehold Premises, in an amount equal to not less than one hundred percent (100%) of the actual replacement cost thereof and to furnish Landlord with a certificate evidencing such coverage.

9. **Property Insurance.** Tenant agrees to pay property insurance on the Leasehold Premises.

10. **Subordination.** Tenant agrees that this Lease shall, at the request of the Landlord, be subordinate to any mortgages or deeds of trust that may hereafter be placed upon said premises and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements and extensions thereof, provided the mortgages or trustee named in said mortgages or trust deeds shall agree to recognize the Lease of Tenant in the event of foreclosure if Tenant is not in default. Tenant also agrees that any mortgagee or trustee may elect to have this Lease a prior lien to its mortgage or deed of trust, and in the event of such election, and upon notification by such mortgagee or trustee to Tenant to that effect, this Lease shall be deemed prior in lien to the said mortgage or deed of trust, whether this Lease is dated prior to or subsequent to the date of said mortgage or deed of trust. Tenant agrees that upon the request of Landlord, any mortgagee or any trustee, it shall execute whatever instruments may be required to carry out the intent of this Section.

11. **Assignment and Subletting.** Tenant agrees not to assign or in any manner transfer this Lease or any estate or interest therein by operation of law or otherwise without prior written consent of Landlord, and not to sublet the leased premises or any part(s) thereof or allow anyone to come in with, through or under

it without like consent. Consent by Landlord to one or more assignments of this Lease or to one or more sublettings of the leased premises or the collection of rent by Landlord from any assignee or sub-lessee shall not operate to exhaust Landlord's rights under this Article. In the event that Tenant, with or without the previous consent of Landlord, does assign or in any manner transfer this Lease or any estate or interest therein, Tenant shall in no way be released from any of its obligations under this Lease.

12. Waste or Nuisance. Tenant shall not commit or suffer to be committed any waste upon the Leasehold Premises, and Tenant shall not place a load upon any floor of the Leasehold premises that exceeds the floor load per square foot area which such floor is designed to carry, if Landlord provides design or architectural information describing maximum load limitations. Tenant shall not use or permit the use of any medium that might constitute a nuisance.

13. Reconstruction of Damaged Premises. In the event the Leasehold Premises shall be partially or totally destroyed by fire or other casualty as to become partially or totally untenable, then the damage to the Leasehold Premises shall be promptly repaired, unless Landlord shall elect not to rebuild as hereinafter provided, and the fixed minimum rent and other charges shall be abated in proportion to the amount of the Leasehold Premises rendered untenable. In no event shall Landlord be required to repair or replace Tenant's trade fixtures, furnishings or personal property. If more than Twenty-five percent (25%) of the leased premises or of floor area of the building in which the leased premises are located shall be damaged or destroyed by fire or other casualty, then Landlord may either elect that the Leasehold Premises be repaired or rebuilt or, at its sole option, terminate this Lease by giving written notice to Tenant of its election to so terminate, such notice to be given within ninety (90) days after the occurrence of such damage or destruction.

14. Total Condemnation of Leased Premises. If the whole of the Leasehold Premises shall be taken by any public authority under the power of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority and the rent shall be paid up to that day with a proportionate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the day of the taking.

15. Partial Condemnation. If less than the whole but more than Twenty-five percent (25%) of the Leasehold Premises shall be taken under eminent domain, Landlord shall have the right either to terminate this Lease and declare the same null and void, or to restore the remaining portion of the leased premises or the building to a complete architectural unit. In the event Landlord elects to restore, all of the terms herein provided shall continue in effect, except the fixed annual rental shall be reduced in proportion to the amount of the leased premises taken.

If Twenty-five percent (25%) or less of the Leasehold Premises shall be so taken, the lease term shall cease only as to the part so taken & of the day possession shall be taken by such public authority, and Tenant shall pay rent up to that date, with appropriate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the date of the taking, and thereafter the fixed minimum annual rental shall be reduced in proportion to the amount of the leased premises taken. In such event, or in the event that Twenty-five percent (25%) or less of the Leasehold Premises shall be taken, Landlord shall, at its expense, make all necessary repairs or alterations to the basic building, originally installed by Landlord, so as to constitute the remaining leased premises a complete architectural unit.

16. Landlord's and Tenant's Damages. All damages awarded for such taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to and be the property of Landlord whether such damages shall be awarded as compensation for destruction in value to the leasehold or the fee of the premises, and Tenant shall have no claim against either Landlord or the condemning authority with respect thereto; provided, however, that Landlord shall not be entitled to the ward made for depreciation to, and cost of removal of Tenant's stock and fixtures.

17. Default. All rights and remedies of landlord herein enumerated shall be cumulative and none shall exclude any other rights or remedies allowed by law. Tenant the parties covenants and agrees that if a default occurs when:

- a) Tenant shall fail, neglect or refuse to pay any installment of all rent at the time and in the amount as herein provided, or to pay any other monies agreed by it to be paid promptly when and as the same shall become due and payable under the terms hereof, and if any such default should continue for a period of more than ten (10) days;
- b) Tenant shall abandon or vacate the leasehold premises or fail to keep the leased premises continuously and uninterruptedly open for business each business day or shall fail, neglect or refuse to keep and perform any of the other material covenants, conditions, stipulations or agreements herein contained and agreed to be kept and performed by it, and in the event any such default shall continue for a period of more than ten (10) days after notice thereof given in writing to tenant by Landlord provided however that if the cause for giving such notice involves the making of repairs or other matters reasonable requiring a longer period of time that the period of such notice. Tenant shall be deemed to have complied with such notice so long as it has commenced to comply with said notice within the period set forth in the notice and is diligently prosecuting compliance of said notice or has taken proper steps or proceeding under the circumstances to prevent the seizure, destruction, alteration or other interference with said leased premises by reason of non-compliance with the requirements of any law or ordinance or with the rules, regulations, or

directions of any governmental authority as the case may be; then the tenant does hereby authorize and fully empower said landlord or landlord's agent to terminate this lease at once and to re-enter and take possession of said premises immediately on the day following the final day of the tenant's school year, and by force if necessary, without any previous notice of intention to re-enter and remove all persons and their property, and to use such force and assist in effecting and perfecting such removal of said tenant as may be necessary and advisable to recover at once first and exclusive possession of all said leased premises whether in possession of said tenant or of third persons or otherwise, without being deemed guilty of any manner of trespass and without prejudice to any remedies with might otherwise be used by landlord, in which event this lease shall terminate and tenant shall indemnify the landlord against all unavoidable loss of rent which landlord may incur by reason of such termination during the residue of the term herein specified.

- c) The landlord may, however, at its option, at any time after such default or violation of condition or covenant, re-enter and take possession of said premises without such re-entry working a forfeiture of the rents to be paid and the covenants, agreements and conditions to be kept and performed by tenant for the full term of this lease. In such event landlord shall have the right, but not the obligation, to divide or subdivide the leasehold premises in any manner landlord may determine and to lease or let the same or portions hereof for such period of time and at such rentals and for such use and upon such covenants and conditions as landlord may elect, applying the net rentals from such letting first to the payment of landlord's expenses incurred in dispossessing tenant and the cost and expense of making such improvements in the leasehold premises as may be necessary in order to enable landlord to re-let the same, and to the payment of brokerage commissions or other necessary expenses of landlord in connection with such re-letting. The balance, if any, shall be applied by landlord from time to time on account of the payments due or payable by tenant hereunder, with the right reserved to landlord to bring such action or proceedings for the recovery of any deficits remaining unpaid as landlord may deem favorable from time to time, without being obligated to await the end of the term hereof for the final determination of tenant's account. Any balance remaining however, after full payment and liquidation of landlord's account as aforesaid shall be paid to tenant with the right reserved to landlord at any time to give notice in writing to tenant of landlord's election to cancel and terminate this lease and upon giving of such notice and the simultaneous payments by landlord to tenant of any credit balance in tenant's favor that may at the time be owing to tenant shall constitute a final and effective cancellation and termination of this lease and the obligations hereunder on the part of either party to the other.
- d) Landlord may, at its option, while such default or violation of covenant or condition continues, and after ten (10) days notice of its intention so to do,

declare all the rent reserved for the full term of this lease remaining unpaid due and payable at once; and tenant does hereby empower any attorney of any court of record in the state of California or elsewhere to appear for it and waive the issuance and service of process and confess judgment against it for the whole or any part of said rent and thereafter to release all errors and warrant all rights of appeal and stay of execution. The initial exercise or use of this warrant of attorney shall not exhaust the same, but the same may be used and exercised without limitation as often as necessary for the use of the same arise. The exercise or use of this warrant of attorney shall not prevent landlord from subsequently terminating this lease, by giving notice to tenant of its election so to do and upon its tender to tenant of a sum equal to the amount, if any, paid by the tenant for rents accruing after the date of such termination.

e) In addition to the other rights granted to the landlord hereunder, landlord may, at its option, while such default or violations of covenants or condition continue(s), and after ten (10) days' notice of its intention to do so, confess judgment for possession of the leased premises and tenant does hereby empower any attorney of any court to record in the commonwealth of California or elsewhere to appear for it and waive the issuance and service of process and confess a judgment in ejectment.

f) Also in addition to the other rights granted to landlord under this lease, tenant agrees that in the event that the amounts due landlord under this lease are collected are disputed by law or through an attorney at law through judicial action, the prevailing party is entitled to recovery of reasonable attorneys fees and costs. And judgment is entered in favor of landlord against tenant, whether by confession or otherwise, then tenant agrees to pay all costs of collection, including attorney's fees in the amount of ten percent (10%) of the judgment or five hundred dollars (\$500.00), whichever is greater.

18. Right of Entry. Landlord or Landlord's agent shall have the right to enter the Leasehold Premises at all reasonable times to examine the same, and to make such repairs, alterations, improvements or additions as Landlord may deem necessary or desirable, and Landlord shall be allowed to take all material into and upon said premises that may be required therefore without the same constituting an eviction of Tenant in whole or in part, and the rent reserved shall in now wise abate while said repairs, alterations, improvements or additions are being made, by reason of loss or interruption of business of Tenant, or otherwise.

19. Loss and Damage to Tenant's Property. The Landlord shall not be responsible or liable to the Tenant for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to the Leasehold Premises or any part, or for any loss or damages resulting to the Tenant or its property from bursting, stoppage or leaking of water, gas, sewer or steam pipes or for any

damage or loss of property within the Leasehold Premises from any cause whatsoever.

20. **Notice by Tenant.** Tenant shall give immediate notice to Landlord in case of fire or accidents in the leased premises or in the building of which the premises are a part or of defects therein or in any fixtures or equipment.

21. **Holding Over.** Any holding over after the expiration of the term hereof with the consent of the Landlord, shall be construed to be a tenancy from month to month (at twice the monthly minimum rental herein specified).

22. **Successors.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors, and assigns of the said parties; and if there shall be more than one Tenant, they shall be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Tenant unless the assignment to such assignee has been approved by Landlord in writing as provided in Paragraph 11 herein.

23. **Landlord's Covenant.** Upon payment by the Tenant of the rents herein provided, and upon the observance and performance of all the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall peacefully and quietly hold and enjoy the Leasehold Premises for the term hereby demised without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under the Landlord, subject nevertheless to the terms and conditions of this Lease, and any mortgages to which this Lease is subordinate.

24. **Waiver.** One or more waivers of any covenant or condition by Landlord shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant. No breach of a covenant or condition of this Lease shall be deemed to have been waived by Landlord, unless such waiver is in writing and signed by Landlord.

25. **Notices.** Any notice, demand, request or other instrument which may be or is required to be given under this Lease shall be sent by United States certified mail, return receipt requested, postage prepaid and shall be addressed (a) if to Landlord, at the address first above stated, or at such other address as Landlord shall designate by written notice, (b) if to Tenant, to the leased premises or at such other address as Tenant shall designate by written notice, and shall be effective upon two business days from deposit with the U.S. Postal Service.

26. **Captions and Section Numbers.** The captions, section numbers, and article numbers, appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such sections of this Agreement nor in any way affect this Agreement Lease.

27. **Recording.** Tenant shall not record this Lease without the written consent of Landlord; however, upon the request of either party hereto, the other party shall join in the execution of a memorandum or so-called "short form" of this Lease for the purpose of recordation. Said memorandum or short form of this Lease shall describe the parties, the Leasehold Premises, the term of this Lease, and special provisions, and shall incorporate this Lease by reference.

28. **Transfer of Landlord's Interest.** In the event of any transfer or transfers of Landlord's interest in the Leasehold Premises, the transferor shall be automatically relieved of any and all obligations on the part of Landlord accruing from and after the date of such transfer, including, but not limited to, any obligation to Tenant with respect to the security deposit referred to in Paragraph 3 of this Lease upon assignment of the same to the transferee, provided that the interest of the transferor, as Landlord, in any funds then in the hands of Landlord in which Tenant has an interest shall be turned over, subject to such interest, to the ten transferee. No holder of a mortgage to which this Lease is or may be subordinate shall be responsible in connection with the security deposited hereunder, unless such mortgagee or hold of such deed of trust shall have actually received the security deposited hereunder.

29. **Accord and Satisfaction.** No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent, nor shall any endorsement or statement of any check or any letter accompanying any check or any payment as rent be deemed an accord and satisfaction, and Landlord shall accept such check or payment without prejudice to Landlord's right to cover the balance of such rent or pursue any other remedy in this Lease provided.

30. This Lease shall be governed by and construed in accordance with the laws of California. If any provision of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of the Lease shall be valid and enforceable to the fullest extent permitted by law.

31. **Entire Agreement.** This Lease and the exhibits, if any, attached hereto and forming a part thereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the leased premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than herein set forth. No alterations, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by each party.

32. **Property Tax.** Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to cooperate in order to obtain exemption determination from County Tax Assessor. Should any governmental taxing authority acting under any present or future law, ordinance or regulation, levy, assess or impose a tax, excise, assessment and/or any business and/or occupation taxes (other than income or franchise tax) upon or against the rentals payable by Tenant to Landlord, either by way of substitution or in addition to any existing tax on land and buildings or otherwise, Tenant shall be responsible for and shall pay such tax, excise, assessment, and any business and occupation taxes levied directly against the Tenant, or shall reimburse Landlord for the amount thereof, as the case may be, as additional rent, on or before the date that any fine, penalty or interest would be added thereto for non-payment. Tenant shall also pay its pro-rata share of any tax or charge levied in lieu of Real Estate taxes.

33. **Indemnification.** Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

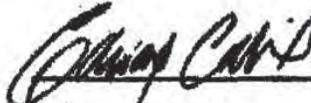
34. **Heirs and Successors.** This agreement shall be binding on and shall inure to the benefit of the parties hereto, their respective heirs, successors, personal representatives and assigns.



Dora Oblenu, CEO

7/1/13

Date



Edward Cabell, CEO

02/03/14

Date

OCI DEVELOPMENT CORPORATION

WISDOM ACADEMY FOR YOUNG SCIENTISTS

"LANDLORD"

"TENANT"

3. Security Deposit. Tenant shall further pay to Landlord, prior to any use or occupancy of the Leasehold Premises, a security deposit in the sum of **Thirteen Thousand Fifty (\$13,505.75)**, to be held as security for any damages to the Leasehold Premises, or as payment, in whole or part, for any costs or expenses incurred by the Landlord resulting from the failure of Tenant to surrender the premises in the condition described in Paragraph 6 herein. Unless withheld by the Landlord, in whole or in part, by reason of any damage to the Leasehold Premises, the security deposit shall be returned to the Tenant within **thirty (30) days** after the termination of this Lease.

4. Utilities. During the term of this Lease, the Tenant shall be solely responsible for the payment of any and all utilities of the Leasehold Premises, including, but not limited to, gas, electric, telephone, cable and any service fees required for the installation of these utilities. The Tenant shall also be solely responsible for the payment of any and all water bills, sewer bills and garbage collection costs concerning the Leasehold Premises.

5. Clean and Sanitary Condition. During the term of the Lease, the Tenant shall keep and maintain the Leasehold Premises and the surrounding area in a clean and sanitary condition at all times, free of all garbage and debris. All garbage and similar debris shall be deposited by the Tenant in facilities specifically for garbage collection. Tenant shall be responsible for placing the garbage bins and/or containers and recycling container(s) at the curb for pick-up and to return the containers to their appropriate place. Tenants shall further comply with all local ordinances and regulations imposed by the City of Los Angeles relating to maintaining the Leasehold Premises in a clean and sanitary condition and relating to the collection of garbage and similar debris. Tenant shall be solely liable for any action and/or fines that may be brought by the City of Los Angeles, or any other enforcement agency, as a result of the Leasehold Premises not being kept in a clean and sanitary condition.

6. Maintenance. It shall be the Tenant's sole responsibility to keep and maintain the entire Leasehold Premises, and every part thereof, in good condition and repair at all times during the term of the Lease. Tenant shall keep and maintain the Leasehold Premises in a clean, sanitary and safe condition, at all times during the term of the Lease, in accordance with the laws of the State of California and in accordance with all directions, rules and regulations of the health officer, fire marshal, building inspector, or other proper officials of the governmental agencies having jurisdiction, at the sole cost and expense of Tenant, and Tenant shall comply with all requirements of law, ordinance and otherwise, affecting the use of said premises. If Tenant refuses or neglects to maintain, commence and to complete repairs on the Leasehold Premises promptly and adequately, Landlord may, but shall not be required to do so, provide necessary maintenance and repairs, and Tenant shall pay the cost thereof to Landlord upon demand. At the time of the expiration of the tenancy herein, Tenant shall surrender the Premises in good condition, reasonable wear and tear excepted.

7. **Liability Insurance.** Tenant shall, during the entire term of this Lease, keep in full force and effect a policy of public liability and property damage insurance with respect to the Leasehold Premises, in which the limits of public liability shall not be less than Five-Hundred Thousand Dollars (\$500,000.00) for injury or death to one person in one accident, One Million Dollars (\$1,000,000.00) for injury or death per occurrence and Five Hundred Thousand Dollars (\$500,000.00) for property damage per occurrence. The policy shall name Landlord, any other parties in interest designated by Landlord, and Tenant as insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Landlord thirty (30) days prior written notice. Tenant shall provide Landlord with a certificate evidencing insurance at the commencement of occupancy and upon request. The insurance shall be with an insurance company approved by Landlord, and a copy of the paid-up policy evidencing such insurance or a certificate of the insurer certifying the insurance of such policy shall be delivered to Landlord prior to commencement of Tenant's Work and upon renewals not less than thirty (30) days prior to the expiration of such coverage.

8. **Personal Property Insurance.** Tenant agrees to carry, at its sole expense, insurance against all risks of physical loss, insuring Tenant's fixtures, furnishings, equipment and all other items of personal property of Tenant located on or within the Leasehold Premises, in an amount equal to not less than one hundred percent (100%) of the actual replacement cost thereof and to furnish Landlord with a certificate evidencing such coverage.

9. **Property Insurance.** Tenant agrees to pay property insurance on the Leasehold Premises.

10. **Subordination.** Tenant agrees that this Lease shall, at the request of the Landlord, be subordinate to any mortgages or deeds of trust that may hereafter be placed upon said premises and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements and extensions thereof, provided the mortgagee or trustee named in said mortgages or trust deeds shall agree to recognize the Lease of Tenant in the event of foreclosure if Tenant is not in default. Tenant also agrees that any mortgagee or trustee may elect to have this Lease a prior lien to its mortgage or deed of trust, and in the event of such election, and upon notification by such mortgagee or trustee to Tenant to that effect, this Lease shall be deemed prior in lien to the said mortgage or deed of trust, whether this Lease is dated prior to or subsequent to the date of said mortgage or deed of trust. Tenant agrees that upon the request of Landlord, any mortgagee or any trustee, it shall execute whatever instruments may be required to carry out the intent of this Section.

11. **Assignment and Subletting.** Tenant agrees not to assign or in any manner transfer this Lease or any estate or interest therein by operation of law or otherwise without prior written consent of Landlord, and not to sublet the leased premises or any part(s) thereof or allow anyone to come in with, through or under

it without like consent. Consent by Landlord to one or more assignments of this Lease or to one or more sublettings of the leased premises or the collection of rent by Landlord from any assignee or sub-lessee shall not operate to exhaust Landlord's rights under this Article. In the event that Tenant, with or without the previous consent of Landlord, does assign or in any manner transfer this Lease or any estate or interest therein, Tenant shall in no way be released from any of its obligations under this Lease.

12. Waste or Nuisance. Tenant shall not commit or suffer to be committed any waste upon the Leasehold Premises, and Tenant shall not place a load upon any floor of the Leasehold Premises that exceeds the floor load per square foot area which such floor is designed to carry. If Landlord provides design or architectural information describing maximum load limitations, Tenant shall not use or permit the use of any medium that might constitute a nuisance.

13. Reconstruction of Damaged Premises. In the event the Leasehold Premises shall be partially or totally destroyed by fire or other casualty as to become partially or totally untenable, then the damage to the Leasehold Premises shall be promptly repaired, unless Landlord shall elect not to rebuild as hereinafter provided, and the fixed minimum rental and other charges shall be abated in proportion to the amount of the Leasehold Premises rendered untenable. In no event shall Landlord be required to repair or replace Tenant's trade fixtures, furnishings or personal property. If more than Twenty-five percent (25%) of the leased premises or of floor area of the building in which the leased premises are located shall be damaged or destroyed by fire or other casualty, then Landlord may either elect that the Leasehold Premises be repaired or rebuilt or, at its sole option, terminate this Lease by giving written notice to Tenant of its election to so terminate, such notice to be given within ninety (90) days after the occurrence of such damage or destruction.

14. Total Condemnation of Leased Premises. If the whole of the Leasehold Premises shall be taken by any public authority under the power of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority and the rent shall be paid up to that day with a proportionate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the day of the taking.

15. Partial Condemnation. If less than the whole but more than Twenty-five percent (25%) of the Leasehold Premises shall be taken under eminent domain, Landlord shall have the right either to terminate this Lease and declare the same null and void, or to restore the remaining portion of the leased premises or the building to a complete architectural unit. In the event Landlord elects to restore, all of the terms herein provided shall continue in effect, except the fixed annual rental shall be reduced in proportion to the amount of the leased premises taken.

If Twenty-five percent (25%) or less of the Leasehold Premises shall be so taken, the lease term shall cease only as to the part so taken and the day possession shall be taken by such public authority, and Tenant shall pay rent up to that date, with appropriate refund by Landlord of such rent as may have been paid in advance for a period subsequent to the date of the taking, and thereafter the fixed minimum annual rental shall be reduced in proportion to the amount of the leased premises taken. In such event, or in the event that Twenty-five percent (25%) or less of the Leasehold Premises shall be taken, Landlord shall, at its expense, make all necessary repairs or alterations to the basic building, originally installed by Landlord, so as to constitute the remaining leased premises a complete architectural unit.

16. **Landlord's and Tenant's Damages.** All damages awarded for such taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to and be the property of Landlord whether such damages shall be awarded as compensation for diminution in value to the leasehold or the fee of the premises, and Tenant shall have no claim against either Landlord or the condemning authority with respect thereto; provided, however, that Landlord shall not be entitled to the ward made for depreciation to, and cost of removal of Tenant's stock and fixtures.

17. **Default.** All rights and remedies of landlord herein enumerated shall be cumulative and none shall exclude any other rights or remedies allowed by law. Tenant the parties covenants and agrees that if a default occurs when:

- a) Tenant shall fail, neglect or refuse to pay any installment of all rent at the time and in the amount as herein provided, or to pay any other monies agreed by it to be paid promptly when and as the same shall become due and payable under the terms hereof, and if any such default should continue for a period of more than ten (10) days;
- b) Tenant shall abandon or vacate the leasehold premises or fail to keep the leased premises continuously and uninterruptedly open for business each business day or shall fail, neglect or refuse to keep and perform any of the other material covenants, conditions, stipulations or agreements herein contained and covenanted and agreed to be kept and performed by it, and in the event any such default shall continue for a period of more than ten (10) days after notice thereof given in writing to tenant by landlord provided however that if the cause for giving such notice involves the making of repairs or other matters reasonable requiring a longer period of time that the period of such notice. Tenant shall be deemed to have complied with such notice so long as it has commenced to comply with said notice within the period set forth in the notice and is diligently prosecuting compliance of said notice or has taken proper steps or proceeding under the circumstances to prevent the seizure, destruction, alteration or other interference with said leased premises by reason on non-compliance with the requirements of any law or ordinance or with the rules, regulations, or

directions of any governmental authority as the case may be; then the tenant does hereby authorize and fully empower said landlord or landlord's agent to terminate this lease at once and to re-enter and take possession of said premises immediately on the day following the final day of the tenant's school year, and by force if necessary, without any previous notice of intention to re-enter and remove all persons and their property, and to use such force and assists in effecting and perfecting such removal of said tenant as may be necessary and advisable to recover at once first and exclusive possession of all said leased premises whether in possession of said tenant or of third persons or otherwise, without being deemed guilty of any manner of trespass and without prejudice to any remedies with might otherwise be used by landlord, in which event this lease shall terminate and tenant shall indemnify the landlord against all unavoidable loss of rent which landlord may incur by reason of such termination during the residue of the term herein specified.

- c) The landlord may, however, at its option, at any time after such default or violation of condition or covenant, re-enter and take possession of said premises without such re-entry working a forfeiture of the rents to be paid and the covenants, agreements and conditions to be kept and performed by tenant for the full term of this lease. In such event landlord shall have the right, but not the obligation, to divide or subdivide the leasehold premises in any manner landlord may determine and to lease or let the same or portions hereof for such period of time and at such rentals and for such use and upon such covenants and conditions as landlord may elect, applying the net rentals from such letting first to the payment of landlord's expenses incurred in dispossessing tenant and the cost and expense of making such improvements in the leasehold premises as may be necessary in order to enable landlord to re-let the same, and to the payment of brokerage commissions or other necessary expenses of landlord in connection with such re-letting. The balance, if any, shall be applied by landlord from time to time on account of the payments due or payable by tenant hereunder, with the right reserved to landlord to bring such action or proceedings for the recovery of any deficits remaining unpaid as landlord may deem favorable from time to time, without being obligated to await the end of the term hereof for the final determination of tenant's account. Any balance remaining however, after full payment and liquidation of landlord's account as aforesaid shall be paid to tenant with the right reserved to landlord at any time to give notice in writing to tenant of landlord's election to cancel and terminate this lease and upon giving of such notice and the simultaneous payments by landlord to tenant of any credit balance in tenant's favor that may at the time be owing to tenant shall constitute a final and effective cancellation and termination of this lease and the obligations hereunder on the part of either party to the other.
- d) Landlord may, at its option, while such default or violation of covenant or condition continues, and after ten (10) days notice of its intention so to do,

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damage or loss of property within the Leasehold Premises from any cause whatsoever.

20. Notice by Tenant. Tenant shall give immediate notice to Landlord in case of fire or accidents in the leased premises or in the building of which the premises are a part or of defects therein or in any fixtures or equipment.

21. Holding Over. Any holding over after the expiration of the term hereof with the consent of the Landlord, shall be construed to be a tenancy from month to month (at twice the monthly minimum rental herein specified).

22. Successors. All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors, and assigns of the said parties; and if there shall be more than one Tenant, they shall be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Tenant unless the assignment to such assignee has been approved by Landlord in writing as provided in Paragraph 11 herein.

23. Landlord's Covenant. Upon payment by the Tenant of the rents herein provided, and upon the observance and performance of all the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall peacefully and quietly hold and enjoy the Leasehold Premises for the term hereby demised without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under the Landlord, subject nevertheless to the terms and conditions of this Lease, and any mortgages to which this Lease is subordinate.

24. Waiver. One or more waivers of any covenant or condition by Landlord shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant. No breach of a covenant or condition of this Lease shall be deemed to have been waived by Landlord, unless such waiver is in writing and signed by Landlord.

25. Notices. Any notice, demand, request or other instrument which may be or is required to be given under this Lease shall be sent by United States certified mail, return receipt requested, postage prepaid and shall be addressed (a) if to Landlord, at the address first above stated, or at such other address as Landlord shall designate by written notice, (b) if to Tenant, to the leased premises or at such other address as Tenant shall designate by written notice, and shall be effective upon two business days from deposit with the U.S. Postal Service.

26. Captions and Section Numbers. The captions, section numbers, and article numbers, appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such sections of this Agreement nor in any way affect this Agreement Lease.

27. Recording. Tenant shall not record this Lease without the written consent of Landlord; however, upon the request of either party hereto, the other party shall join in the execution of a memorandum or so-called "short form" of this Lease for the purpose of recording. Said memorandum or short form of this Lease shall describe the parties, the Leasehold Premises, the term of this Lease, and special provisions, and shall incorporate this Lease by reference.

28. Transfer of Landlord's Interest. In the event of any transfer or transfers of Landlord's interest in the Leasehold Premises, the transferor shall be automatically relieved of any and all obligations on the part of Landlord accruing from and after the date of such transfer, including, but not limited to, any obligation to Tenant with respect to the security deposit referred to in Paragraph 3 of this Lease upon assignment of the same to the transferee, provided that the interest of the transferor, as Landlord, in any funds then in the hands of Landlord in which Tenant has an interest shall be turned over, subject to such interest, to the ten transferee. No holder of a mortgage to which this Lease is or may be subordinate shall be responsible in connection with the security deposited hereunder, unless such mortgage or hold of such deed of trust shall have actually received the security deposited hereunder.

29. Accord and Satisfaction. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein stipulated shall be deemed to be other than an account of the earliest stipulated rent, nor shall any endorsement or statement of any check or any letter accompanying any check or any payment so rent be deemed an accord and satisfaction, and Landlord shall accept such check or payment without prejudice to Landlord's right to cover the balance of such rent or pursue any other remedy in this Lease provided.

30. This Lease shall be governed by and construed in accordance with the laws of California. If any provision of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of the Lease shall be valid and enforceable to the fullest extent permitted by law.

31. Entire Agreement. This Lease and the exhibits, if any, attached hereto and forming a part thereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the leased premises and there are not covenants, promises, agreements, conditions or understandings, either oral or written, between them other than herein set forth. No alterations, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by each party.

32. **Property Tax.** Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to cooperate in order to obtain exemption determination from County Tax Assessor. Should any governmental taxing authority acting under any present or future law, ordinance or regulation, levy, assess or impose a tax, excise, assessment and/or any business and/or occupation taxes (other than income or franchise tax) upon or against the rentals payable by Tenant to Landlord, either by way of substitution or in addition to any existing tax on land and buildings or otherwise, Tenant shall be responsible for and shall pay such tax, excise, assessment, and any business and occupation taxes levied directly against the Tenant, or shall reimburse Landlord for the amount thereof, as the case may be, as additional rent, on or before the date that any fine, penalty or interest would be added thereto for non-payment. Tenant shall also pay its pro-rata share of any tax or charge levied in lieu of Real Estate taxes.

33. **Indemnification.** Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

34. **Heirs and Successors.** This agreement shall be binding on and shall inure to the benefit of the parties hereto, their respective heirs, successors, personal representatives and assigns.

D. Obianu 7/1/13

Dora Obianu, CEO Date

OCI DEVELOPMENT CORPORATION

"LANDLORD"

Edward Cabli 02/03/14

Edward Cabli, CEO Date

WISDOM ACADEMY FOR YOUNG SCIENTISTS

"TENANT"

EXHIBIT 8

MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A CALIFORNIA NON-PROFIT ORGANIZATION)
AUDITED FINANCIAL STATEMENTS
FOR THE TWELVE MONTH ENDED JUNE 30, 2012

000535

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Not-for-Profit Organization)

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Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

Board of Directors of
Merle Williamson Foundation, dba
Wisdom Academy for Young Scientists
Los Angeles, California

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying statement of financial position of Wisdom Academy for Young Scientists (WAYS) (a California not-for-profit organization), as of June 30, 2012, and the related statements of activities and changes in net assets, and cash flows for the twelve months period then ended. These financial statements are the responsibility of Wisdom Academy for Young Scientists' management. My responsibility is to express an opinion on these financial statements based on my audit. The prior year summarized comparative information has been derived from the organization's 2011 financial statements and, in my report dated December 14, 2011, I expressed an unqualified opinion on those financial statements.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that our audit provides a reasonable basis for our opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2012, and the changes in its net assets and cash flows for the twelve months period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated December 31, 2012 on my consideration of **Wisdom Academy for Young Scientists'** internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

My audit was conducted for the purpose of forming an opinion on the financial statements of **Wisdom Academy for Young Scientists**. The accompanying schedule of federal awards required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the additional supplementary information section is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF FINANCIAL POSITION
 June 30,

ASSETS

	<u>2012</u>	<u>2011</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 49,188	\$ 513,331
Accounts receivable - Sponsoring Districts (Note 3)	27,961	
Accounts receivable - (Note 3)	1,256,875	525,547
Due from former Executive Director (Note 13)	10,120	
Security deposits	30,911	
Prepaid expenses	<u>18,870</u>	<u>45,756</u>
Total current assets	<u>1,393,925</u>	<u>1,084,634</u>
FURNITURE, EQUIPMENT AND IMPROVEMENTS:		
Furniture and equipment (Note 4)	141,990	77,221
Computers and equipment (Note 4)	37,987	
Leasehold improvements (Note 4)	275,783	197,312
Leasehold improvements - ERate (Note 4)	35,483	35,483
Less: accumulated depreciation (Note 4)	<u>(85,093)</u>	<u>(53,691)</u>
Total furniture, equipment and improvements	<u>406,150</u>	<u>256,325</u>
Total assets	<u>\$ 1,800,075</u>	<u>\$ 1,340,959</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	\$ 62,724	\$ 56,732
Settlement payable - (Note 11)	228,665	
Due to Sponsoring District		5,470
Credit card payable	4,480	5,303
Payroll liabilities	<u>27,172</u>	<u>29,125</u>
Total current liabilities	<u>323,041</u>	<u>96,630</u>
LONG - TERM LIABILITIES:		
Line of credit - Wells Fargo (Note 9)	<u>250,000</u>	
Total liabilities	<u>573,041</u>	<u>96,630</u>
NET ASSETS		
Unrestricted	1,284,221	1,249,799
Temporarily restricted - (deficit)	<u>(57,187)</u>	<u>(5,470)</u>
Total net assets	<u>1,227,034</u>	<u>1,244,329</u>
Total liabilities and net assets	<u>\$ 1,800,075</u>	<u>\$ 1,340,959</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the twelve month ended June 30,

	2012			2011
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND SUPPORT:				
General purpose block grant	\$ 1,634,727	\$	\$ 1,634,727	\$ 982,763
Categorical block grant	276,279		276,279	211,468
Class size reduction	232,407		232,407	89,182
Private contributions	2,304		2,304	8,446
Federal income		85,257	85,257	61,086
Charter school facilities grant	184,983		184,983	118,461
In-lieu property taxes	558,869		558,869	353,049
In-lieu property taxes - prior year			-	8,304
After school education and safety	112,500		112,500	112,500
Fundraising income	2,736		2,736	9,259
Special education		186,214	186,214	204,578
Child nutrition - federal		307,168	307,168	147,788
Child nutrition - state	16,815		16,815	9,695
Title II			-	4,254
Title I		19,085	19,085	49,576
Facility reimbursement			-	52,738
Other state income	141,591		141,591	89,549
Other local income	6,284		6,284	143,789
Interest income	653		653	1,488
Net assets released from restrictions	649,441	(649,441)	-	-
Total revenue and support	3,819,589	(51,717)	3,767,872	2,657,973
EXPENSES:				
Certificated salaries	1,273,808		1,273,808	833,752
Classified salaries	407,908		407,908	277,200
Fringe benefits	355,384		355,384	172,429
Settlement payment - (Note 11)	228,665		228,665	
Books and supplies	161,609		161,609	126,532
Contract services and other expenses	941,264		941,264	766,181
Occupancy, repairs, and rental	391,331		391,331	193,612
Fundraising expenses	390		390	9,600
Depreciation	31,402		31,402	19,081
Other outgo	2,520		2,520	15,314
Total expenses	3,794,281	-	3,794,281	2,413,701
Increase (decrease) in net assets	25,308	(51,717)	(26,409)	244,272
Net assets, beginning of the year	1,249,799	(5,470)	1,244,329	1,006,531
Prior year adjustments (Note 15)	9,114	-	9,114	(6,474)
Net assets, end of the year	\$ 1,284,221	\$ (57,187)	\$ 1,227,034	\$ 1,244,329

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF CASH FLOW
 For the twelve month ended June 30,

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Changes in net assets	\$ (26,409)	\$ 244,272
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	31,402	19,081
Prior period adjustments	9,114	(6,474)
Changes in operating assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable - sponsoring district	(27,961)	53,977
Accounts receivable	(731,328)	(157,346)
Due from former executive director	(10,120)	
Security deposits	(30,911)	
Prepaid expenses	26,886	(11,698)
Increase (decrease) in liabilities:		
Accounts payable	5,993	(18,400)
Due to Sponsoring District	(5,470)	5,470
Settlement payable	228,665	
Other liabilities	(823)	5,303
Payroll liability	(1,954)	18,918
Net cash provided by operating activities	<u>(532,916)</u>	<u>153,103</u>
Cash flows from investing activities:		
Purchase of computers and improvements	(181,227)	(62,308)
Net cash used by investing activities	<u>(181,227)</u>	<u>(62,308)</u>
Cash flows from financing activities:		
Proceed from line of credit - Wells Fargo	250,000	
Net cash provided by (used in) financing activities:	<u>250,000</u>	
Net increase (decrease) in cash	(464,143)	90,795
Cash and cash equivalents- beginning of the year	513,331	422,536
Cash and cash equivalents - end of the year	<u>\$ 49,188</u>	<u>\$ 513,331</u>
Supplemental Disclosures:		
Cash paid for interest expense	<u>\$ 1,319</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 1 - ORGANIZATION

NATURE OF BUSINESS

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of approximately 520 students located in South Los Angeles, serving kindergarten through fifth grade education. Opened in 2006, WAYS serve a population of students traditionally labeled as underperforming or high-risk students. As a charter school, WAYS was created under the approval of the Los Angeles Unified School District and the California State Board of Education, and receives public per-pupil funding to help support its operations. On June 30, 2011, Wisdom Academy for Young Scientists' charter expired and was not renewed with the Los Angeles Unified School District.

Effective July 1, 2011, Wisdom Academy for Young Scientists was chartered under the authority of the Los Angeles County Board of Education (LACOE).

WAYS was granted the Accreditation of Commission for Schools of the Western Association of Schools and Colleges. The term of the accreditation will run through June 30, 2013. WAYS is economically dependent on federal and state funding provided through the Los Angeles County Board of Education.

In 2011-2012, WAYS scored 716 on the Academic Performance Index (API).

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - continued

The summary of Significant Accounting Policies of WAYS is presented to assist in understanding the organization's financial statements. The financial statements and notes are representations of WAYS' management, who are responsible for their integrity and objectivity.

WAYS accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". WAYS conforms to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Statements Presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of FASB ASC 958-205, (prior authoritative literature: SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*). Accordingly, WAYS' financial statements are present on the following three classes of net assets: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Temporarily restricted and permanently restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class.

Revenue Recognition

Amounts received from the California Department of Education are recognized as revenue by WAYS based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Cash and Cash Equivalents

For purposes of the statement of cash flow, WAYS considered all liquid investments with a maturity three months or less to be cash equivalents.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Basis of Accounting

The financial statements of WAYS have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Accounts Receivable

WAYS accounts receivable consists of amounts due from government sources only. No allowance for doubtful accounts has been established as WAYS deems all amounts to be fully collectible.

Contributions and Contributed Services

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor as required by SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Amounts received that are designated for specific use in future periods are reported as temporarily restricted. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets for expenditure.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of financial statements and the reported revenues and expenses during the year. Accordingly, actual results could differ from those estimates.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Equipment and Improvements

Equipment and improvements are recorded at cost. All property, equipment and improvements with a value of \$1,000 or greater and a useful life of 1 year or more are capitalized. Improvements are depreciated under a straight-line method over their estimated useful lives of 20 years. Equipment is depreciated under straight-line method over the estimated useful life of five to seven years. The depreciation expense for the year ended June 30, 2012 is \$31,402.

Income Taxes

WAYS is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for income taxes.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with WAYS' financial statements for the twelve months period ended June 30, 2011, from which summarized information was derived.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 (A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
 Twelve Months Period ended June 30, 2012

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2012, reported as follows:

General purpose block grant	\$ 697,820
Los Angeles Unified School District	27,961
Special Education	151,044
Categorical grant	28,790
Class size reduction	64,314
Child nutrition - federal	38,088
Child nutrition	67,185
Facility grant	184,983
After school grant	<u>39,375</u>
 Total	 \$ <u>1,299,560</u>

NOTE 4 - EQUIPMENT AND IMPROVEMENTS

Below is the summary of the changes in fixed assets owned by Wisdom Academy for Young Scientists for the year ended June 30, 2012:

Description	Balance at 7/1/2011	Additions (deletions)	Balance at 6/30/12
Leasehold improvements	\$ 197,312	\$ 78,471	\$ 275,783
Leasehold improvements - ERate	35,483		35,483
Computer and equipment		37,987	37,987
Furniture and equipment	<u>77,221</u>	<u>64,769</u>	<u>141,990</u>
 Total fixed assets	 310,016	 181,227	 491,243
Accumulated depreciation	<u>(53,691)</u>	<u>(31,402)</u>	<u>(85,093)</u>
 Net fixed assets	 \$ <u>256,325</u>	 \$ <u>149,825</u>	 \$ <u>406,150</u>

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 5 - DONATED SERVICES

No amounts have been reflected in the accompanying financial statements for donated services inasmuch as no objective basis was available to measure the value of such services; however, some volunteers have donated their time to WAYS.

NOTE 6 - RECONCILIATION OF ANNUAL FINANCIALS

The schedule on page 17 were prepared by WAYS for the Los Angeles Unified School District.

NOTE 7 - COMMITMENTS

As such, WAYS entered into a twelve-month agreement for its main facility located on 706 East Manchester Avenue, L.A., CA with OCI Development Corporation. Monthly lease payments began at \$13,052. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$156,627 for the year ended June 30, 2012.

At the same time, WAYS entered into a twelve-month agreement with OCI Development Corporation for the property located at 8778 Central Avenue, L.A, CA. Monthly lease payments began at \$4,367. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$52,404 for the year ended June 30, 2012.

WAYS entered into a five-year lease agreement for a facility for additional occupancy and parking near its main facility. The lease commenced in December 2007. Monthly lease payments are \$1,450 for the duration of the lease. The lease will expire in December 2012. Payments made on the facility lease totaled \$17,400 for the twelve months ended June 30, 2012.

WAYS entered into a twelve-month agreement with The Salvation Army for the property located at 7651 South Central Avenue, L.A, CA. The lease commenced in August 2011. Monthly lease payments began at \$13,492. The lease will expire in July 2012. Payments made on this facility lease totaled \$136,413 for the year ended June 30, 2012.

The future minimum lease payments due for the next year are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2013	\$ 379,632

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 8 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS). WAYS is not eligible to participate in Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

WAYS contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and WAYS is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2011-12 is 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS

WAYS' contributions to STRS and PERS for this fiscal year are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>STRS</u> <u>Required</u> <u>Contribution</u>	<u>STRS</u> <u>Percent</u> <u>Contributed</u>
2012	\$96,379	100%

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 9 – LINE OF CREDIT – WELLS FARGO

WAYS obtained a revolving line of credit with Wells Fargo Bank that allows WAYS to borrow up to a maximum of \$250,000. As of June 30, 2012, WAYS had \$250,000 outstanding on the line of credit. The line of credit matures on February 15, 2013. The interest rate on the line of credit is 5%.

Total interest charge to expense for the year ended June 30, 2012 was \$1,319.

As December 31, 2012, WAYS outstanding line of credit balance was paid in full.

NOTE 10 - RELATED PARTIES TRANSACTIONS

A related party is one which controls, exercises significant influences over, or is significantly influenced by a group or member in making financial, and operating decisions, along with any group member, is subject to common control or significant influence.

DeDe Dance Studio, a non-profit organization, provided after school program service to WAYS. WAYS' assistant principal is the executive director of the DeDe Dance Studio and is related to the WAYS' Director of Operations. During the year ended June 30, 2012, DeDe Dance Studio received payments of \$36,000 from WAYS.

As of December 31, 2012, DeDe Dance Studio corporate status is suspended with the California Secretary of State.

NOTE 11 – SETTLEMENT WITH FORMER EXECUTIVE DIRECTOR

On October 26, 2012, WAYS and the former executive director entered into a settlement agreement and mutual release of claims. WAYS paid the former executive director a sum of \$228,665.38 to settle all claims arising or any way relating to the dispute. In consideration, the former executive director release and discharge WAYS from all cause of action relating to the dispute.

Because the proposed settlement was initiated by letters dated January and May 2012 and as such was related to the June 30, 2012 year end. The amount of \$228,665.38 is recognized on the June 30, 2012 statement of financial position as a liability and the statement of activities as a payroll related transaction.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTE 12 - PENDING CLAIMS AND LITIGATION

On April 12, 2011, WAYS has been named in a wrongful employment termination by Plaintiff, who was a former teacher at WAYS. The stated cause of action for wrongful termination is violation of the Labor Code section 1102.5.

A trial was recently held and on December 4, 2012, the jury found in favor of the Plaintiff. A judgment was entered in the amount of \$566,803 against the school.

December 31, 2012, management has brought post-trial motion and is contesting the verdict on the grounds that the Plaintiff did not present sufficient evidence to overcome the substantial evidence establishing she was terminated for legitimate, non-retaliatory reasons. The motion is scheduled to be heard in Los Angeles County Superior Court on January 17, 2013. Pending the hearing on this motion, the process to satisfy the existing monetary judgment has not been initiated.

NOTE 13 - DUE FROM FORMER EXECUTIVE DIRECTOR

Prepaid rent in the amount of \$10,120 was paid in the fiscal year 2009-10 to the former executive director. The executive director was also the organization landlord. The prepaid amount was not subsequently earned through the period ending of 6/30/12 and therefore due back to WAYS.

NOTE 14 - SUBSEQUENT EVENTS

WAYS has evaluated subsequent events through December 31, 2012, the date which the financial statements were available to be issued.

WAYS entered into two one-year lease agreements for educational facility located on 706 East Manchester Avenue and 8778 Central Avenue. The lease will commence on July 2012, and ending on the 30th day of June 2013. Monthly lease payments for each property are \$13,559 and \$4,467.

In addition, WAYS entered into a one-year lease with the Salvation Army on 7651 Central Avenue. The monthly lease payments are \$12,548. The lease will commence on August 2012, and ending on July 2013.

NOTE 15 - Prior Period Adjustments

Miscellaneous adjustments to the prior period resulted primarily from correction to petty cash, payable and prepaid expenses.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

SUPPLEMENTARY INFORMATION SECTION

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**RECONCILIATION OF ANNUAL FINANCIAL
REPORT WITH AUDITED FINANCIAL STATEMENTS**

For the year ended June 30, 2012

	<u>2012</u>
June 30, 2012 unaudited financial report fund balances (net assets)	<u>\$ 1,197,837</u>
Adjustments and Reclassifications:	
Increasing (Decreasing) the Fund Balance (Net Assets)	
Cash in bank	16,346
Accounts receivable	239,892
Other assets	
Prepaid expenses	17,089
Property and equipment	33,576
Accumulated depreciation	(31,404)
(Increase) decrease in liabilities:	
Accounts payable	(8,639)
Settlement Payable	(228,665)
Rounding	2
Current Loans	
Net adjustments and reclassifications	<u>38,197</u>
June 30, 2012 Audited Financial Statement Fund Balance	<u><u>\$ 1,236,034</u></u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF INSTRUCTIONAL MINUTES
Twelve Months Period ended June 30, 2012

	<u>Requirement</u>	<u>Actual</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarden	33,531	64,800	180	In compliance
Grade 1 through 3	46,944	64,800	180	In compliance
Grade 4 through 5	46,944	64,800	180	In compliance

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF AVERAGE DAILY ATTENDANCE
Twelve Months Period ended June 30, 2012

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Kindergarten	84.45	84.45	84.51	84.51
Grade 1 through 3	226.73	226.73	215.93	215.93
Grade 4 through 5	138.30	138.30	130.33	130.33
ADA Totals	449.48	449.48	430.77	430.77

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO SUPPLEMENTARY INFORMATION
Twelve Months Period ended June 30, 2012

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

B. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 For the year ended June 30, 2012

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA number	Contract period	Expenditures
UNITED STATES DEPARTMENT OF EDUCATION/			
Pass through State Department of Education/			
Title I	84.010	7/1/11-6/30/12	\$ 127,246
Charter School Facilities Incentive Grant	84.282D	7/1/11-6/30/12	<u>37,684</u>
Total United States Department of Education			<u>164,930</u>
UNITED STATES DEPARTMENT OF AGRICULTURE			
Pass through State Department of Education Child Nutrition/			
Fiscal Services			
Child Nutrition - Federal	10.555	7/1/11-6/30/12	<u>296,287</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ <u>461,217</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Twelve Months Period ended June 30, 2012

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Wisdom Academy for Young Scientists and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

ORGANIZATION STRUCTURE

Twelve Months Period ended June 30, 2012

Wisdom Academy for Young Scientists (#839) was formed as charter pursuant to Education Code Section 47600 under an agreement with Los Angeles Unified District granted in July, 2006.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

School Board		
Name	Term on Board Expires	Board
Karen Haynes	June 30, 2013	Secretary
Dr. Dorothy Valenti	June 30, 2014	Chairperson
Norman Golden	June 30, 2014	Member
Armando Espinosa	June 30, 2014	Member
Cheryl Johnson	June 30, 2014	Member
Eleanor Jones	June 30, 2014	Member

Administration	
Edward Cabil	Executive Director
Jason Okonkwo	Director of Operations

Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

Board of Directors
Merle Williamson Foundation, dba.
Wisdom Academy for Young Scientists (WAYS)
Los Angeles, California

I have audited the financial statements of Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012, and have issued our report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Wisdom Academy for Young Scientists (WAYS) is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered Wisdom Academy for Young Scientists' internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards* - continued**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Wisdom Academy for Young Scientists'** financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, the Los Angeles County of Education, the California Department of Education, the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

Clem Payne, Jr.
 CERTIFIED PUBLIC ACCOUNTANT

Board of Directors
 Merle Williamson Foundation, dba.
 Wisdom Academy for Young Scientists
 Los Angeles, California

I have audited the financial statements of the Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012 and have issued my report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. I have also audited the WAYS' compliance with the requirements specified in the State's audit guide, Standards and Procedures for Audits of California K-12 Local Education Agencies 2011-12, published by the Education Audit Appeals Panel, applicable to the WAYS' statutory requirements identified below for the year ended June 30, 2012. Compliance with the requirements referred to above is the responsibility of the WAYS' management. My responsibility is to express an opinion on the WAYS' compliance based on our audit.

The auditing standards referred to above require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the state laws and regulations applicable to the items in the schedule below occurred. An audit includes examining, on a test basis, evidence about the WAYS' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. I believe that my audit provides a reasonable basis for our opinion. My audit does not provide a legal determination of the WAYS' compliance with those requirements.

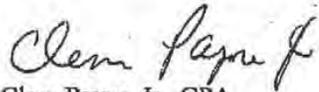
In connection with the audit referred to above, I selected and tested transactions and records to determine the WAYS' compliance with the state laws and regulations applicable to the following items:

<u>State Compliance Procedures for Charter Schools:</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Class Size Reduction Program		
General Requirements	7	Not Applicable
Option One Classes	3	Not Applicable
Option Two Classes	4	Not Applicable
Only One School Serving Grades L-3		
After School Education and Safety Program:		
General Requirements	4	Yes
After School	4	Yes
Before School	5	Not Applicable
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Non-classroom – Based Instructions/ Independent Study	15	Not Applicable
Determination of Funding for Non-class Based Instructions	3	Not Applicable
Annual Instructional Minutes – Classroom Based	3	Yes

The term "Not Applicable" is used above to mean either that WAYS did not offer the program during the current fiscal year or that the program applies only to a different type of local education agency.

In my opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its state programs for the fiscal year ended June 30, 2012.

This report is intended solely for the information and use of the Wisdom Academy for Young Scientists' Board of Directors, management, the Los Angeles County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Twelve Months Period ended June 30, 2011

A. Summary of Auditors' Results

1. Financial Statements

Type of auditors' report issued:

Unqualified

Internal control over financial reporting:

One or more material weaknesses identified?

Yes No X

One or more significant deficiencies identified
are not considered to be material weaknesses?

Yes X No

Noncompliance material to financial statement
noted?

Yes No X

2. State Awards

Internal control over state programs:

Material weaknesses identified?

Yes No X

Significant deficiencies identified not considered
to be material weaknesses?

Yes No X

Type of auditor's report issued on compliance for
same programs:

Unqualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2012

Significant Deficiencies

Finding 11-01/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized.

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of over site over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom for Young Scientists will continue the audit recommendation. WAYS will implement policies and procedures that will require an explanation for any difference between the reconciled cash balance and the related general account balance. An employee or officer who does not have custody or access to cash and who does not record cash related transaction will review monthly bank reconciliation and authorize any correcting entries as applicable.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
June 30, 2012

Significant Deficiencies:

Finding 11-02 /30000

Deficiency in Internal Control Condition – Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

June 30, 2011

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-01/30000

Deficiency in Internal Control Condition – Untimely Deposit of Cash Receipts

Criteria

Effective Internal control over cash receipts ensures that all funds are timely deposited in the bank and are properly recorded in the appropriate general account.

Condition

An examination of cash receipts disclosed an incident where a check received was not deposited or recorded timely.

Questioned Costs

None

Context

There were no effect on the current financial statement because the funds were deposited in the proper period.

Effect

Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws & regulations.

Cause

A customer's check that was placed in a desk draw was inadvertently over looked and not deposited timely.

Recommendation

The Organization should ensure that all funds are deposited timely. Mail should be open by an employee that restrict endorses all checks, prepares deposited slip and forward a copy of deposit slips and check received to accounting for recording. Monthly bank reconciliation should always compare deposit reported per bank to recorded deposit.

Organization's Response

Wisdom Academy For Young Scientists will establish procedures and over site that will ensure that all cash receipts are deposited and recorded timely.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-02/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized.

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of over site over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures that will require an employee or officer who does not have custody or access to cash and who does not record cash related transaction to review monthly bank reconciliation and authorize any correcting entries as applicable.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS –(Continued)

June 30, 2011

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-03 /30000

Deficiency in Internal Control Condition – Account Receivable Reconciliation

Criteria

Effective internal control over financial reporting necessitate that accounts receivable subsidiary ledger balances should be reconciled to the general ledger account balance and reconciling items should be investigated and cleared in a timely manner.

Condition

The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances.

Questioned Costs

None

Context

The differences noted were not material to the current year financial statements.

Effect

Not reconciling accounts receivable general ledger account balance to the accounts receivable subsidiary ledger balances could result in materially errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure that the general ledger accounts receivable balance is properly reconciled to subsidiary ledger balances and that difference are investigated and cleared in a timely manner.

Recommendation

The Organization should establish clear policy and procedures to ensure that general ledger control account balances are properly reconciled to subsidiary ledger balances and that any differences be investigated and cleared in a timely manner.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures regarding reconciling general ledger control accounts balances to subsidiary ledger balances. Such procedures will include proper review and supervision.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-04 /30000

Deficiency in Internal Control Condition – Recording Transaction Without Complete Supporting Documentation

Criteria

Effective internal controls over cash disbursements requires that adequate supporting documentation be attached or otherwise matched to all check requests processed for payment and that such supporting documentation be the basis for recording in financial records.

Condition

During the examination it was noted that supporting documentation for several disbursements were not complete.

Questioned Costs

None

Context

Once notified about the missing documents, the Organization located the proper supporting documentations which were either misfiled or unfiled at that time. As such, there were no effect on the current year financial statements.

Effect

Lack of complete supporting documentation could result in payments made for goods or services not received, duplicate payments or payments that are incorrect or fraudulent. In addition records could be lost destroyed, misused or altered to the detriment of the Organization. The results could be material misstated financial statements

Cause

The Organization has not adequately established written policies and procedures and over site to ensure that all check requests are accompanying by proper and complete supporting documentation.

Recommendation

The Organization should establish clear policies and procedures for the approval of all check request and all check requests should be supported by proper and complete documentation.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures requiring complete supporting documentation for all check requests.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Significant Deficiencies:

Finding 11-05 /30000

Deficiency in Internal Control Condition – Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Significant Deficiencies:

Finding 11-06 /30000:

Deficiency in Internal Control Condition – Written Asset Capitalization Policy

Criteria

Written capitalization policies and procedures for property and equipment are essential in order to systematically and accurately record, classify and document costs incurred from acquiring property, equipment and other long lived assets

Condition

The Organization has no written asset capitalization policies or procedures. As such, costs were expensed in the in the financial records that should have been capitalized and depreciated over lives in excess on one year.

Questioned Costs

None

Context

In reviewing cost related to leasehold improvement, it was determine that leasehold improvement expenditures were classified as repairs and maintenance expense. The examination indicated that the classification was incorrect because the improvement was deemed to be of benefit to the Organization for more than one year and the amount was sufficient enough to warrant capitalization. The amount was not considered material to the current financial statements.

Effect

Lack of written policies and procedures that consistently define and set asset capitalization threshold and valuation, systematically classify and accurately recorded asset acquisition could result in unreliable financial reporting and compliance with applicable laws and regulations.

Cause

The Organization has not adequately established policies and procedures to ensure that fixed assets are properly capitalized and classified in the financial records.

Recommendation

The Organization should establish policies and procedures that ensure that fixed assets are properly capitalized and classified in the financial records.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures to systematically and accurately record, classify and document costs incurred for property, equipment and other long lived assets

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

C. Federal Award Findings and Questioned Costs

NONE

D. State Award Findings and Questioned Costs

NONE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

June 30, 2010

Audit findings are identified as one or more of the following six categories:

<u>Five Digit Code</u>	<u>Finding Categories</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
50000	Federal Compliance
60000	Miscellaneous

Findings: None noted.

Questioned Costs: None noted

EXHIBIT 9

MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
Financial Statements and Supplemental Information
Year Ended June 30, 2013

000574

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Financial Statements and Supplemental Information
Year Ended June 30, 2013

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000575

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on Financial Statements

We have audited the accompanying financial statements of Wisdom Academy for Young Scientists, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

Wisdom Academy for Young Scientists did not maintain a detail of capital assets or depreciation. As a result we are unable to obtain sufficient appropriate audit evidence about the balances recorded in capital assets. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by *Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying additional supplementary information, as required by the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2014 on our consideration of Wisdom Academy for Young Scientists' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Wisdom Academy for Young Scientists' internal control over financial reporting and compliance.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

FINANCIAL STATEMENTS

000578

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Statement of Financial Position

June 30, 2013

ASSETS

Current Assets

Cash and cash equivalents	\$	185,082
Accounts receivable		1,330,545
Prepaid expenditures		32,325
Total Current Assets		<u>1,547,952</u>

Noncurrent Assets

Capital assets, net		<u>436,315</u>
---------------------	--	----------------

Other Assets

Deposits		<u>30,911</u>
Total Other Assets		<u>30,911</u>

TOTAL ASSETS \$ 2,015,178

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$	152,249
Accrued payroll liabilities		12,428
Total Current Liabilities		<u>164,677</u>

Total Liabilities 164,677

Net Assets

Unrestricted		1,850,501
Temporarily restricted		-
Total Net Assets		<u>1,850,501</u>

TOTAL LIABILITIES AND NET ASSETS \$ 2,015,178

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Activities
 Year Ended June 30, 2013

	Unrestricted	Temporarily Restricted	Total
REVENUE AND SUPPORT			
Revenue			
State aid, charter school general purpose grant	\$ 1,236,199	\$ -	\$ 1,236,199
State aid, education protection account	515,580	-	515,580
Payments in lieu of property taxes	658,800	-	658,800
Federal revenue	-	505,490	505,490
Other state revenue	503,188	704,606	1,207,794
Interest	958	-	958
Other local revenue	60,735	-	60,735
Total Revenues	<u>2,975,460</u>	<u>1,210,096</u>	<u>4,185,556</u>
Net assets released from restrictions:			
Grant restrictions satisfied	1,210,096	(1,210,096)	-
TOTAL REVENUE AND SUPPORT	<u>4,185,556</u>	<u>-</u>	<u>4,185,556</u>
EXPENSES			
Certificated salaries	1,064,504	-	1,064,504
Classified salaries	571,532	-	571,532
Taxes and employee benefits	294,016	-	294,016
Books and supplies	179,307	-	179,307
Rentals, leases and repairs	409,226	-	409,226
Consultants	849,650	-	849,650
Other operating expenditures	147,977	-	147,977
Debt service interest	12,352	-	12,352
Depreciation expense	33,525	-	33,525
TOTAL EXPENSES	<u>3,562,089</u>	<u>-</u>	<u>3,562,089</u>
CHANGE IN NET ASSETS	623,467	-	623,467
NET ASSETS, BEGINNING OF YEAR	<u>1,284,221</u>	<u>(57,187)</u>	<u>1,227,034</u>
ADJUSTMENT TO BEGINNING NET ASSETS (Note L)	<u>(57,187)</u>	<u>57,187</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u>\$ 1,850,501</u>	<u>\$ -</u>	<u>\$ 1,850,501</u>

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Cash Flows
 Year Ended June 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 623,467
Depreciation	33,525
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
(Increase) Decrease resulting from changes in assets:	
Accounts receivable	(45,709)
Due from related entity	10,120
Prepaid expenses	(13,455)
Increase (Decrease) resulting from changes in liabilities:	
Accounts payable	85,045
Accrued payroll liabilities	(14,744)
Settlement payment	(228,665)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>449,584</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of capital assets	(63,690)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(63,690)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on line of credit	(250,000)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>(250,000)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	135,894
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>49,188</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 185,082</u>

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements

Year Ended June 30, 2013

A. Organization and Summary of Significant Accounting Policies

Organization

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (the Academy) was organized on September 12, 2006 as a charter school pursuant to California Education Code §47600 under a charter agreement with Los Angeles Unified School District in July, 2006. Effective July 1, 2011, the Academy was chartered under the authority of the Los Angeles County Office of Education (LACOE). The Academy operates under a locally elected Board form of government and provides educational services to grades K-5 as mandated by the State and/or Federal agencies.

The Academy is a California public charter academy organized for the purpose of providing rigorous academic environment to a population of students traditionally labeled as underperforming or high-risk students. The Academy's vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) No. 958, Financial Statements of Not-for-Profit Organizations. Under ASC No. 958, the Academy is required to report information regarding its financial position and activities according to three classes of net assets:

- Unrestricted net assets represent expendable funds available for operations, which are not otherwise limited by donor or grant restrictions.
- Temporarily restricted net assets consist of contributed funds or grants subject to donor or grant imposed restrictions contingent upon specific performance of a future event or a specific passage of time before the Academy may spend the funds.
- Permanently restricted net assets are subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

The Academy had no permanently restricted net assets during the year.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Academy considers all highly liquid debt equity instruments purchased with an original maturity of three months or less to be cash equivalents.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Investments

The Academy's method of accounting for investments, in accordance with generally accepted accounting principles, is the fair value method. Fair value is determined by published quotes. Changes in fair value of investments results in increases or decreases in unrealized fair values of equity investments. Adjustments to fair values are reflected as unrealized gain/loss on investments in the accompanying statement of activities.

Accounts Receivable

Accounts receivable arise in the normal course of operations. It is the policy of management to review the outstanding accounts receivable at year end, as well as bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. No allowance was considered necessary as management believes that all amounts are collectible.

Capital Assets

Property and equipment are recorded at cost, or estimated fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the accounts in the year of disposal, and any resulting gain or loss is included in the Academy's earnings. Management has elected to capitalize and depreciate all assets costing \$1,000 or greater and a useful life of 1 year or more. All other assets are charged to expense in the year incurred. The Academy's policy is to evaluate the remaining lives and recoverability in light of the current conditions. It is reasonably possible that the Academy's estimate to recover the carrying amount of the property and equipment will change. Estimated useful lives range from one to fifty years depending on the asset.

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition or when resources are received by the Academy prior to the Academy meeting the requirements for legal claim to the resources.

In subsequent periods, when both revenue recognition criteria are met or when the Academy has legal claim to the resources, the liability for unearned revenue is removed from the statement of financial position and revenue is recognized.

Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any restrictions.

All donor or grant restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued

Year Ended June 30, 2013

Contributed Materials and Services

Contributed materials are recorded at their fair market value where an objective basis is available to measure their value. Such items are capitalized or charged to operations as appropriate. The Academy receives services donated by volunteers in carrying out the Academy's operations. The services do not meet the criteria as contributions and are, therefore, not recognized in the financial statements.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contribution of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Academy reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Academy reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Block Grant Revenues and Payments in Lieu of Property Taxes

The Academy's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes two block grants based on statewide charter school rates multiplied by the Academy's average daily attendance (ADA) as reported at the Second Principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the Academy, which is funding in lieu of property taxes. The balance is paid from the state General Fund, in the form of the General Purpose Block Grant and the Categorical Block Grant.

Advertising

Advertising costs are expensed when incurred.

Income Taxes

The Academy is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The Academy is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The Academy may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2013, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The Academy follows provisions of uncertain tax positions as addressed in ASC 958. The Academy recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2013.

The Academy files informational and income tax returns in the United States and in the state of California. The federal income tax and informational returns are subject to examination by the Internal Revenue Service for three years after the returns are filed. State and local jurisdictions have statutes of limitation that generally range from three to five years.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Subsequent Events

In preparing these financial statements, the Academy has evaluated events and transactions for potential recognition or disclosure through January 15, 2014, the date the financial statements were available to be issued.

B. Cash and Cash Equivalents

Cash in Bank

The Academy's cash (\$185,082 as of June 30, 2013) is held in financial institutions which are either insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor or certain non-interest bearing accounts that are fully insured by the FDIC. As of June 30, 2013, the Academy did not have any cash that was exposed to uninsured deposit risk.

C. Accounts Receivable

As of June 30, 2013 accounts receivable consisted of:

Federal Government:

Federal Grants	\$	118,459
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State Government:

General Purpose Block Grant	460,031
Categorical Block Grant	34,889
Education Protection Account	515,580
Lottery Revenue	40,372
Other State Grants	128,037

Local Sources:

In lieu of Property Taxes	10,875
Other Local Sources	22,302

Total	\$	<u>1,330,545</u>
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WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

D. Prepaid Expenses

Prepaid expenses at June 30, 2013 consist of prepaid rent in the amount of \$32,325.

E. Deposits

Deposits at June 30, 2013 consist of security deposits for facilities in the amount of \$30,911.

F. Capital Assets

As of June 30, 2013 capital assets consisted of:

	Beginning Balance	Increases	Decreases	Ending Balance
Leasehold improvements	\$ 311,266	\$ 63,690	\$ -	\$ 374,956
Equipment	37,987	-	-	37,987
Furniture and fixtures	141,990	-	-	141,990
Total capital assets	491,243	63,690	-	554,933
Less accumulated depreciation	(85,093)	(33,525)	-	(118,618)
Capital assets, net	<u>\$ 406,150</u>	<u>\$ 30,165</u>	<u>\$ -</u>	<u>\$ 436,315</u>

G. Accounts Payable

As of June 30, 2013 accounts payable consisted of:

Vendors payable	\$ 20,647
Food services	130,639
Other liabilities	963
Total	<u>\$ 152,249</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

J. Commitments and Contingencies

State and Federal Allowances, Awards, and Grants

The Academy has received federal and state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement will not be material. As a result, no liability has been accrued.

Sick Leave

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulate sick leave. Employees, therefore, are never paid for any sick leave balance at termination of employment or any other time. Therefore, it is not appropriate to accrue the value of the accumulated sick leave.

K. Employee Retirement System

Qualified employees are covered under multiple-employer defined benefit pension plan by an agency of the State of California. Certificated employees are members of the State Teachers' Retirement System (CalSTRS). The risks of participating in this multi-employer plan are different from single-employer plan in the following aspects:

1. Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.
2. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
3. If the School chooses to stop participating in some of its multi-employer plans, the School may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The Academy's participation in this plan for the fiscal year ended June 30, 2013, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2013 and 2012 is for the plan's year-end at June 30, 2012 and June 30, 2011, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Pension Fund	Plan Number	Year Ended June 30		Pending/Implemented	Year Ended June 30			Employees Participating	Surcharge Imposed
		2012	2011		2013	2012	2011		
CalSTRS	NPA	Yellow	Yellow	No	\$ 85,865	\$ 96,379	\$ 71,650	24	No

NPA - Not publicly available

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

CalSTRS:

The Academy contributes to the State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2013 active plan members were required to contribute 8% of their salary and the employer contribution rate was 8.25% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The Academy made contributions as noted above. For the year ended June 30, 2013 the State contributed \$55,094 on behalf of the Academy.

L. Adjustment to Beginning Net Assets

Deficit in beginning temporarily restricted net assets was the result of program expenditures in excess of restricted revenue sources. These expenditures were covered by unrestricted sources and as such the beginning balance is being adjusted to reflect those expenditures from unrestricted sources rather than temporarily restricted sources.

M. Subsequent Event

In July 2013 the Academy entered into operating lease agreements for facilities with OCI Development Corporation. The lease terms provide for use of three facilities for one year in exchange for rents of \$18,657 per month.

In August 2013 the Academy entered into an operating lease for facilities with Salvation Army. The lease terms provide for use of facilities for one year in exchange for rents of \$13,388 per month through May of 2014 with an increase in rent of \$1,513 for June and July 2014.

In December 2013 the Academy sold a vehicle for \$26,000.

SUPPLEMENTAL INFORMATION

000590

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Organization Structure
Year Ended June 30, 2013

Wisdom Academy for Young Scientists (Charter #839) was formed pursuant to Education Code Section 47600 under agreement with Los Angeles Unified School District granted in July, 2006. Effective July 1, 2011, the Academy was charter under the authority of the Los Angeles County Office of Education.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Carol Tolbert	Chairperson	Three Year Term Expires June 30, 2016
Dr. Dorothy Valenti	Vice Chairperson	Three Year Term Expires June 30, 2014
Karen Haynes	Secretary	Three Year Term Expires June 30, 2013
Armando Espinosa	Treasurer	Three Year Term Expires June 30, 2014
Norman Golden	Member	Three Year Term Expires June 30, 2014
Cheryl Johnson	Member	Three Year Term Expires June 30, 2014
Eleanor Jones	Member	Three Year Term Expires June 30, 2014
Kimberly Daniels	Member	Three Year Term Expires June 30, 2016
Sandra Davis	Member	Three Year Term Expires June 30, 2016

ADMINISTRATION

Edward Cabil
Executive Director

Jason Okonkwo
Director of Operations

Karen Horowitz
Principal

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Average Daily Attendance
 Year Ended June 30, 2013

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>
Classroom Based Attendance:				
Kindergarten	84.80	N/A	84.00	N/A
Grades 1-3	254.53	N/A	253.70	N/A
Grades 4-6	130.34	N/A	129.39	N/A
Total Classroom Based Attendance	469.67	N/A	467.09	N/A

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Instructional Time
Year Ended June 30, 2013

<u>Grade Level</u>	<u>Minutes Requirement</u>	<u>2012-13 Actual Minutes</u>	<u>Number of Traditional Days</u>	<u>Status</u>
Kindergarten	34,971	56,700	180	Complied
Grade 1	48,960	56,700	180	Complied
Grade 2	48,960	56,700	180	Complied
Grade 3	48,960	56,700	180	Complied
Grade 4	52,457	56,700	180	Complied
Grade 5	52,457	56,700	180	Complied

The Academy receives incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the Academy and whether they complied with the provisions of Education Code Sections 46200 through 46206. Charter schools must maintain their instructional minutes at the 1986-87 requirements as adjusted by Education Code sections later adopted.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Financial Trends and Analysis
 Year Ended June 30, 2013

	Budget 2014 (Note 1)	2013	2012	2011
Revenues	\$ 4,174,783	\$ 4,185,556	\$ 3,767,872	\$ 2,657,973
Expenses	4,170,313	3,562,089	3,794,281	2,413,701
Change in Net Assets	4,470	623,467	(26,409)	244,272
Ending Net Assets	\$ 1,854,971	\$ 1,850,501	\$ 1,227,034	\$ 1,244,329
Unrestricted Net Assets	\$ 1,867,620	\$ 1,863,150	\$ 1,227,034	\$ 1,244,329
Unrestricted net assets as a percentage of total expenses	45%	52%	32%	52%
Total Long Term Debt	\$ -	\$ -	\$ 250,000	\$ -
Average Daily Attendance at P2	468.00	469.67	449.48	N/A

Note 1: The 2014 budget is presented for analysis only and is based on estimates of the 2013-14 fiscal year. The information has not been subject to audit procedures.

This schedule discloses the Academy's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the Academy's ability to continue as a going concern for a reasonable period of time.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
Year Ended June 30, 2013

June 30, 2013 Unaudited Actuals - Charter School Enterprise Fund	<u>\$ 1,883,889</u>
Adjustments and Reclassifications:	
Overstatement of Cash and Cash Equivalents	(31)
Overstatement of Accounts Receivable	(88,512)
Understatement of Prepaid Expenses	32,325
Overstatement of Capital Assets, Net	(35,762)
Understatement of Deposits	30,911
Overstatement of Accounts Payable	40,109
Understatement of Accrued Payroll Liabilities	<u>(12,428)</u>
Total Adjustments and Reclassifications	<u>(33,388)</u>
June 30, 2013 Audited Financial Statement Net Assets	<u><u>\$ 1,850,501</u></u>

This schedule provides the information necessary to reconcile the fund balance as reported on the Annual Financial and Budget Report Alternative Form to the net assets reported in the audited financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2013

Federal Grantor/Pass Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF EDUCATION			
Passed through State Department of Education:			
Title I	84.010	14329	191,437
IDEA - Special Education	84.027	13379	53,412
IDEA - Mental Health Services	84.027	14468	46,513
Total Special Education Cluster			99,925
Title II - Teacher Quality	84.367	14341	2,067
Total passed through State Department of Education			293,429
Total U.S. Department of Education			293,429
U.S. DEPARTMENT OF AGRICULTURE			
Passed through State Department of Education:			
National School Lunch Program	10.555	13391	212,061
Total passed through State Department of Education			212,061
Total U.S. Department of Agriculture			212,061
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 505,490

The accompanying notes to the schedule of expenditures of federal awards is an integral part of this schedule.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2013

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Academy and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

000598

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance With *Government Auditing Standards***

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Wisdom Academy for Young Scientists (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 15, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Wisdom Academy for Young Scientists' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wisdom Academy for Young Scientists' internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and/or significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-1, 2013-2, 2013-3, 2013-5, 2013-6 and 2013-9 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-4, 2013-7 and 2013-8 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wisdom Academy for Young Scientists' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as items 2013-9, 2013-10 and 2013-11.

The Academy's Response to Findings

The Academy's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Compliance for Each
Major Program and on Internal Control Over Compliance
Required by OMB Circular A-133**

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on Compliance for Each Major Federal Program

We have audited Wisdom Academy for Young Scientists' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Wisdom Academy for Young Scientists' major federal programs for the year ended June 30, 2013. Wisdom Academy for Young Scientists' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Wisdom Academy for Young Scientists' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about ABC Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Wisdom Academy for Young Scientists' compliance.

Opinion on Each Major Federal Program

In our opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of Wisdom Academy for Young Scientists are responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Wisdom Academy for Young Scientists' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of ABC Academy's internal control over compliance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2013-9 to be material weaknesses.

A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies which we considered to be significant deficiencies in internal control over compliance.

The Academy's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Academy's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 15, 2014

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

**WILKINSON HADLEY
KING & Co. LLP**
CPAs AND ADVISORS

Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report on State Compliance

To the Board of Directors
Wisdom Academy for Young Scientists
Santa Ana, California

Report on State Compliance

We have audited the Academy's compliance with the types of compliance requirements described in the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel, that could have a direct and material effect on each of the Academy's state programs identified below for the fiscal year ended June 30, 2013.

Management's Responsibility for State Compliance

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each applicable program as identified in the State's audit Guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller General of the United States; and the State's audit guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. Those standards and audit guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state programs noted below. An audit includes examining, on a test basis, evidence about the Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the district's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the district's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools		
Attendance Accounting:		
Attendance Reporting	6	N/A
Teacher Certification and Misassignments	3	N/A
Kindergarten Continuance	3	N/A
Independent Study	23	N/A
Continuation Education	10	N/A
Instructional Time:		
School Districts	6	N/A
County Offices of Education	3	N/A
Instructional Materials, General Requirements	8	N/A
Ratios of Administrative Employees to Teachers	1	N/A
Classroom Teacher Salaries	1	N/A
Early Retirement Incentive	4	N/A
Gann Limit Calculation	1	N/A
School Accountability Report Card	3	N/A
Juvenile Court Schools	8	N/A
School Districts and Charter Schools		
Class Size Reduction:		
General Requirements	7	Yes
Option One	3	Yes
Option Two	4	N/A
Only One School Serving Grades K-3	4	N/A
After School Education and Safety Program:		
General Requirements	4	Yes
After School Component	5	Yes
Before School Component	6	N/A
Charter Schools		
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Nonclassroom-Based Instruction/Independent Study	15	N/A
Determination of Funding for Nonclassroom Based Instruction	3	N/A
Annual Instructional Minutes – Classroom Based	4	Yes

The term N/A is used above to mean either the Academy did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

Basis for Qualified Opinion on State Compliance

As described in items 2013-10 and 2013-11 in the accompanying schedule of findings and questioned costs, the Academy did not comply with some requirements associated with the class size reduction program and the after school education and safety program. Compliance with such requirements is necessary, in our opinion, for the Academy to comply with the requirements applicable to the programs.

Qualified Opinion on State Compliance

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2013.

The Academy's Response to Findings of State Compliance

The Academy's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Academy's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California

January 15, 2014

FINDINGS AND RECOMMENDATIONS

000606

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Auditor's Results
 Year Ended June 30, 2013

FINANCIAL STATEMENTS

Type of auditor's report issued: Qualified

Internal control over financial reporting:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are not considered material weakness(es)? X Yes No

Noncompliance material to financial statements noted? Yes X No

FEDERAL AWARDS

Internal control over major programs:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are not considered material weakness(es)? Yes X No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? X Yes No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027	Special Education Cluster
10.555	National School Lunch Program

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes X No

STATE AWARDS

Any audit findings disclosed that are required to be reported in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies?* X Yes No

Type of auditor's report issued on compliance for state programs: Qualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

A. Financial Statement Findings

Finding 2013-1 (30000)
Bank Reconciliations

Criteria or Specific Requirement

Determine that the Academy has sufficient internal controls to ensure proper recording of transactions and safeguarding of assets.

Condition

Upon completion of bank reconciliations, each month an adjustment is made to the financial statements for any amounts that are unknown as to the nature of the transaction. These amounts are being posted into suspense accounts with the intent of subsequently posting a journal entry to record the transactions into the correct expenditure or revenue account. At year end these items were not reconciled and posted into the proper accounts. In addition, these items are not supported by any documentation that verifies the amounts are appropriate or approved.

Questioned Costs

\$13,735 recorded in suspense account

Context

Some items recorded in the bank reconciliations are not supported by invoices or approval documentation.

Effect

The Academy is at risk of recording errors and misappropriation of assets.

Cause

The Academy has not established adequate procedures to ensure that supporting documentation is provided for all transactions associated with the bank accounts. As a result, the individual charged with responsibility for reconciling bank accounts does not have sufficient information to adequately report information. Management officials from the school site are not providing information necessary to post correcting journal entries. In addition, these items are not being reviewed subsequent to completion of bank reconciliations.

Recommendation

Establish procedures to ensure supporting documentation is provided for all transactions. Ensure that the procedures include documentation of approval for expenditures and for subsequent review by management of the Academy.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Finding 2013-2 (30000)
Payroll Expense Reconciliations

Criteria or Specific Requirement

Determine that amounts for payroll are accurately reported and reconcile to supporting documentation.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

Adjusting journal entries were posted to the financial statements to correct the payroll liability and payroll expense.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liabilities.

Recommendation

Establish clear policies and procedures to reconcile payroll liabilities and expense accounts monthly. The reconciliation should be reviewed and approved by management.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure appropriate controls over payroll reporting.

Finding 2013-3 (30000)
Year End Accruals and Closing Process

Criteria or Specific Requirement

Determine that the financial statements are accurately reported.

Condition

The Academy did not record closing transactions for accounts receivable, accounts payable, prepaid expenses, and capital assets. In addition, journal entries were posted to the financial statements resulting in recording differences between the trial balance provided for audit purposes and the amounts reported to the Los Angeles County Office of Education for inclusion in their unaudited actuals submitted to the California Department of Education.

Questioned Costs

None

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Context

Adjusting journal entries were posted to the financial statements to correct accounts receivable, accounts payable, prepaid expenses, and capital assets.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures for year-end closing and recording of accruals.

Recommendation

Establish clear written policies and procedures for year-end closing which includes reconciliation of revenue and expense items sufficient to record accruals for accounts receivable, accounts payable, prepaid expenses and capital assets. Review year-end financial statements to ensure accuracy of reporting. Establish a timeline for closing to ensure no changes are made after submission of financial statements to oversight agencies.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of financial statements.

Finding 2013-4 (30000)

Payroll Documentation

Criteria or Specific Requirement

Ensure that individuals charged to payroll are employees of the Academy and that there are adequate controls over payroll to safeguard the assets of the organization.

Condition

Personnel Action Forms which document employee's position and approved pay rates are not complete. In 100% of Personnel Action Forms reviewed there were missing approval signatures on the forms. In addition, in 9 out of 10 I-9's reviewed the forms are not being completed correctly. The I-9 forms were either missing the documentation of what items were reviewed to verify eligibility for employment, missing employer signature of verification, or both.

Questioned Costs

None

Effect

The Academy is exposed to risk of noncompliance with I-9 requirements. In addition, the Academy is exposed to risk of paying individuals who are not approved by management.

Cause

The Academy has not established adequate procedures which require hiring documentation be completed and reviewed prior to filing away in the employee file.

Recommendation

Establish policies and procedures to ensure that hiring documentation is being completed, including approval signatures, and reviewed by management.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Finding 2013-6 (30000)
Credit Card Supporting Documentation

Criteria or Specific Requirement

Ensure that the Academy has procedures in place to ensure allowable expenditures and safeguard assets.

Condition

The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they were used.

Questioned Costs

\$5,858 known credit card expenses from sample selected.

Context

Credit card statements are being used as the only supporting documentation for some expenditure items.

Effect

Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets.

Cause

The Academy has not established adequate written procedures requiring attachment of supporting invoices or receipts for credit card transactions.

Recommendation

Establish written procedures requiring the attachment of supporting invoices or receipts for all credit card transactions.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions inclusive of credit card transactions.

Finding 2013-7 (30000)
Beginning Net Assets

Criteria or Specific Requirement

Ensure that amounts reported in the financial statements are materially correct.

Condition

Beginning net assets were not in agreement with prior year audited ending net assets. The Academy was unable to provide reconciling items that supported adjustments to beginning net assets. We attempted to contact the previous auditor to obtain a reconciliation and prior year audit adjusting journal entries but received no response.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Questioned Costs

None

Context

Amounts reported by the Academy as beginning net assets varied from the prior year audit report by \$9,727. An adjustment was posted to bring the beginning balance in agreement with prior year audit report.

Effect

Beginning net assets were not in agreement with prior year audited ending net assets.

Cause

The Academy did not have procedures to reconcile beginning net assets with prior year audit report and did not have procedures in place to track prior year adjustments.

Recommendation

Establish written procedures to reconcile beginning net assets with audited ending net assets from the previous year.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure beginning net assets reconciles to audited ending net assets.

Finding 2013-8 (30000)
Inconsistent Reporting

Criteria or Specific Requirement

Verify that the Academy has reported accurate financial statements to oversight agencies.

Condition

The Academy is reporting to the Internal Revenue Service that they are operating on a calendar year but reporting to the Los Angeles County Office of Education and California Department of Education that they are operating on a fiscal year beginning July 1 and ending June 30. The financial reporting to the different oversight agencies is not consistent based upon different reporting of fiscal years.

Questioned Costs

None

Context

Established in California statute local education agencies report under a fiscal year beginning July 1 and ending on June 30. Internal Revenue Code requires that tax returns be prepared based upon the fiscal year of operation.

Effect

There is inconsistent reporting between the Academy and government agencies.

Cause

The Academy has not established a fiscal year with the Internal Revenue Service.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Recommendation

File necessary reports with the Internal Revenue Service to align tax reporting years with the Academy's fiscal year.

LEA's Response

The Academy will review this recommendation and subsequently take action to ensure consistent reporting between government agencies.

B. Federal Award Findings

Finding 2013-9 (50000)

Schedule of Expenditures of Federal Awards

Federal Major Program Identification

<u>Award Year</u>	<u>Program</u>	<u>CFDA #</u>	<u>Federal Grantor</u>	<u>Pass-Through Agency</u>
2012-13	National School Lunch Program	10.555	U.S. Department of Agriculture	California Department of Education
2012-13	Special Education Cluster	84.027	U.S. Department of Education	California Department of Education

Criteria or Specific Requirement

Determine that amounts reported in the Schedule of Expenditures of Federal Awards are accurately reported.

Condition

The Academy did not separately track expenditures for federal programs in their financial software.

Questioned Costs

Amounts expended under federal major programs audited were:

2012-13 National School Lunch Program (10.555) - \$212,061

2012-13 Special Education Cluster (84.027) - \$99,925

Context

OMB Circular A-133 requires the presentation of a schedule of expenditures of federal awards for any agency expending greater than \$500,000 of federal awards.

Effect

The Academy had to go through every expenditure item to identify which items were expended under federal awards. It took a significant amount of time to complete the schedule of expenditures of federal awards and delayed the timing of audit procedures associated with the Single Audit requirements under OMB Circular A-133. In addition, failure to track expenditures separately exposes the Academy to risk of understating federal expenditures or potentially using the funds in unallowable manners such as supplanting required services.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Cause

The Academy has not established policies and procedures requiring separate tracking of federal expenditures. There are not adequate internal controls in place to evaluate federal expenditures to ensure that they are accurately reported, meet program requirements, and are not used to supplant existing services.

Recommendation

Establish written policies and procedures requiring separate tracking of federal expenditures. Review expenditures to ensure they meet program requirements.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of federal expenditures.

C. State Award Findings

Finding 2013-10 (40000)

Class Size Reduction Program

Criteria or Specific Requirement

Verify that amounts reported on the form J-7CSR were accurate and were based on average daily enrollment taken from the first day of school through April 15 of the school year being reviewed.

Condition

In our review of the form J-7CSR the data was prepared using average monthly enrollment based upon the last day of the school month rather than average daily enrollment from the first day of classes through April 15.

Questioned Costs

None, See recommendation below

Context

Education Code Section 52124.5 states that school districts and charter schools should compute the average daily enrollment for each class by adding the active enrollment for each class for each instructional day starting from the first day of school through April 15, and dividing that total by the count of instructional days.

Effect

The eligible students reported for grade 1 was understated by 1 student.

Recommendation

Establish procedures to accurately calculate average daily enrollment for classes included in the class size reduction program. Revise the form J-7CSR to accurately report eligible students for grade 1. Revisions should be as follows:

Grade	Class Size	Eligible Students Original	Eligible Students Revised	Change in Funding
1 st Grade	21.45 – 22.44	18	36	\$ 19,278
1 st Grade	22.45 – 22.94	17	0	\$(18,207)
Net Change in Funding				\$ 1,071

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate calculations for the form J-7CSR. The Academy will amend the form J-7CSR to accurately reflect class sizes for the 2012-13 fiscal year.

Finding 2013-11 (40000)
After School Education and Safety Program

Criteria or Specific Requirement

- A. Verify that elementary students being reported for attendance are participating in the full day of the program except as consistent with the LEA's established early release policy.
- B. Verify that Indirect Costs are not in excess of 5% or the LEA's established indirect cost rate, whichever is lower.

Condition

- A. Sign out sheets for the after school education and safety program did not include time student was released for 827 out of 896 days tested. It could not be determined if these students participated in the full day of the program or if they met early release policy of the LEA.
- B. The Academy used an indirect cost rate of 5.26% which exceeds the allowable 5% for the program.

Questioned Costs

Program revenues were \$112,500. Amounts in excess of allowable indirect costs were \$2,660.

Context

- A. Education Code 8483(a)(2) states that it is the intent of legislature that elementary school students attend the full day of the program every day in which students participate, except as consistent with the LEA's early release policy.
- B. Education Code 8483.9(a) limits indirect costs to the lesser of the LEA's approved indirect cost rate or 5%.

Effect

- A. It cannot be determined if the students participated for the entire day of the program.
- B. The Academy exceeded allowable indirect costs.

Cause

- A. The Academy has not established adequate policies and procedures to document time students were released from the program to ensure that only students who participated in the full day or met an early release exception based on the LEA's policies were counted towards attendance reported.
- B. The Academy has not established adequate policies and procedures to ensure that indirect costs are not charged at amounts greater than allowable amounts for the program.

Recommendation

Establish procedures to document time students are released from the program and ensure that they meet requirements of the program to be counted for attendance purposes. Establish procedures to ensure correct indirect cost rates are being utilized.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure compliance with the after school education and safety program.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Prior Year Audit Findings
 Year Ended June 30, 2013

<u>Finding/Recommendation</u>	<u>Current Status</u>	<u>Management's Explanation if Not Implemented</u>
Finding 2011-1 Internal Control - Bank Reconciliation Over Site Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances. Establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.	Partially Implemented	See Finding 2013-1
Finding 2011-2 Internal Control - Payroll Expenses Reconciliation Payroll Expenses were not consistently reconciled to the general ledger Establish policies and procedures to reconciled payroll expenses monthly and an independent person should perform the reconciliation. Reconciliation should be approved by management	Not Implemented	See Finding 2013-2

EXHIBIT 10

Daily Journal

Classifieds/Job/Office Space : Experts/Service

FRIDAY MONDAY TUESDAY WEDNESDAY TODAY

SEARCH/BACK to search results

Search >>

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Labor Code Violation: V. \$566,808

For the plaintiff:
Jeffrey Lipow
Kevin M. Schute
For the defendant:
Christopher B. Cato
Jennifer Garner

L.A. Superior Court
Hon. Ralph W. Dax

RESULT DATE: Dec. 4, 2012

Shariene Willard v. Marie Williams Foundation, et al. (BC458435) 13-JV_676

FURTHER DESCRIPTION: Retaliation

VERDICT: \$566,808

ATTORNEY Plaintiff - Jeffrey Lipow, Kevin M. Schute Lipow & Harris, Emery.
Defendant - Christopher B. Cato, Jennifer Garner (Gordon & Rees, San Diego).

TECHNICAL Plaintiff - Kagan Lynn Smith, M.A., economist, San Marino.

FACTS: Plaintiff Shariene Willard was employed as a teacher at defendant's Los Angeles Unified School District charter school. The plaintiff contended that after about one year of employment, she was pressured by the defendant's executive director to travel to Nigeria to marry her sister's husband so he could immigrate to the United States. She asserted that the director financed the trip, and a ceremony in Nigeria took place. After returning the United States, over a period of months, the director pressured the plaintiff to file an immigration petition with U.S. Citizenship and Immigration Services. The plaintiff asserted she resisted, and ultimately, the director presented a completed petition for the plaintiff to sign and submit to the federal government. The plaintiff contended she resisted filing the petition because it was fraudulent, and after continued pressure from the director, she finally told her that she would not sign or file the petition.

The plaintiff alleged that a pattern of criticism of the plaintiff's work performance ensued, culminating in the director terminating her employment approximately five months after the plaintiff affirmatively told the director she would not do as requested regarding the immigration scheme.

CONTENTIONS: PLAINTIFF'S CONTENTIONS: The plaintiff proceeded to file on a sole cause of action for violation of Labor Code Section 1102.5(c), claiming that the plaintiff's termination was retaliation for her refusal to engage in illegal activity: signing and filing a petition for immigration containing material falsities.

DEFENDANT'S CONTENTIONS: The defendant claimed that the plaintiff had some good qualities as a teacher, but interacted poorly with students and their parents from her hiring through termination; that numerous students and parents complained about the plaintiff's behavior and that the plaintiff had been insubordinate, refusing express instructions to submit a class management plan. The defendant denied that the immigration scheme ever occurred. The defendant argued that the termination was a legitimate business decision. The defendant contended the plaintiff was ultimately let go because a parent complained that the plaintiff had told a student that the student would end up homeless; and in a meeting with the parent and student about the incident, the plaintiff was not apologetic and accused the student of being jealous of another student. The plaintiff was let go that day.

INJURIES: The plaintiff claimed emotional distress arising from her termination and financial distress of unemployment.

JURY TRIAL: Length, five days; PBJ, 11-1 (liability), 9-3 (damages); Deliberation, four hours

SETTLEMENT DISCUSSIONS: The plaintiff's last pre-trial offer was \$750,000. The defendant issued a COP 889 for \$40,000.

RESULT: Verdict for \$566,808.

OTHER INFORMATION: Motions for new trial and judgment notwithstanding the verdict were denied.

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000619

EXHIBIT 11



EXHIBIT 12

Wisdom Academy For Young Scientists

Fiscal Policy

November 18, 2006

000621

FISCAL POLICY

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Finance Committee and make necessary adjustments as needed.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also help achieve its goals and objectives.

PROCEDURES:

Executive Consultant:

- Informs the School Director of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
- Review the budget and check the calculations and the basis for the calculations.
- Make revenues estimates in coordination with the School Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
- Prepare a draft budget based on the requests by the School Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
- Meet with the School Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the finance committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
- Prepare the final recommended budget based on agreements reached from the meeting with the School Director for presentation to the Finance Committee and Board of for approval.

POLICY NUMBER TWO: TIME SHEET AND PAYROLL POLICIES AND PROCEDURES

PAYROLL

All employees on payroll must be hired by the School Director and must have worked for the hours being paid, those hours having been properly documented and approved by the School Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision making.

PROCEDURES:

Responsibility of the employee:

- Punch in time card and fill in the time sheet on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Principal prior to beginning of the assignment.
- No overtime can be worked before obtaining approval from the Principal.
- Salaried employees are required to sign a sign-in log on a daily basis.
- At the end of each pay period each hourly employee is required to finish completing their time sheet that was being completed on each working day and give them to the Administrative Assistant for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
- The properly completed and approved time sheet is put in the box of the Administrative Assistant no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.

- If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Responsibility of the Administrative Assistant:

- Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
- Collect all the time sheets in your box and any others around the time clock area.
- Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Principal for correction or explanation. Any incomplete or unapproved time sheet should be referred to the School Director for completion and approval immediately in time to promptly prepare payroll.
- Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
- After verifying that everything is correct and that you have every employee's time sheet, sort out using the previous period time report and input into the HRS (see HRS system procedures). Also process the E4 payroll for the pay period, ESA for the 25th and regular monthly payroll for the 10th.
- Print the input information for the School Director to approve for transmission.
- Input new hire and any other employee change information as you get the information from the employee.
- After the checks come back from BBM, verify all the checks to make sure that everything are correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant

deductions. If there is anything that appears unusual, inform the Financial Consultant or a School Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that nobody should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.

Responsibility of School Director:

- Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
- Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
- A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
- The School Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
- Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
- Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
- Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.

- **Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.**

POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT POLICIES AND PROCEDURES

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. All purchases must be approved by the School Director. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

- All purchases must be initiated by completing a purchase order. Exceptions may be granted by the School Director or Executive Consultant for purchase of certain small items that are less than \$100 or in emergency situations.
- Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Staff Consultant can be contacted for an answer.
- The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
- For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids, purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases of \$10,000 or more need to be advertised in a more formal competitive bidding process.
- In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion.

In such a case copies of the result of the research should be kept on file to be referred to when needed.

- There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.
- Purchase orders will be issued by Administrative Assistant. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is given to the Administrative Assistant to fax to the vendor with a return confirmation from the vendor after being approved by the Staff Consultant and the School Director, a copy for the School Director's file, Staff Consultant's file and a copy to the Administrative Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Principal and Staff Consultant.
- All purchase orders must be approved by the Principal and Staff Consultant.
- When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order might be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order (Administrative Assistant)

- When the order arrives the Administrative Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Staff Consultant with a copy to the School Director.

Administrative Assistant:

- When the original purchase order is received from the Staff Consultant, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the School Director and Staff Consultant, evidenced by the their signatures.
- A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed. The purchase order is encumbered in the

Accounting system to set aside the funds so it will be available to pay for the bill. The purchase order is unencumbered when we pay the bill.

- The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.
- The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
- As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING POLICIES AND PROCEDURES

1. All contracts must be approved by the School Director and Staff Consultant. Contracts of up to \$2,999 require at least three phone bids, between \$3,000 and \$9,999 requires three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract, except in cases where an exception is allowed by a Principal.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured, except in cases where the school agrees to cover the contractor as part of terms of the contract.
5. The contractor must submit a bill based on the original approved contract for the Principal to approve for payment. In the event of change orders, they must be pre-approved by a Principal or their designee and Staff Consultant.
6. The contractor must provide the school with a completed form W-9, taxpayer identification number, at the time of signing the contract.
7. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non payment of labor and material.
8. Before approving payment, the School Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
9. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
10. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.

11. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: COMMERCIAL WARRANT POLICIES AND PROCEDURES

COMMERCIAL WARRANTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Commercial Warrant.

BACKGROUND:

The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

- Picks up mails from the bills mailbox and distribute to various departments where necessary for check requests and approval of the bill.
- Checks the utilities and other general office bills for any error before giving to the School Director for check request approval.
- Double check requests and bills to make sure that all the information and documentation is correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the check request must be returned to the responsible party so it can be corrected immediately, for timely processing of the check request. Check requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
- The check requests are filed in a folder until the scheduled day for input, when they are inputted into the computer system to generate warrants the following day. All the warrant document numbers must be serially numbered, taking time to make sure the first warrant of each batch or day follows the last number as specified in the commercial warrant register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.

- After inputting each warrant it must be printed and kept on file pending the time the check or warrant comes back from the county.
- After all the check requests are entered in the system a copy of the payments pending district approval report should be printed. This report together with all the check requests and a copy of the appropriation control report should be given to the School Director for approval. A copy of the approved payments should be put on file for future reference.
- Pick up the mail from Bali Business Management the following day and verify that all the warrants were generated and everything related to the warrant is correct. Then attach a copy of the warrant to the check request together with the warrant request earlier printed from the system, staple them together and complete the payment information on the check request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the checks are approved by the check signer.
- Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log, and if it is an unknown person picture-identification or drivers license should be reviewed to make sure that it is the right person.

The Administrative Assistant:

- Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.
- Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
- Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a check request form, and attaching the invoice, copy of the purchase order and a receiving advice or report noted on the purchase order. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Financial Consultant or School Director.
- The check request must be made in a timely manner for payment to prevent incurring collection and other credit problems.

School Director:

- **Make sure that there is enough cash flow to pay the warrants being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.**
- **Check to see that the checks were written to the same payee as stated on the check request and bill.**
- **Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.**
- **Before signing any check, make sure the documentation is attached and that the check request information is completely filled out with prior approvals attached.**
- **Checks in excess of \$2,500 require two signatures.**

POLICY NUMBER SIX: EMPLOYEE ADVANCE POLICIES AND PROCEDURES

EMPLOYEE ADVANCES:

All employee advances must be properly documented and recorded in the school accounting books for the correct amounts, to help facilitate prompt collection of the advance from the employee.

BACKGROUND:

From time to time the school may make advances to its employees for various reasons including payroll checks not received on time, vacation advance, emergency and other extenuating circumstances.

PROCEDURES:

Responsibility of requesting employee:

- Request in writing to be submitted to the School Director for approval.
- Make sure that the emergencies are limited to unusual health bills, death or serious illness in the staff member's immediate family requiring unusual financial outlay, or unusual automobile repairs.
- Substantiating documentation must be provided with the request.
- The amount being requested must not be more than one third of the employee regular or average paycheck for a pay period.
- Repayment must be made over a period not to exceed three months, through payroll deductions beginning with the pay period subsequent to the date of the advance.
- Authentication of the advance, by signing an agreement detailing the terms of the advance, to remain on file.
- Advance is immediately due and payable in full upon the separation or termination of employment.
- The employee must be a regular full time staff member who has served for at least six months.

Responsibility of the Administrative Assistant:

- To ensure that the employee is qualified for approval for the advance, appropriate required documentation is attached to the request and all other guidelines are followed.
- Determine if the circumstances surrounding the request are appropriate and recommend Principal's approval.

Responsibility of School Director:

- Determine if there is enough cash flow to accommodate this request considering all the other priorities of the school.
- Consider the circumstance and the history of this employee as it relates to requests for advance in deciding whether or not to approve the request.
- Approve or disapprove the request after considering the guidelines for approval of the request.
- Give a copy of the approval to the Financial Consultant for filing or processing and the School Director for communication to the employee.
- Give a copy of any termination or separation notice to the Financial Consultant to compute final check and complete the separation notice form.

Responsibility of the Administrative Assistant:

- Generate the check from the Revolving Cash Fund for the School Director to sign and charging the advance to an employee advance account.
- Complete an agreement between the school and the employee to be signed by the employee and the School Director.
- Set up payroll deduction for the advance, beginning the pay period following the date the check was given to the employee.
- File a copy of the check, approved request and agreement in the employee advance file, and employee personnel file.
- Reconcile the Employee Advance account, to make sure that the amount on the account reflects the agreement currently on file.
- Deduct any amount outstanding from the final check to the employee in case of separation or termination.

POLICY NUMBER SEVEN: USE OF CORPORATE CREDIT CARDS AND PROCEDURES

Credit cards secured for the school through our bankers will allow us the convenience of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials.

Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers.

- The cash advance feature **CANNOT** be activated or used for any reason.
- The card can be used only for business purchases. **NO PERSONAL USE.**
- The duplicate receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
- Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
- Any missing or lost credit card must be immediately reported to the Financial Consultant and the Bank, so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
- The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the credit card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
- The Financial Consultant and the School Director are responsible for ensuring that the credit card holders follow these procedures. Any abuse of the credit card policies should be reported to the Financial Consultant or the School Director. The school reserves the right to

terminate any credit card due to abuses including lack of following credit card policies and procedures.

- The School Director must approve any expenditure related to any direct benefit of the credit card user. No one can approve an expenditure that is for his or her own benefit.
- The Administrative Assistant must turn in all credit card statements to the Financial Consultant. The Administrative Assistant will give each credit card holder his or her statements.
- Credit card holders will prepare a check request for each credit card statement with all attached documentation, including receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

POLICY NUMBER EIGHT: PETTY CASH POLICIES AND PROCEDURES

The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Administrative Assistant:

- The Administrative Assistant has oversight over the implementation of the petty cash policies and procedures.
- Processes requests for issuance of petty cash after being approved by the School Director.
- Processes replenishment of petty cash on a regular basis.
- Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the School Director.
- Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
- When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
- Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders

- Request for issuance of petty cash from the School Director based on a compelling need supported by convincing reasons.
- Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
- The petty cash holder has a personal responsibility for the funds in their possession.
- Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.

- Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the School Director.
- Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
- The School Director's signature on the purchase receipt is evidence that the expenditure is approved by the School Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
- When the staff gives the petty cash holder an authentic purchase receipts approved by the School Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
- When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

- Before requesting for petty cash fund staff must make sure that the expenditure is approved by the School Director and there is available funds for that expenditure.
- Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the School Director with the appropriate account number written on the receipt before giving it to the petty cash holder.
- Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
- Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a

release of liability. This is evidenced by a copy of a paid issuance receipt
by the holder of the petty cash.

POLICY NUMBER NINE: ACCOUNT RECONCILIATION POLICIES AND PROCEDURES

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned.

Financial Operations Review-Procedures:

- At mid month and the final week before the close of a month the transactions posted to accounts will be reviewed to ensure that they are posted to the right accounts. Month end adjusting entries must be made at this time (final week) to make sure the financial statements reflect correctly the activities of the month. These reconciliations will be done by the Financial Consultant.
- On the 5th day following the end of the month, revenue and other balance sheet accounts will be reviewed and reconciled for the final time, by the Financial Consultant and appropriate adjustments made in the following month's financial report.
- The reports will be provided to the School Director for review and comments on the 7th day following the end of the month.
- On the 11th day following the end of the month, there will be a meeting between the School Director, and the Financial Consultant to review the budget reports for the previous month.
- On the 14th day following the end of the month complete financial reports will be given to the School Director for comments and mailing to Finance Committee to review before their meeting (if necessary). At this point any recommendations will be given by the Financial Consultant for the Principal and the Finance Committee to consider.

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT POLICIES AND PROCEDURES

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the office and given to the Administrative Assistant periodically for deposit to the bank.

BACKGROUND:

The school will run various programs including meals, after school programs and pass through programs. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Responsibilities of the Office:

- Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
- Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.
- Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
- The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
- Three staff persons have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Finance Consultant or School Director). This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
- The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate). \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.

- Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Financial Consultant and the School Director so that further investigation can be conducted to resolve the problem.
- The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
- The program to be credited with these funds should be noted on the deposit ticket or receipt.
- The receipts and deposit tickets will be given to the Administrative Assistant by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Responsibilities of the Administrative Assistant:

- The Administrative Assistant will review the whole packet to make sure that everything is completed accurately.
- A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
- The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
- Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or School Director.
- By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
- Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.

POLICY NUMBER ELEVEN: COUNTY DEPOSIT POLICIES AND PROCEDURES

LACOE Deposit Procedures

1. Review checks for deposit and appropriate deposit accounts.
2. Prepare deposit forms for approval, copy checks, copy deposit permit.
3. Endorse back of check by writing:

For Deposit Only

The New Design Charter School

4. Transmit PCODE 031, Print page.
5. File copied deposit permit, copied checks, printed PCODE031 transaction, in the Deposits file.
6. Prepare an envelope to send original deposit forms and checks to

**Moses Tanwanseng
School Financial services
LACOE**

ATTN: PCODE031

7. Place the envelope with the deposit into the green mail bag.
8. Verify approval of deposit on PBAS report.
9. File blue deposit slip when returned.
10. Notify Financial Consultant if the deposit was not registered on PBAS report within 2 business days of sending deposit.
11. Notify Financial Consultant if the blue deposit slip is not returned within 10 business days of sending deposit.

POLICY NUMBER 12. REVOLVING CASH FUND POLICY AND PROCEDURES

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only check requests that are needed immediately due to circumstances beyond our control will be disbursed through this system.

PROCEDURES:

- All requests must be made by a check request, with all the supporting documents for the approval of the School Director.
- The request will follow the normal procedures for commercial warrant check requests.
- Poor planning will not qualify as a reason for approving this request.
- Receipts are required immediately after an event for requests of advance deposits.

School Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from budget manager, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an RCF check must be directed to the School Director.
- Requests should only be entertained from the School Director.

- All requests must be checked to make sure all required information is complete before issuing the check. The School Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the RCF account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the RCF account.
- Reimburse the RCF no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.
- Reimbursement of RCF including petty cash must be made to the School Director and charged to the respective account numbers already provided before the RCF checks were generated.
- Do not reimburse any RCF check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the RCF amount.

Signed, this 18th November 2006.

Board President, Merle Williamson Foundations

Board Secretary, Merle Williamson Foundation

EXHIBIT 13

MOO 413/11

WAYSAPPEAL-001310

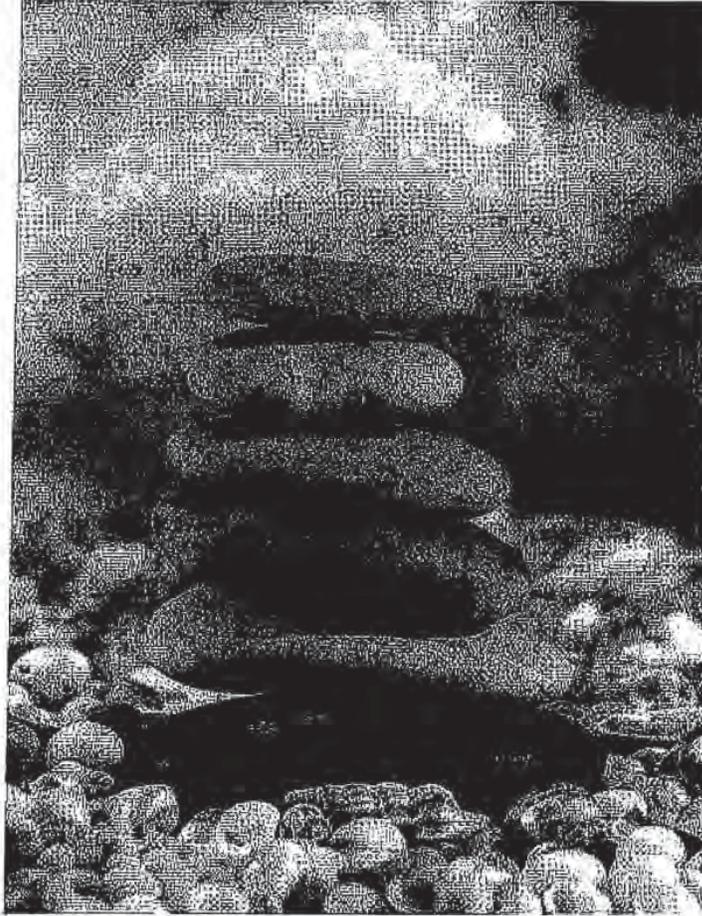
WAYS BOARD ROSTER FY - 2011/2012				
Board Member Name	Title	Email Address	Telephone	Address
Edward Cabil	Member	edcabil@sbcglobal.net	323-933-1993	706 E. Manchester Avenue. LA, Ca. 90001
Jonathan Fields	Member	jonathanfields55@yahoo.com	323-377-9937	706 E. Manchester Avenue. LA, Ca. 90001
Karen Haynes	Member	karen.haynes@twcable.com	323-459-5000	706 E. Manchester Avenue. LA, Ca. 90001
Kandee Lewis	Vice President	Kandeele@aol.com	323-787-9252	706 E. Manchester Avenue. LA, Ca. 90001
Alex Love	President	alexlove93@hotmail.com	310-972-9527	706 E. Manchester Avenue. LA, Ca. 90001
Loretta McDonald	Member	lmcdonald@lbms.com	310-902-5293	706 E. Manchester Avenue. LA, Ca. 90001
Oliver Ortega	Member	oliverisloco@gmail.com	323-545-8312	706 E. Manchester Avenue. LA, Ca. 90001
Cathy Roby	Treasurer	cathy_roby@yahoo.com	310-488-2489	706 E. Manchester Avenue. LA, Ca. 90001
Tamara Smith	Member	tdsmith0052@yahoo.com	310-333-1982	706 E. Manchester Avenue. LA, Ca. 90001
Adell Walker	Member	iazz4azz@aol.com	323-630-8886	706 E. Manchester Avenue. LA, Ca. 90001
Dorothy Valenti	Secretary	dvalenti747@yahoo.com	770-882-5252	706 E. Manchester Avenue. LA, Ca. 90001

Date	07/28 - 29/2011	8/19/2011	9/16/2011	10/21/2011	11/18/2011	1/20/2012	2/17/2012	3/16/2012	4/20/2012	5/18/2012	6/22/2012
Location	Board Retreat	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS
Time	All Day	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.

Administrative Record for the Appeal of Charter Revocation Provided by
Wisdom Academy for Young Scientists

accs-apr15item04
Attachment 3
Page 1310 of 3855

000649



Wisdom Academy for Young Scientists

Governing Board Retreat

Ayres Inn (Orange)
3737 West Chapman Avenue
Orange, CA 92868
(714) 973-9166

000650



WISDOM ACADEMY FOR YOUNG SCIENTISTS GOVERNING BOARD RETREAT



Wednesday, July 27, 2011

Arrival Hotel check-in 3:00 PM
6:00 PM Social/Get Acquainted/Ice breakers

Thursday, July 28, 2011

Purposes: Strategically Plan for 2011-2013
Build relationships between board members, Administration, Staff
Address meaningful topics and reach common ground

8:00 AM - 9:00 AM Breakfast (Buffet)

9:00 AM - 9:15 AM Welcome/Introductions/Order of the Day
President, Alex Love

9:15 AM - 9:25 AM Introduction of Authorizer - Executive Director,
Michael Cureton

9:25 AM - 10:00 AM LACOE Presentation - Introductions/Expectations

10:00 AM - 10:15 AM Break

10:15 AM - 10:30 AM Discussion - Cathy Roby (AA)

10:30 AM - 12:00 Noon Administration - Mickey Cureton/Ms Alake

- MOU
- Lease Agreement
- Roles/Responsibilities/Expectations/Assessment
- Staff Development/Training
- Capacity Building (where most needed)
- Curriculum/Instructional Materials & Supplies

12:00 noon - 1:00 PM Lunch/ Social time

1:00 PM - 4:00 PM Strategic Planning (SWOT Analysis - SMART Goals)

3:00 PM - 3:15 PM Break

3:15 PM - 5:00 PM Strategic Planning Cont'd

5:00 PM - 5:30 PM Evaluation - Next Steps

6:30 PM Dinner

000651

Friday, July 29, 2011

Purposes: Inform and educate board on significant topical issues

Review/Evaluate Board's own progress and contribution to organization

Revisit mission, vision, goals of organization and plan for success

Improve governance of WAYS through Strategic Planning

8:00 AM - 9:00 AM.....Breakfast (Buffet)

9:00 AM - 9:15 AM.....Opening/Order of the Day - Alex Love

9:15 AM - 9:30 AM.....Overview-WAYS' mission, vision, goals
Ms Loretta

9:30 AM - 9:45 AM.....Overview Board Manual - Introduction of Attorney,
Lisa Core, Middleton, Young & Minney, Adell Walker

9:45 AM - 2:00 PM.....Facilitated Education & Training - Lisa Corr

- Conflict of Interest
- Board Governance 101
- Brown Act
- Roles/Responsibilities
- Charter School Support

10:00 AM - 10:15 AM.....Break

10:15 AM - 12:00 PM.....Education/Training Cont'd

12:00 PM - 1:00PM.....Lunch / Social Hour

1:00 PM - 2:00 PM.....Training Cont'd - Q&A - Wrap

2:00 PM - 2:15 PM.....Break

2:00 PM - 4:30 PM.....Discussion - Presentations

- Board Self Evaluation/Review, Kande Lewis (30 min)
- Setting Norms/Ground Rules/Organization Chart - Alex Love (30 min)
- SWOT Analysis -Board (30 min)
- Effective Board Meetings-Loretta McDonald (30 Min)
- Fundraising - Adell Walker (30 min)

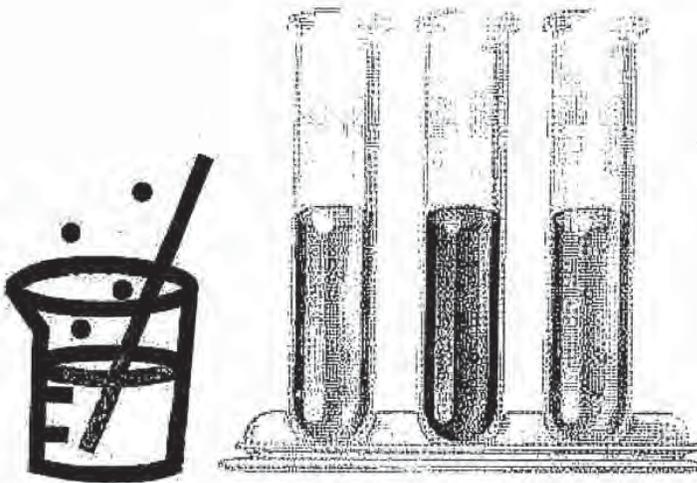
4:30 PM - 5:30 PM.....Evaluation/Wrap/Next Steps

5:30 PM.....Dismissal

000652

Mission

To create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, change agents, and true scientists



Thank you, each and every board member, staff, administrators, for your commitment, dedication, and interest in the education of our youth, our legacy. Education Matters! YOU Matter!

000653

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Monday, August 1, 2011
3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agenda'd and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the June 30, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review

- IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Parent/Teacher
- Executive Director
- Principal
- Director of Operations
- Business & Finance

VI. Closed Session

1. Ball Business Management Contract
2. Public Employment
 - a. Principal
 - b. School Administrative Secretary

VII. Action Items

1. Release of Current Board Secretary
2. Reinstatement of Previous Board Secretary
3. Approval of School Administrative Secretary Position
4. Approval of Principal Position and Hiring Process
5. Approval of Board Sergeant at Arms Position
6. Approval of Contract with Charter School Management Corporation
7. Approval of New Property Lease Agreement with The Salvation Army Siemon Family Youth and Community Center

VIII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Tuesday, August 10, 2011
3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velintj	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

000656

III. Approval of Minutes

Approval of the August 1, 2011, board minutes. Board Secretary to provide one copy to each Board Member to review

- IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Parent/Teacher
- Executive Director
- Principal
- Director of Operations
- Business & Finance

VI. Closed Session

- Approval of RPM Construction Contract
- Approve of Properties Lease Agreements with OCI for 706 E. Manchester Ave., Los Angeles, CA 90001 and 8778 S. Central Ave., Los Angeles, CA 90001
- Discuss Possible Move to New School Locations

Action Items

1. Approval of New Property Lease Agreement with Salvation Army Siemon Family Youth Center
2. Discussion of New Food Service Vendor and a New Auditor
3. Interview Top Four (4) Principal Candidates
4. Approval of Tamara Smith's Resignation
5. Evaluations of the Staff/Staff Credentials, Resumes and Job Descriptions
6. Board Notification Letter
7. Clarity Board Attendance Procedures

VII. Future Agenda Items

The Board will consider Items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

000657

BoardAgenda-August192011

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of "Special Meeting" of
Board of Directors

~~Friday, August 19, 2011~~

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community
Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

BoardAgenda-August192011

Others in Attendance

Michael Cureton _____/_____
Alake Watson _____/_____
Lawrence Wynder _____/_____
Jason Okonkwo _____/_____
Bali Business Management _____/_____

Page 1

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II. Approval of Minutes

Approval of the August 10, 2011 board minutes. Board Secretary to provide one copy to each Board Member for Review

III.

Oral Communications: Non-Agenda items--individuals who have submitted a request to speak form will be allowed up to three (3) minutes presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Reports (All Reports submitted to Board in writing)

1. Board 2 min
2. Parent/Teacher 2 min
3. Executive Director 2 min
4. Principal 3 min
5. Director of Operations 3 min
6. Business & Finance 3 min

V. The Board will consider the appointment of Michael Cureton as real property negotiator

VI. The meeting will now convene to closed session to discuss th4e following matters described in Section VII.

VII. Closed Session

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property:

- 706 Manchester Avenue
 - 8778 S Central Avenue
- Agency Negotiator: Michael Cureton

Negotiating Parties: Wisdom Academy for Young Scientists (WAYS)

Under Negotiation: price, terms of the agreement

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:1: 1 CASE

VIII. PUBLIC SESSION

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at _____.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

Page 2

000659

BoardAgenda-August192011

IX. Action Items

1. Approval of Lease Agreement for Salvation Army
2. Approval of New Curriculum (Language Arts-Science K-2)
3. Approval of Teacher Work Assignment Payment at Salvation Army
4. Approval of Volunteers Stipend for Salvation Army
5. Approval of RPM Contraction Contract
6. Approval of Board Policy & Procedures Manual
7. Approval of Board Committees--Fundraising & Board Development
8. Letter from Board member

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____
Page 2

†

RECEIVED
AUG 10 2011
LAOEE
CHARTER SCHOOLS OFFICE



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, August 18, 2011
3:00 PM

The Special Meeting of the WAYS Governing Board was held on Wednesday, August 10, 2011 at the school of Wisdom Academy for Young Scientists. This meeting was called to order by the President, Ms Alex Love, at 3:15 pm. In her seat was the President, Love and also seated was the Secretary, Walker.

Board members present: Ed Cabil, Adell Walker, Loretta McDonald, Alex Love, Cathy Roby, Oscar Ortega. **Board members absent:** Karen Haynes, Tamara Smith, Jonathan Fields, Kandee Lewis (excused absence) Dorothy Valenti

Approval of minutes: Minutes were read silently and pushed back for a quorum to approval. A quorum was reached at 3:35 PM. Minutes were moved with addition, seconded and motion carried.

Interview Process: moved up on agenda

Board interviewed Top four (4) Candidates (as ranked by administration) for Principal of new site—location - Salvation Army -- prior to going into closed session. All four candidates were given equal time to address the board, and answer open-ended questions of the evaluation process. A multi comprehensive performance evaluation process— consisting of, "evaluation of written exercise, oral delivery, open-ended questions, and answers session took place. After each candidate interview a discussion relative to criteria and performance indicators were reviewed. A democratic process of voting on each candidate was conducted and the candidate receiving the highest number of votes in ranking order was submitted to administration as first, second, third, and fourth choice. Interviewing process ended.

Closed Session was called to order by the President, Love, at 4:14 PM. At 5:20 PM closed session ended.

Returned to Open Session at 5:30 PM

Oral Communication

Toyer McBride, guest, commented on one of the Candidates for Principal of the new school and why she should be elected. Victoria Hankins, Brenda Peaches, and Brian Sawyers, guests commented on the school being kept in the area. Armando Espinoza, guest, addressed the board relative to becoming a member.

000661

Information Items (Reports)

Board: None

Parent/Teacher: Parent Orientation scheduled for August 22, 2011 at the new site on Central. Information to all parents will be posted on several mediums (website, flyers, etc)

Executive Director: LACOE approved Material Revision Request to expand to Salvation Army 2011-2012 school year. ED recommended approval of RPM Construction Management, Inc proposal made April 2011, at cost \$57,900. Building and Improvement funds available \$76,730. Additionally, recommended the board approve the final lease agreement with Salvation Army and consider approving the draft Property Lease Agreement for Manchester and Central Avenues with OCI. ED introduced top four Candidates for the Principal's position at the new site. A rating of the candidates was based on multi-screening criteria (written, oral performance, open-ended questioning, and interview).

Principal: Recruitment is top priority to achieve numbers at both sites. WAYS has an enrollment (based upon applications accepted) of 325 and at new site enrollment stands at 157. Currently seeking strong, credentialed teachers experienced working with children in an urban setting. Presently, offered two teachers positions for Kinder and expect to offer a third teacher position. Interview process will commence until all teachers are hired. Curriculum & Instruction materials—appointments made with two reps from textbook companies for review. The board was thanked for being willing to recommend new instructional materials for the school.

Director of Operations: Copy of the RPM construction Management Contract Proposal was submitted total cost \$53,100. Requesting the board make a decision to commence project (ADA Upgrades) to be completed prior to school opening. We must comply with the orders to provide adequate disabled persons access to the facility to remain ADA compliant. A written report was submitted and further information can be viewed upon request.

Business & Finance: Budget status report given by Bali Business Management. A pupil estimate for new or significantly expanding charters (PENSEC) for 2011-2012 fiscal year was submitted. A statement of financial position of WAYS was presented by Bali Business Management giving a total assets accounting of \$1,196,664. A statement of revenue and expenditures was submitted along with 2011-2012 budget. Applied for state facility grant to solve cash flow concerns. School can receive approx \$500,000 in Oct. A Cash Flow Forecast was submitted showing income for 2011-2012 at \$4,085,907. All written reports are available upon request.

Report Out

RPM Construction Contract – not approved at this meeting - moved to next board meeting pending further review
Property Lease Agreement with OCI for 706 E. Manchester and 8778 S. Central moved to next board meeting pending review
New school location moved to future agenda item pending research and evaluation and adoption of fundraising proposal

Action Items

- New Property Lease Agreement with Salvation Army--Approved
- Interview Top Four Principal Candidates -- Approved
- Resignation of Tamara Smith -- Approved
- Board Notification Letter -- Approved Pending Bylaws amendments
- Clarify Board Attendance -- Approved Pending Bylaws amendments
- Food Vendor -- Approved
- New Auditor --

The board meeting of WAYS was adjourned at 6:30 PM.

Secretary of Board

Date

President of Board

Date

000662

Wisdom Academy for Young Scientists
7651 S. Central Avenue
Los Angeles, CA 90001
General Meeting
Board of Directors
Friday, September 16, 2011
3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaed and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
 Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Edward Cabill	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 19, 2011 board minutes. Board Secretary to provide one copy to each Board Member for Review

IV. Information Item (All Reports)

1. Board

- a. Fundraising
- b. Letter from Board Member
- c. Annual CA Charter School Conference (February 27 – March 2, 2012)
- d. Facilities Grant Status – updates applications available on-line
- e. Annual Information Survey – due to CDE
- f. Class Size Reduction Application – Due September 28, 2012

2. Parent/Teacher

3. Executive Director

- a. LACOE Updates
- b. School Openings
- c. Curriculum and Instruction

4. Principal

- a. Professional Development
- b. Start of New School Year

5. Director of Operations

- a. Los Angeles Department of Building and Safety (LADBS) – Orders to Comply (OTC)
- b. Facilities Grant
- c. National School Lunch Program
- d. After-School Program

6. Business & Finance

- a. LACOE Monthly Report
- b. Status of WAYS Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Closed Session

No items

VII. Discussion Items/Action Items

- 1. Approval of Corporate Name Change
- 2. By-Laws – Term Limits/Amendments
- 3. Appointment of Two Board Committees (Fundraising and Board Development)
- 4. WAYS Board Policy and Procedures Manual
- 5. (Revised) Lease for 706 Manchester
- 6. STEM (How are these fields addressed in the curriculum moving forward)?

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

From: [Isenberg, Jan](mailto:isenberg_jan)
To: [Patel, Neha](mailto:Patel.Neha)
Subject: FW: WAYS Governing Board Agenda-September 16, 2011
Date: Wednesday, September 14, 2011 4:44:41 PM
Attachments: [Board Agenda - September 19, 2011.doc](#)

From: Jazz4azz@aol.com [Jazz4azz@aol.com]
Sent: Wednesday, September 14, 2011 4:14 PM
To: cathy_roby@yahoo.com; lmcDonald@lbmbs.com; edcabill@sbcglobal.net; dvalenti747@yahoo.com; jonathanfields55@yahoo.com; kandelee@aol.com; karen.haynes@twcable.com
Cc: yetundeedd@gmail.com; michael_cureton@att.net; alexlove93@hotmail.com; mrjason7@gmail.com; wisdomacademy4ys@yahoo.com; Isenberg_Jan
Subject: WAYS Governing Board Agenda-September 16, 2011

Hello,

The following attachment is the Agenda for the September General Meeting of WAYS Governing Board.

Thank you,

Adell
Secretary, WAYS GB
Los Angeles, CA 90008
(323) 630-8886

000665

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, January 30, 2014

5:30 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, January 30, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted January 29, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- ii. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

- | | |
|---------------------------|---------------|
| 1. Cheryl Johnson | _____ / _____ |
| 2. Norman Golden | _____ / _____ |
| 3. Dorothy Valenti | _____ / _____ |
| 4. Armando Espinoza | _____ / _____ |
| 5. Hon. Sandra Davis | _____ / _____ |
| 6. Hon. Carol Lee Tolbert | _____ / _____ |
| 7. Kimberly Daniels, Esq. | _____ / _____ |

IV. Approval of the Board Meeting Minutes - None

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. ANTICIPATED LITIGATION—One potential Item (pursuant to Gov. Code § 54956.9(d)(2).)

VIII. Open Session

- a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Sandra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
– Action Item

a. VIII. Recommendations

- b. Approval of the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Sandra Davis

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, January 30, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, January 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:28pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present:** Cheryl Johnson, Dorothy Valenti, Kimberly Daniels, Armando Espinoza
Board Members Absent: Carol Lee Tolbert, Saundra Davis
Others In Attendance: Jason Okonkwo, Edward Cabil
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation.
- VIII. **Open Session**
 - a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
 - i. Removal of Carol Lee Tolbert as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Kimberly Daniels
 2. Oppose – None
 - ii. Removal of Saundra Davis as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 2. Oppose – Kimberly Daniels
- IX. **Oral Communication**
 - a. Adrlenne Cooks – Oral Report
 - b. Flora Gomez – Oral Report
- X. **Future Agenda Items**
- XI. The board meeting of WAYS was officially adjourned at 7:41 PM.

Cheryl Johnson Secretary of Board Dr. Dorothy Valenti President of Board
Date: 2-3-14 Date: 2-3-14
vice-chair

000668

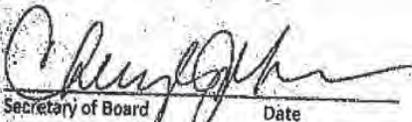
- e. 2013-14 Fiscal Year Executive Director Contract 2013-14 - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- f. Updates Regarding LACOE Initiated FCMAT Audit - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- g. Election of Officers - Carol Tolbert was nominated for Board Chair by Eleanor Jones, a vote was taken. Approved 7/0
- h. Formation of the Board's Finance & Development Committee - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0

VIII. Public Communication

- a. None

IX. Future Agenda Items

- X. The board meeting of WAYS was officially adjourned at 9:00pm.


Secretary of Board _____ Date 2-3-14


President of Board _____ Date 2-3-14

2-3-14 Vice-Chair

000669

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Monday, February 3, 2014

5:30 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Monday, February 3, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted January 31, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

- 1. Cheryl Johnson _____/_____
- 2. Norman Golden _____/_____
- 3. Dorothy Valenti _____/_____
- 4. Armando Espinoza _____/_____
- 5. Hon. Sandra Davis _____/_____
- 6. Kimberly Daniels, Esq. _____/_____

IV. Approval of the Board Meeting Minutes – August 29, 2013 and January 30, 2014

V. Additions to the Agenda (Provisions of Emergency/Urgency)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. Board Member Resignation Letter – Action
- b. Newly Required Student Fee's Policy – Action
- c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Resolution to sell school vehicle – Action Item
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Single Plan for Student Achievement – Action
- j. Unaudited Actuals Financial Report – Action
- k. Title I Budget 2013-14 – Action
- l. Special Education Budget 2013-14 – Action
- m. After School Education and Safety Program 2013-14 Budget
- n. First Interim Financial Report – Action
- o. Updates Regarding FCMAT Audit – Discussion Item

Recommendations

- a. Approval of Board Member Resignation Letter
- b. Adoption of Student Fee's Policy
- c. Approval of 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Approval of Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Approval of Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Approval of Resolution to sell school vehicle – Action Item

- g. Approval of Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Approval of Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Approval of Single Plan for Student Achievement – Action
- j. Approval of Unaudited Actuals Financial Report – Action
- k. Approval of Title I Budget 2013-14 – Action
- l. Approval of Special Education Budget 2013-14 – Action
- m. Approval of After School Education and Safety Program 2013-14 Budget
- n. Approval of First Interim Financial Report – Action
- o. Approval of Updates Regarding FCMAT Audit – Discussion Item

VIII. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL/ANTICIPATED LITIGATION—one item (Gov. Code s. 54956.9(d)(2))

IX. Closed Session report

X. Recommendations For Future Agenda Items

XI. Meeting Adjourned

From: Espinoza, Armando
To: OneRoyalNublan, ; Johnson, Cheryl; saundavis@aol.com; norreask@gmail.com
Cc: Edward Cabil; Patel, Neha; Higelin, Judy
Subject: Board Meeting tomorrow February 3rd at 5:45 PM
Date: Sunday, February 02, 2014 5:41:50 PM
Attachments: Board Meeting Agenda - February 3, 2014.doc

Good Afternoon,

Please find attached the board meeting agenda for February 3rd at 5:45 PM.

Armando Espinoza
California State University, Northridge

Tel: (323) 253-0775
armando.espinoza.10@my.csun.edu

000673

Note: WAYS February 3, 2014 Board Minutes were approved on February 27, 2014.
But needs to be signed by Board Members.

000674



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Monday, February 3, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden, Saundra Davis, Kimberly Daniels
Others In Attendance: Jason Okonkwo, Edward Cabll
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – **No action was taken.**
- VIII. **Open Session**
 - a. Board Member Resignation Letter – Kimberly Daniels – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - b. Adoption of Student Fee's Policy – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None

Secretary of Board

Date

President of Board

Date

000675

- f. Resolution to sell school vehicle – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP. – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- h. Wisdom Academy for Young Scientists Annual Financial Audit – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- i. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- j. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- k. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- l. Updates Regarding FCMAT Audit – Discussion Item

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- b. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- c. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- d. Updates Regarding FCMAT Audit – Discussion Item

- XI. The board meeting of WAYS was officially adjourned at 7:19 PM.

Secretary of Board

Date

President of Board

Date

000676

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, February 27, 2014

5:30 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, February 27, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted February 24, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Hon. Sandra Davis	_____ / _____

IV. Approval of the Board Meeting Minutes – February 3, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. Conference with Legal Counsel/Anticipated Litigation—one item (Gov. Code s. 54956.9(d)(2))

VIII. Closed Session Report

IX. Open Session

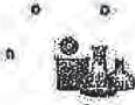
- a. Election of Officer: Interim Board Chair - Action
- b. Performance Based 2013-14 School Year Stipends Round One – Action
- c. 2013-14 School Year Employment Agreements – Action Item
- d. Commercial Property Lease 2013-17– 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Gateway Business Properties - Buyer Representation Agreement - Action
- g. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Action Item
- h. Adoption of LACOE implemented SIRAS Special Education Information System - Action
- i. Federal IRS 990 Filing 2012 – Action
- j. Unaudited Actuals Financial Report – Action
- k. First Interim Financial Report – Action
- l. Updates Regarding FCMAT Audit including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
- m. Response to Annual Audit findings – Discussion
- n. Wells Fargo Payroll Systems Agreement - Action
- o. WAYS Board of Directors Training and Retreat – Discussion

- p. Board Member Installations – Action
- q. Board Member Resignation Letter– Action
- r. Board Member Recruitment – Discussion
- s. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis) – Action Item
- t. Fundraising: Student Store – Discussion

IX. Recommendations For Future Agenda Items

- a. Single Plan for Student Achievement – Action

X. Meeting Adjourned



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 27, 2014 5:30 PM

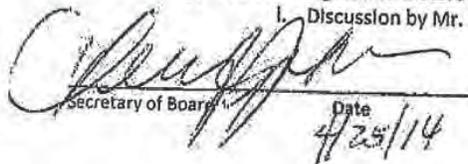
- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 27, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present:** Cheryl Johnson, Dorothy Valenti, Armando Espinoza, Maria Garcia, Adralne Cook
Board Members Absent: Norman Golden, Sandra Davis,
Others In Attendance: Jason Okonkwo, Edward Cabil, Deara Okonkwo, and other Parents and Staff members of Wisdom Academy.
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. Principals Report – See Handouts
 - b. Finance Report – Ball Business Management
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – No action was taken.
- VIII. **Open Session**
 - a. Board Member Recruitment – Discussion and Introductions from Prospective Board Members Maria Garcia and Adralne Cook
 - b. Board Member Installations – Maria Garcia and Adralne Cook – Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - c. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Sandra Davis (the School Site Council has requested resignation or removal of Board Member Sandra Davis) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
 - d. Board Member Resignation – Norman Golden – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None


Secretary of Board
Date
4/25/14


President of Board
Date
4/25/14

000680

- e. Election of Officer: Armando Espinoza, Interim Board Chair – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- f. Performance Based Stipends 2013-14 Round One – Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- g. 2013-14 School Year Employment Agreements – Table to future Board Meeting
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- h. Commercial Property Lease 2013-17– 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- i. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- j. Gateway Business Properties - Buyer Representation Agreement – Tabled to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- k. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- l. Adoption of LACOE implemented SIRAS Special Education Information System – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- m. Federal IRS 990 Filing 2012 – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- n. Unaudited Actuals Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- o. First Interim Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- p. Wells Fargo Payroll Systems Agreement - Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- q. Response to Annual Audit findings – Discussion
 - i. Discussion by Jason Okonkwo and Hallu of Bali Business Management regarding changes to WAYS Financial Policies in the future Board Meetings.
- r. Fundraising: Student Store – Discussion
 - i. Discussion by Mr. Cabil


Secretary of Board
Date 4/25/14


President of Board
Date 4/25/14

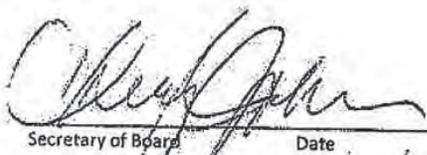
000681

- s. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - i. Moved to future meeting.
- t. WAYS Board of Directors Training and Retreat – Discussion
 - l. Moved to Future Meeting

IX. Oral Communication
a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – Moved to future meeting.
 - b. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - c. WAYS Board of Directors Training and Retreat - Discussion
- XI. The board meeting of WAYS was officially adjourned at 8: PM.


Secretary of Board
Date
4/25/14


President of Board
Date
4/25/14

000682

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, March 13, 2014

6:00 P.M. – 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."**
- 3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.**
- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**
- 6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.**

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, March 13, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted March 12, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

- 1. Cheryl Johnson
- 2. Adriane Cook
- 3. Dorothy Valenti
- 4. Armando Espinoza
- 5. Maria Garcia

- IV. Approval of the Board Meeting Minutes – February 27, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
- b. Conference with Legal Counsel: One Item: Formation of the 706 East Manchester Ave, LLC under the Merle Williamson Foundation (to hold the title of the Manchester Property) – Action

- VIII. Closed Session Report**

- IX. Open Session**

- a. Updates Regarding FCMAT Audit including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item

- X. Meeting Adjourned**

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Thursday, March 13, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, March 13, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 7:00pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
Teleconference: 5641 Locust Ave, Long Beach, California 90806.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook
Board Members Absent: Maria Garcia
Others in Attendance: Jason Okonkwo, Edward Cabil, Jimmy Chal of Cushman & Wakefield.
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. February 27, 2014
- VI. Reports
 - a. None
- VII. Closed Session
 - a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
 - b. Conference with Legal Counsel (one item: Formation of the 706 East Manchester Avenue under the Merle Williamson Foundation (706 East Manchester Property) -
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
- VIII. Open Session
 - a. Updates Regarding FCMAT Audit. Communication regarding business Services vendor. Resolution to WAYS during FCMAT Audit – Discontinue because OSB...
 - i. In favor – Armando Espinoza, Dorothy Valenti
 - ii. Oppose – Cheryl Johnson
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 7:48 PM.




Board Member _____ Date 4/25/14
 Board Chairperson _____ Date 4/25/14

000685

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, March 27, 2014

6:00 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, March 27, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted March 24, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

- 1. Cheryl Johnson _____
- 2. Adraine Cook _____
- 3. Dorothy Valenti _____
- 4. Armando Espinoza _____
- 5. Maria Garcia _____

- IV. Approval of the Board Meeting Minutes – March 13, 2014**

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)**

- VI. Closed Session**

- a. CONFERENCE WITH LEGAL COUNSEL/ANTICIPATED LITIGATION—one item (Gov. Code s. 54956.9(d)(2))

- VIII. Closed Session Report**

- VIII. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- IX. Open Session**

- a. LACOE notice to the WAYS Board regarding FCMAT Audit Findings – Discussion

- X. Meeting Adjourned**

From: [Edward Cabil](#)
To: [Patel, Neha](#)
Subject: Re: WAYS March 27th Board Meeting Status
Date: Monday, March 31, 2014 11:51:04 AM

Wow! With such a disappointment that our board members did not show up to meet the required quorum (after I personally called and email them days before) I completely forgot to send an email about the lack of quorum, notwithstanding the fact that two members of LACOE's staff were present.

Blessings,
Ed Cabil

From: Patel, Neha <Patel_Neha@lacoedu.edu>
To: "Ed Cabil (WAYS) (edcabil@sbcglobal.net)" <edcabil@sbcglobal.net>
Cc: Jason Okonkwo (WAYS) <mrjason7@gmail.com>; Higelin, Judy <Higelin_Judy@lacoedu.edu>; Wilson, Dina <Wilson_Dina@lacoedu.edu>
Sent: Monday, March 31, 2014 9:36 AM
Subject: WAYS March 27th Board Meeting Status

Mr. Cabil,

Was the Board meeting held as scheduled for last Thursday, March 27th? Please let us know the status. Thank you!

Neha Patel

Assistant Administrative Analyst
Charter School Office
Los Angeles County Office of Education
P: (562) 922-8806
F: (562) 922-8805
Serving Students • Supporting Communities • Leading Educators

000688

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, April 3, 2014

6:00 P.M.– 7:30 P.M.

706 East Manchester Avenue – L.A. CA 90001

i. Instructions for Presentations to the Board by Members of the Community

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, April 3, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted April 2, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____
2. Adraine Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Maria Garcia	_____

- IV. Approval of the Board Meeting Minutes – March 13, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Extension of Escrow period from 45 to 120 days.
- b. Conference with Legal Counsel/ Potential Litigation: One Item

- VIII. Closed Session Report**

- IX. Open Session**

- a. Wells Fargo Commercial Property Finance Application - Action Item
- b. Wilkinson Hadley King & Company, LLP to audit the financial statements year-end June 30, 2013
- c. Fiscal Crisis Management Team (FCMAT), to provide fiscal management assistance and professional development training.
- d. Selection of Independent Audit Firm for year-end June 30, 2014

- X. Meeting Adjourned**

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Thursday, April 3, 2014 6:00 PM

I. The Regular Meeting of the WAYS Governing Board was held on Thursday, April 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:24pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001

II. All members and guests stood and saluted the flag.

III. Board Members Present : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook

Board Members Absent: Marla Garcia

Others in Attendance: Jason Okonkwo, Edward Cabli,

IV. Additions to the Agenda

V. Approval of Minutes

a. March 13, 2014

VI. Reports/ Oral Communication

a. Ball Business Management - Monthly Financial Report (Hand-outs)

b. Vice-Principal's Report (Hand-out)

VII. Closed Session

a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Meade Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Extension of Escrow period from 45 to 120 days. - Approved 4/0

I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook

II. Oppose - None

b. Conference with Legal Counsel: One Item - Discussion

VIII. Open Session

a. Wells Fargo Commercial Property Valuation Report - Approved 4/0

I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook

II. Oppose - None

b. Wilkinson Hadley King & Company LLP: Review of financial statements year-end 2013 - Approved 4/0

I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook

II. Oppose - None

c. Fiscal Crisis Management Team (FCMAT), to provide fiscal management assistance and professional development training, Pending On-site Fiscal Services Proposal - Discussion

d. Selection of Independent Audit Firm for year-end June 30, 2014 - Discussion

IX. Future Agenda Items

X. The board meeting of WAYS was officially adjourned at 7:52 PM.


Board Member _____ Date 4/25/14


Board Chairperson _____ Date 4/23/14

000691

Wisdom Academy for Young Scientists

Notice of Board of Directors Board Meeting

Friday, April 25, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Board Meeting
Friday, April 25, 2014
6:00 PM**

706 East Manchester Avenue – L.A. CA 90001

(Posted April 22, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

IV. Approval of the Board Meeting Minutes – April 3, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. LACOE Superintendent's report to WAYS Board regarding FCMAT Audit– LACOE staff Ed. Code section 1241.5 requires that the LACOE superintendent report its findings and recommendations to the governing board of the charter school
- b. Selection of Independent Audit Firm for year-end June 30, 2014 - Action

VIII. Closed Session

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates regarding due diligence.
- b. Conference with Legal Counsel/ Potential Litigation: One Item

IX. Closed Session Report

X. Meeting Adjourned

Wisdom Academy for Young Scientists

Notice of Board of Directors Board Meeting

Wednesday, April 30, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.**
- 2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."**
- 3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.**
- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**
- 6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.**

Wisdom Academy for Young Scientists Public Charter School

Board Meeting

Wednesday, April 30, 2014

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted April 29, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

I. Call to Order

II. Pledge of Allegiance

III. Board Member Roll Call - Present/Absent

- | | |
|---------------------|-------|
| 1. Cheryl Johnson | _____ |
| 2. Adraine Cook | _____ |
| 3. Dorothy Valenti | _____ |
| 4. Armando Espinoza | _____ |
| 5. Maria Garcia | _____ |

IV. Approval of the Board Meeting Minutes – April 25, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. WAYS Financial Policies and Revisions (4/25/14) – Action
- b. WAYS Response to LACOE Superintendent's notice of the FCMAT AB139 recommendation pursuant Ed. Code 1241.5 – Discussion and Potential Action
- c. WAYS 2014-15 School Year Operating Budget – Discussion and Potential Action
- d. WAYS 2014-15 School Year Special Education Budget – Discussion and Potential Action
- e. WAYS 2014-15 Title I Budget – Discussion and Potential Action
- f. 2013-14 School Year Employment Agreements – Discussion and Potential Action
- g. Recruitment of Additional Board Members – Discussion

VIII. Closed Session

- a. Public Employee Performance Evaluation (Employment Title: Executive Director)
 - i. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b))
- b. Public Employee Appointment (Executive Director)
- c. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b) (Director of Operations))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))

IX. Closed Session Report

X. Meeting Adjourned

From: [Jason Okonkwo](#)
To: [Patel, Neha](#)
Subject: WAYS Board audio and docs
Date: Monday, May 12, 2014 6:43:55 PM

Hi Neha,

Today we recieved the returned package containing the WAYS board meeting docs and audio for April 30, 2014. The package was originally mailed last week wednesday, but it was returned due to a lack of postage stamps. We remailed the package today. You should receive it by tomorrow. Kindly confirm receipt of the package tomorrow.

Sincerely,

Jason

--
Jason Okonkwo
Direct: 323.253.8907
Email: mrjason7@gmail.com

- CONFIDENTIALITY NOTICE -

The information contained in this transmission is intended only for the person or entity to which it is addressed and contains confidential and/or privileged material. If you are not the intended recipient of this information, do not review, retransmit, disclose, disseminate, use, or take any action in reliance upon, this information. If you received this transmission in error, please contact the sender and destroy all printed copies and delete the material from all computers.

000696

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Thursday, September 22, 2011
6:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 16, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Executive Director
- Parent/Teacher
- Principals
- Director of Operations
- Business & Finance

VI. Closed Session

1. Investigation of possible corruption/fraud amongst certain board members
2. Investigation of possible misuse of public funds amongst certain board members
3. Excessive exposure to litigation
4. Accusation of Discrimination against employee of WAYS
5. Settlement of previous Executive Director

VII. Discussion/Action Items

1. Release of Current Board Secretary
2. Restructuring of the board
3. Approval of Innovative Ways Academy
4. Approval of Change of the Legal Counsel Services as Retainer
5. Approval of Audit Account Charges by our previous legal counsel
6. Approval of ED resignation
7. Review of Daily Schedule

VIII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

file:///Z:/Authorized Charters/WAYS_2011-2016/2011-12/Governanc...

From: Isenberg_Jan
Sent: Friday, September 23, 2011 7:14 AM
To: Patel_Neha
Subject: FW: [DELIVERY] Board Meeting

Importance: Low

Save

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)

From: Lawrence Wynder [mailto:lw\nderii@gmail.com]
Sent: Thursday, September 22, 2011 1:50 PM
To: Kendra Okonkwo; kandeele@aol.com; edcabil@sbcglobal.net; jazz4azz@aol.com; cathy_robby@yahoo.com; dvalenti747@yahoo.com; jonathanfields55@yahoo.com; yetundeedd@gmail.com; michael_cureton@att.net; jason okonkwo; Katoant@aol.com; Clyde McDaniel; alexlove93@hotmail.com; Isenberg_Jan; Haruna Bali; Halilu Haruna
Subject: [DELIVERY] Board Meeting
Importance: Low

Hello All,

Unfortunately, I will not be able to attend the board meeting this evening. On Thursdays I pick up my children from school.

Also, my email was not included when the notice was sent out. My email address is lw\nderii@gmail.com. Kindly add me to your contact lists so I am aware of any future special meetings. Thanks and I look forward to seeing you all at the next board meeting.

Take care,

Lawrence C. Wynder
Ed. D Candidate, USC
Principal (Central-North Campus)
Wisdom Academy for Young Scientists
lw\nderii@gmail.com

Isenberg_Jan

From: kandeele@aol.com
Sent: Wednesday, October 05, 2011 2:26 PM
To: edcabil@sbcglobal.net; wisdomacademy4ys@yahoo.com; jazz4azz@aol.com;
cathy_robby@yahoo.com; dvalenti747@yahoo.com; jonathanfields55@yahoo.com;
yetundeedd@gmail.com; michael_cureton@att.net; mrjason7@gmail.com; Katoant@aol.com;
oliverisloco@gmail.com; alexlove93@hotmail.com; Isenberg_Jan;
balibusinessmanagement@yahoo.com; hharuna@aol.com; lwynderii@gmail.com
Cc: Patel_Neha; Higelin_Judy
Subject: Re: - CANCELLATION OF October 5, 2011 "Special" Board Meeting

Mr. Cabil,

The weather had nothing to do with the cancellation of the meeting.

The reason the meeting was canceled was because of the inappropriate items placed on the agenda. The items that are deemed inappropriate are because of the following reasons:

1. The full board does not have advance nor adequate knowledge of the items.
2. The language is incorrect and not complete.
3. The items listed for closed session do not belong in closed session
4. The items listed as concerns have not followed the appropriate chain of command, which mean the Principals have not been made aware of the problem or allowed an opportunity to address the concerns.

These are just a few of the concerns that I, as Vice President of Wisdom Academy have. As such, I must safeguard the school and the board from further potentially larger problems or litigation.

As Vice President, I serve as the primary person responsible for this board, since we do not have a current President. I am not acting as a sole board but in the best interest of the board and school. This meeting was not a legitimate sanctioned meeting, as most of the issues on the agenda did not come from me, you, other board members or the Principals of WAYS.

Please be advised LACOE, nor any employee or representative from LACOE, **did not have any consideration, input, approval or play any part in the cancellation of this meeting** and they were informed and advised of the cancellation at the same time everyone else was.

It is not my intention to upset, infuriate or anger anyone, especially our valued and appreciated parents. If you recall, I was the only voice of reason in the "town hall" meeting which was held on September 16th. I was the only member of the board that stood up to the other board members and said on more than one occasion that we would have and hold that meeting, which we did. Not you, nor any other board member made any effort to make sure the meeting was held. I conducted the meeting, allowed each parent and community member to have their say, for as long as they wished. I believe you also complemented me on the meeting, along with other parents. I am disappointed that you would try to say that MY actions were anything other than collaborative, and working to appease and satisfy the students, parents, teachers, community members and guest who were in attendance, in an effort for full disclosure and working to ensure the best for WAYS, the children and community of WAYS.

Lastly, you are absolutely correct. I am a new board member, but I have VAST experience in board management and development. I am not acting on the words of anyone, nor gossip, innuendo, he said, she said. I always act based on facts! The facts in this case are serious and extreme. I am acting to safeguard the school.

I want to have a meeting as much if not more than anyone else. That is why I (not anyone else) have been trying to schedule a meeting, and asked for the board and the schools input to make sure we act accordingly, professionally and in a manner that is legitimate and sanctioned and would pass The Brown Act and that would NOT leave us open to lawsuits or additional litigation. I should be able to submit a new meeting date and revised, corrected agenda by Friday, October 7, 2011, if not sooner. I am sure it would not be problem for you, as a board member to contact our legal counsel.

10/10/2011

000701

Please note, my intention to always act in an ethical, moral manner, with the highest and best integrity and interest of Wisdom Academy. I am not a party to any actions otherwise.

Sincerely and Respectfully,

Kandee Lewis
Vice President, WAYS

-----Original Message-----

From: Edward Cabil <edcabil@sbcglobal.net>
To: kandeele <kandeele@aol.com>; wisdomacademy4ys <wisdomacademy4ys@yahoo.com>; jazz4azz <jazz4azz@aol.com>; cathy_robby <cathy_robby@yahoo.com>; dvalenti747 <dvalenti747@yahoo.com>; jonathanfields55 <jonathanfields55@yahoo.com>; yetundeedd <yetundeedd@gmail.com>; michael_cureton <michael_cureton@att.net>; mrjason7 <mrjason7@gmail.com>; Katoant <Katoant@aol.com>; oliverisloco <oliverisloco@gmail.com>; alexlove93 <alexlove93@hotmail.com>; Isenberg_Jan <Isenberg_Jan@lacoedu.edu>; balibusinessmanagement <balibusinessmanagement@yahoo.com>; hharuna <hharuna@aol.com>; lwynderii <lwynderii@gmail.com>
Cc: Patel_Neha <Patel_Neha@lacoedu.edu>; higelin_judy <higelin_judy@lacoedu.edu>
Sent: Wed, Oct 5, 2011 1:09 pm
Subject: Re: - CANCELLATION OF October 5, 2011 "Special" Board Meeting

Hi,

First, I want to know why it is necessary that the meeting must be canceled? Is it because of the weather? Except for what you claim as advice from the school's legal counsel, you failed to mention a reason for the cancellation of the meeting. ! I would like to know why was it necessary for you to contact legal counsel for advice relating to a legitimate sanctioned scheduled board meeting?

Second, what right do you have as a single board member to cancel a meeting? If you remember correctly, this is exactly what happened at our last full meeting, whereas, the chair stated that she was canceling the meeting, and by saying so, drew sharp criticism from parents who came for answers relating to the problems that they personally observed at the school! Also, you have not forgotten that when the parents pressed for an answer who instructed the chair to canceled the meeting, that the answer came back, "LACOE!" And when the parents said that LACOE was an organization, therefore, that the chair had to talk to a person at LACOE, and who was that person? The answer came back Jan Isenberg! Again, this is the same situation, and undoubtedly, this act will further infuriate the parents!

Third, the school is facing some serious administrative and other internal problems, mostly created from a group identified as WAYS' Executive Board, who as reported by a few, has engaged in micro-managing the school! In one of your recent emails, you stated that you were the only member of the Executive Board left! This Executive Board mentality is causing havoc on the school, as a group of individuals have met and planned school operations without full knowledge of the entire board membership! There were NO announced meeting, not agenda items that empowered this small group of individuals to act as they have done! I hear that there is sufficient evidence for calling a meeting to investigate the acts of this group! Is this the real reason why the meeting is being canceled, or is there another legitimate reason for doing so?

Lastly, you are practically a new member of the board; consequently, much of the knowledge surrounding WAYS is undoubtedly coming from others! Please be advised that we as members of the board have a right to know what valid reason you have for attempting to cancel tonight's meeting! Perhaps, the remaining board members need advice from counsel as to how do we get a meeting called

10/10/2011

000702

to answer the concerns of parents, staff, and community members relating to the education of the children!

Blessings,
Ed Cabil

From: "kandeele@aol.com" <kandeele@aol.com>
To: wisdomacademy4ys@yahoo.com; edcabil@sbcglobal.net; jazz4azz@aol.com; cathy_robby@yahoo.com; dvalenti747@yahoo.com; jonathanfields55@yahoo.com; yetundeedd@gmail.com; michael_cureton@att.net; mriason7@gmail.com; Katoant@aol.com; oliverisloco@gmail.com; alexlove93@hotmail.com; lsenberg_Jan@lacoedu.edu; balibusinessmanagement@yahoo.com; hharuna@aol.com; lwynderil@gmail.com
Cc: Patel_Neha@lacoedu.edu; higelin_judy@lacoedu.edu
Sent: Wednesday, October 5, 2011 11:41 AM
Subject: Re: - CANCELLATION OF October 5, 2011 "Special" Board Meeting

Please be advised I am cancelling this board meeting effective immediately. Please post on our website and EVERYWHERE this agenda has been posted of the cancellation.

I have been advised by our legal counsel that it would be in the best interest of the school to cancel the meeting at this time. I will call another meeting to correctly address items that are important and relevant to the school. Thank you very much for your continued support and consideration.

Sincerely,

Kandee Lewis
Vice President,
WAYS

-----Original Message-----

From: Wisdom Academy for Young Sci. <wisdomacademy4ys@yahoo.com>
To: kandeele <kandeele@aol.com>; edcabil <edcabil@sbcglobal.net>; jazz4azz <jazz4azz@aol.com>; cathy_robby <cathy_robby@yahoo.com>; dvalenti747 <dvalenti747@yahoo.com>; jonathanfields55 <jonathanfields55@yahoo.com>; yetundeedd <yetundeedd@gmail.com>; michael_cureton <michael_cureton@att.net>; jason okonkwo <mriason7@gmail.com>; Katoant <Katoant@aol.com>; Clyde McDaniel <oliverisloco@gmail.com>; alexlove93 <alexlove93@hotmail.com>; Jan Isenberg <lsenberg_Jan@lacoedu.edu>; Haruna Bali <balibusinessmanagement@yahoo.com>; Halllu Haruna <hharuna@aol.com>
Sent: Tue, Oct 4, 2011 5:06 pm
Subject: October 5, 2011 "Special" Board Meeting

Agenda for October 5, 2011, Special Board meeting posted.

----- Forwarded Message -----

From: "kandeele@aol.com" <kandeele@aol.com>
To: wisdomacademy4ys@yahoo.com; edcabil@sbcglobal.net; jazz4azz@aol.com; cathy_robby@yahoo.com; dvalenti747@yahoo.com; jonathanfields55@yahoo.com; yetundeedd@gmail.com; michael_cureton@att.net; mriason7@gmail.com; Katoant@aol.com; oliverisloco@gmail.com; alexlove93@hotmail.com; lsenberg_Jan@lacoedu.edu; balibusinessmanagement@yahoo.com; hharuna@aol.com; lwynderil@gmail.com
Sent: Friday, September 23, 2011 10:48 AM
Subject: Re: September 22, 2011 "Special" Board Meeting

Greeting Ladies and Gentlemen,

Please be advised the Special Meeting scheduled for Thursday, September 22, 2011, was not held, due to a lack of a quorum being met. In attendance for this meeting was Mr. Cabil, Dr. Valenti and myself. I thank all our guest, teachers, parents, family and friends that also attended.

10/10/2011

000703

We will re-schedule this meeting at a later date and hope all can attend. I truly hope we remember what is important, what our goals and focus should be and come together for the empowerment, growth and positive future progress of Wisdom Academy of Young Scientist, the children, families and teachers.

I hope you all have a positive and prosperous day, an excellent weekend and continue to be greatly blessed!

Your Truly,

Kandee Lewis
Vice President
WAYS

-----Original Message-----

From: Wisdom Academy for Young Sci. <wisdomacademy4ys@yahoo.com>
To: Wisdom Academy for Young Sci. <wisdomacademy4ys@yahoo.com>
Cc: kandeele <kandeele@aol.com>; edcabil <edcabil@sbcglobal.net>; jazz4azz <jazz4azz@aol.com>;
cathy_robby <cathy_robby@yahoo.com>; dvalenti747 <dvalenti747@yahoo.com>; jonathanfields55
<jonathanfields55@yahoo.com>; yetundeedd <yetundeedd@gmail.com>; michael_cureton
<michael_cureton@att.net>; jason okonkwo <mrjason7@gmail.com>; Katoant <Katoant@aol.com>; Clyde
McDaniel <oliverisloco@gmail.com>; alexlove93 <alexlove93@hotmail.com>; Jan Isenberg
<Isenberg_Jan@laco.edu>; Haruna Bali <balibusinessmanagement@yahoo.com>; Hallu Haruna
<hharuna@aol.com>
Sent: Tue, Sep 20, 2011 4:55 pm
Subject: Re: September 22, 2011 "Special" Board Meeting (Revised)

This is the revised version. Please review.

From: Wisdom Academy for Young Sci. <wisdomacademy4ys@yahoo.com>
To: Kendra Okonkwo <wisdomacademy4ys@yahoo.com>
Cc: "kandeele@aol.com" <kandeele@aol.com>; "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>;
"jazz4azz@aol.com" <jazz4azz@aol.com>; "cathy_robby@yahoo.com" <cathy_robby@yahoo.com>;
"dvalenti747@yahoo.com" <dvalenti747@yahoo.com>; "jonathanfields55@yahoo.com"
<jonathanfields55@yahoo.com>; "yetundeedd@gmail.com" <yetundeedd@gmail.com>;
"michael_cureton@att.net" <michael_cureton@att.net>; jason okonkwo <mrjason7@gmail.com>;
"Katoant@aol.com" <Katoant@aol.com>; Clyde McDaniel <oliverisloco@gmail.com>; "alexlove93@hotmail.com"
<alexlove93@hotmail.com>; Jan Isenberg <Isenberg_Jan@laco.edu>
Sent: Tuesday, September 20, 2011 9:00 AM
Subject: September 22, 2011 "Special" Board Meeting

Greetings to all,

I just want to express my sentiments in regards to what my eyes and ears witness this past Friday on September 16, 2011. The critical issues that were raised, allegations against board members, the horrible hostile way things were conducted at the turn of events, demands to call a special meeting to address these issues that were raised. There is no such thing whereby any "entity" can silence "We the people", therefore the parents have a right to speak on issues and actions taken that concern and effect their children's education. We can call what happened many things according to our opinions and concerns of others. What I saw was a movement striking out at what has always been the ruin of our people. It reminded me of a scene in the book "Animal Farm". There is no one on earth

10/10/2011

000704

above the law of God, science, or physics. Disobedience of laws leads disconnection, confusion and chaos. The laws were made to discourage lawlessness and give order into society so that people have an orderly way to resolve problems. When these channels of resolutions are blocked and corrupted, problems will arise. The problems presented Friday at the meeting cannot be ignored and more important as events unfolded other pertinent issues were presented and must be addressed. Therefore, I am calling a special meeting for Thursday, September 22, 2011 to address those issues. Please find the agenda attached.

Summoning all administrators to the board.

This is one way communication. Please do not reply.

One love,

Dr. Valenti
Board Member
WAYS

10/10/2011

000705

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Wednesday, October 5, 2011
5:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	_____ / _____
Karen Haynes	_____ / _____
Adell Walker	_____ / _____
Alex Love	_____ / _____
Kandee Lewis	_____ / _____
Jonathan Fields	_____ / _____
Cathy Roby	_____ / _____
Dorothy Velinti	_____ / _____
Oliver Ortega	_____ / _____

Others in Attendance

Alake Watson	_____ / _____
Lawrence Wynder	_____ / _____
Jason Okonkwo	_____ / _____
Bali Business Management	_____ / _____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 16, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Executive Director
- Parent/Teacher
- Principals
- Director of Operations
- Business & Finance

VI. Closed Session

1. Investigation of possible corruption/fraud amongst certain board members
2. Investigation of possible misuse of public funds amongst certain board members
3. Excessive exposure to litigation
4. Accusation of Discrimination against employee of WAYS
5. Settlement of previous Executive Director

VII. Discussion/Action Items

1. Restructuring of the board
2. Approval of Board Members' Resignations
3. Approval of Innovative Ways Academy
4. Approval of Change of the Legal Counsel Services as Retainer
5. Approval of Audit Account Charges by our previous legal counsel
6. Approval of ED resignation

VIII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Saturday, October 8, 2011
4:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by Board Member at _____

B. Roll Call

Present/Absent

Edward Cabil

____/____

Karen Haynes

____/____

Adell Walker

____/____

Alex Love

____/____

Kandee Lewis

____/____

Jonathan Fields

____/____

Cathy Roby

____/____

Dorothy Velinti

____/____

Oliver Ortega

____/____

Others in Attendance

Alake Watson

____/____

Lawrence Wynder

____/____

Jason Okonkwo

____/____

Bali Business Management

____/____

II. Discussion/Action Items

1. Approval of Board Members' Resignations
2. Restructuring of the board
3. Approval of ED resignation

III. Meeting Adjourned at _____

RECEIVED

OCT 01 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

LAGEE
CHARTER SCHOOLS OFFICE

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Saturday, October 8, 2011 3:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Saturday, October 8, 2011 at the school of Wisdom Academy for Young Scientists. Board Member, Mr. Edward Cabil, seated in the place of Board Chair in the absence of the Board President and Vice President, called this meeting to order at 5:05pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Edward Cabil, Karen Haynes, Dorothy Valenti.
Board Members Absent: Jonathan Fields and Kandee Lewis
Others in Attendance: Jason Okonkwo/Director of Operations, Halilu Haruna/Bali Business Management, and twelve (12) members of the community including parents of WAYS.
- IV. There were no additions to the agenda.
- V. **Information Items (Reports)**
Board:
 - a. Board Members' Resignations – Several Board Members - including Cathy Roby, Adell Walker, Alex Love, and Oliver Ortega – submitted letters of resignation prior to the Board Meeting held on October 8, 2011 for various reasons. Therefore, there are now five (5) remaining active board members, and three (3) of the (5) active board members present constituted a quorum. Edward Cabil moved to accept the Board Members' resignation letters, Dorothy Valenti second the motion; 3/0 unanimous vote in favor accepting Board Members Resignations.
 - b. Restructuring of the Board – Upon the resignation of the Board President, Treasurer, and Secretary, these offices become vacant and open for nominations. Edward Cabil moved to nominate Dorothy Valenti for Board President, Karen Haynes second the motion; 3/0 unanimous vote in favor electing Dorothy Valenti as Board President. Chairmanship then turned to Dorothy Valenti. Dorothy Valenti motioned to Nominate Karen Haynes for Board Secretary, Edward Cabil second the motion; 3/0 vote in favor of electing Karen Haynes as Board Secretary.
 - c. Executive Director – Executive Director resignation as of September 30, 2011. Dorothy Valenti moved to accept the Executive Director's resignation, Karen Haynes second the motion; 3/0 unanimous vote in favor to accept the Executive Directors resignation.
 - d. Dorothy Valenti made a recommendation that Edward Cabil resign as Board Member and serve as Interim Executive Director. Edward Cabil accepted the recommendation and vote of confidence for the position and proposed further discussion in a later Board Meeting.
- VI. **Action Items**
 - a. Acceptance of Board Members' Resignations – Approved
 - b. Office Nomination and Election – Unanimous 3/0 favorable vote for Dorothy Valenti as Board President.
 - c. Office Nomination and Election – Unanimous 3/0 favorable vote for Karen Haynes as Board Secretary.
 - d. Executive Director Resignation - Approved

000711

VII. Installation of New Board Officers/Members

- a. Board Officers were given the Oath of Office, in addition each Officer, President – Dorothy Valenti, Karen Haynes – Secretary, Cheryl Johnson – Board Member, Armando Espinoza – Board Member, and Norman Golden – Board Member, each accepted duties and responsibilities of the office held by raising right hand and swearing to abide.
Transition of leadership took place immediately.

VIII. Oral Communication

- a. Prospective Board Members, Norman Golden, Cheryl Johnson, and Armando Espinoza addressed the Board stating their objectives and background.
 - b. Parent of WAYS and community member stated that she as well as other parents are pleased with the actions and discussions that took place at the Board Meeting.
- IX. The board meeting of WAYS was officially adjourned at 5:25 PM.


Secretary of Board

10-10-11

Date


President of Board

10-14-11

Date

000712

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**

Friday, October 14, 2011
6:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Cheryl Johnson	____/____
Norman Golden	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Armando Espinoza	____/____
Dorothy Velinti	____/____

Others in Attendance

Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 8, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Elect Board Treasurer
2. Procopio, Cory, Hargreaves & Savitch LLP – Assign Procopio to review and resolve conflicts of interest issues
3. Approval of Change of the Legal Counsel Services as Retainer
4. Approval of Legal Services Contact Persons
5. Board Training Schedule

6. Approval of Check Request Policy and Procedures
7. Approval of Board Member Resignation

VI. Closed Session

8. Approval of Interim Executive Director
9. Middleton, Young & Minney LLP (MYM) - Review legal charges and ethical violations.

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

RECEIVED

NOV 04 2011

LOS ANGELES
CHARTER SCHOOLS DISTRICT

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, October 14, 2011 6:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Friday, October 14, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 6:23pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Norman Golden, Cheryl Johnson
Board Members Absent: Jonathan Fields, Karen Haynes, Kande Lewis, Edward Cabil
Others in Attendance: Jason Okonkwo, Hallu Haruna/Bali Business Management. There were no additions to the agenda.
- IV. **Discussion/Action Items**
Board:
 - a. The Meeting Minutes for the October 8, 2011 Board Meeting, approved with no corrections.
 - b. Elect Board Treasurer – Upon the resignation of the Board Treasurer this office became vacant and open for nomination. Dorothy Valenti moved to nominate Armando Espinoza for Board Treasurer, Cheryl Johnson second the motion; 4/0 unanimous Approval
 - c. Procopio LLP to review and resolve the conflicts of interest issues. Moved to Closed Session.
 - d. Cheryl Johnson moved to approve the change in legal services counsel as retainer. Norman Golden second the motion; 4/0 unanimous Approval.
 - e. Approved Legal Services Contacts – Board President, Executive Director, and School Administrator upon authorization from ED. Norman Golden moved to approve the legal services contacts, Cheryl Johnson second the motion; 4/0 unanimous vote in favor of authorized legal services contact persons.
 - f. Board Training Schedule moved to closed session
 - g. Director of Operations informed the Board of a temporary solution to the check request procedure concern. Dorothy Valenti moved to approve the temporary check request procedure, Norman Golden second the motion; 4/0 unanimous Approval
 - h. Board Member resignation – Board Member Edward Cabil submitted his resignation to the Board President, Dorothy Valenti moved to accept his resignation, Norman Golden second the motion; 4/0 unanimous Approval
- V. **Closed Session**
 - a. Called to Order at 6:45pm; Adjourned at 6:56pm
 - b. Edward Cabil as Interim Executive Director – Unanimous 4/0 Approval.
 - c. Review of MYM LLP charges and ethical violations. - Unanimous 4/0 Approval
 - d. Procopio LLP to review and resolve the conflicts of interest issues. Unanimous 4/0 Approval
- VI. **Installation of New Board Officers/Members**
- VII. **Oral Communication**
- VIII. **Future Agenda Items**
 - a. No items presented at this time.
- IX. The board meeting of WAYS was officially adjourned at 6:57 PM.

Armando Espinoza
(Acting) Secretary of Board

Date

10/29/11

Dorothy Valenti
President of Board

Date

10-29-11

000716

From: Jason Okonkwo
To: edcabill@shcglobal.net; dvalenti747@yahoo.com; Alake Watson; Lawrence Wynder; Katoant@aol.com;
jonathanfields55@yahoo.com; kandeete@aol.com; Norman.g; armando.espinosa.10@ny.csu.n.edu;
johnsoncenter@msc.net
Cc: Wisdom Academy for Young Sci.; Patel Neha
Subject: Board Meeting for October 21, 2011
Date: Thursday, October 20, 2011 5:06:33 PM

Good afternoon,

This email serves to notify you that the Board Meeting Scheduled for Friday, October 21, 2011 has been postponed and will be rescheduled for a later date.

Respectfully,

Jason Okonkwo
Director of Operations
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, Ca 90001
Direct: 323.253.8907
Office: 323.752.6655
Fax: 323.752.6644
Email: mrjason7@gmail.com

"Learn as if you were to live forever, live as if you were to die tomorrow" -John Wooden

000717

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**

Saturday, October 29, 2011
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Karen Haynes

_____/____

Cheryl Johnson

_____/____

Norman Golden

_____/____

Jonathan Fields

_____/____

Armando Espinoza

_____/____

Dorothy Valenti

_____/____

Others in Attendance

Edward Cabil

_____/____

Alake Watson

_____/____

Lawrence Wynder

_____/____

Jason Okonkwo

_____/____

Bali Business Management

_____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 14, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Approval of October 14, 2011 Board Meeting Minutes
2. Removal of previous Executive Director from all accounts associated with Wisdom Academy for Young Scientists
3. Approve new authorized bank account signatories.
4. Approval persons authorized to retrieve checks from LACOE
5. Approval of Board Member Resignation

VI. Closed Session

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

NOV 09 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Saturday, October 29, 2011 4:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Friday, October 14, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:52pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Norman Golden, Karen Haynes
Board Members Absent: Jonathan Fields, Cheryl Johnson
Others In Attendance: Jason Okonkwo, Edward Cabil
- IV. **Discussion/Action Items**
Board:
 - a. The Meeting Minutes for the October 14, 2011 Board Meeting, approved with no corrections.
 - b. Removal of the previous Executive Director, from all accounts associated with Wisdom Academy for Young Scientists. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - c. New authorized bank account signatories – Jason Okonkwo, Edward Cabil, Karen Haynes. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - d. Persons authorized to retrieve checks from LACOE – Jason Okonkwo and Edward Cabil. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - e. Acceptance of Board Member, Kande Lewis, resignation. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
- V. **Closed Session**
- VI. **Installation of New Board Officers/Members**
- VII. **Oral Communication**
- VIII. **Future Agenda Items**
 - a. No items presented at this time.
- IX. The board meeting of WAYS was officially adjourned at 4:58 PM.

Karen Haynes 11-3-2011
Secretary of Board Date

Dorothy Valenti 11-03-2011
President of Board Date

000720

Wisdom Academy for Young Scientists

706 E. Manchester Avenue

Los Angeles, CA 90001

Board of Directors Meeting

Thursday, November 3, 2011

5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

WAYS

11/03/2011

1

000721

B. Roll Call

Karen Haynes
Cheryl Johnson
Norman Golden
Jonathan Fields
Armando Espinoza
Dorothy Valenti

Present/Absent

____/____
____/____
____/____
____/____
____/____
____/____

Others in Attendance

Edward Cabil
Alake Watson
Lawrence Wynder
Jason Okonkwo
Bali Business Management

____/____
____/____
____/____
____/____
____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 29, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Approval of Interim Executive Director's status to permanent.
2. Approval of 2010-11 SY Fiscal Audit

VII. Closed Session

1. Settlement of previous Executive Director.
2. Revisit Of Staff Contracts

VII. Future agenda items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

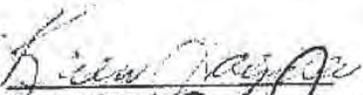
**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, November 3, 2011 5:00 PM

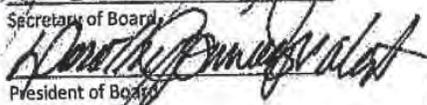
- I. The WAYS Governing Board Meeting was held on Thursday, November 3, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 5:30pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Norman Golden, Karen Haynes, Cheryl Johnson
Board Members Absent: Jonathan Fields
Others in Attendance: Jason Okonkwo, Edward Cabil, Alake Watson, Lawrence Wynder
- IV. **Oral Communication/Reports**
 - a. Executive Director
 - i. Pleased with the student potential and teachers skills.
 - ii. Goal – to the school back to a 800+ API
 - iii. Achievement Plan – innovative WAYS program introduced to help boost student achievement, Focus on grammar, reading, and writing.
Emphasis on integrating technology into the curriculum, and high levels of intellectual exposure.
 - b. Parent/Teacher
 - i. Request to be informed about Board Meetings.
 - ii. LACOE/MOU Compliance
 - iii. Supplies Requisition
 - iv. Request for "status" of Pay Structure/Scale
 - c. Principals Report
 - i. (Attached)
 - d. Director of Operations
 - i. (Attached)
 - e. Ball Business Management – Finance
 - i. (Attached)
- V. **Discussion/Action Items**

Board:

 - a. Approval of the October 29, 2011, board minutes - 5/0 unanimous approval.
 - b. Approval of Interim Executive Director to become permanent. - 5/0 unanimous approval.
 - c. Approval to embark on the 2010-11 SY Fiscal Audit. - 5/0 unanimous approval.
- VI. **Closed Session**
 - a. Investigation of the settlement of the previous Executive Director - 5/0 unanimous approval.
- VII. **Future Agenda Items**
 - a. Fundraising.
 - b. Facility Upgrade – HVAC System.
 - c. Possible Salary Schedule for Employees.
 - d. Hiring additional staff.
- VIII. The board meeting of WAYS was officially adjourned at 7:30PM.


Secretary of Board

11-30-11
Date


President of Board

11-30-11
Date

000723

From: Jason Okonkwo
To: Patel, Neha
Cc: edcabll@ehcglobal.net
Subject: Re: WAYS Agenda Due for 11/18 Board Meeting
Date: Wednesday, November 16, 2011 7:07:17 PM

Ms. Patel,

The Board Meeting that was originally scheduled for November 18, 2011, will be rescheduled for a later date.

Thanks,

On Wed, Nov 16, 2011 at 8:40 AM, Patel, Neha <Patel_Neha@lacoed.edu> wrote:

Mr. Okonkwo,

The agenda for November 18th Board Meeting was due on November 15, 2011. Can you please send us an agenda as soon as possible?

NOTE: For future meetings, please send me the posted Board agenda 72 hours prior to a regular meeting and 24 hours prior to a special meeting. Audio recording is due within 10 working days of the board meeting and Board approved minutes are due within five calendar days of approval.

Thanks,

Neha Patel

Assistant Administrative Analyst

Charter School Office

Los Angeles County Office of Education

(562) 922-8806 Phone

(562) 922-8805 Fax

Jason Okonkwo
Director of Operations
Wisdom Academy for Young Scientists

000724

706 E. Manchester Ave.
Los Angeles, Ca 90001
Direct: 323.253.8907
Office: 323.752.6655
Fax: 323752.6644
Email: mrjason7@gmail.com

"Learn as if you were to live forever, live as if you were to die tomorrow" -John Wooden

000725

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

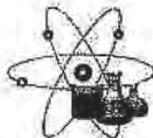
Board of Directors Meeting

Cheesecake Factory
4142 Via Marina - Marina Del Rey, CA 90292
Wednesday, November 30, 2011
6:00 PM

I. Instructions for Presentations to the Board by Members of the Community

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001
BOARD OF DIRECTORS MEETING

Thursday, November 30, 2011 6:00 PM

RECEIVED

DEC 27 2011

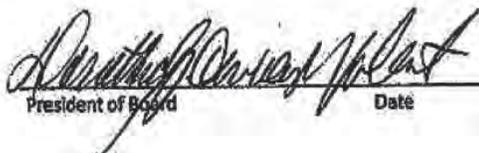
LACOE
CHARTER SCHOOLS OFFICE

- I. The WAYS Governing Board Meeting was held on Wednesday, November 30, 2011 at the Cheesecake Factory in Marina Del Rey, California. Board President, Dorothy Valenti, called this meeting to order at 7:05pm.
- ii. All members and guest stood and saluted the flag.
- iii. Board Members Present: Dorothy Valenti, Norman Golden, Karen Haynes, Cheryl Johnson
Board Members Absent: Jonathan Fields, Armando Espinoza
Others in Attendance: Hallilu Haruna, Jason Okonkwo, Edward Cabil, Eleanor Jones, Alake Watson, and Lawrence Wynder, WAYS Teachers
- IV. Oral Communication/Reports
 - a. Executive Director
 - i. Academics: Pleased to announce that after thorough observations, the Innovative WAYS Program will guarantee that WAYS will be one of the leading schools in the nation.
 - ii. Finance: Talks with investors regarding loans to fund expansion and strengthening of our educational program.
 - iii. Fundraising: ESPN Fundraiser will help fund the purchase and implementation of the Reader Rabbit Program
 - iv. Achievement Plan: Innovative WAYS program introduced to help boost student achievement. Focus on grammar, reading, and writing. Emphasis on integrating technology into the curriculum, and high levels of intellectual exposure.
 - b. Parent/Teacher
 - i. Academics: Introduction and description of strategies and techniques to boost student achievement.
 - ii. Requests: Salary Scale, Technology – Elmo Cameras, Computers, Updated Libraries.
 - iii. Fundraising: Willing to assist in any way.
 - c. Principals Report
 - i. Academics: Evidence of learning amongst the students.
 - ii. Concerns: Technology – Acquisition of computers, and equipment to strengthen our technology component.
 - iii. Request: Response to the request made in the November 3, 2011 Board Meeting.
 - d. Director of Operations
 - i. NSLP: Reimbursements – September - \$28,658.07 , October – \$35,313.83
 - e. Ball Business Management – Finance
 - i. The school is in superb financial condition.
 - ii. Audit: The audit is proceeding flawlessly. It is due on December 15, 2011. I will present it to the Board for review and approval in the next Board Meeting.
- V. Installation of New Board Officers/Members
- VI. Discussion/Action Items

Board:

 - a. Fundraising – moved to future Board Meeting
 - b. Recruitment and approval of additional Board Members Submission and approval of Wells Fargo Loan Application – Eleanor Jones and Kwell Umojo, New Board Members – Approved 4/0 Decision
- VII. Closed Session
 - a. Updates Regarding Settlement of Previous Executive Director – moved to future Board Meeting
 - b. LACOE's request for Capacity Hearing – moved to future Board Meeting
- VIII. Future Agenda Items
 - a. Response to teacher and principals report/request
 - b. Submission and Approval of WF Loan Application
- IX. The board meeting of WAYS was officially adjourned at 7:30PM.


Secretary of Board 12/15/11 Date


President of Board 12-15-11 Date

000727

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, December 15, 2011
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue

Los Angeles, CA 90001

BOARD OF DIRECTORS MEETING

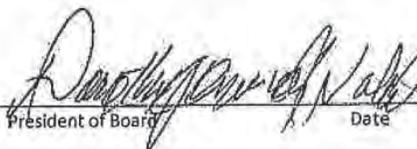
Thursday, December 15, 2011 4:00 PM

- I. The WAYS Governing Board Meeting was held on Thursday, December 15, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:41pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present: Dorothy Valenti, Armando Espinoza, Norman Golden, Cheryl Johnson, Eleanor Jones
Board Members Absent: Jonathan Fields, Kweli Umojo, Karen Haynes
Others In Attendance: Halilu Haruna, Jason Okonkwo, Edward Cabil, Alake Watson.
- IV. Additions to the Agenda
 - a. Discussion Response to Letter Date 11/28/11 from LACOE – Closed Session
 - b. Discussion Regarding Employee Retro Salary– Closed Session
- V. Approval of 11/30/11 Minutes – Approved 5/0
- VI. Oral Communication/Reports
 - a. Executive Director
 - i. Discussion regarding ESPN Fundraising.
 - ii. Discussion regarding future land acquisition and development.
 - b. Principals
 - i. WAYS received a donation consisting of instructional materials from Crescendo Charter Schools. – WAYS Board will officially accept the donation from Crescendo in a future Board Meeting.
 - ii. WAYS Board will officially add the approval of the LEA Plan to the agenda in a future Board Meeting.
 - c. Director of Operations
 - d. Bali Business Management – Finance
 - i. Discussion regarding monthly fiscal reports submitted to LACOE
 - ii. WAYS is superb fiscal health despite the series of State Funding deferrals.
 - iii. Discussion regarding Wells Fargo Line of Credit
 1. WAYS Board considers the official approval of the Line of Credit from Wells Fargo in Future Board Meeting.
 - e. Community Representative
 - i. Thankful and supportive to the WAYS Board of Directors and staff for their commitment and service in the community.
- VII. Installation of New Board Officers/Members
- VIII. Discussion/Action Items

Board:

 - n. Fundraising – moved to future Board Meeting
 - b. Submission and Approval of 2010 – 2011 School Year Fiscal Audit – moved to future Board Meeting
- IX. Closed Session
 - a. Updates Regarding Settlement of Previous Executive Director – moved to future Board Meeting
 - b. Discussion and Denial of LACOE's request for Capacity Hearing – Denied 5/0
 - c. Discussion and Approval of Executive Director Contract – Approved 5/0
 - d. Discussion and Approval of Custodian Contract – Approved 5/0
 - e. Discussion about the response to teachers and principals requests made in the 11/3/11 Board Meeting. – Approved 5/0
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 6:32PM.


Secretary of Board 1/20/12
Date


President of Board 1/20/12
Date

000729

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Friday, January 20, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
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3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

	Present/Absent		Present/Absent
Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Jonathan Fields	____/____
Armando Espinoza	____/____	Dorothy Valenti	____/____
Eleanor Jones	____/____	Kweli Umojo	____/____

Others in Attendance

Edward Cabil	____/____		
Alake Watson	____/____	Lawrence Wynder	____/____
Jason Okonkwo	____/____	Bali Business Mgmt.	____/____

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the December 15, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

VII. Closed Session

1. Real Estate – 100 E 49th Street, Los Angeles, Ca
2. Updates Regarding Settlement of Previous Executive Director
3. Updates Regarding Employee Compensation
4. Release of Employee Contract

VI. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VII. Meeting Adjourned at _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001
BOARD OF DIRECTORS MEETING
Friday, January 20, 2012 4:00 PM

- I. The WAYS Governing Board Meeting was held on Thursday, December 15, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:55pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present : Dorothy Valenti, Armando Espinoza, Norman Golden, Cheryl Johnson, Eleanor Jones
Board Members Absent: Jonathan Fields, Kweil Umojo, Karen Haynes
Others In Attendance: Jason Okonkwo, Edward Cabil, Lawrence Wynder.
- IV. Additions to the Agenda
- V. Approval of 12/15/11 Minutes – Approved 5/0
- VI. Oral Communication/Reports
 - a. Executive Director
 - b. Instructional Coach
 - c. Principals
 - d. Director of Operations
- VII. Installation of New Board Officers/Members
- VIII. Discussion/Action Items
Board:
- IX. Closed Session
 - a. Updates Regarding Settlement of Previous Executive Director – Updates in future Board Meeting
 - b. Updates Regarding Employee Compensation – Updates future Board Meeting
 - c. Real Estate – 100 E 49th Street, Los Angeles Ca – Updates in future Board Meetings
 - d. Release of Employee Contract – Approved 5/0
- X. Future Agenda Items
 - a. Updates Regarding Settlement of Previous Executive Director – Updates in future Board Meeting
 - b. Updates Regarding Employee Compensation – Updates future Board Meeting
 - c. Updates Regarding Real Estate – 100 E 49th Street, Los Angeles Ca – Updates in future Board Meetings
- XI. The board meeting of WAYS was officially adjourned at 6:20PM.

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**LACOE
CHARTER SCHOOLS OFFICE**

Secretary of Board

Date

2/29/12

President of Board

Date

2-29-12

000732

From: Edward Cabil
To: Patel, Neha
Subject: Re: SECOND REQUEST: Past Due: Agenda (2/17 mtg - WAYS)
Date: Thursday, February 16, 2012 10:54:24 AM

Apparently, you took the schedule from our site some time ago, for the board meeting schedule was taken down until we could finalize a common date for our new board members. If you visit our site, you will see that the board schedule was taken down a long time ago.

We now have to determine our monthly board meeting according to the availability of our new board members, for this diverse group of board members is comprised of an actor, who can't say what date he is available weeks in advance, private business owners, and those in school whose class schedules changes from quarter to quarter.

Until further notice, we will set our board meetings according to the announced monthly available days common for all of our members.

Blessings,
Ed Cabil

From: Patel, Neha <Patel_Neha@lacoed.edu>
To: Ed Cabil <edcabil@sbcglobal.net>
Cc: Isenberg, Jan <Isenberg_Jan@lacoed.edu>; Sanchez, Lila <Sanchez_Lila@lacoed.edu>
Sent: Thursday, February 16, 2012 8:34 AM
Subject: SECOND REQUEST: Past Due: Agenda (2/17 mtg - WAYS)

Mr. Cabil,

Please see my e-mail below and respond as soon as possible as it is PAST DUE.

Thank you,
Neha

From: Patel, Neha
Sent: Wednesday, February 15, 2012 8:21 AM
To: Ed Cabil (WAYS)
Cc: Isenberg, Jan; Sanchez, Lila
Subject: Past Due: Agenda (2/17 mtg - WAYS)

Mr. Cabil,

According to the schedule we had received back in September, there is a Board meeting scheduled on 2/17/12.

The agenda is due 72 hours prior to the meeting so it was due yesterday. Please let me know the status. Thank you.

Neha Patel
Assistant Administrative Analyst

000733

*Charter School Office
Los Angeles County Office of Education
(562) 922-8806 Phone
(562) 922-8805 Fax*

000734

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, February 29, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Ora! Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

			Present/Absent
Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Jonathan Fields	____/____
Armando Espinoza	____/____	Dorothy Valenti	____/____
Eleanor Jones	____/____	Kweli Umojo	____/____

Others in Attendance

Edward Cabil	____/____		
Alake Watson	____/____	Lawrence Wynder	____/____
Jason Okonkwo	____/____	Bali Business Mgmt.	____/____

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the January 20, 2012, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

- Termination of Board Members: Jonathan Fields and Kweli Umojo.
- Approval of Revised Employee Handbook
- Approval of 2010-11SY Financial Audit

VII. Closed Session

- Communication from LACOE
- Real Estate – 100 E 49th Street, Los Angeles, Ca
- Updates Regarding Settlement of Previous Executive Director
- Updates Regarding Employee Compensation
- Release of Employee Contract

VI. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VII. Meeting Adjourned at _____

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LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Wednesday, February 29, 2012 4:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Wednesday, February 29, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 6:31pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present:** Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson
Board Members Absent: Jonathan Fields, Karen Haynes, Kweli Umojo, Norman Golden,
Others in Attendance: Jason Okonkwo, Halilu Haruna/Bali Business Management, Edward Cabll
- IV. **Additions to the Agenda**
 - a. Approval of the Revised 2011-12 School Year Budget
- V. **Discussion/Action Items**
 - a. Revised 2011-12 School Year Budget – Approved
 - b. Principal – Written Report Attached, narrated by Jason Okonkwo
 - c. Halilu/Bali Business Management – Financial health and concerns. Request to add Revised Budget to Agenda, urgent.
 - d. Revised 2011-12 School Year Budget – Approved 4/0 Unanimous.
 - e. Termination of Board Members: Jonathan Fields and Kweli Umojo
 - f. Approval of Revised Employee Handbook
 - g. Approval of 2010-11SY Financial Audits.
- VI. **Closed Session**
 - a. Communication from LACOE – discussion only.
 - b. Real Estate – 100 E 49th Street, Los Angeles, Ca – discussion only.
 - c. Updates Regarding Settlement of Previous Executive Director – will be addressed as an action item in future board meeting.
 - d. Updates Regarding Employee Compensation – will be addressed as an action item in future board meeting.
 - e. Release of Employee Contract – Approved 4/0 Unanimous.
- VII. **Oral Communication**
- VIII. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
- IX. The board meeting of WAYS was officially adjourned at 8:57 PM.

Karen Haynes 4-25-12
Secretary of Board Date

Dorothy Valenti 4/25/12
President of Board Date

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LACOE
CHARTER SCHOOLS OFFICE

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valenti	_____	Eleanor Jones	_____

Present/Absent

Others In Attendance

Edward Cabil	_____	Lawrence Wynder	_____
Alake Watson	_____	Bali Business Mgmt.	_____
Jason Okonkwo	_____		

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the February 29, 2012, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

- a. Resolution to Issue Funds to and from WAYS to LACOE
- b. Development of protocol for communications flow from parents – Board and Vice Versa
- c. Bali Business Management Contract
- d. Propose purchase of real estate and expansion
- e. 2012-13 School Year Staffing and Growth
- f. Resolution to submit material revision of WAYS Charter - to add 6th Grade - to LACOE Board for approval.

VII. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

VI. Future agenda Items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, April 25, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.**
- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.**
- 6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.**

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Wednesday, April 25, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Wednesday, April 25, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:35pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson, Karen Haynes, Norman Golden
Board Members Absent:
Others In Attendance: Jason Okonkwo, Hallu Haruna/Bali Business Management, Edward Cabil, Alake Watson
- IV. **Additions to the Agenda**
 - a. Approval of the Revised 2011-12 School Year Budget
- V. **Approval of Minutes**
 - a. February, 29, 2012 – Approved 6/0 Unanimous
- VI. **Reports**
 - a. Executive Director – Oral Report, See Attachment
 - b. Principal – Oral Report, See Attachment
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Resolution to Issue Funds to and from WAYS and LACOE, discussion by Jason Okonkwo – Approved 6/0 Unanimous
 - b. Development of protocol for communication flow from parents and board and vice versa, discussion by WAYS Board of Directors
 - c. Bali Business Management Contract - will be addressed as an action item in future board meeting.
 - d. Propose purchase of real estate and expansion, discussion by Edward Cabil
 - e. 2012-13 School Year Staffing and Growth, discussion by Edward Cabil and Board of Directors
 - f. Resolution to submit material revision of WAYS Charter - to add 6th Grade - to LACOE Board for approval – Approved 6/0 Unanimous
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)
- IX. **Oral Communication**
- X. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
- XI. The board meeting of WAYS was officially adjourned at 7:43 PM.

Secretary of Board

Date

Dorothy Valenti

President of Board

05/24/12

Date

000740

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, May 24, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

I. Preliminary Activities
a. Call to Order

WAYS

05/24/2012

1

000741

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabil	_____ / _____	Lawrence Wynder	_____ / _____
Alake Watson	_____ / _____	Bali Business Mgmt.	_____ / _____
Jason Okonkwo	_____ / _____		

d. Approval of the Minutes

i. April 25, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Principal
- d. Director of Operations
- e. Bali Business Management

III. Public Communication: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Presentations

- a. Mock Trial Club Demonstration
- b. Doctors Club Demonstration
- c. Science Club Demonstration
- d. Entrepreneurs' Clubs Product Display

V. Discussion/Action Items

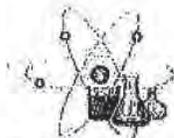
- a. Discussion on the 2012-13 School Year Budget
- b. Discussion on the LACOE Board action regarding WAYS taken on May 1, 2012.
- c. Bali Business Management Contract

VI. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case)

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, May 24, 2012 4:00 PM

RECEIVED

JUL 16 2012

LACOE
CHARTER SCHOOLS OFFICE

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, May 24, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:00pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present**: Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson, Karen Haynes, Norman Golden
Board Members Absent:
Others In Attendance: Jason Okonkwo, Halliu Haruna/Bali Business Management, Edward Cabil, Lawrence Wynder, Parents and Teachers of WAYS.
- IV. **Additions to the Agenda**
 - a. Approval of the MOU between Heal the Bay and WAYS
 - b. Approval of WAYS 2012-13 Calendar
- V. **Approval of Minutes**
 - a. April 25, 2012 -- Approved 6/0 Unanimous
- VI. **Reports**
 - a. Executive Director -- Oral Report
 - b. Principal -- Oral Report, See Attachment
 - c. Director of Operations -- Oral Report
 - d. Bali Business Management -- Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Discussion on the 2012-13 School Year Budget
 - b. Discussion on the LACOE Board action regarding WAYS taken on May 1, 2012.
 - c. Business Management Contract -- Denied 6/0. Halliu to revise. Revision to be addressed as an action item in future board meeting. Directive given for WAYS Staff to solicit bids for Business Management Services: Directive given to staff to solicit RFP for next school year.
 - d. Approval of 2012-13 School Year Calendar -- Approved 6/0
 - e. Approval of MOU between Heal the Bay and WAYS -- Denied 6/0, to be addressed as an action item in future board meeting.
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation
(significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)
- IX. **Oral Communication**
- X. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
 - b. MOU between Heal the Bay and WAYS
- XI. The board meeting of WAYS was officially adjourned at 6:55 PM.

Secretary of Board

Date

President of Board

Date

000743

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, June 28, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

WAYS BOARD ROSTER

FY – 2012/2013

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	President	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Karen Haynes	Treasurer	katoant@aol.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Secretary	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Eleanor Jones	Member	eleanor@c-pass.biz	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cherly Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Norman Golden	Member	normanskx@gmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/26/12	08/30/12	09/27/12	10/25/12	11/29/12	1/31/13	02/28/13	03/28/13	04/25/13	03/30/13	06/27/13
Time	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm

*Subject to change.

000745

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Special Board of Directors Meeting
Tuesday, July 31, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

RECEIVED

DEC 14 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Tuesday, July 31, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Dorothy Valenti, called this meeting to order at 5:32pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present:** Eleanor Jones, Cheryl Johnson, Karen Hanyes, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden,
Others in Attendance: Jason Okonkwo, Halliu Haruna/Bali Business Management, Edward Cabll, Karen Horowitz
- IV. **Additions to the Agenda**
a. Discussion: Travel Reimbursement for Board Members
- V. **Approval of Minutes**
a. June 28, 2012 – Amended contract period for Bali Business Management Contract to include period "2011-12 - Approved 5/0
- VI. **Reports**
a. Board Members – Discussion on changes in staff and new staff
b. Executive Director – Oral Report
c. Vice Principal(s) – Oral Report
d. Director of Operations – Oral Report
e. Bali Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
a. Approval of Early Entrance Evaluation for Kindergarten Policy – Approved 5/0
b. Approval of Royal Dining Contract – Approved 5/0
c. Approval of Medina's Proposal for Central Air and Heat System – Approved 5/0
d. Approval of OCI Development 2012-13 FY Property Lease – Approved 5/0
e. Approval of Salvation Army 2012-13 FY Property Lease – Approved 5/0
f. Approval of Amended Executive Director Contract – Approved 5/0
g. Approval of Revised Fiscal Policy – Approved 5/0
h. Approval of Resolution to Purchase/Lease a Vehicle for School Business – Approved 5/0
i. Discussion: Travel Reimbursement for Board Members
- VIII. **Closed Session**
a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case) – No Action Taken
- IX. **Future Agenda Items**
a. Amended Fiscal Policy
b. Travel Reimbursement for Board Members
- X. The board meeting of WAYS was officially adjourned at 7:12 PM

Secretary of Board

Date

10-26-12

President of Board

Date

10-26-12

000747

From: Edward Cabil
To: dorothy.onwuegbusi; Karen Haynes; armando.esplaza.10@ny.csu.edu; Cheryl Johnson;
normansk@gmail.com; Eleanor Jones
Cc: Jason Okonkwo; Deara Okonkwo; Karen Horowitz; Ball Business Management; Patel, Neha;
larry.wisdomacademy@gmail.com
Subject: Cancellation Of Today's Board Meeting
Date: Wednesday, September 05, 2012 1:40:01 PM

Please be advised that due to a sudden family death, an illness, and an auto incident, we will not have a quorum for today's board meeting; therefore, we will have our next board meeting as regularly scheduled for September 27, 2012.

Thanks for your kind understanding and cooperation.

Blessings,
Ed Cabil

000748

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, September 5, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabil	_____ / _____		
Jason Okonkwo	_____ / _____	Deara Okonkwo	_____ / _____
Bali Business Mgmt.	_____ / _____	Karen Horowitz	_____ / _____

d. Approval of the Minutes

i. July 31, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members**
- b. Executive Director**
- c. Vice Principals**
- d. Director of Operations**
- e. Bali Business Management**

III. Public Communication: Non-Agenda Items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Presentations

V. Discussion/Action Items

- a. Action: Amended Executive Director Contract**
- b. Discussion: Board Retreat**
- c. Discussion: Travel Reimbursement/Stipend for Board Members**

VI. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)**

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, September 27, 2012

4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

RECEIVED

DEC 14 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

SPECIAL MEETING OF
BOARD OF DIRECTORS

Thursday, September 27, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 4:34pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson
Board Members Present at Teleconference Location: Karen Hanyes, Dorothy Valenti
Board Members Absent: Armando Espinoza, Norman Golden,
Others in Attendance: Jason Okonkwo, Hamid Haruna, Bill Business Management, Edward Cabil, Dearsa Okonkwo, Karen Horowitz
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. July 31, 2012 – Moved to next board meeting.
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. ~~Bill Business Management – Oral Report, See Attachment~~
- VII. Discussion/Action Items
 - a. Action: Amended Executive Director Contract – Approved 4/0
 - b. Discussion: Board Retreat – Mrs. Jones will coordinate the Board Retreat and provide updates at next Board Meeting.
 - c. Discussion: Travel Reimbursement/Stipend for Board Members – Board Members may submit travel reimbursement for Board activities including Board Meetings.
- VIII. Closed Session
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case) – No Action Taken
 - b. Real Property Negotiation: CONFERENCE WITH REAL PROPERTY NEGOTIATOR (pursuant to Gov. Code § 54956.8) – No Action Taken
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Amended Fiscal Policy
- XI. The board meeting of WAYS was officially adjourned at 5:48 PM.


Secretary of Board _____ Date _____


President of Board _____ Date _____

000752

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, October 26, 2012

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

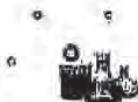
Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, October 26, 2012 3:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, October 26, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 3:55pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Eleanor Jones, Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Norman Golden
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabll, Deara Okonkwo, Karen Horowitz, Larry Moore, Hallu Haruna
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. July 31, 2012 – Approved 5/0
 - b. September 27, 2012 – Approved 5/0
- VI. **Reports**
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
- VII. **Discussion/Action Items**
 - a. Action: Amended Fiscal Policy – Moved to Next Board Meeting
 - b. Discussion: Board Retreat – Mrs. Jones will coordinate the Board Retreat and provide updates at next Board Meeting.
 - c. Discussion: Prospective Board Members – Prospective Board Members will be recruited and invited to join the Board.
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case) – In close session the Board considered a claim made against WAYS that presented significant exposure to litigation. With consultation with our legal counsel, the Board authorized the Executive Director to make a settlement offer to the claimant. Action Taken, See Board Resolution attached. – Approved 5/0
- IX. **Oral Communication**
 - a. **None**
- X. **Future Agenda Items**
 - a. Amended Fiscal Policy
- XI. The board meeting of WAYS was officially adjourned at 5:32 PM.

Secretary of Board

Date

President of Board

Date

000754

From: Jason
To: eleonor@c-pass.biz
Cc: Norman g; Johnson, Cheryl; ktoant@aol.com; dvalenti747@yahoo.com; Espinoza, Armando; eleonor@c-pass.biz; edcabil@shcglobal.net; Deara Okonkwo; Karen Horowitz; Patel, Neha
Subject: Re: : Board Meeting
Date: Friday, November 30, 2012 11:52:43 AM

Hello All,

Hi Jeannie! I hope that all is well. Due to weather and illness, the board meeting scheduled for today will be postponed until further notice. Thank you -Jason

Jason Okonkwo
Director of Operations
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, Ca 90001
Direct: 323.253.8907
Office: 323.752.6655
Fax: 323.752.6644
Email: mrjason7@gmail.com

-----Original Message-----

From: Jason Okonkwo [<mailto:mrjason7@gmail.com>]
Sent: Wednesday, November 28, 2012 03:03 AM
To: 'Norman g', 'Johnson , Cheryl', ktoant@aol.com,
dvalenti747@yahoo.com,
'Espinoza, Armando', eleonor@c-pass.biz,
edcabil@shcglobal.net, 'Deara Okonkwo',
'Karen Horowitz'
Cc: 'Patel, Neha'
Subject: Fwd: Board Meeting

Ladies and Gents

Please see the Board Meeting Agenda for the upcoming meeting on Friday,

November 30, 2012 attached. Please confirm your attendance by responding to

000755

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, November 30, 2012

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabil	_____ / _____		
Jason Okonkwo	_____ / _____	Deara Okonkwo	_____ / _____
Bali Business Mgmt.	_____ / _____	Karen Horowitz	_____ / _____

d. Approval of the Minutes

i. October 26, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Vice Principals
- d. Director of Operations
- e. Ball Business Management

III. Public Communication: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Discussion/Action Items

- a. Action: Amended Fiscal Policy
- b. Action: 2011-12 Unaudited Actual Report – Fiscal Audit
- c. Discussion: Board Activities

V. Closed Session

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

From: Edward Cabil
To: dorothy.onwuegbusi; Karen Haynes; armanda.esolowa.10@my.csun.edu; Cheryl Johnson;
normanskx@gmail.com; Eleanor Jones
Cc: Patel, Neha; Ball Business Management; Jason Okonkwo; Deara Okonkwo; Karen Horowitz
Subject: WAYS' 12-11-12 Special Board Meeting Cancelled Due To Lack Of Quorum
Date: Tuesday, December 11, 2012 11:25:12 PM

Due to a lack of members to meet the required quorum, the special called board meeting scheduled for today had to be cancelled.

Blessings,
Ed Cabil

000758

Wisdom Academy for Young Scientists

Notice of Special Board of Directors Meeting

Tuesday, December 11, 2012

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Armando Espinoza	____/____
Dorothy Valenti	____/____	Eleanor Jones	____/____

ii. Others in Attendance

Edward Cabil	____/____	Deara Okonkwo	____/____
Jason Okonkwo	____/____	Karen Horowitz	____/____
Bali Business Mgmt.	____/____		

d. Approval of the Minutes

i. October 26, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

- II. Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. Discussion/Action Items

- a. Action: Amended Fiscal Policy
- b. Action: 2011-12 Unaudited Actual Report – Financial Audit
- c. Discussion: Board Activities

IV. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation
(Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, January 31, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Armando Espinoza	____/____
Dorothy Valenti	____/____	Eleanor Jones	____/____

ii. Others in Attendance

Edward Cabil	____/____	Deara Okonkwo	____/____
Jason Okonkwo	____/____	Karen Horowitz	____/____
Bali Business Mgmt.	____/____		

d. Approval of the Minutes

i. October 26, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

- II. Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. Discussion/Action Items

- a. Action: Amended Fiscal Policy
- b. Action: 2011-12 Financial Audit Report
- c. Discussion: Board Activities
- d. Action: Donations Ella Fitzgerald Foundation – Field Trip Expenses; Heal the Bay - \$350; Rotary Club of Korea Town - \$250, Palos Verdes Peninsula - \$500, and Malibu - \$1600.
- e. Action: LACOE Contract #C-13029

IV. Closed Session

- a. Public Employee Release (pursuant to Gov. Code § 54957, subd. (b))(no additional information is required)
- b. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price.

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, February 28, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabil	_____ / _____	Deara Okonkwo	_____ / _____
Jason Okonkwo	_____ / _____	Karen Horowitz	_____ / _____
Bali Business Mgmt.	_____ / _____		

d. Approval of the Minutes

i. January 31, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Public Communication: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. Discussion/Action Items

- a. Discussion: Heal the Bay – Community Park Project
- b. Discussion: 2011-12 Financial Audit Report

IV. Closed Session

- a. Conference with real property negotiator. (pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation) Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price.

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas



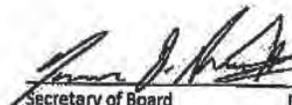
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MAR 27 2013
LACOE
CHARTER SCHOOLS OFFICE

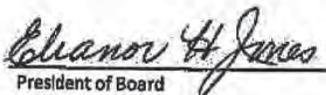
WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 28, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, February 28, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 4:21pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Armando Espinoza, Norman Golden, Dorothy Valent
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Halilu Haruna/Ball Business, Samyr Codio/Clem Payne Jr., CPA, Stephen Mejia/Heal the Bay.
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. January 31, 2013 – Approved 5/0 (with corrections)
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. Ball Business Management – Oral Report (see handout attached)
- VII. Discussion/Action Items
 - a. Discussion: Heal The Bay – Community Park Project (see handout attached)
 - b. Discussion: 2011-12 Financial Audit Report (see handout attached)
 - c. Discussion: Communication between LACOE and WAYS
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merie Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 6:26pm.


Secretary of Board Date 3/22/13


President of Board Date 3/22/13

000766

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, March 22, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Friday, March 22, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Friday, March 22, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **4:52pm**.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valent
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Halilu Haruna/Bali Business, Mrs. Teresa Golden
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. January 31, 2013 – Approved 4/0
 - b. February 28, 2013 – Approved 4/0
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report (see handout attached)
- VII. Discussion/Action Items
 - a. Action: Employment of Total Educational Solution – Special Education Services
 - b. Action: Charter Revision to reflect the employment of an Resource Specialist (RSP) Teacher
 - c. Discussion: WAYS Documentary
 - d. Discussion: Resubmission of 6th Grade expansion – WAYS Charter
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Board Sponsored Fundraising
- XI. The board meeting of WAYS was officially adjourned at **6:29pm**.

Secretary of Board

Date

President of Board

Date

000768

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, April 25, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

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Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, April 25, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Thursday, April 25, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **3:45pm**.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Alan Friedenber
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. March 25, 2013 – Approved 4/0
- VI. Reports
 - a. Executive Director – See Handouts
 - b. Vice Principal(s) – See Handouts
 - c. Director of Operations – See Handouts
- VII. Discussion/Action Items
 - a. Action: WAYS 2013-14 School Year Calendar
 - b. Discussion: Charter Revision to reflect LACOE MOU F and G requirements
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Board Sponsored Fundraising
 - b. Possible New Executive Director
- XI. The board meeting of WAYS was officially adjourned at **4:33pm**.

Secretary of Board

Date

President of Board

Date

000770

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, June 6, 2013

5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

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Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534



WISDOM ACADEMY FOR YOUNG SCIENTISTS
705 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, June 6, 2013 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, June 6, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:33pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. April 25, 2013 – Approved 5/0
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – See Handouts
 - c. Director of Operations – Oral Report
 - d. Ball Business Management – Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. Discussion: Board Sponsored Fundraising – Mrs. Jones
 - b. Action: Teacher Performance Based Stipends 2012-13 FY – Mr. Cabil – Approved 5/0
 - c. Discussion: LACOE Letter Dated May 2, 2013 Re: Board Meetings – Mr. Cabil
 - d. Discussion: LACOE Letter Dated May 17, 2013 Re: FCMAT Audit – Mr. Cabil
 - e. Discussion: Board Roster and Calendar 2013-14 FY – Mr. Okonkwo
 - f. Action: Food Service 2013-14 SY – Revolution Foods-Proposal – Mr. Cabil – Approved 5/0
 - g. Discussion: WAYS Budget 2013-14 FY – Ball Business Management
 - h. Discussion: Certificated Teacher Salary Table 2013-14 FY – Mr. Okonkwo
 - i. Discussion: School Site Classroom Size – Mr. Cabil, Mr. Okonkwo
 - j. Action: Memorandum of Understanding between Kedren Community Pre-School Centers and WAYS – Mr. Cabil, Mr. Okonkwo -
- VIII. Closed Session
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 7:38pm.

Secretary of Board

Date

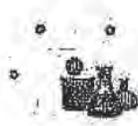
President of Board

Date

Carol Lee Johnson 7/26/2013

000772

Minutes?



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, June 6, 2013 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Thursday, June 6, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **6:33pm**.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
Board Members Absent: Karen Haynes
Others In Attendance: Jason Okonkwo, Edward Cabil
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. April 25, 2013 – Approved 5/0
- VI. **Reports**
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – See Handouts *not here*
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report/See Handouts
- VII. **Discussion/Action Items**
 - a. Discussion: Board Sponsored Fundraising – Mrs. Jones
 - b. Action: Teacher Performance Based Stipends 2012-13 FY – Mr. Cabil – Approved 5/0
 - c. Discussion: LACOE Letter Dated May 2, 2013 Re: Board Meetings – Mr. Cabil
 - d. Discussion: LACOE Letter Dated May 17, 2013 Re: FCMAT Audit – Mr. Cabil
 - e. Discussion: Board Roster and Calendar 2013-14 FY – Mr. Okonkwo
 - f. Action: Food Service 2013-14 SY - Revolution Foods Proposal – Mr. Cabil – Approved 5/0
 - g. Discussion: WAYS Budget 2013-14 FY – Bali Business Management
 - h. Discussion: Certificated Teacher Salary Table 2013-14 FY – Mr. Okonkwo
 - i. Discussion: School Site Classroom Size – Mr. Cabil, Mr. Okonkwo
 - j. Action: Memorandum of Understanding between Kedren Community Pre-School Centers and WAYS – Mr. Cabil, Mr. Okonkwo - *missing*
- VIII. **Closed Session**
- IX. **Oral Communication**
 - a. **None**
- X. **Future Agenda Items**
- XI. The board meeting of WAYS was officially adjourned at **7:38pm**.

Secretary of Board

Date

President of Board

Date

000773

Wisdom Academy for Young Scientists
Board Meeting
June 6, 2013
Vice-Principals Report

1. **Highlights - Events that occurred over the last month of school!**
 - Kindergarten and 5th Grade Graduations were a blast!
 - Congratulations to our teachers of the Year, Ms. Bahena (1st grade) & Mrs. Croddy (5th grade)
 - WAYS celebrated parent volunteers with a special luncheon at both campuses.
 - The book fair was up at both sites and several books were purchased by parents.
 - Students enjoyed Teacher Mix Up at Teacher mix-up-day. Some students even got personal letters letting them know what was in store for them in the next grade.
 - Our School Site Council met and agreed on the budget for our science curriculum for next year.
 - Archer school for girls high school in Brentwood spent an afternoon with our after school program at Manchester. The girls brought with them over 1,000 books as a result of their community service project. They stayed to read and eat pizza with WAYS students. Teachers and students were able to take books home for summer reading.
 - WAYS students saw the fabulous musical Edutainer Part 2.
 - Our true scientists showed us how much they have learned this year in the final science fair.
 - Our campuses welcomed guests to talk to students about their careers. Students saw military personnel, journalists, a lawyer, a policeman, a filmmaker and an entrepreneur. Students asked great questions and got a chance to think about what they might be able to do in the future.
 - The fifth graders went to their formal ball at the Scientology Center. It was fantastic to see what beautiful princesses and noble men we have seen blossom at our school.
 - Ms. Gomez's third grade class had their book publishing party. It was a lot of fun and parents joined in to celebrate. The children sang and a few students gave a speech about fulfilling their dreams of becoming authors.
 - The LA Times visited WAYS Manchester campus on the last day of school
 - Ms. Gomez's third grade class received a letter from the First Lady of the United States, congratulating them on their efforts in publishing a book!
 - Teachers were given one on one time for a personal evaluation and overview of the year
 - The teachers celebrated the end of the year with a nice taco dinner.
 - Teachers spent time carefully organizing the classes for next year for balance and effective learning
 - Deara and Mrs Horowitz attended a two day conference on English Learners and the Common Core
2. **LACOE Site Visit Debriefing**
 - June 4, 2013
 - Led by Joaquin Hernandez & Judy Higelin
 - A copy of observations is attached.
3. **Attendance**

000774

- Average 94.81%; target is 95% or higher
- 4. **Upcoming Events**
 - Considering new textbook adoption
 - Curriculum Meeting, Wonders - McGraw Hill, June 26th
 - Please attend if interested.
- 5. **At-a-Glance**
 - Staff Professional Development: July 22 - 26, 2013
 - Student-Parent Orientation: July 29 - August 2, 2013
 - First Day of Instruction: Tuesday, August 13, 2013
 - Preliminary Master Calendar attached.
 - Your input is appreciated.

000775

- Career Day, May 16th
- 5th Grade Formal Ball, May 17th
- The Edutainer, Thursday, May 23rd
- Earth Science Fair, May 24th @ 1:30pm
- Graduation, May 31st

Wisdom Academy for Young Scientists

Board Meeting

January 31, 2013

Vice-Principals Report

13. ASES - After School

- Deara is leading this.
- Review will occur on Wednesday, February 6th.

14. WASC - Accreditation

- Deara will lead this and other admin will assist.
- Self-study visit will be next school year.
- Admin will attend Pt. II training in March.

15. SARC-Accountability Report

- Karen led this and other admin assisted.
- Due today, Thursday, January 31st 2013

16. CST

- March 5th and 6th: 4th Grade Writing Exam
- April 29th - May 13th: 2nd - 5th ELA and Math
- Teachers and students have been preparing vigorously.
- Benchmark Data shows evidence of high student achievement across all grade levels.

17. Attendance

- Average 90%; target is 95% or higher

18. Safety

- We have increased our measures of safety in light of most recent tragedy in school.
- Mr. Jason is working to hire Campus Security.

19. Challenges

- Safety (teacher concerns)
 - Solution: enforced security
- Attendance (admin concerns)
 - Solution: Parent conferences
- Bullying (parent concerns)
 - Solution: February friendship month
- Classroom management (parent concerns)

20. Upcoming Events

- Literacy Fun Night, February 6th, 2013 @ 5pm
- Teacher evaluations, Week of February 19th - March 1st
- Science Fair, February 15th @ 1:30pm
- Black History Month Program, February 28th @ 1:30pm

000776

- School Site Council, February 20th @ 2pm
 - Karen did parenting class on positive discipline in January

At-a-glance

- Ball, Saturday, April 13th @ 6pm
- The Edutainer, Friday, April 19th & April 20th

000777

**WAYS BOARD ROSTER
2013/2014**

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	Member	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Adriane Cook	Member	aecook@lasd.org	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Interim Chair/Treasurer	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Maria Garcia	Member	cmcmariygc@hotmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cheryl Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/25/13	08/29/13	09/26/13	10/24/13	11/21/12	1/30/14	02/27/14	03/27/14	04/25/13	06/26/14
Time	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:30pm	5:30pm	5:30pm

*Subject to change. Updated 3/13/14

000778

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting (Revised)

Friday, July 26, 2013

4:30 PM - 5:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Radisson Hotel – LAX 6225 West Century Blvd. Los Angeles, CA 90045

**Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California**

**Regular Board Meeting
Friday, July 26, 2013
4:30 PM to 5:30 PM**

(Posted July 23, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	____/____
2. Norman Golden	____/____
3. Dorothy Valenti	____/____
4. Armando Espinoza	____/____
5. Eleanor Jones	____/____

IV. Approval of the Board Meeting Minutes for June 26, 2013

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. New Business

- a. New Board Member Installations – Action Item
- b. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – Action Item
- c. Adoption of Certificated Teacher Salary Table for School Year 2013-14 – Action Item
- d. Adoption of Textbooks for School Year 2013-14 – Action Item

II. Public Comments on Non-Agenda items

Individuals who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

III. Recommendations For Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IV. Recess To Board and Staff Retreat



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Friday, July 26, 2013 4:30 PM - 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, July 26, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Dr. Dorothy Valenti, called this meeting to order at 6:06pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present . Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
- IV. Additions to the Agenda
 - a. Board Members Oath of Allegiance
- V. Approval of Minutes
 - a. June 6, 2013 – Tabled until next Board Meeting
- VI. Reports
 - a. Ball Business Management – Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. New Board Member Installations – **Approved 5/0**
 - b. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – **Discussion/Tabled until next Board Meeting**
 - c. Adoption of Certificated Teacher Salary Table for School Year 2013-14 – **Discussion/Tabled until next Board Meeting**
 - d. Adoption of Textbooks for School Year 2013-14 – **Approved 7/0**
 - e. Board Members Oath of Allegiance
- VIII. Closed Session
- IX. Public Communication
 - a. **None**
- X. Future Agenda Items
 - a. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – Action
 - b. Adoption of Certificated Teacher Salary Table for School Year 2013-14 - Action
- XI. The board meeting of WAYS was officially adjourned at 7:48pm.

Secretary of Board

Date

President of Board

Date

Carol Lee Miller 9/26/2013

000781

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Friday, August 9, 2013

4:00 PM – 5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting and Teleconference Location:

706 East Manchester Ave. Los Angeles, Ca 90001

**Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California**

**Regular Board Meeting
Friday, August 9, 2013
4:00 PM to 5:00 PM**

(Posted August 8, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Eleanor Jones	_____ / _____
6. Carol Lee Tolbert	_____ / _____
7. Sandra Davis	_____ / _____
8. Kimberly Daniels, Esq.	_____ / _____

IV. Approval of the Board Meeting Minutes for June 6, 2013

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. New Business

- a. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – Action Item
- b. Adoption of Certificated Teacher Salary Table for School Year 2013-14 – Action Item
- c. Discussion regarding lease and matters with The Salvation Army.

II. Public Comments on Non-Agenda items

Individuals who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

III. Recommendations For Future Agenda Items

The Board will consider items for future Board Meeting Agendas

Higelin_Judy

From: Jason Okonkwo <mrjason7@gmail.com>
Sent: Wednesday, August 28, 2013 1:36 PM
To: Patel_Neha
Cc: Ed Cabil (WAYS) (edcabil@sbcglobal.net); Higelin_Judy; Sanchez_Lila
Subject: Re: WAYS Audio Due (8/9 mtg)

Hi Neha,

There was no quorum of board officials at the meeting location on August 9th Board Meeting so no meeting was held.

Thanks,

Jason

On Tue, Aug 27, 2013 at 8:58 AM, Patel_Neha <Patel_Neha@lacoed.edu> wrote:

Jason,

I have not received an audio recording for the August 9th Board meeting of WAYS. Please let me know the status by 4 PM today, August 27, 2013.

Thank you,

Neha Patel

Charter School Office

Los Angeles County Office of Education

~~(562) 922-8806~~

--
Jason Okonkwo
Direct: 323.253.8907
Email: mrjason7@gmail.com

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, August 29, 2013

706 East Manchester Avenue – L.A. CA 9001

5:00 PM – 6:00 P.M.

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
Regular Board Meeting
Thursday, August 29, 2013
5:00 PM to 6:00 PM

(Posted August 23, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____
2. Norman Golden	_____
3. Dr. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Eleanor Jones	_____
6. Hon. Saundra Davis	_____
7. Hon. Carol Lee Tolbert	_____
8. Kimberly Daniels, Esq.	_____

IV. Approval of the Board Meeting Minutes for June 6, 2013 & July 26, 2013

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. New Business

- a. Wisdom Academy for Young Scientists' Budget for 2013-14 Fiscal Year – Action Item
- b. Certificated Teacher Salary Table for School Year 2013-14 Fiscal Year – Action Item
- c. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave. & 8778 South Central Ave. Los Angeles, CA Negotiator – Mr. Edward Cabil – Action Item
- d. Commercial Property Lease 2013-12 Fiscal Year – 7651 South Central Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- f. Updates Regarding LACOE initiated FCMAT Audit – Discussion Item
- g. Election of Officers
- h. Formation of the Board's Finance & Development Committee

VIII. Recommendations

- a. Approval of the Wisdom Academy for Young Scientists' Budget for 2013-14
- b. Approval of the Certificated Teacher Salary Table for School Year 2013-14
- c. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca.
- d. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 7651 South Central Ave Los Angeles, Ca.
- e. Approval of the 2013-14 Executive Director Contract

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, August 29, 2013 5:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, August 29, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Dr. Dorothy Valentini, called this meeting to order at 5:31pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valentini, Armando Espinosa, Carol Tolbert, Kimberly Daniels, Saundra Davis
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. June 6, 2013 – A motion to approve by Eleanor Jones, second by Saundra Davis, a vote was taken. Approved 7/0
 - b. June 26, 2013 – A motion to approve by Carol Tolbert, second by Norman Golden, a vote was taken. Approved 7/0
- VI. Reports
 - a. Bali Business Management – Oral Report/See Handouts
 - b. Principals Report – Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. Wisdom Academy for Young Scientists' Budget for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Saundra Davis, a vote was taken. Approved 7/0 (Bali Business management to explain line item _____)
 - b. Certificated Teacher Salary Table for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Saundra Davis, a vote was taken. Approved 7/0
 - c. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. - A motion to table until next meeting by Carol Tolbert, second by Saundra Davis, a vote was taken. Approved 7/0
 - d. Commercial Property Lease 2012-13 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. A motion to table until next meeting by Carol Tolbert, second by Saundra Davis, a vote was taken. Approved 7/0

Cheryl Johnson
Secretary of Board

Date
2-3-14

Dorothy Valentini
President of Board

Vice-Chair

Date
2-3-14

000787

Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
(FOR PUBLIC DISSEMINATION)
September 26, 2013 BOARD MEETING MINUTES

Meeting Location:
706 E. Manchester Ave.
Los Angeles, CA 90001

OPEN SESSION

I. Meeting Called to order at 5:16PM by Board President Tolbert

II. BOARD MEETING ROLL CALL

- C. Tolbert - 5:16pm, *present*
- D. Valenti - *absent*
- K. Daniels - 5:16pm, *present*
- S. Davis - 5:16pm, *present*
- A. Espinoza - 5:51pm, *present*
- N. Golden - 5:16pm, *present*
- C. Johnson - 5:45pm, *present*
- E. Jones - 5:16pm, *present*

III. Pledge of Allegiance

IV. Approval of board meeting minutes for August 29, 2013

- *August minutes unavailable. Item will be moved to October meeting*

V. Consent Agenda Items

- *None*

Item 13092609: Election of governing board officers for the 2013-2014 School Year

Item 13092609(a): Per article 7 section 3 of the bylaws, election of board leadership **should be** done according to protocol per Jones. Board Member Jones noted that the Office of **'Vice President'** was not contained within the Bylaws ****Motion to amend the bylaws made by** Sandra Davis (amend the bylaws and restructure)- Davis noted the bylaws **should be formatted to meet the needs of a charter school****Amendment to the motion made by** Jones: make the amendment to the bylaws retroactive to allow the prior elections to **stand.** - Unanimous decision to amend the bylaws.

Item 13092609(b): Election of secretary or clerk - this will be pulled and moved to **later meeting** (moved to October meeting)

***Davis moved to table item to a working session; seconded by Jones; approved unanimously

13092609(c): Repeat of above - ***Motion to table this to a working session: approved **unanimously**

BYLAWS MEETING - a special meeting will be scheduled to amend and revise bylaws as **motioned** by S. Davis. President Tolbert stated that the **CONFLICTS OF INTEREST AND CODE OF CONDUCT ISSUES** could be included.

130926010: Formation of the Financial Budget Committee - we can have up to 4 members **on** this committee and President Tolbert will be providing details on what the responsibilities of the committee are - Motion to accept formation; approved **unanimously**

13092611: Certificated Teacher's Salary Table (clarification) - This will allow for a clean up **of the** current document as the current document needs some clarification. The document needs **to highlight** the relevant school year and identify the name of the school - no votes needed - not an **action** item

13092612: FPPC Update - Mr. Cabil absent due to illness; Tolbert motioned to table to next **meeting**; Seconded by Davis; approved **unanimously**

13092613: FCMAT Update - Mr. Cabil is absent - Tabled to next meeting; approved **unanimously**

VI. NEW BUSINESS

13092614: Formation of teaching and learning committee - **Davis moved to approve this item**; Daniels seconded; approved **unanimously**.

13092615: E & O Insurance - Mr. Cabil is absent - Motion to table by Tolbert; Davis seconded; approved **unanimously**.

13092616: Monthly budget update by Bali Business Management Unable to address this **item** at this time as presenter has not yet arrived. (President Tolbert learned that contractor was **incorrectly** informed by staff that the meeting was over when it was not. Subsequently contractor did **not** attend.)

13092617: Update on Conflict of Interest - Board discussion; Form 700 and the **Conflict of Interest Statement** - Should staff have conflict of interest training? Should staff have to sign a **code of conduct** so that there is no appearance of an existing conflict of interest? - This will be revisited as an **action** item - November meeting.

13092618: Organizational Chart - Tabled to the next board meeting because Executive Director **Cabil** was out ill; Tolbert moved to table item to October meeting; Seconded by Golden; approved **unanimously**.

13092619: Charter School Petition Consultation - Tabled to the next board meeting because **Executive** Director Cabil was out ill - Moved to October meeting; approved **unanimously**.

13092620: Change of Vehicle classification - Motion to change by Davis; Seconded by Daniels; approved unanimously.

REPORTS OR COMMENTS FROM THE BOARD PRIOR TO THE CLOSED SESSION

First Annual Board Reception - Board members Jones, Golden, Tolbert and Daniels gave **positive** reviews about the Reception. President Tolbert distributed index cards to parents and staff **for** comments. Comments will be shared with staff.

AUDIENCE INVITATION TO ADDRESS THE BOARD PRIOR TO CLOSE SESSION

There were no comments from the audience.

Meeting Convened To Closed Session at: 6:03PM

CLOSED SESSION

A Conflict of Interest/Code of Conduct should be considered that will better safeguard the staff and board unnecessary exposure or risk.

13092601: Lease Agreement with the Salvation Army - Espinoza recommended we entertain the idea of seeking out a location to purchase (this may be addressed by the development committee per Tolbert)

- Recommendation by Tolbert that Board Member Espinoza be on this exploratory committee.

Item 13092602: 2013-14 Lease Agreement for the school site located at 706 East Manchester Avenue, Los Angeles, CA - Lease Agreement will be tabled to November. Lease Agreement unavailable for review.

Item 13092603: 2013-14 Lease Agreement for the school site located at 8778 South Central Avenue, Los Angeles, CA - Lease Agreement will be tabled to November. Agreement unavailable for review.

The personnel items listed below were for the purposes of review, discussion and possible action:

Item 13092604: *Executive Director Contract* - No contact available; Tabled to October meeting.

Item 13092605: *Director of Operations* - No contact available; Tabled to October meeting.

Item 13092606: *Principal* - No contact available; Tabled to October meeting.

Item 13092607: *Vice-Principal* - No contact available; Tabled to October meeting.

Item 13092608: *Administrative Assistant* - No contact available; Tabled to October meeting.

RECONVENED TO OPEN SESSION AT 6:19PM

Report of Actions Taken in Closed Session:

13092601: Approval of Salvation Army Lease

- a. (Reviewed for late board members) Reporting that we approved the lease agreement for the Salvation Army
- b. (Reviewed for late board members) Finance and Budget Committee - advised late arrivals that this passed
- c. (Reviewed for late board members) Teaching committee - advise late arrivals that this was approved

13092621: Board Member Recommendations for Future Agenda Items -

1. Per Jones - Parents concern with air conditioning and indoor location for children on cold mornings - there is nothing that can be done about this at this time per Jason Okonkwo. Board will find an amicable way to address this issue with concerned parents
2. Board meetings at different locations requested by a parent; roving meetings may be something we should consider going forward.
3. Board meeting minutes requiring signature per Jason Okonkwo. Tolbert and Valenti will address signing issues
4. Recommendation by Tolbert to provide certificates for teachers as well as other ways to incorporate teacher recognition
5. Recommendation by Tolbert to make sure the parents know when the board meetings are. The goal is to be more available to parents
6. One board member slot is available for one parent - parents have been notified to submit applications if interested per Jones
7. Parent involvement - parent involvement plan
8. Principal reports and Vice Principal reports
9. The Single Plan for Student Achievement should be presented to the Board
10. Board members are requesting more trainings for itself, staff and parents
11. The illumination for conducting Special meeting per section 3d above. What are the criteria?
12. Board members are interested in varying positions and roles within the board such as that of Recorder

MEETING ADJOURNED at 6:40PM. Moved by: Board Member Davis. Seconded by: Board Member Daniels.

Future item - Mrs. Jones has submitted her resignation (letter) to Mrs. Tolbert and we will address the resignation at the next meeting. This item was not recorded as it was raised after the meeting was adjourned.

Minutes Approved With/Without Corrections On: _____

(Minutes taken by Board Member Daniels and Prepared for distribution by President Tolbert.)

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, October 9, 2013

6:30 PM – 7:00 PM

I. Instructions for Presentations to the Board by Members of the Community

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
Special Board Meeting
Wednesday, October 9, 2013
6:30 PM to 7:00 PM

(Posted October 8, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	____/____
2. Norman Golden	____/____
3. Dorothy Valenti	____/____
4. Armando Espinoza	____/____
5. Eleanor Jones	____/____
6. Hon. Saudra Davis	____/____
7. Hon. Carol Tolbert	____/____
8. Kimberly Daniels, Esq.	____/____

IV. Approval of the Board Meeting Minutes for August 29, 2013

V. Additions to the Agenda *(Provisions of Emergency/Urgency)*

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. ANTICIPATED LITIGATION—One potential item (pursuant to Gov. Code § 54956.9(d)(2)-)
- b. Public Employee Dismissal/Release 1 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item
- c. Public Employee Dismissal/Release 2 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item
- d. Public Employee Performance Evaluation/Employment Title: Executive Director

VIII. Open Session

- a. Acceptance of Board Member resignation and release of membership – Action Item
- b. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item

VIII. Recommendations

- a. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca.
- b. Approval of the 2013-14 Executive Director Contract
- c. Approval to accept the Board Member resignation.

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned

From: Jason Okonkwo
To: Patel, Neha
Subject: Re: Wisdom Academy's Audio Recordings
Date: Wednesday, October 23, 2013 11:28:19 AM

Neha,

There was no quorum on October 9th 2013, therefore the meeting was canceled.

Thanks,

Jason

On Wed, Oct 23, 2013 at 9:08 AM, Patel, Neha <Patel_Neha@laoe.edu> wrote:

Jason,

I received a CD yesterday in the mail for September 26th Board meeting. That audio was already emailed to us by Mr. Cabil (in 4 parts). The audio recording that is **due today is for the October 9th meeting**. Please let me know when can we expect that audio.

Thank you,

Neha Patel

From: Jason Okonkwo [mailto:mrjason7@gmail.com]
Sent: Friday, October 18, 2013 2:43 PM
To: Patel, Neha
Subject: Re: Wisdom Academy's Audio Recordings

The disc was returned to us today. It seems like the package was damaged by a liquid substance. I am resending the audio recording to you today. Please confirm receipt.

On Fri, Oct 11, 2013 at 4:11 PM, Higelin, Judy <Higelin_Judy@laoe.edu> wrote:

Mr. Cabil,

The files were so large they filled our email capacity and may have been returned to you for that reason. Please work with Neha to determine what we got/did not get.

000794

Our email capacity is not intended for large audio files; it would be helpful if you could save them to a secure website and give us access to retrieve from there. Please work with Neha on this, too. I believe you can use the LACOE secure website for this, but again, check with Neha to make that determination.

Thank you,

Judy

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Friday, October 11, 2013 3:53 PM
To: Patel_Neha; Sanchez_Lila
Cc: Carol Tolbert; Karen Horowitz; Jason Okonkwo; Higelin_Judy
Subject: Wisdom Academy's Audio Recordings

Unfortunately, the audio recordings of the last last board meeting were returned by Yahoo mail with failure notices. Mr. Jason will record the files on a CD and mail it out today.

The files were sent to us by email; however, they just could not be forwarded.

Blessings,

Ed Cabil

Jason Okonkwo
Direct: [323.253.8907](tel:323.253.8907)
Email: mrjason7@gmail.com

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000795

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Jason Okonkwo
Direct: 323.253.8907
Email: mrjason7@gmail.com

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000796

WISDOM Academy for Young Scientists Public Charter School
Los Angeles, California

(FOR PUBLIC DISSEMINATION)

OCTOBER 24, 2013 BOARD MEETING NOTES

Meeting Location:
706 E. Manchester Ave.
Los Angeles, CA 90001

OPEN SESSION

Meeting Call to Order At: 5:46 PM By: Carol Lee Tolbert (President)

BOARD MEMBER ATTENDANCE (ABSENT/PRESENT)

Hon. Carol Lee Tolbert, President - Present
Dr. Dorothy Valenti, Vice President - Present
Ms. Kimberly Daniels, Esq. - Present
Hon. Saundra Davis - Present
Mr. Armando Espinoza - Present
Mr. Norman Golden - Present
Mrs. Cheryl Johnson - Present (6:15PM)
Mrs. Eleanor Jones - Present - Resignation

- PLEDGE OF ALLEGIANCE -

OPEN SESSION AGENDA ITEMS

I. READING AND APPROVAL OF BOARD MINUTES

A. Board Minutes for August 29, 2013

Action required (Yes/No): Yes

Motion by: Tolbert - motion to accept as amended

Second by: Davis

Number of votes in favor: 6

Number of votes opposed: 0

Motion adopted (Yes/No): Yes

Follow up required (Yes/No): No

Comments: (1) issue with the \$118k line item on the budget that needs further identification and clarification as noted by Armando in prior meeting (2) Exec. Director contract noted in item 'E' should be clarified as there was no contract available for review (3) agenda item 'G' should be adjusted to include Dr. Valenti's election (4) public comment (5) Saundra's name is misspelled (6) item -d- notes an incorrect date and should be corrected.

B. Board Minutes for September 26, 2013

Action required (Yes/No): Yes

Motion by: Davis - motion to table since copies are not currently available

Second by: Golden
Number of votes in favor: 6
Number of votes opposed: 0
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): Yes
Comments: Tabled to next meeting in the interest of time by Davis (Moved to
November 2013 meeting)

II. CONSENT AGENDA ITEMS

A. Resignation letter from Board member Eleanor Jones (5:50PM)

Action required (Yes/No): No
Motion by: N/A
Second by: N/A
Number of votes in favor: N/A
Number of votes opposed: N/A
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): No
Comments: Certificate provided to Mrs. Jones in appreciation for her dedication and
commitment to the WAYS Board and Charter School

III. NEW BUSINESS

A. **Item 13092615(A):** Errors and Omissions Insurance Policy - The Governing
Board received the school's insurance policy coverage. The policy is set to expire
on November 1. The Board will consider the renewal of policy w/current carrier
to prevent any lapse in coverage. (Action/Discussion) - *Dufour Insurance
Services, LLC*

i. Ms. Dufour's presentation

1. Notes:

- a. November 1st is the renewal deadline
- b. Current liability policy is with Scottsdale
- c. Incident in 2011 create issue with obtaining different and
more reasonably priced coverage
- d. See DUFOR Summary of Proposed Insurance
- e. Crime coverage was not on policy last year but has been
added this policy term
- f. Need an updated number of teachers for this academic
year
- g. \$5 million is standard for a charter school of this size -
WAYS insurance has been updated accordingly - (new
policy costs the school an addition \$4,000) - Broker has
guaranteed full coverage
- h. Workers Comp renews in February 2014 (rating of
current policy holder may go down to a B+ so if so she
plans to move the policy)

i.

2. Board Comments:

- a. Davis - is this the insurance for the charter and the
board? The general liability policy covers the school and

board from bodily injury. The Directors and Officers liability policy covers management decisions and governance. The E&O coverage is a part of the Directors and Officers liability insurance

- b. Espinoza - Why did the insurance not cover the 2011 settlement? To be addressed in closed session
- c. Daniels - Break down of coverage/policy limits per claim
- d. Johnson - Do we need to compare other insurers? See materials

Action required (Yes/No): Yes
Motion by: Davis moved to accept coverage
Second by: Daniels
Number of votes in favor: 7
Number of votes opposed: 0
Motion adopted (Yes/No): Yes
Follow up required (Yes/No): No
Comments: None

*Meeting Convened To Closed Session At: 6:30PM
Motion to go into closed session by Davis*

CLOSED SESSION

A. Insurance Policy Payout Claim

B. The following closed session items are from a special board meeting agenda prepared by/called by board member Armando Espinoza on Tuesday, October 8, 2013 at 6:30 pm for Wednesday, October 9, 2013 at 6:30PM. The meeting was cancelled due to a lack of a quorum.

- a. **1310205:** The anticipated litigation is regarding verbal claims made by the school staff and contractor that a Board Member is making unilateral decisions, without input from a majority of the Board, which risks the potential for legal claims.
- b. **1310206:** As of Friday, October 4, 2013, two employment contracts were terminated prematurely by school staff and require immediate Board action. *(The Board heard the parties involved, but was not able to formally conclude the matter.)*

***A DISRUPTION OCCURRED AT THE END CLOSED SESSION BY AN ADMINISTRATIVE EMPLOYEE. NO OTHER BOARD BUSINESS WAS ABLE TO BE CONDUCTED.**

- c. **13102067:** The employment contract for the ED is normally decided before July 1, 2013, yet is has been postponed repeatedly.

*Convened To Open Session At: _____

OPEN SESSION

IV. LEASE AGREEMENTS

A. OCI Lease Agreement - 706 E. Manchester Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. OCI Lease Agreement - 8778 South Central Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

V. EDUCATION ADMINISTRATIVE STAFF REPORTS

A. Report - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. Report - Vice - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

VI. OLD BUSINESS

A. Item 13092609: Election of Governing Board Officers for the 2013-14 School Year

i. Item 13092609(b): Election of Secretary (Discussion/Action)

B. Item 130926109(A): Formation of the Board's Finance & Budget Committee - To appoint committee members. (Action) - Board President Tolbert

C. Item 13092611: Status on updating the Certificated Teacher Salary Table for FY 2013-14 (Clarification) - Board President Tolbert

D. Item 13092613: FCMAT Update - The school is currently undergoing an audit from LACOE. (Informational/Discussion) - Executive Director, Mr. Cabil

E. Item 13092618: WISDOM Organization Chart - Delineating employee responsibilities and lines of supervisory authority (Informational/Discussion) - Executive Director, Mr. Cabil

F. Item 13092619: Request for Charter School Petition Consultant in the amount

- not to exceed \$8,000. (Discussion/Action) - *Executive Director, Mr. Cabil*
- G. **Item 1310201:** Other required Insurance Policy – The Governing Board received the school's insurance policy coverage. The Board will consider the renewal of policy w/current carrier to prevent any lapse in coverage. (Action/Discussion) – *Dufour Insurance Services, LLC*
 - H. **Item 13092616:** Monthly Budget Update for 2013-14 School Year, and disposition of the unaudited actual financial report for fiscal year ending June 30, 2013 requested from LACOE– (Discussion/Possible Action) - *Bali Business Management*
 - I. **Item 13092614(A):** Formation of the Board's Teaching and Learning Committee – To appoint committee members. (Action) – *Board President Tolbert*
 - J. **Item 1310202:** Adoption of a Revised 2013-14 Board Meeting Calendar. (Action) – *Board President Tolbert*

VII. **NEW BUSINESS** (continued)

- A. **Item 1310203:** Scheduling A Board Retreat – The Retreat is Fourfold: 1) To establish guiding principles and values that will better enable the Board to conduct the business of the school with transparency, efficiency and civility. 2) To review and update the Board's By-Laws that align with the operation of a public charter school rather than the general purposes of a nonprofit organization. 3) To receive training in areas to be identified by board members. 4) Other development purposes identified by Board members. (Action) – *Board Members*
- B. **Item 1310204:** Update on the arbitration between LACOE and Wisdom Academy

VIII. **FUTURE AGENDA ITEMS**

- A. **Item 13092620:** Board Member Recommendations for Future Agenda Items

(THE BOARD WAS UNABLE TO RECONVENE TO OPEN SESSION OFFICIALLY
ADJOURN THE MEETING.)

Motion to Adjourn By _____ Meeting Adjourned At _____

**Agenda items in blue were unable to be addressed by the Board due to the disruption caused by the employee.

(Minutes taken by Board Member Daniels and Prepared for distribution by President Tolbert.)

From: [Edward Cabil](#)
To: [ovalenti747@yahoo.com](#); [armando.espinoza.10@my.csun.edu](#); [johnsoncenter@msp.com](#); [oprejanisxx@gmail.com](#); [saundavis@aol.com](#); Carol Lee Tolbert; [kimberly@ksdanielstlaw.com](#)
Cc: [Patel_Neha](#); [Jason_Okonkwo](#); [Karen_Horowitz](#); [deara7@gmail.com](#); [Bali Business Management](#); [larry.wisdomacademy@gmail.com](#)
Subject: Board Meeting Postponed
Date: Tuesday, November 19, 2013 4:44:55 PM

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

000802

From: Higelin_Judy
To: Edward.Cabil [mailto:edcabil@sbcglobal.net]
Cc: Patel_Neha; Sanchez_Lila; Jason Okonkwo (mrjason7@gmail.com); kids@civicpride.net
Subject: FW: Board Meeting Postponed
Date: Wednesday, November 20, 2013 1:43:19 PM

Mr. Cabil,

Please be reminded that all communications to Ms. Patel should also be sent to me. This protocol ensure that one of us will receive the communication in a timely manner even if the other is absent. Thank you for ensuring that WAYS staff members follow this protocol at all times.

Judy

Judy Higelin
Project Director III
Charter School Office
Los Angeles County Office of Education
Education Center West
P: 562-922-8806
F: 562-922-8805
Leading Education • Supporting Students • Serving Communities

From: Patel_Neha
Sent: Wednesday, November 20, 2013 8:09 AM
To: Higelin_Judy
Cc: Wilson_Dina; Sanchez_Lila
Subject: FW: Board Meeting Postponed

FYI

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Tuesday, November 19, 2013 4:45 PM
To: dvalenti747@yahoo.com; armando.espinoza.10@my.csun.edu; johnsoncenter@msn.com; normansky@gmail.com; saundavis@aol.com; Carol Lee Tolbert; kimberly@ksdanielslaw.com
Cc: Patel_Neha; Jason Okonkwo; Karen Horowitz; deara7@gmail.com; Bali Business Management; larry.wisdomacademy@gmail.com
Subject: Board Meeting Postponed

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

000803

From: Norman G
To: Edward Cabil
Cc: Ball Business Management; johnsoncenter@msu.com; dvalenti747@yahoo.com; Patel, Neha; Karen Horowitz; jarry.wisdomacademy@gmail.com; Carol Lee Tolbert; kimberly@ksdanielslaw.com; saundavis@aol.com; Jason Okonkwo; deara7@gmail.com; amando.espinosa.10@my.csun.edu
Subject: Re: Board Meeting Postponed
Date: Wednesday, November 20, 2013 4:46:55 PM

Hi Mr Cabil,

What are the reasons for the postponement of the meeting?

Best Regards,
Norman Golden II

On Nov 19, 2013 4:44 PM, "Edward Cabil" <edcabil@sbcglobal.net> wrote:

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

000804

From: [Saundra Davis](#)
To: [Edward Cabil](#)
Cc: [dvalenti747@yahoo.com](#); [armando.escolinoza.10@my.csuw.edu](#); [johnsoncenter@msn.com](#); [normansky@gmail.com](#); [Carol Lee Tolbert](#); [kimberly@ksdanielstlaw.com](#); [Patel, Neha](#); [Jason Okonkwo](#); [Karen Horowitz](#); [deara7@gmail.com](#); [Ball Business Management](#); [larry.wisdomacademy@gmail.com](#)
Subject: Re: Board Meeting Postponed
Date: Thursday, November 21, 2013 11:26:15 AM

Dear Mr. Cabil,

I am concerned about you postponing today's Board Meeting. Although I had concerns even before now because of the fact that we were Literally verbally threatened, told to leave and not to come back, lights turned off and then thrown out of the October 24th board meeting by Jason Okonkwo. On one hand I appreciate your intervention to ensure our safety and not allow him to attack us again. I want to thank you for stepping up to the plate to intervene on our behalf. On the other hand, I'm wondering if I missed the Board vote or authorization to postpone the board mtg. Is this in your scope of authority without Board Approval and/or authority? In our efforts to get this school and administration on the right track, we must take protocol and authority into consideration. Please apprise me of how this decision was made because even though our safety was and is a concern, we must approach every situation within the scope of position, following all policies, procedures, rules and regulations and remembering, "It's All About The Kids"

Blessings,
Saundra Davis
(310)733-8091
Sent from my iPhone

On Nov 19, 2013, at 4:44 PM, Edward Cabil <edcabil@sbcglobal.net> wrote:

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

000805

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Monday, January 27, 2014

5:30 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

From: Jason Okonkwo
To: Patel, Neha
Cc: Ed Cabill (WAYS) (edcabill@shcolocal.net); Higelin, Judy; Wilson, Dina
Subject: Re: WAYS Board Minutes Due
Date: Friday, February 07, 2014 11:41:10 AM

Dear Neha,

Thank you for your inquiry.

On January 27, 2014, the Board was one member shy of a quorum, therefore no Board Meeting was held.

The documents and audio for the January 30, 2014 meeting were mailed to you on 2/4/14 via USPS Priority Mail tracking number 911490118986152619191

Please confirm receipt of the package.

The documents and audio for the February 3, 2014 meeting were mailed to you on 2/7/14 via USPS Priority Mail tracking number 9114901159815848112682

As you are aware, WAYS has experienced a significant and highly disruptive issue with a now former board member, Mrs. Carol Tolbert, who improperly attempted to unilaterally "notice" her own "meetings". As explained in our recent letter to Dr. Delgado, the WAYS Board promptly remedied that situation by removing Mrs. Tolbert from the board. In any event, the WAYS bylaws require all board meetings to be held at the school site, unless the board votes to move the meeting somewhere else. That did not happen. Regrettably, the gatherings that apparently occurred on January 6, 2014, and January 29, 2014, were off site, and were not official "meetings" of the Board. We don't know whether a quorum was present at those gatherings. If the former board chair Mrs. Tolbert made an audio recording or distributed documents at those gatherings, she did not provide them to WAYS. We are aware of the Brown Act implications of Mrs. Tolbert's actions, and are of course highly concerned. Rest assured that WAYS has taken steps to ensure that this does not happen again.

Sincerely,

Jason Okonkwo

000807

Serving Students • Supporting Communities • Leading Educators

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Jason Okonkwo
Direct: 323.253.8907
Email: mrjason7@gmail.com

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000808

EXHIBIT 14

***MERLE WILLIAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A CALIFORNIA NON-PROFIT ORGANIZATION)
AUDITED FINANCIAL STATEMENTS
FOR THE TWELVE MONTH ENDED JUNE 30, 2011***

000809

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Not-for-Profit Organization)

TABLE OF CONTENTS
Twelve months period ended of June 30, 2011

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Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

Board of Directors of
Wisdom Academy for Young Scientists
Los Angeles, California

INDEPENDENT AUDITOR'S REPORT

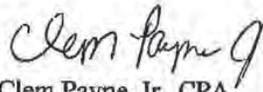
I have audited the accompanying statement of financial position of **Wisdom Academy for Young Scientists (WAYS)** (a California not-for-profit organization), as of June 30, 2011, and the related statements of activities and changes in net assets, and cash flows for the twelve months period then ended. These financial statements are the responsibility of **Wisdom Academy for Young Scientists'** management. My responsibility is to express an opinion on these financial statements based on my audit. The prior year summarized comparative information has been derived from the organization's 2010 financial statements and, in my report dated November 9, 2010, I expressed an unqualified opinion on those financial statements.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that our audit provides a reasonable basis for our opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Wisdom Academy for Young Scientists** as of June 30, 2011, and the changes in its net assets and cash flows for the twelve months period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated December 14, 2011 on my consideration of **Wisdom Academy for Young Scientists'** internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

My audit was conducted for the purpose of forming an opinion on the financial statements of **Wisdom Academy for Young Scientists**. The accompanying schedule of federal awards required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the additional supplementary information section is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Clem Payne, Jr., CPA
Altadena, California
December 14, 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF FINANCIAL POSITION

June 30,

ASSETS

	<u>2011</u>	<u>2010</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 513,331	\$ 422,535
Accounts receivable - Sponsoring Districts		53,977
Accounts receivable (Note 3)	525,547	368,201
Prepaid expenses	<u>45,756</u>	<u>34,058</u>
Total current assets	<u>1,084,634</u>	<u>878,771</u>
FURNITURE, EQUIPMENT AND IMPROVEMENTS:		
Furniture and equipment (Note 4)	77,221	65,682
Leasehold improvements (Note 4)	197,312	146,543
Leasehold improvements - ERate (Note 4)	35,483	35,483
Less: accumulated depreciation (Note 4)	<u>(53,691)</u>	<u>(34,610)</u>
Total property, equipment and improvements	<u>256,325</u>	<u>213,098</u>
Total assets	<u>\$ 1,340,959</u>	<u>\$ 1,091,869</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	\$ 56,732	\$ 75,132
Due to Sponsoring District	5,470	
Credit card payable	5,303	
Payroll liabilities	<u>29,125</u>	<u>10,206</u>
Total current liabilities	<u>96,630</u>	<u>85,338</u>
NET ASSETS		
Unrestricted	1,249,799	1,006,531
Temporarily restricted - (deficit)	<u>(5,470)</u>	
Total net assets	<u>1,244,329</u>	<u>1,006,531</u>
Total liabilities and net assets	<u>\$ 1,340,959</u>	<u>\$ 1,091,869</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
 For the twelve month ended June 30,

	2011			2010
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND SUPPORT:				
General purpose block grant	\$ 982,763	\$ -	\$ 982,763	\$ 785,555
Categorical block grant	211,468		211,468	196,988
Class size reduction	89,182		89,182	87,426
Private contributions	8,446		8,446	3,135
Federal income		61,086	61,086	1,234
Charter school facilities grant		118,461	118,461	102,464
In-lieu property taxes	353,049		353,049	310,201
In-lieu property taxes - prior year	8,304		8,304	10,288
After school education and safety	112,500		112,500	-
Fundraising income	9,259		9,259	
Special education		204,578	204,578	175,509
Child nutrition - federal		147,788	147,788	112,524
Child nutrition - state	9,695		9,695	8,080
Title II		4,254	4,254	9,230
Title I		49,576	49,576	121,659
Facility reimbursement	52,738		52,738	
Other state income	89,549		89,549	102,773
Other local income	143,789		143,789	45,212
Interest income	1,488		1,488	1,521
Net assets released from restrictions	591,213	(591,213)	-	-
Total revenue and support	2,663,443	(5,470)	2,657,973	2,073,799
EXPENSES:				
Certificated salaries	833,752		833,752	583,267
Classified salaries	277,200		277,200	211,692
Fringe benefits	172,429		172,429	151,364
Books and supplies	126,532		126,532	93,920
Contract services and other expenses	959,793		959,793	715,687
Fundraising expenses	9,600		9,600	2,208
Depreciation	19,081		19,081	11,506
Other outgo	15,314		15,314	13,556
Total expenses	2,413,701	-	2,413,701	1,783,200
Increase in net assets	249,742	(5,470)	244,272	290,599
Net assets, beginning of the year	1,006,531		1,006,531	699,705
Prior year adjustments (Note 11)	(6,474)		(6,474)	16,227
Net assets, end of the year	\$ 1,249,799	\$ (5,470)	\$ 1,244,329	\$ 1,006,531

The accompanying notes are an integral part of these financial statements.

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF CASH FLOWS
 For the twelve month ended June 30,

	<u>2011</u>	<u>2010</u>
Cash flows from operating activities:		
Increase in net assets	\$ 244,272	\$ 290,599
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	19,081	11,506
Prior period adjustments	(6,474)	16,227
Changes in operating assets and liabilities:		
(Increase) decrease in assets:		
Due from employee		
Accounts receivable - sponsoring district	53,977	(53,977)
Accounts receivable	(157,346)	(171,499)
Prepaid expenses	(11,698)	(18,293)
Increase (decrease) in liabilities:		
Accounts payable	(18,400)	52,903
Due to Sponsoring District	5,470	
Other liabilities	5,303	(10,459)
Payroll liability	18,918	(8,799)
Net cash provided by operating activities	<u>153,103</u>	<u>108,208</u>
Cash flows from investing activities:		
Work in progress		35,484
Purchase of property and improvements	(62,307)	(108,177)
Net cash used for investing activities	<u>(62,307)</u>	<u>(72,693)</u>
Net increase in cash	90,796	35,515
Cash and cash equivalents- beginning of the year	<u>422,536</u>	<u>387,021</u>
Cash and cash equivalents - end of the year	<u>\$ 513,332</u>	<u>\$ 422,536</u>
Supplemental Disclosures:		
Cash paid for interest expense	<u>\$</u>	<u>1,197</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - continued

The summary of Significant Accounting Policies of WAYS is presented to assist in understanding the organization's financial statements. The financial statements and notes are representations of WAYS' management, who are responsible for their integrity and objectivity.

WAYS accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". WAYS conforms to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Statements Presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of FASB ASC 958-205, (prior authoritative literature: SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*). Accordingly, WAYS' financial statements are present on the following three classes of net assets: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Temporarily restricted and permanently restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class.

Revenue Recognition

Amounts received from the California Department of Education are recognized as revenue by WAYS based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Cash and Cash Equivalents

For purposes of the statement of cash flow, WAYS considered all liquid investments with a maturity three months or less to be cash equivalents.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Basis of Accounting

The financial statements of WAYS have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Accounts Receivable

WAYS accounts receivable consists of amounts due from government sources only. No allowance for doubtful accounts has been established as WAYS deems all amounts to be fully collectible.

Contributions and Contributed Services

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor as required by SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Amounts received that are designated for specific use in future periods are reported as temporarily restricted. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets for expenditure.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of financial statements and the reported revenues and expenses during the year. Accordingly, actual results could differ from those estimates.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Equipment and Improvements

Equipment and improvements are recorded at cost. All property, equipment and improvements with a value of \$1,000 or greater and a useful life of 1 year or more are capitalized. Improvements are depreciated under a straight-line method over their estimated useful lives of 20 years. Equipment is depreciated under straight-line method over the estimated useful life of five to seven years. The depreciation expense for the year ended June 30, 2011 is \$19,081.

Income Taxes

WAYS is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for income taxes.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with WAYS' financial statements for the twelve months period ended June 30, 2010, from which summarized information was derived.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 (A California Non-Profit Organization)
 NOTES TO FINANCIAL STATEMENTS
 Twelve Months Period ended June 30, 2011

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2011, reported as follows:

General purpose block grant	\$ <u>525,545</u>
Total	\$ <u>525,545</u>

NOTE 4 - EQUIPMENT AND IMPROVEMENTS

Below is the summary of the changes in fixed assets owned by Wisdom Academy for Young Scientists for the year ended June 30, 2011:

Description	Balance at 7/1/2010	Additions (deletions)	Balance at 6/30/11
Leasehold improvements	\$ 146,543	\$ 50,769	\$ 197,312
Leasehold improvements -ERate	35,483		35,483
Furniture and equipment	<u>65,682</u>	<u>11,539</u>	<u>77,221</u>
Total fixed assets	247,708	62,308	310,016
Accumulated depreciation	<u>(34,610)</u>	<u>(19,081)</u>	<u>(53,691)</u>
Net fixed assets	\$ <u>213,098</u>	\$ <u>43,227</u>	\$ <u>256,325</u>

NOTE 5 - DONATED SERVICES

No amounts have been reflected in the accompanying financial statements for donated services inasmuch as no objective basis was available to measure the value of such services; however, some volunteers have donated their time to WAYS.

NOTE 6 - RECONCILIATION OF ANNUAL FINANCIALS

The schedule on page 17 were prepared by WAYS for the Los Angeles Unified School District.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 7 - COMMITMENTS

WAYS entered into a four-year lease agreement for its main facility with Kendra Okonkwo, Executive Director that commenced in July 2006. Monthly lease payments began at \$10,120. The agreement requires annual rent rate to increase approximately 3.0% each year. The lease was terminated in January 31, 2011, due to LAUSD concerns regarding a conflict of interest. Payments made on this facility lease totaled \$72,652 for the seven months period ended January 31, 2011. (Refer to Note 9 – Related Parties Transactions)

In addition, WAYS entered into a one-year lease on 8778 Central Avenue. The monthly lease payments are \$4,000. The agreement requires annual rent rate to increase approximately 3.0% each year. The lease was terminated in January 31, 2011. Payments made on this facility lease totaled \$28,720 for the five months period ended January 31, 2011. (Refer to Note 9 – Related Parties Transactions)

The owner of the real property changed in February 2011.

As such, WAYS entered into a five-month agreement for its main facility located on 706 East Manchester Avenue, L.A., CA with OCI Development Corporation. Monthly lease payments began at \$10,728. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2011. Payments made on this facility lease totaled \$53,640 for the seven months period ended June 30, 2011.

At the same time, WAYS entered into a five-month agreement with OCI Development Corporation for the property located at 8778 Central Avenue, L.A., CA. Monthly lease payments began at \$4,240. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2011. Payments made on this facility lease totaled \$21,200 for the seven months period ended June 30, 2011.

WAYS entered into a five-year lease agreement for a facility for additional occupancy and parking near its main facility. The lease commenced in December 2007. Monthly lease payments are \$1,450 for the duration of the lease. The lease will expire in December 2012. Payments made on the facility lease totaled \$17,400 for the twelve months ended June 30, 2011.

The future minimum lease payments due for the next 2 years are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2012	\$ 197,016
2013	202,926

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 8 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS). WAYS is not eligible to participate in Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

WAYS contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and WAYS is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2009-10 is 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS

WAYS' contributions to STRS and PERS for this fiscal year are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>STRS</u> <u>Required</u> <u>Contribution</u>	<u>STRS</u> <u>Percent</u> <u>Contributed</u>
2011	\$71,650	100%

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2011

NOTE 9 - RELATED PARTIES TRANSACTIONS

A related party is one which controls, exercises significant influences over, or is significantly influenced by a group or member in making financial, and operating decisions, along with any group member, is subject to common control or significant influence.

In 2006 WAYS entered into a rental services agreement with its executive director **Kendra Okonkwo**, a related party, to pay monthly rental installments for the locations of 702-706 East Manchester Street, Los Angeles, California and 8778 S. Central Avenue, Los Angeles, California. It appears that the executive director held title to those real properties until February 3, 2011. At which time the rental arrangement was terminated. During the fiscal year, WAYS made approximately \$108,212 in rental payments to this vendor. (Refer to Note 7 - Commitments).

NOTE 10 - SUBSEQUENT EVENTS

WAYS has evaluated subsequent events through December 14, 2011, the date which the financial statements were available to be issued.

WAYS entered into several one-year lease agreements for educational facility located on 706 East Manchester Avenue and 8778 Central Avenue. The lease will commence on July 2011, and ending on the 30th day of June 2012. Monthly lease payments for each property are \$10,738 and \$4,367.

In addition, WAYS entered into a one-year lease with the Salvation Army on 7651 Central Avenue. The monthly lease payments are \$13,492. The lease will commence on August 2011, and ending on July 2012.

On June 30, 2011, Wisdom Academy for Young Scientists' charter expired and was not renewed with the Los Angeles Unified School District. Effective July 1, 2011, Wisdom Academy for Young Scientists was chartered under the authority of the Los Angeles County Board of Education (LACOE).

NOTE 11 - Prior Period Adjustments

Miscellaneous adjustments to the prior period resulted primarily from correction to payable.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

SUPPLEMENTARY INFORMATION SECTION

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**RECONCILIATION OF ANNUAL FINANCIAL
REPORT WITH AUDITED FINANCIAL STATEMENTS**

For the year ended June 30, 2011

	<u>2011</u>
June 30, 2011 unaudited financial report fund balances (net assets)	<u>\$ 1,428,456</u>
Adjustments and Reclassifications:	0
Increasing (Decreasing) the Fund Balance (Net Assets)	
Cash in bank	(69,358)
Accounts receivable	(75,065)
Other assets	
Prepaid expenses	14,540
Property and equipment	(3,899)
Accumulated depreciation	(19,081)
(Increase) decrease in liabilities:	
Accounts payable	(31,237)
Payroll liabilities	13,158
Due to Sponsoring District	(5,470)
Other liabilities	<u>(7,715)</u>
Net adjustments and reclassifications	<u>(184,127)</u>
June 30, 2011 Audited Financial Statement Fund Balance	<u><u>\$ 1,244,329</u></u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF INSTRUCTIONAL MINUTES
Twelve Months Period ended June 30, 2011

	<u>Requirement</u>	<u>Actual</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarden	34,971	64,800	180	In compliance
Grade 1 through 3	48,960	64,800	180	In compliance
Grade 4 through 5	52,457	64,800	180	In compliance

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF AVERAGE DAILY ATTENDANCE
Twelve Months Period ended June 30, 2011

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Kindergarden	54.74	54.74	54.50	54.50
Grade 1 through 3	130.18	130.18	127.90	127.90
Grade 4 through 5	71.07	71.07	71.32	71.32
ADA Totals	255.99	255.99	253.72	253.72

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO SUPPLEMENTARY INFORMATION
Twelve Months Period ended June 30, 2011

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

B. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 For the year ended June 30, 2011

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA number	Contract period	<u>Expenditures</u>
UNITED STATES DEPARTMENT OF EDUCATION/			
Pass through State Department of Education/			
Title I	84.010	7/1/10-6/30/11	\$ 4,254
Title II	84.018	7/1/10-6/30/11	49,576
Charter School Facilities Incentive Grant	84.282D	7/1/10-6/30/11	<u>118,461</u>
Total United States Department of Education			<u>172,291</u>
UNITED STATES DEPARTMENT OF AGRICULTURE			
Pass through State Department of Education Child Nutrition/			
Fiscal Services			
Child Nutrition - Federal	10.555	7/1/10-6/30/11	<u>147,788</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 320,079</u>

The accompanying notes are an integral part of these financial statements

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Twelve Months Period ended June 30, 2011

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Wisdom Academy For Young Scientists and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

ORGANIZATION STRUCTURE
 Twelve Months Period ended June 30, 2011

Wisdom Academy for Young Scientists (#839) was formed as charter pursuant to Education Code Section 47600 under an agreement with Los Angeles Unified District granted in July, 2006.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

<u>School Board</u>		
<u>Name</u>	<u>Term on Board</u>	<u>Board</u>
	<u>Expires</u>	
Karen Haynes	Perpetual	Secretary
Jonathan Fields	Perpetual	Member
Adell Walker	Perpetual	Member
		Parent
Queen Collins	Perpetual	Representative
Loretta McDonald	Perpetual	Chairperson
Kandee Lewis	Perpetual	Member
Edward Cabil (Resigned June 30, 2011)	Perpetual	Member
Alex Love	Perpetual	Member
Oliver Ortega	Perpetual	Member
Cathy Roby	Perpetual	Member
Tamara Smith	Perpetual	Member
Dorothy Valenti	Perpetual	Member

<u>Administration</u>	
Kendra Okonkwo (Resigned June 30, 2011)	Executive Director
Edward Cabil (Effective July 1, 2011)	Executive Director
Alake Watson	Principal
Bali Business Management	Business Manager

Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

I have audited the financial statements of **Wisdom Academy for Young Scientists (WAYS)** as of and for the twelve months period ended June 30, 2011, and have issued my report thereon dated December 14, 2011. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered WAYS' internal control over financial reporting as basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WAYS' internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of WAYS' internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

(Continued)

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies. List of findings, please refer to schedule of findings and questions costs.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether WAYS' financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of WAYS in a separate letter dated December 14, 2011.

WAYS' response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit WAYS' response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Directors, management, the Los Angeles Unified School District, the California Department of Education, the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr. CPA
Altadena, California
December 14, 2011

Clem Payne, Jr.
 CERTIFIED PUBLIC ACCOUNTANT

REPORT ON STATE COMPLIANCE

Board of Directors
Wisdom Academy for Young Scientists
 Los Angeles, California

I audited the financial statements of **Wisdom Academy for Young Scientists (WAYS)**, a California non-profit corporation, as of and for the twelve months period June 30, 2011, and have issued our report thereon dated December 14, 2011, which was unqualified. My audit was made in accordance with auditing standards generally accepted in the United States of America, the standards for financial and compliance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Education Audit Appeals Panels Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for our opinion.

WAYS' management is responsible for the Academy's compliance with laws and regulations. In connection with the audit referred to above, I selected and tested transactions and records to determine **WAYS'** compliance with the laws and regulations applicable to the following items:

<u>State Compliance Procedures for Charter Schools:</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Class Size Reduction Program		
General Requirements	7	Not Applicable
Option One Classes	3	Not Applicable
Option Two Classes	4	Not Applicable
Only One School Serving Grades L-3		
After School Education and Safety Program:		
General Requirements	4	Yes
After School	4	Yes
Before School	5	Not Applicable
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Non-classroom – Based Instructions/ Independent Study	15	Not Applicable
Determination of Funding for Non-class Based Instructions	3	Not Applicable
Annual Instructional Minutes – Classroom Based	3	Yes

The term "Not Applicable" is used above to mean either that **WAYS** did not offer the program during the current fiscal year or that the program applies only to a different type of local education agency.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Twelve Months Period ended June 30, 2011

A. Summary of Auditors' Results

1. Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified
are not considered to be material weaknesses? Yes X No

We consider the combination of the following deficiencies in Wisdom Academy for Young Scientists' internal control to be material weaknesses:

Condition:

- Untimely deposit of cash receipts,
- Lack of proper bank reconciliation supervision,
- Lack of accounts receivable reconciliation of general ledger account with sub-accounts,
- Recording of transactions without complete supporting documentation or proper written explanation.

Questioned Costs:

Not Applicable

Context:

This problem was systemic

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Twelve Months Period ended June 30, 2011

A. Summary of Auditors' Results (Continued)

We consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies:

- Salaries and wages expense accounts were not reconciled to the quarterly payroll returns.
- Written assets capitalization policy needs to be implemented and followed.

Questioned Costs:

Not Applicable

Context:

This problem was systemic

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

June 30, 2010

Audit findings are identified as one or more of the following six categories:

Five Digit Code

10000
20000
30000
40000
50000
60000

Finding Categories

Attendance
Inventory of Equipment
Internal Control
State Compliance
Federal Compliance
Miscellaneous

Findings: None noted.

Questioned Costs: None noted

EXHIBIT 15

Chan_Vo

Attachment 0-2

From: Chan_Vo
Sent: Wednesday, January 11, 2012 12:19 PM
To: Isenberg_Jan
Cc: Andrade_Vibiana; Benitez_Yolanda; Smith_Pat; Memon_Zak; Sanchez_Lila
Subject: RE: WAYS

Tracking:	Recipient	Read
	Isenberg_Jan	Read: 1/19/2012 8:13 AM
	Andrade_Vibiana	Read: 1/11/2012 12:35 PM
	Benitez_Yolanda	Read: 1/11/2012 4:52 PM
	Smith_Pat	
	Memon_Zak	Read: 1/11/2012 12:48 PM
	Sanchez_Lila	Read: 1/11/2012 12:49 PM

Jan,

As I shared with you and Judy earlier, I visited WAYS yesterday and met with Ed Cabil and Jason Okonkwo. I shared with them that the purpose of my visit was not to investigate any complaints as they had suggested in their prior e-mail communications but to follow-up on concerns that I have identified-specifically as it relates to credit cards.

Both Ed and Jason stated that they may deem any actions taken by me to be of an investigative nature and they also stated they need to be notified of any investigation and provided documentation. They also stated that any findings be communicated to them along with recommendations for corrective actions and they will work with LACOE to resolve em.

Ed stated that LACOE had issued a notice of violation that cited "complaints" made against WAYS and he has requested from LACOE the supporting document regarding complaints but has not received the documentation.

Back to the purpose of my visit, I'll try to keep it short.

We discussed our concerns over WAYS credit card usage and oversight. The ED acknowledged weaknesses in internal controls and stated he is committed and is working on putting in place policies and procedures to strengthen internal controls but that he has been distracted with numerous issues with LACOE and incurring legal costs. He said he has only been in the position for two months and asked for time to work through the issues. Some of the actions he stated WAYS has taken while not yet formalized in policies and procedures include: (1) stop using the credit card under the name of its former executive director; (2) WAYS has applied and received new credit card under its own name (Ed and Jason are authorized users); (3) minimize credit card usage; utilize purchase orders instead; (4) plan to stop the practice of charging for fuel; to implement mileage reimbursement.

They were cooperative for the most part except certain questions I posed they perceived them to be of an investigative nature and would either not respond or would not elaborate. For example, I asked why the former executive director made charges after she had been terminated (they clarified that she was "released"), they would only said that the account was open by her for the benefits of WAYS. I asked how those charges benefit the school but did not receive a response. The ED repeatedly shared that WAYS perceived LACOE to be working to close the school and he will do whatever it takes to keep it open.

DO maintain all charges made by him are for valid business purposes. The ED stated he verbally approves the credit charges made by the DO and that he trusts him.

I shared with them that until policies and procedures are put in place, these concerns remain unresolved. My plan is to work with them and validate that they have implemented what they said they have/will do. I would need to visit their back-office provider in the future to review documents. They stated the official financial records are maintained with the back-office provider.

Given their perceived relationship with LACOE, I am in need of guidance as to how to move forward. Actions taken may be misinterpreted as an "investigation".

I am available to meet to further discuss.

Vo Chan | Financial Operations Consultant | Controller's Office |

Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

From: Isenberg_Jan

Sent: Wednesday, January 11, 2012 9:35 AM

To: Chan_Vo

Cc: Andrade_Vibiana; Benitez_Yolanda; Smith_Pat; Memon_Zak; Sanchez_Lila

Subject: WAYS

Hi Vo:

Please recap the discussion and findings on January 10th at Wisdom with Ed Cabil and Jason Okowoko.

Thank you

Jan Isenberg

Project Director III

Charter School Office

Los Angeles County Office of Education

(562) 922-8806

(562) 922-8805 (fax)

Chan Vo

Attachment 0-4

From: Chan_Vo
Sent: Friday, December 09, 2011 2:54 PM
To: 'Edward Cabil'
Subject: RE: Schedule Site Visit - WAYS

Mr. Cabil:

I have concerns with your internal controls identified through the normal course of performing my oversight responsibilities. Since my concerns are preliminary pending further discussion and review, I prefer to meet **and discuss** them first with you. Perhaps, my concerns are not valid but without having an opportunity to discuss and **review** documents with you and your staff, it would be difficult to move forward or provide any meaningful **feedbacks** to you.

I am sure as the executive director of WAYS, you would be interested in hearing my concerns and would **want to make** any necessary corrective actions. While it would be helpful to be able also speak with you staff to gain a **better** understanding of your operations and internal controls, I will leave that discretion up to you.

Would you have one hour available to meet with me next week? I appreciate your comment about getting **"any problem** fixed for the benefits of the children" and I share the same.

As far as the communication between you and our superintendent, I am not part of that process so I cannot **really** comment. I follow protocols and that does not typically involve having direct communication with our **superintendent**.

Vo Chan | Financial Operations Consultant | Controller's Office |

Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Friday, December 09, 2011 10:50 AM
To: Chan_Vo
Cc: mrjason7@gmail.com; Halilu Haruna
Subject: Re: Schedule Site Visit - WAYS

Mr. Chan,

WAYS is happy to promptly respond to all reasonable requests from LACOE. That having been said, your request is a bit suspicious in light of Superintendent Delgado's November 17, 2011 "Notice of Investigation" and my November 28, 2011 response letter, copies of which are attached. Perhaps you are unaware of the correspondence with Dr. Delgado. We have not yet received any response from Dr. Delgado, nor have we received copies from LACOE nor any response whatsoever concerning the records we requested. LACOE's statutory response deadline per the Government Code was yesterday.

I suggest that you confer with Dr. Delgado and please confirm that there is no "complaint" as suggested in LACOE's November 17, 2011 letter. If there is any such "complaint", please provide a copy immediately so that we may have an opportunity to address any problem at our school, if there is any such problem. At this point, we have no reason to believe there is any problem at all. LACOE did not respond or provide copies of anything by December 1 as we requested, and failed to meet its December 8 statutory deadline.

Your broad request to meet with "staff" for an unstated period of time, for unstated reasons is not reasonable, especially under these circumstances. LACOE's Government Code violation in that regard is especially troubling. Please specify the purpose of your request and specify what information you would like us to provide, and the estimated time duration of your meeting. Our staff is fully occupied educating children. Any meeting must be scheduled at a time and in a manner that accommodates our educational program. By you providing the requested information, I can ensure that the appropriate staff are present to address the subject of your inquiry, whatever that might be. As I stated to Dr. Delgado, if you have any specific concern with the implementation of any provision of the charter, please let us know so that we can engage in meaningful dialogue and get any real problem fixed for the benefits of the children.

Thank you Vo. I look forward to you providing the requested information and a meaningful meeting.

Sincerely,

Ed Cabil

From: Chan_Vo <Chan_Vo@laoe.edu>
To: EDWARD CABIL <edcabil@sbcglobal.net>
Cc: Isenberg_Jan <Isenberg_Jan@laoe.edu>; Memon_Zak <Memon_Zak@laoe.edu>
Sent: Thursday, December 8, 2011 9:32 AM
Subject: Schedule Site Visit - WAYS

Mr. Cabil:

This is to request to schedule a visit to WAYS' office to meet with you and your staff to discuss your fiscal operation and internal controls. Please let me know which day(s) next week (except for Tuesday, December 13) would work for you.

In your reference, I am including a couple items below taken from the *Monitoring and Oversight Memorandum of Understanding (MOU)*.

- *Internal Fiscal Controls*: The Charter School shall develop and maintain internal fiscal control policies governing all financial activities. Such policies and procedures are subject to review during site visits to see that they are being implemented.

- LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b) requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the instructional program and operations in accordance with County Board of Education Policy 6650.

Also, EC § 47604.3 states a "A charter shall promptly respond to all reasonable inquiries, including but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries."

Thank you in advance for your cooperation.

Vo Chan | Financial Operations Consultant | Controller's Office |
Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@laoe.edu |

Wisdom Academy for Young Scientists

November 28, 2011

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists Charter School

Dear Superintendent Delgado:

As the Executive Director of the Wisdom Academy for Young Scientists Charter School ("WAYS"), I am responding to your letter dated November 17, 2011 concerning what you have called a "Notice of Investigation".

First and foremost, you incorrectly cite Education Code section 47604.4 as authority to "investigate" whether WAYS "has the capacity to govern the school and implement the charter." The Education Code provides no such authority. In fact, the Education Code specifically provides the authority to make determinations about the likely success of charter implementation to the LACOE Board as part of the charter approval or denial procedure. Please see Education Code section 47605(b)(2). By granting the charter on June 7, 2011, the LACOE Board implicitly determined that the school is likely "to successfully implement the program set forth in the petition". You have cited no facts or even allegations to the contrary.

You have misinterpreted section 47604.4. That section provides that the County Superintendent may monitor and conduct an investigation into the operations of a charter school. Of course, you must have a reasonable, articulated basis for doing so. And because LACOE is the school's authorizer, your oversight is further affected by the charter itself. Your letter vaguely states that you have "received complaints regarding the operation of the school." However, the supporting documentation you attached to your letter demonstrates nothing of the sort. Rather, it is a series of emails from your staff attempting to schedule what its calls a "Capacity Interview". There is no mention whatsoever of any "complaint". And there is no such process as a "capacity interview" authorized by the Education Code or the charter.

Please immediately provide copies of any and all "complaints" referred to in your November 17, 2011 letter. If there is in fact a complaint, WAYS will respond. To the extent a LACOE investigation is reasonable and appropriate, we will of course fully and immediately cooperate to the extent necessary.

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

000842

If you do not provide copies of the "complaints" by December 1, 2011, we will presume that no such complaint exists. If there is a problem at the school, we wish to resolve it immediately for the benefit of our students.

WAYS does not concede that you have authority to conduct what appears to be a fishing expedition / witch hunt under authority of the Education Code. If you believe you have a reasonable basis to conduct an investigation about anything whatsoever concerning WAYS, please immediately inform us of that basis and your supporting facts.

We do not wish to engage in prolonged disputes with you concerning charter oversight. If you truly have a specific concern with the implementation of any provision of our charter, please let us know so that we can engage in meaningful dialogue and get any real problem fixed for the benefit of the children. Your vague, unsupported allegations and incorrect read of the Education Code are not helpful.

Sincerely,



Edward Cabil
Executive Director



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

November 17, 2011

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Kelle Braude

Gabriella Holt

Maria Peza

Thomas A. Saenz

Rebecca J. Turrentine

Wisdom Academy for Young Scientists Board
Mr. Edward Cabil, Executive Director
Mr. Armando Espinoza
Mr. Jonathan Fields
Mr. Norman Golden
Ms. Karen Haynes
Ms. Cheryl Johnson
Ms. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board of Directors:

Notice of Investigation Pursuant to Education Code Section 47604.4

Pursuant to *Education Code* section 47604.4, "a county superintendent of schools may, based upon written complaints by parents or other information that justifies the investigation, monitor the operations of a charter school located within that county and conduct an investigation into the operations of that charter school."

This *Notice of Investigation (Notice)* informs Wisdom Academy for Young Scientists (WAYS) that the Los Angeles County Superintendent of Schools has received complaints regarding the operation of the school. The nature of the complaints is that the school has not complied with the terms of the charter and lacks the capacity to govern the school and implement the charter. The Los Angeles County Office of Education (LACOE), under my direction, has begun to investigate these allegations.

On October 19, 2011, LACOE requested a meeting with current members of WAYS governing board and its executive director to determine whether the school has complied with the terms of the charter and has the capacity to govern the school and implement the charter.

On October 26, 2011, the current WAYS board president informed LACOE by email, "I cannot make a sole decision regarding this matter. I will inform the board of your request in the next board meeting...." (Attachment 1)

Agendas for the October 29, 2011 and November 3, 2011 board meetings did not include this item. (Attachments 2 - 3)

This *Notice* provides WAYS with a final opportunity to meet with LACOE prior to the conclusion of the investigation.

Wisdom Academy for Young Scientists Board

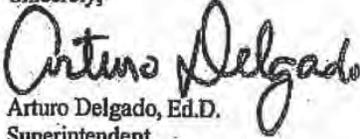
November 17, 2011

Page 2

The meeting is scheduled for December 9, 2011 at 1:00 p.m. at 12830 Columbia Way, Downey, CA 90242.

Please contact Ms. Jan Isenberg in the Charter School Office at (562) 922-8806 to confirm this meeting no later than December 1, 2011, and if you have any other questions.

Sincerely,



Arturo Delgado, Ed.D.
Superintendent

AD/JI:ls

Attachments (3)

c: Los Angeles County Board of Education
Yolanda M. Benitez, Interim Assistant Superintendent, LACOE
Jan Isenberg, Project Director III, LACOE

000845

Attachment 1

From: dorothy.onwajegbusi
To: [Isenberg Jan](mailto:isenberg_jan)
Cc: [Benitez Yolanda](mailto:Benitez_Yolanda); [Higelin Judy](mailto:Higelin_Judy); [Reed-Hunter Deborah](mailto:Reed-Hunter_Deborah); [Sanchez Lila](mailto:Sanchez_Lila); "Edward Cabil"
Subject: Ré: Follow-up WAYS; Second Request
Date: Wednesday, October 26, 2011 4:16:01 PM

Greetings Jan Isenberg:

I cannot solo make a sole decision regarding this matter. I will inform the board of your request in the next board meeting for a quorum to decide if and when they are willing to participate in the capacity interview. Thank you for your overstanding.

Sincerely,

D. Valenti

WAYS Board President

From: [Isenberg Jan](mailto:isenberg_jan) <isenberg_jan@lacoed.edu>
To: "'dvalenti747@yahoo.com'" <dvalenti747@yahoo.com>
Cc: [Benitez Yolanda](mailto:Benitez_Yolanda) <Benitez_Yolanda@lacoed.edu>; [Higelin Judy](mailto:Higelin_Judy) <Higelin_Judy@lacoed.edu>; [Reed-Hunter Deborah](mailto:Reed-Hunter_Deborah) <Reed_Deborah@lacoed.edu>; [Sanchez Lila](mailto:Sanchez_Lila) <Sanchez_Lila@lacoed.edu>; "Edward Cabil" <edcabil@sbcglobal.net>
Sent: Tuesday, October 25, 2011 1:24 PM
Subject: Follow-up WAYS: Second Request

Hi Dorothy:

Please let us know by the close of day tomorrow (October 26, 2011) which day and time the Board and acting Executive Director are able to meet.

Thank you.
Jan Isenberg
Charter School Office
(562) 922-8806

From: [Isenberg Jan](mailto:isenberg_jan)
Sent: Wednesday, October 19, 2011 12:03 PM
To: "'dvalenti747@yahoo.com'"
Cc: [Benitez Yolanda](mailto:Benitez_Yolanda); [Higelin Judy](mailto:Higelin_Judy); [Sanchez Lila](mailto:Sanchez_Lila); "Edward Cabil"
Subject: Follow-up: WAYS
Importance: High

Hi Dorothy:

000846

This is a follow-up to our conversation on October 19, 2011. Due to the resignations of
WAYS Board members and the Executive Director, we are requesting that the Board and the
acting Executive Director meet with the Charter School Office for a Capacity Interview.
The interview will be conducted in two phases:

- The first phase will assist us in determining whether the governing board
understands its role and responsibilities, and has the capacity to govern the school. Only
voting members of the board participate in this phase.
- The second phase will assist us in determining whether the board and the leadership
team have the capacity to implement the charter. Toward that end, questions will focus
on petition, the educational program, outcomes, and other elements, the financial plan,
and the governance and management structure. The entire leadership team participates
in this phase.

Tentative dates:

Friday, October 21, 2011- 10:00 am or 1:00pm; Thursday October 27, 2011 10:00 or 1:00pm.
Once the date is confirmed please email us with names of the Board members that will be
attending. Thank you for your assistance.

Jan Isenberg

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)

From: dorothy onwuegbusi [mailto:dvalenti747@yahoo.com]
Sent: Wednesday, October 19, 2011 10:17 AM
To: Isenberg_Jan
Subject: Re: Second Request: Please contact

Greetings Ms. Isenberg:

Per messages sent to me, via email regarding your request,
my phone number is (626) 429-6458. I prefer all request
relating to WAYS, or communication in relation to the board
be sent to me by email. Due to the nature of my job I only
return calls during my break time.

Thank you for your overstanding,

D. Valenti
WAYS Board President

From: Isenberg_Jan <Isenberg_Jan@lacoed.edu>
To: Isenberg_Jan <Isenberg_Jan@lacoed.edu>; "dvalenti747@yahoo.com" <dvalenti747@yahoo.com>

Cc: ' Edward Cabil ' <edcabil@sbcglobal.net>; Higelin_Judy < Higelin_Judy @lacoedu.edu>;
Sanchez_Lila < Sanchez_Lila @lacoedu.edu>
Sent: Wednesday, October 19, 2011 8:44 AM
Subject: Second Request: Please contact

Please contact the Charter School Office. Thank you.

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)
From: Isenberg_Jan
Sent: Monday, October 17, 2011 12:23 PM
To: ' dvalenti747@yahoo.com '
Cc: Higelin_Judy ; Sanchez_Lila
Subject: FW: Dorothy Valenti Phone Number

Hi Dorothy:
Please give call.
Jan

Jan Isenberg
Project Director III
Charter School Office
Los Angeles County Office of Education
(562) 922-8806
(562) 922-8805 (fax)
From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Monday, October 17, 2011 12:06 PM
To: Isenberg_Jan
Subject: Re: Dorothy Valenti Phone Number

Hi Ms. Isenberg,

I received your message left on my voice mail regarding you not being able to reach Dorothy Valenti by phone! I called the school to verify that her number was correct, and when I dialed the number, I too, could not reach her. Perhaps it is best to just leave her an email. Her email address is dvalenti747@yahoo.com

I believe that she needs to get the phone company involved so that her phone problem can be resolved!

Blessings,
Ed Cabil

Attachment 2

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Saturday, October 29, 2011
4:00 PM

1. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.**
- 2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."**
- 3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.**
- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.**

A. **Call to Order**
Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Karen Haynes	____/____
Cheryl Johnson	____/____
Norman Golden	____/____
Jonathan Fields	____/____
Armando Espinoza	____/____
Dorothy Valenti	____/____

Others in Attendance

Edward Cabil	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 14, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Approval of October 14, 2011 Board Meeting Minutes
2. Removal of previous Executive Director from all accounts associated with Wisdom Academy for Young Scientists
3. Approve new authorized bank account signatories.
4. Approval persons authorized to retrieve checks from LACOE
5. Approval of Board Member Resignation

VI. Closed Session

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

Attachment 3

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001
Board of Directors Meeting
Thursday, November 3, 2011
5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

- A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Karen Haynes	/
Cheryl Johnson	/
Norman Golden	/
Jonathan Fields	/
Armando Espinoza	/
Dorothy Valenti	/

Others in Attendance

Edward Cabil	/
Alake Watson	/
Lawrence Wynder	/
Jason Okonkwo	/
Bali Business Management	/

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 29, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Approval of Interim Executive Director's status to permanent.
2. Approval of 2010-11 SY Fiscal Audit

VII. Closed Session

1. Settlement of previous Executive Director.
2. Revisit Of Staff Contracts

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

Chan Vo

Attachment 0-5

From: Chan_Vo
Sent: Thursday, December 08, 2011 9:32 AM
To: EDWARD CABIL
Cc: Isenberg_Jan; Memon_Zak
Subject: Schedule Site Visit - WAYS

Mr. Cabil:

This is to request to schedule a visit to WAYS' office to meet with you and your staff to discuss your fiscal operation and internal controls. Please let me know which day(s) next week (except for Tuesday, December 13) would work for you.

For your reference, I am including a couple items below taken from the *Monitoring and Oversight Memorandum of Understanding (MOU)*.

- *Internal Fiscal Controls*: The Charter School shall develop and maintain internal fiscal control policies governing all financial activities. Such policies and procedures are subject to review during site visits to see that they are being implemented.
- LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b) requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the instructional program and operations in accordance with County Board of Education Policy 6650.

Also, EC § 47604.3 states a "A charter shall promptly respond to all reasonable inquiries, including but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries."

Thank you in advance for your cooperation.

Vo Chan | Financial Operations Consultant | Controller's Office |

Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

vc 12/7/11

Concerns Regarding WAYS Credit Card Usage and Oversight Pending Further Review

- Credit cards statements are being mailed to the attention of WAYS former executive director (ED) at a residential address
- There are charges made (\$2,155.01) under the name of the former ED after she had been terminated (subsequent to LACOE Board approval on June 7, 2011); charges include travel to Atlanta believed to be for a conference; charges covers period 6/13/11 to 6/30/11
- The director of operations (son of former ED) makes significant credit card charges (over \$23,000 during August 2011)
- Charges made by the director of operations (son of former ED) that appears to be excessive or questionable; legitimate business purpose (i.e. frequent charges made for gas with some on the same date)
- Lack of segregation of duties (authorization, review, approval, etc.); e.g. the director of operation approves check requests for credit card payment -essentially approving charges initiated by him
- Some credit card charges appears not adhere to its fiscal policies (i.e. not obtain prior approval, bypassing the normal procurement process, paying statement prior to reviewing receipts, and timely recording of transactions)

000854

EXHIBIT 16



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arluro Delgado, Ed.D.
Superintendent

April 18, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
E-Mail: edcabil@sbcglobal.net*

Los Angeles County
Board of Education

Rudell S. Freer
President

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Dear Mr. Cabil:

WAYS Fiscal Policy Recommendations

Gabriella Holt

Maria Reza

Thank you for submitting the fiscal policy for Wisdom Academy for Young Scientists (WAYS) to our office. We appreciate the school's effort to improve its fiscal management. After thorough review of fiscal policies and procedures, we recommend inclusion of additional measures to strengthen internal control and safeguard assets of WAYS charter school. Please see attachment.

Thomas A. Saenz

If you have any questions, please contact the Controller's Office at (562) 803-8351.

Sincerely,

Patricia Smith, Executive Director
Business and Finance

PS/ZM: clc
Attachment

Cc: Zak Memon, Assistant Controller, Controller's Office, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Interim Project Director III, Charter School Office, LACOE

Wisdom Academy for Young Scientists (WAYS)
Recommendations for Inclusion in Fiscal Policy

After reviewing the fiscal policy for WAYS, we recommend the addition and revision of the following procedures:

1. **Policy Number One: Budget Preparation and Implementation Policy**-Ensure the budget is in compliance with Generally Accepted Accounting Principles (GAAP), board policy, and finance-related legal requirements. All expenditures will match budget expectations. Revenue from any Federal or State sources will be committed in accordance with all specific federal/state laws or requirements applicable.
2. **Policy Number Two: Time Sheet and Payroll Procedures**-Designate an employee to maintain personnel files.
 - Each personnel file should contain the following information, at minimum:
 - Employment application or resume
 - A record of background investigation results
 - Date of employment
 - Employment agreement
 - Position, pay rates, and changes therein
 - Authorization of payroll deductions
 - Earning records for non-active employees
 - W-4 Form
 - I-9 Form
 - Termination data, when applicable
 - All personnel files are to be kept locked in a locking file cabinet in the business office.
 - Payroll deductions are to be recorded properly and paid to the appropriate third parties on a timely basis. Also, all payroll reports to third parties shall be submitted on a timely basis.
3. **Policy Number Three: Purchase and Other Procurement Procedures**-Formal bidding procedures will be used for service and other contracts anticipated to cost more than \$10,000 (ten thousand dollars). Specification and bidding requirements should include:
 - Specifications to be prepared by the administration
 - Specifications to be approved by the Board
 - Specifications to be mailed to any identified potential bidders
 - All bids to be submitted in sealed envelopes and plainly marked as indicated in the bid specifications
 - Bids to be publicly opened at an announced time, and on a specific date
 - The bidder to whom the award is made to be required to enter into written contract and purchase order.

4. Policy Number Four: Contracting Policies and Procedures

- The contractor must provide the school with a completed form DE542, Employment Development Department Report of Independent Contractor, at the time of signing the contract
- All contracts that exceed \$25,000 should be signed and approved by the Board
- Line Item no.3-Delete: "except in cases where an exception is allowed by a Principal"
- Line Item no. 4-Delete: "except in cases where the school agrees to cover the contractor as part of terms of the contract"
- The school will evaluate criteria established by the IRS when assigning independent contractor status and issue IRS Form 1099 to independent contractors if compensation is \$600 or more. The consultant contract will include description of services, deliverables, pay rate, timeframe, and timeline of payments and reimbursements.

5. Policy Number Five: Check Requests Procedures

- Duties of check requester and approver should be segregated.
- P. 7 Bullet no. 2 - "Check in excess of \$10,000 of non recurring item require two signatures" - Signatories should be identified.
- Incoming invoices will be logged in by the Administrative Assistant before distributing for approval. Once monthly, the Director of Operations should check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, then reasons for the nonpayment of these invoices should be discussed with the responsible staff member.

6. Policy Number Six: Reimbursements

- Reimbursement forms must be approved by the Executive Director, the supervisor, and signed by the recipient.

7. Policy Number Seven: Use of Corporate Credit Cards and Procedures

- The purpose of issuing a corporate credit card is to increase flexibility for key staff members, and not for the "convenience" as stated in the fiscal policy page 7. The school will use the standard procurement procedures whenever possible.
- The Board will authorize the credit card uses as follows:
 - Travel related expenses
 - Meeting/conference expenses
 - Online purchases where purchase orders are not accepted
 - Emergency spending
 - Pre authorized expenditures
- The credit card holders will be responsible for documenting and justifying all expenditures (school-related purpose) and held personally liable if the credit card charge is deemed personal or unauthorized.
- Each credit card transaction must be supported by an actual receipt containing detail of the item(s) purchased.

8. Policy Number Eight: Petty Cash Policies and Procedures

- Petty Cash Holders – Position needs to be identified.
- The recipient of the petty cash funds must sign the petty cash disbursements log to indicate the receipt of the funds. The paid receipt should be attached to the log. Petty cash box should be locked and secured safely until it is time to replenish the fund. The Petty Cash Fund reconciliation and associated receipts should be attached to the check request for replenishment.
- The petty cash account should be reconciled monthly. When the petty cash account is reconciled, the appropriate expense account should be charged in the school's general ledger. Once reconciled, request for replenishment can be processed.
- The Director of Operations should review petty cash transactions and make periodic counts of petty cash fund
- The petty cash account may not be used to cash payroll checks or other personal checks.

9. Policy Number Nine: Financial Reporting Review Procedures – The school's accounting system will be in conformity with the California School Accounting Manual. Accounting method will follow Generally Accepted Accounting Principles (GAAP) guidelines for nonprofit reporting. All budgets and financial reports will be presented using full accrual accounting in alignment with annual audited financial statements. The school will follow the financial reporting guidelines required by Education Code section 47604.33, 47605(m) and 47604(3).

- P.9 Bullet no. 2 – Executive "Consultant" – should be Executive "Director"
- The school will submit the following financial reports to LACOE per Education Code Section 47604.33 and 47604(3):
 - On or before June 15, submit a preliminary budget
 - On or before December 1, submit the first interim financial report
 - On or before March 1, submit the second interim financial report
 - On or before August 15, submit a final unaudited report for the full prior year
 - Respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records.
- The school will transmit a copy of its annual independent financial audit report for the preceding fiscal year to LACOE, the State Controller's Office, and the California Department of Education by December 15 of each year per Education Code Section 47605(m).

10. Policy Number Ten: Program Cash Receipts and Deposit Procedures

- P.10 Bullet no. 3 Three staff persons – Positions need to be identified.
- The reception desk for each school site should record the cash and checks received on a cash/check receipts log which should include the date of check/cash was received, name of the payer, amount, check number and program/department
- Make two copies of the checks with one copy to be filed in the program deposits file and another copy in the deposited checks/cash folder

- In addition to the program deposits file, set up a separate "deposited checks/cash" folder and place all copies of deposit documents in the file
- A copy of cash/check receipts log should be given to the Executive Director on a **weekly** basis

11. Policy Number Eleven: Revolving Cash Procedures

- The bank statements for the revolving cash funds will be reconciled on a **monthly** basis by the Back Office services provider.

12. Recommended New Policy: Policy Number Twelve: Fixed Asset Procedures – The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding the school's assets in compliance with **generally** accepted accounting principles, and financial reporting requirements.

- The management must maintain a permanent property log and depreciation **schedule** for all fixed assets purchased by the school
- The property log will contain the following information:
 - Date of purchase
 - Description of item purchased
 - Received by donation or purchased
 - Cost or fair market value on the date of receipt
 - Donor or funding source
 - Funding source restrictions on use or disposition
 - Identification/serial number
 - Depreciation Method
 - Vendor name and address
 - Warranty period
 - Inventory tag number
 - Number of check used to pay for the equipment
- At least annually, a physical inspection and inventory should be taken of all **fixed assets** and reconciled to the general ledger balance. Adjustments for dispositions will be **made** annually.
- Fixed assets purchased with federal funds should be disposed of according to **federal** guidelines.
- Material changes in the status of property and equipment such as changes in **location**, sale of items, and any purchase or sale of the real estate should be recorded **for** management information.

13. Recommended New Policy: Policy Number Thirteen: Risk Management - The school should maintain an insurance program to protect the school against any losses that may occur **due to** the many normal and unusual hazards.

- Insurance policy and coverage should be approved by the Board of Directors, **and** comply with LACOE's MOU requirements

- Insurance certificates should be kept on file in the school's administrative office at all times and available for inspection.

14. Recommended New Policy: Policy Number Fourteen: Debt Management Policy – The purpose of this policy is to enhance the school's ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's ability to continue operation.

- The Executive Director is responsible for administering and maintaining the school's current obligations under direction of the Board. The finance committee should meet with the Executive Director and Board regarding the status of the school's existing debt and to make specific recommendations.
- No new debt should be incurred without approval of the Board.
- Advance written notification of all borrowings should be provided to LACOE as per the current MOU requirements.
- All approved annual budgets should include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
- Prior to incurring any new borrowing, the Executive Director should prepare a financial analysis showing the effect of the borrowing on current and future operations for the Board to make an informed decision.
- The school should take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.

15. Recommended New Policy: Policy Number Fifteen: Conflict of Interest Policy – Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall excuse him /her from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest to be complied with Government Code 1090 *et seq.* and the Political Reform Act of 1974.

EXHIBIT 17

**BYLAWS
OF
MERLE WILLIAMSON FOUNDATION
(A California Nonprofit Public Benefit Corporation)**

**Doing Business As
WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS)**

**ARTICLE I
NAME**

Section 1. **NAME.** The name of this corporation is Merle Williamson Foundation, doing business as Wisdom Academy for Young Scientists ("WAYS" or "Charter School").

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. **PRINCIPAL OFFICE OF THE CORPORATION.** The principal office for the transaction of the activities and affairs of this corporation is 760 E. Manchester Avenue, Los Angeles, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. **OTHER OFFICES OF THE CORPORATION.** The Board of Directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. **GENERAL AND SPECIFIC PURPOSES.** The purpose of this corporation is to improve the social and economic status of the South Central Los Angeles community by creating and operating a pre-school, a school devoted to the education of boys and girls, and an organization which promotes the cultural diversity of the South Central Los Angeles community, all of the foregoing to enable young people of the South Central Los Angeles community to become successful and useful citizens and the providing of support and resources toward the accomplishments of the foregoing purposes, and to engage in any other lawful activities permitted under the California Nonprofit Public Benefit Corporation Law. The recital of these purposes as contained in this Article is intended to be exclusive of any and all other purposes, this corporation being formed for such public and charitable purposes only.

Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue

Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV CONSTRUCTION AND DEFINITIONS

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. DEDICATION OF ASSETS. This corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Charter School's Charter. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

ARTICLE VI CORPORATIONS WITHOUT MEMBERS

Section 1. CORPORATIONS WITHOUT MEMBERS. This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law. The corporation's Board of Directors may, in its discretion, admit individuals to one or more classes of nonvoting members; the class or classes shall have such rights and obligations as the Board of Directors finds appropriate.

ARTICLE VII BOARD OF DIRECTORS

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors ("Board"). The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. **SPECIFIC POWERS.** Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.
- c. Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.

Section 3. **DESIGNATED DIRECTORS AND TERMS.** As outlined in the WAYS charter, the number of directors shall be no less than five (5) and no more than fifteen (15), unless changed by amendments to these bylaws and to the WAYS charter. All directors shall be designated by the existing Board of Directors. All directors are to be designated at the corporation's annual meeting of the Board of Directors or, if the directors are not elected at such meeting, at any special meeting of the Board held for that purpose.

The Board of Directors is composed of parents and/or community members. Members will be nominated from the community based on their expertise and desire to promote a quality educational program. These individuals may have backgrounds in areas such as business, law, fundraising, community outreach, finance, mental health, etc., along with their willingness to serve a needed role on the WAYS Board. Paid employees of WAYS will not sit on the Governing Board of WAYS. Additionally, in accordance with Education Code section 47604 (b), the charter authorizer reserves the right to appoint a single representative to serve on the Board.

Section 4. **DIRECTORS' TERM.** As of the 2011 annual meeting, or any special meeting held in 2011 for the purpose of appointing directors, terms of service shall be as follows: (1) All newly appointed (i.e. new to the Board) directors shall be appointed for a three (3) year term of service; (2) All returning/reappointed directors shall be appointed for a single two (2) year term of service. This shall be done in an effort to stagger Board terms of service.

For all subsequent appointments and reappointments of directors thereafter, each director shall hold office for three (3) years and until a successor director has been designated and qualified. Directors may serve multiple terms of service.

Section 5. **NOMINATIONS BY COMMITTEE.** The Chairman of the Board of Directors or, if none, the President will appoint a committee to designate qualified candidates for election to the Board of Directors at least thirty (30) days before the date of any election of directors. The nominating committee shall make its report at least seven (7) days before the date of the election or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee.

Section 6. **USE OF CORPORATE FUNDS TO SUPPORT NOMINEE.** If more people have been nominated for director than can be elected, no corporation funds may be expended to support a nominee without the Board's authorization.

Section 7. **EVENTS CAUSING VACANCIES ON BOARD.** A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; or (d) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at such meeting.

Section 8. **RESIGNATION OF DIRECTORS.** Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 9. **DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.** Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 10. **REMOVAL OF DIRECTORS.** Any director may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). Any vacancy caused by the removal of a director shall be filled as provided in Section 12.

Section 11. **VACANCIES FILLED BY BOARD.** Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a meeting held according to the Brown Act, or (b) a sole remaining director.

Section 12. **NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.** Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 13. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation. The Board of Directors may designate that a meeting be held at any place within the jurisdiction of the WAYS charter authorizer. All meetings of the Board of Directors shall be noticed, called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act ("Brown Act"), California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 14. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be held in compliance with the Brown Act.

Section 15. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held monthly at such times and places as noticed by the Board of Directors in accordance with the Brown Act. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 16. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Chairman of the Board has not been elected then the President is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 17. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is provided to the public in accordance with the Brown Act.

Additionally, members of the Board of Directors shall be provided with notice of special meetings at least twenty-four (24) hours in advance of the meeting as follows:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 18. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based upon the presence of a quorum. Should there be less than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy.

Section 19. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of the school district in which the Charter School operates;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;¹
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.²

Section 20. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. If a meeting is adjourned, notice of such adjournment to another time or place shall be given, prior to the time scheduled for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 21. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted.

Section 22. CREATION AND POWERS OF COMMITTEES. The Board, by resolution

¹ This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

² The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, (known as a "Committee of the Board") to serve at the pleasure of the Board. Appointments to a Committee of the Board shall be by majority vote of the authorized number of directors. The Board of Directors may appoint one or more directors as alternate members of any such Committee of the Board, who may replace any absent member at any meeting. Any such Committee of the Board shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members;
- b. Fill vacancies on the Board of Directors or any committee of the Board;
- c. Fix compensation of the directors for serving on the Board of Directors or on any committee;
- d. Amend or repeal bylaws or adopt new bylaws;
- e. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- f. Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- g. Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- h. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

The Board may also create advisory committees composed of directors and non-directors, to serve in an advisory capacity to the Board of Directors.

Section 23. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 24. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 25. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the

Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a **President**, a Secretary, and a Treasurer. The corporation, at the Board's direction, may also have a **Chairman** of the Board and a Vice-Chair. The officers shall carry out the corporate duties set forth in **this Article VIII** and may designate the relevant administrative duties associated with their **officership** to the appropriate WAYS staff members.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices **may** be held by the same person, except that neither the Secretary nor the Treasurer may serve **concurrently** as either the President or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of this corporation **shall** be chosen annually by the Board of Directors and shall serve at the pleasure of the Board.

Section 4. REMOVAL OF OFFICERS. The Board of Directors may **remove** any officer with or without cause.

Section 5. RESIGNATION OF OFFICERS. Any officer may resign at any **time** by giving written notice to the Board. The resignation shall take effect on the date the **notice** is received or at any later time specified in the notice. Unless otherwise specified in the **notice**, the resignation need not be accepted to be effective. Any resignation shall be without **prejudice** to any rights of the corporation under any contract to which the officer is a party.

Section 6. VACANCIES IN OFFICE. A vacancy in any office because of **death**, resignation, removal, disqualification, or any other cause shall be filled by majority vote **of** the Board.

Section 7. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and **perform** such other powers and duties as the Board of Directors may assign from time to time. If there is no President, the Chairman of the Board of Directors shall also have the powers and duties **of** the President of the corporation set forth in these bylaws. If a Chairman of the Board of Directors is elected, there shall also be a Vice-Chairman of the Board of Directors. In the absence **of** the Chairman, the Vice-Chairman shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. VICE-CHAIRMAN OF THE BOARD. The Vice-Chairman shall **preside** at Board of Directors meetings in the absence of the Chairman of the Board and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. **PRESIDENT.** Subject to such supervisory powers as the Board of **Directors** may give to the Chairman of the Board (if there is a Chair), the President shall **supervise** the corporation's activities. The President shall have such other powers and duties as the **Board of Directors** or the bylaws may require.

Section 10. **VICE-PRESIDENTS.** If the President is absent or disabled, the **Vice-Presidents**, if any, in order of their rank as fixed by the Board, or, if not ranked, a **Vice-President** designated by the Board, shall perform all duties of the President. When so acting, a **Vice-President** shall have all powers of and be subject to all restrictions on the President. The **Vice-Presidents** shall have such other powers and perform such other duties as the Board of Directors or the **bylaws** may require.

Section 11. **SECRETARY.** The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board of Directors may direct, a **book of minutes** of all meetings, proceedings, and actions of the Board and of committees of the **Board**. The minutes of meetings shall include the time and place that the meeting was held; **whether** the meeting was annual, regular, special, or emergency and, if special or emergency, how **authorized**; the notice given; and the names of the directors present at Board of Directors and **committee meetings**.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 12. **TREASURER.** The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The **books of account** shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other **valuables** in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the President, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

ARTICLE IX CONTRACTS WITH DIRECTORS AND NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. **CONTRACTS WITH DIRECTORS AND NON-DIRECTOR DESIGNATED EMPLOYEES.** The Corporation shall not enter into a contract or transaction in

which a director or non-director designated employee directly or indirectly has a personal, material financial interest (nor any other corporation, firm, association, or other entity in which one or more of this Corporation's directors are directors have a material financial interest), unless the interest is deemed to be a remote or non-interest under Government Code Section 1090 et seq.

ARTICLE X LOANS TO DIRECTORS AND OFFICERS

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

ARTICLE XI INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XII INSURANCE

Section 1. **INSURANCE.** This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

ARTICLE XIII MAINTENANCE OF CORPORATE RECORDS

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** This corporation shall

keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XIV INSPECTION RIGHTS

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. **ACCOUNTING RECORDS AND MINUTES.** On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. **MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.** This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XV REQUIRED REPORTS

Section 1. **ANNUAL REPORTS.** The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The corporation's expenses or disbursement for both general and restricted purposes;

- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and mail or deliver to each director and furnish to each director a statement of any transaction or indemnification of the following kind:

- a. Any transaction (i) in which the corporation, or its parent or subsidiary, was a party, (ii) in which an "interested person" had a direct or indirect material financial interest, and (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either:
 - (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or
 - (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

ARTICLE XVI BYLAW AMENDMENTS

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of the Charter that created the Wisdom Academy for Young Scientists Charter School or make any provisions of these Bylaws inconsistent with that Charter, the corporation's Articles of Incorporation, or any laws.

ARTICLE XVII FISCAL YEAR

Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Merle Williamson Foundation, a California nonprofit public benefit corporation; that these bylaws, consisting of 13 pages, are the revised bylaws of this corporation as adopted by the Board of Directors on March 16, 2011; and that these bylaws have not been amended or modified since that date.

Executed on March 16, 2011 at Los Angeles, California.


Adell Walker, Secretary

EXHIBIT 18

BYLAWS
OF
MERLE WILLIAMSON FOUNDATION
A California Nonprofit Public Benefit Corporation

ARTICLE 1.
LOCATION OF OFFICES

The name of this corporation is Merle Williamson Foundation. It is a California nonprofit public benefit corporation with principal offices in Los Angeles, California.

ARTICLE 2.
PURPOSE.

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purpose of this corporation is to improve the social and economic status of the South Central Los Angeles community by creating and operating a pre-school, a school devoted to the education of boys and girls and an organization which promotes appreciation of the cultural diversity of the South Central Los Angeles community, all of the foregoing to enable young people of the South Central Los Angeles community to become successful and useful citizens and the providing of support and resources toward the accomplishment of the foregoing purposes, and to engage in any other lawful activities permitted under the California Nonprofit Public Benefit Corporation Law. The recital of these purposes as contained in this Article is intended to be exclusive of any and all other purposes, this corporation being formed for such public and charitable purposes only.

ARTICLE 3.
MEMBERSHIP

The corporation shall have no members.

ARTICLE 4.

DIRECTORS

Section 4.1. Powers.

Subject to limitations of the Articles and these Bylaws and of pertinent restrictions of the Corporations Code of the State of California, all the activities and affairs of the corporation shall be exercised by or under the direction of the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- a. To select and remove all the officers, agents and employees of the corporation, prescribe such duties for them as may not be inconsistent with law, with the Articles of Incorporation, or with these Bylaws, fix the terms of their offices and their compensation and in their discretion require from them security for faithful service.
- b. To make disbursements from the funds and properties of the corporation as are required to fulfill the purposes of this corporation as are more fully set out in the Articles of Incorporation, and generally to conduct, manage and control the activities and affairs of the corporation and to make rules and regulations not inconsistent with law, with the Articles of Incorporation or with these Bylaws, as they may deem best.
- c. To adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.
- d. To borrow money and incur indebtedness for the purposes of the corporation and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities therefor.
- e. To the extent permitted by the exempt status of the organization, to carry on a business at a profit and apply any such profit that results from the business activity to any activity in which it may legally engage.

Section 4.2. Number of Directors.

~~The authorized number of Directors of the corporation shall be between one (1) and five (5), with the exact number of directors to be fixed, within the limits heretofore specified, by the Board of Directors from time to time.~~

Section 4.3. Selection and Tenure of Office.

Directors shall be elected at each annual meeting of the Directors. Each Director shall serve until the next annual meeting and until a successor has been elected and qualified. If an annual meeting is not held, or the Directors are not elected at such meeting, the Directors may be elected at any special meeting of Directors held for that purpose.

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Section 4.4. Vacancies.

Any Director may resign effective upon giving written notice to the Chair of the Board, the President, or the Secretary of the Board, unless the notice specifies a later time for the effectiveness of the resignation.

If the resignation is to take effect at some future time, a successor may be selected before such time, to take office when the resignation becomes effective.

Vacancies in the Board shall be filled in the same manner as the Director(s) whose office is vacant was selected, provided that vacancies to be filled by election by Directors may be filed by a majority of the remaining Directors, although less than a quorum, or by a sole remaining Director. Each Director so elected shall hold office until the expiration of the term of the replaced Director and until a successor has been named and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation or removal of any Director, or if the authorized number of Directors is increased.

The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or has been found by a final order or judgment of any court to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law.

No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

Section 4.5. Removal of Directors.

A Director may be removed from office if any of the following has been found to have occurred:

a. The Director is found to have engaged in activities that are directly contrary to the interests of the corporation.

b. The Director is found to be engaged in the misrepresentation of the corporation and its policies to outside third parties, either willfully, or on a repeated basis.

Before any such removal occurs, the Director will be advised of the allegation and the basis for the same, and will be given an opportunity to present any contrary evidence, or explanation he or she may have to the Board. Removal must be by a majority vote of all the Directors.

Section 4.6. Place of Meetings.

Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular, special or adjourned) of the Board of Directors of the Corporation may be held at any place within or without California that has been previously designated for that purpose by resolution of the Board of Directors or by the written consent of all the members of the Board.

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Section 4.7. Regular Meetings.

Regular meetings of the Board shall be held without call or notice on the last Friday in June of each year, at 3:00 p.m. local time at the offices of the corporation, unless otherwise modified by the Board; provided, however, should said day fall on a holiday observed by the corporation, then the meeting shall be held at the same time or the next day thereafter ensuing that is a full business day.

Section 4.8. Special Meetings.

Special meetings of the Board of Directors may be called at any time by order of the President, of any Vice President, of the Secretary, or of two or more of the Directors.

Section 4.9. Notice of Special Meetings.

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Special meetings of the Board shall be held upon four days notice by first class mail or a forty-eight hour notice given personally or by telephone, including a voice messaging system or other system or technology designed to record and communicate messages, telegraph, facsimile, electronic mail, or other electronic means. The notice shall be addressed or delivered to each Director or at the Director's address as it is shown upon the records of the corporation or as may have been given to the corporation by the Director for purposes of notice or, if such address is not shown on such records or is not readily ascertainable, at the place at which the meetings of the Directors are regularly held.

Section 4.10. Quorum.

Except as otherwise provided herein, a majority of the authorized number of Directors shall constitute a quorum except when a vacancy or vacancies prevents such majority, whereupon a majority of the Directors in office shall constitute a quorum, provided such majority shall constitute either one third of the authorized number of Directors or at least two Directors, whichever is larger, or unless the authorized number of Directors is only one. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Except as the Articles of Incorporation, these Bylaws and the California Nonprofit Public Benefit Corporation Law may provide, the act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors.

Section 4.11. Participation in Meetings by Conference Telephone.

Directors may participate in a meeting through use of conference telephone, electronic video screen communications, or other communications equipment, so long as all Directors participating in such meeting can communicate with all of the other Directors concurrently, each Director is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection, to a specific action to be taken, and the corporation adopts and implements some means of verifying that the person communicating by telephone, electronic video screen, or other communications equipment is a Director entitled to

participate in the board meeting, and that all statements, questions, actions, or votes were made by that Director and not by another person not permitted to participate as a Director.

Section 4.12. Waiver of Notice.

Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior to the meeting or at its commencement, the lack of notice to such Director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 4.13. Adjournment.

A majority of the Directors present, whether or not a quorum is present may adjourn any Directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place is fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Section 4.14. Action Without Meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting if all Directors individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of proceedings of the Board.

Section 4.15. Rights of Inspection.

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is a Director, for a purpose reasonably related to that person's interest as a Director.

Section 4.16. Official Board Committees.

Committees of the Board may be appointed by resolution passed by a majority of the whole Board. Committees shall be composed of two or more members of the Board, and shall have such powers of the Board as may be expressly delegated to it by resolution of the Board of Directors, except with respect to:

- a. The approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires members' approval (must be approved by the Board as a whole);
- b. The filling of vacancies on the Board or on any committee

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- c. The fixing of compensation of the Directors for serving on the Board or on any committee;
- d. The amendment or repeal of Bylaws or the adoption of new Bylaws;
- e. The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- f. The appointment of other committees of the Board or the members thereof;
- g. The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or
- h. The approval of any self-dealing transaction, as such transactions are defined in Section 5233 (a) of the California Nonprofit Public Benefit Corporation Law.

Any committee may be designated an Executive Committee or by such other name as the Board shall specify. The Board shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such prescription, the committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or the committee shall otherwise provide, the regular and special meetings and other actions of the committee shall be governed by the provision of this Article applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

Section 4.17. Fees and Compensation.

Directors (as such) shall not receive compensation for their services as Directors. Directors may receive a reasonable allowance for personal services actually rendered pursuant to resolution passed by a majority vote at a regular or special meeting of the Board; reimbursement for expenses as may be fixed or determined by the Board.

Not more than 49% of the Directors may serve the organization in some other capacity for which compensation is paid.

ARTICLE 5.

OFFICERS

Section 5.1. Officers.

The officers of the corporation shall be a Chair of the Board or a President or both, a Secretary and a Chief Financial Officer. The corporation may also have, at the discretion of the Board of Directors, one or more Vice Presidents, one or more Assistant Secretaries and such other officers as may be appointed in accordance with the provisions of Section 3 of this Article. One person may hold two or more offices, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as the President or the Chair of the Board.

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Section 5.2. Election.

The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be chosen annually by, and shall serve at the pleasure of, the Board of Directors, subject to the rights, if any, of an officer under any contract of employment. Each officer shall hold his office until he or she resigns, is removed, or becomes otherwise disqualified to serve, or until his or her successor is elected and qualified.

Section 5.3. Subordinate Officers.

~~The Board of Directors may appoint, and may empower the President to appoint, other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine.~~

Section 5.4. Removal and Resignation.

Any officer may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board, or except in case of an officer chosen by the Board of Directors, by any officer upon whom such power of removal may be conferred by the Board of Directors.

Any officer may resign at any time, without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party, by giving written notice to the Board of Directors, or to the President, or to the Secretary of the corporation. The resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5.5. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 5.6. Inability to Act.

In the case of absence or inability to act of any officer of the corporation and of any person herein authorized to act in his or her place, the Board of Directors may from time to time delegate the powers or duties of such officer to any other officer, or any director or other person whom the Board may select.

Section 5.7. Chair of the Board.

X The Chair of the Board, if there shall be such an Officer, shall, if present, preside at all meetings of the Board of Directors, and exercise and perform other powers and duties as may

be from time to time assigned to him or her by the Board of Directors or prescribed by the Bylaws. If the Corporation does not have a President, then the Chair shall also have the powers otherwise given to the President.

Section 5.8. President.

Subject to such supervisory powers, if any, as may be given by the Board of Directors to the Chair of the Board, if there be such an Officer, the President shall be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the activities and Officers of the corporation. In the absence of the Chair of the Board, or if there is none, the President shall preside at all meetings of the Board of Directors. The President shall be ex-officio a member of all the standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of a President of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

Section 5.9. Vice President.

In absence or disability of the President, the Vice Presidents, in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or the Bylaws.

Section 5.10. Secretary.

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board of Directors may order, of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at the Board and committees' meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California and the original and a copy of the corporation's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, shall keep the seal of the corporation in safe custody, and shall have such other powers and perform such other duties as prescribed by the Board.

Section 5.11. Treasurer and Chief Financial Officer.

The Treasurer shall be the Chief Financial Officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation. The books of account shall at all reasonable times be open to inspection by any Director.

The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the corporation with depositories designated by the Board of Directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President and the Directors, whenever they request it, an account of all of his or her transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Section 5.12. Assistant Treasurer.

At the request of the Treasurer, or in his or her absence or disability, the Assistant Treasurer shall perform all the duties of the Treasurer, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Treasurer.

Section 5.13. Salaries.

The salaries of the Officers shall be fixed from time to time by the Board of Directors and no Officer shall be prevented from receiving such salary by reason of the fact that such Officer is also a Director of the corporation.

ARTICLE 6.

OTHER PROVISIONS

Section 6.1. Endorsement of Documents; Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between this corporation and any other person, when signed by any one of the Chair of the Board, the President or any Vice President, and any one of the Secretary, any Assistant Secretary, the Treasurer or any Assistant Treasurer of this corporation shall be valid and binding on this corporation in the absence of actual knowledge on the part of the other person that the signing Officers had no authority to execute the same.

The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation. This authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, and except as provided in this Section, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

Section 6.2. Representation of Shares of Other Corporations.

The President or any other officer or officers authorized by the Board or the President are each authorized to vote, represent and exercise on behalf of the corporation all rights incident

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to any and all shares of any other corporation or corporations standing in the name of the corporation. The authority herein granted may be exercised either by any officer in person or by any other person authorized to do so in proxy or power of attorney duly executed by the officer.

Section 6.3. Construction and Definitions.

Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the General Provisions of the California Nonprofit Corporation Law and in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

Section 6.4. Amendments.

These Bylaws may be amended or repealed in whole or in part, and new Bylaws adopted by the Board of Directors.

Section 6.5. Record of Amendments.

Whenever an amendment or new Bylaw is adopted, it shall be copied in the Book of Minutes with the original Bylaws, in the appropriate place. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in the Book.

ARTICLE 7.

INDEMNIFICATION OF AGENTS OF THE CORPORATION

Section 7.1. Definitions.

For purposes of this section, "agent" means any person who is or was a Director, Officer, employee or other agent of this corporation, or is or was serving at the request of this corporation as a Director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a Director, Officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Section 4 or 5(c) of this Article.

Section 7.2. Indemnification in Actions by Third Parties.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure judgment in its favor, an action brought under Section 5233 of the

California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 7.3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

(a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to this corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 7.4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 7.3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

(a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to this corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 7.4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

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Section 7.5. Required Indemnification.

Except as provided in Section 4 of this Article, indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3, by:

(a) A majority vote of a quorum consisting of Directors who are not parties to such proceeding; or

(b) The court in which such proceeding is or was pending, upon application made by this corporation or the agent, attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by this corporation.

Section 7.6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

Section 7.7. Other Indemnification.

No provision made by the corporation to indemnify its or its subsidiary's Directors or Officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such Directors and Officers may be entitled by contract or otherwise.

Section 7.8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5(b) in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

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Section 7.9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

Section 7.10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

ARTICLE 8.

RECEIPT, INVESTMENT AND DISBURSEMENT OF FUNDS

Section 8.1. The corporation shall receive all monies and/or other properties transferred to it for the purposes for which the corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the Board of Directors to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of such money or property is contrary to the expressed purposes of the corporation as shown by said Articles.

Section 8.2. The corporation shall hold, manage and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this corporation.

Section 8.3. No disbursement of corporation money or property shall be made until it is first approved by the President of the corporation or by the Treasurer or by the Directors. However, the Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the corporation was formed and to direct the officers of the corporation from time to time to make disbursements to implement said appropriations.

Section 8.4. Instruments in Writing.

All checks, drafts, demands for money and notes of the corporation, and all written contracts of the corporation shall be signed by such officer or officers, agent or agents, as the Board of Directors may from time to time by resolution designate.

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ARTICLE 9.

CORPORATE RECORDS AND REPORTS

Section 9.1. Records.

The Corporation shall maintain adequate and correct accounts, books and records of its business and properties. All such books, records and accounts shall be kept at its principal place of business in the State of California, as fixed by the Board of Directors from time to time.

Section 9.2. Inspection of Books and Records.

Every Director shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the Corporation, and also of its subsidiary organizations, if any.

Section 9.3. Certification and Inspection of Bylaws.

The original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, shall be open to inspection by the members and Directors of the Corporation at all reasonable times during office hours.

Section 9.4. Annual Report.

An annual report shall be sent to the directors no later than 120 days after the close of the corporation's fiscal year, containing the following:

(a) Financial statements of the corporation for the fiscal year, containing the following detail:

(i) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year,

(ii) The principal changes in assets and liabilities, including trust funds,

(iii) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes,

(iv) The expenses or disbursements of the corporation, for both general and restricted purposes,

accompanied by a report from the independent accountants, or if none, a certificate of officer that the statements were prepared without audit.

(b) A statement of any transaction in which an interested person had a material financial interest that individually or cumulatively involved more than \$50,000. This

UNANIMOUS WRITTEN CONSENT

OF DIRECTORS

OF

MERLE WILLIAMSON FOUNDATION

A California Nonprofit Public Benefit Corporation

The undersigned, being all of the Directors of Merle Williamson Foundation, a California nonprofit public benefit corporation, do hereby dispense with the formality of a meeting and adopt the following resolutions:

1. Approval and Adoption of Bylaws.

WHEREAS, the incorporator of this Corporation has not as yet adopted Bylaws for the regulation of its affairs; and

WHEREAS, it is necessary to adopt a set of Bylaws for the regulation of the affairs of this Corporation; and

WHEREAS, the undersigned have reviewed the Bylaws attached as Exhibit A and approve the same without modification; and

NOW, THEREFORE, BE IT RESOLVED, that the Bylaws attached as Exhibit A be, and they hereby are, approved and adopted as and for the Bylaws of this Corporation.

2. Certification and Filing of Charter Documents.

RESOLVED, that the Secretary of this Corporation is hereby authorized and instructed to insert in the Book of Minutes of this Corporation a copy of the Articles of Incorporation as filed in the Office of the California Secretary of State on December 3, 2002, and certified by said Secretary of State.

RESOLVED, FURTHER, that the Secretary of this Corporation is hereby authorized and directed to certify the adoption of said Bylaws and to insert said Bylaws as so certified in the Book of Minutes of this Corporation and to see that a copy of said Bylaws, similarly certified, is kept at the principal executive office for the transaction of business of this Corporation in accordance with Section 213 of the California Corporations Code.

3. Number of Directors.

WHEREAS, Article 4, Section 4.2 of the Bylaws of this Corporation provides that the number of directors shall be between one (1) and five (5), with the exact number of directors to be fixed by the Board of Directors from time to time.

NOW, THEREFORE, BE IT RESOLVED, that the number of directors shall be three (3).

4. Election of Officers.

RESOLVED, that each of the following persons be, and hereby are, duly elected and shall serve in the capacities set forth opposite his or her name below from the date of this resolution until his or her successor shall have been duly elected and qualified:

Godfrey Ike Okonkwo	-	President
Karen Haynes	-	Chief Financial Officer
Karen Haynes	-	Secretary

5. Corporate Seal.

RESOLVED, that the corporate seal in the form, words and figures so affixed hereto be, and the same hereby is, adopted as the seal of this Corporation.

6. Bank Account.

RESOLVED, that funds of this Corporation be deposited in CalFed Bank, Watts branch, subject to the bylaws, rules, regulations and practices of the Bank in force from time to time governing accounts with said Bank, and subject to any and all service charges now or hereafter established, and that either Godfrey Ike Okonkwo or Kendra U. Okonkwo is authorized to sign checks, drafts, or other orders for and on behalf of this Corporation for deposit, encashment, or otherwise, and said Bank is hereby authorized to honor and pay on account of this Corporation any and all checks, drafts, or other orders signed and/or endorsed in accordance herewith.

RESOLVED, FURTHER, that the form resolutions of CalFed Bank, Watts branch, as attached hereto, be, and the same hereby are, adopted and approved as if set forth herein in their entirety.

7. Payment of Organization Expenses.

RESOLVED, that the Chief Financial Officer of this Corporation be, and he hereby is, authorized and directed to pay all fees and expenses, including attorney's fees, incurred in the organization and incorporation of this Corporation.

8. Registration with State Attorney General, Registry of Charitable Trusts.

RESOLVED, that the President of this Corporation is hereby authorized and directed to register the Corporation with the Registry of Charitable Trusts, Office of the Attorney General of the State of California, no later than six months following the receipt of assets for the charitable purposes for which this Corporation was organized.

RESOLVED, FURTHER, that the President of this Corporation is directed to make periodic filings as required by the Attorney General describing the financial activity of the Corporation and the distribution of the assets held for charitable purposes.

9. Exemptions from Federal and State Taxes.

RESOLVED, that the officers of this corporation be, and they are hereby authorized and directed to prepare, execute and file any and all requisite papers and documents, including without limitation applications, reports, surety bonds, irrevocable consents and appointment of agents for service of process, as may be necessary or appropriate to establish the tax-exempt status of this corporation under applicable State and Federal Law; and be it

RESOLVED FURTHER, that the execution by such officers of any such paper or document or the doing by them of any act in connection with the foregoing matter shall conclusively establish their authority therefor from this corporation and the approval and ratification by this corporation of the papers and documents so executed and the actions so taken.

10. Filing with Secretary of State.

RESOLVED, that the appropriate officers of this corporation shall file with the California Secretary of State a statement of the names of the president, secretary and chief financial officer together with a statement of such other information as may be required under Section 1502 of the California Corporations Code; and it is

RESOLVED FURTHER, that this resolution shall constitute continuing authority to the secretary of this corporation to file such statement with the Secretary of State annually or more frequently as required by law.

11. Accounting Year.

RESOLVED, that this corporation adopt an accounting year as follows:

DATE ACCOUNTING YEAR BEGINS: January 1

DATE ACCOUNTING YEAR ENDS: December 31

12. Licenses.

RESOLVED, that the officers of the corporation are directed to obtain in the name of the corporation such licenses and tax permits as may be required for the conduct of business of the corporation by any Federal, State, County, or Municipal government ordinance or regulation, and to do all things necessary or convenient to qualify the corporation to transact business in compliance with the laws and regulations of any appropriate Federal, State or Municipal government authority.

13. Principal Office Location.

RESOLVED, that the principal office for the transaction of the business of this corporation be, and the same hereby is designated and fixed at the following address:

702-706 Manchester
Los Angeles, California 90002

14. Racially Nondiscriminatory Policy.

RESOLVED, that this Corporation re-affirms and re-approves a racially nondiscriminatory policy set forth in the Articles of Incorporation as to students of this Corporation's school and pre-school/after-school programs and authorizes the statement of the racially nondiscriminatory policy as to students to be stated in the Admission Policy/Parent Handbook/Admission Agreement of this Corporation and that any officer of this Corporation be, and he or she is, authorized and directed to publish and to publicize this policy.

This Unanimous Written Consent may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same Unanimous Written Consent. This Unanimous Written Consent and any executed counterparts shall be filed in the Book of Minutes of this Corporation and become a part of the records of this Corporation.

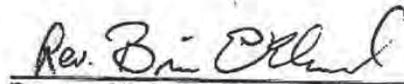
Dated: December 16, 2002



Godfrey Ike Okonkwo



Karen Haynes



Reverend Brian Eklund

WAIVER OF NOTICE AND CONSENT TO HOLDING OF
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
MERLE WILLIAMSON FOUNDATION

A California Nonprofit Public Benefit Corporation

The undersigned, being all of the directors of Merle Williamson Foundation, a California nonprofit public benefit corporation, do hereby waive notice and consent to the holding of a Special Meeting of Board of Directors of the corporation, held at the time, on the date and at the place as follows:

TIME: 11:40 a.m.

DATE: December 4, 2002

PLACE: St. Mark's Lutheran Church
3651 South Vermont Avenue
Los Angeles, CA 90007

This waiver of notice and consent to said meeting is made in compliance with the terms of Section 5211(a)(3) of the Corporations Code of the State of California, and the undersigned hereby consents that the same may be made part of the record of said meeting, and that any business transacted at said meeting shall be as valid as if held at a meeting regularly called or noticed.

Dated: December 4, 2002


Reverend Brian Eklund


Karen Haynes


Godfrey Ike Okonkwo

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MINUTES OF SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
MERLE WILLIAMSON FOUNDATION
A California Nonprofit Public Benefit Corporation

The Directors of Merle Williamson Foundation, a California nonprofit public benefit corporation (the "Foundation"), held a special meeting at the time, on the day and at the place set forth as follows:

TIME: 11:40 a.m.
DATE: December 4, 2002
PLACE: St. Mark's Lutheran Church
3651 South Vermont Avenue
Los Angeles, CA 90007

There were present at the meeting the following Directors, constituting a quorum of the full board:

Reverend Brian Eklund
Karen Haynes
Godfrey Ike Okonkwo

Also present by conference telephone was Louis E. Michelson, counsel to the Foundation.

The following persons acted as Chairman and Secretary of the meeting:

Acting Chairman: Godfrey Ike Okonkwo
Acting Secretary: Karen Haynes

WAIVER

The Chairman announced that the meeting was held pursuant to a written waiver of notice thereof and consent thereto signed by all of the Directors of the corporation; such waiver and consent was presented to the meeting and upon motion duly made, seconded and unanimously carried was made part of the records of the meeting and now precedes the minutes of this meeting in the Book of Minutes of the corporation.

State of California
Bill Jones
Secretary of State

02-362987

STATEMENT BY DOMESTIC NONPROFIT CORPORATION

Filing Fee \$20.00 — If Amendment, See Instructions

IMPORTANT — Read Instructions Before Completing This Form

1. CORPORATE NAME: (Do not alter if name is preprinted.)

MERLE WILLIAMSON FOUNDATION
C 2476737

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

DEC 27 2002

BILL JONES, Secretary of State

This Space For Filing Use Only

2. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE IN CALIFORNIA, IF ANY (if none, complete 3) CITY AND STATE ZIP CODE
702-706 East Manchester, Los Angeles, California 90002

3. MAILING ADDRESS CITY AND STATE ZIP CODE
702-706 East Manchester, Los Angeles, California 90002

LIST THE NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS: (This corporation must have these three officers. The appropriate title for the officer may be added but do not alter or obliterate the form.)

4. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY AND STATE ZIP CODE
Godfrey Ike Okonkwo 702-706 East Manchester, Los Angeles, CA 90002

5. SECRETARY/ ADDRESS CITY AND STATE ZIP CODE
Karen Haynes 702-706 East Manchester, Los Angeles, CA 90002

6. CHIEF FINANCIAL OFFICER/ ADDRESS CITY AND STATE ZIP CODE
Karen Haynes 702-706 East Manchester, Los Angeles, CA 90002

7. CHECK THE APPROPRIATE PROVISION BELOW AND NAME THE AGENT FOR SERVICE OF PROCESS:
 AN INDIVIDUAL RESIDING IN CALIFORNIA.
 A CORPORATION WHICH HAS FILED A CERTIFICATE PURSUANT TO CALIFORNIA CORPORATIONS CODE SECTION 1505.
AGENT'S NAME: Kendra U. Okonkwo

8. ADDRESS OF THE AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE
702-706 East Manchester, Los Angeles CA 90002

COMMON INTEREST DEVELOPMENT ASSOCIATION (Civil Code Section 1350, et seq.)

9. THIS CORPORATION IS NOT AN ASSOCIATION FORMED TO MANAGE A COMMON INTEREST DEVELOPMENT (PROCEED TO ITEM 11)

10. THIS CORPORATION IS AN ASSOCIATION FORMED TO MANAGE A COMMON INTEREST DEVELOPMENT UNDER THE DAVIS-STIRLING COMMON INTEREST DEVELOPMENT ACT. (PROCEED TO ITEM 10A AND 10B)

10A. BUSINESS OFFICE STREET ADDRESS OR PHYSICAL LOCATION OF DEVELOPMENT, INCLUDING NINE-DIGIT ZIP CODE

10B. NAME AND ADDRESS OF THE MANAGING AGENT

11. THIS STATEMENT IS TRUE, CORRECT AND COMPLETE.

Godfrey Ike Okonkwo
TYPE OR PRINT NAME OF OFFICER OR AGENT

SIGNATURE

President
TITLE

12/16/02
DATE

SO-100 (REV. 10/2001)

STF - Approved by Secretary of State

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IV

A. This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law).

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to the purposes set forth in Article II above and no part of the net income or assets of this corporation shall ever inure to the benefit of any private person. Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Dated: October 22, 2002


Kendra U. Okonkwo, Incorporator



EXHIBIT 19

Board Meeting – May 10, 2011

Item VII. Reports / Study Topics

Report on the *Wisdom Academy for Young Scientists, Grades K-5*
Appeal of a non-renewed Petition by Los Angeles Unified School
District Board of Education

The Wisdom Academy for Young Scientists Charter School renewal
petition is presented to the Los Angeles County Board of Education
(County Board) pursuant to *Education Code* section 47605. Upon
denial by Los Angeles Unified School District Board of Education, the
petitioner exercised the statutory right of appeal to the County Board.

Charter renewal is governed by *EC* sections 47607 and 47605:

Section 47607(a)(2) states: Renewals... of charters are governed by
the standards and criteria in § 47605, and shall include, but not be
limited to, a reasonably comprehensive description of any new
requirement of charter schools enacted into law after the charter was
originally granted or last renewed.

Section 47605(b) limits the reasons for denying a renewal petition to
the following:

- (1) The charter school presents an unsound educational
program
- (2) The petitioners are demonstrably unlikely to successfully
implement the program
- (3) The petition does not contain an affirmation of specified
assurances
- (4) The petition does not contain reasonably comprehensive
descriptions of 16 required elements of a charter

The County Board shall evaluate the petition according to the criteria
and procedures established in law and may only deny the petition if it
provides written findings addressing the reasons for the denial.

Section 47607(b) states: Commencing on January 1, 2005, or after a
charter school has been in operation for four years, whichever date
occurs later, a charter school shall meet at least one of [5 academic
performances] ... criteria prior to receiving a charter renewal....

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Board Meeting – May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter
- 2 -

Section 47605(b) states: A school district governing board shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice.

The County Board shall evaluate the petition according to the criteria and procedures established in law and may only deny the petition if it provides written findings addressing the reasons for the denial.

Summary of Key Findings:

Finding 1: **WAYS met the academic performance criteria** for renewal under EC § 47607(b)(1) and (2).

Finding 3: **The petitioner is unlikely to successfully implement the program.** The governing board has demonstrated a lack of capacity to oversee the operation of the school by allowing self-dealing transactions and other Conflicts of Interest. In addition, members of the governing board have personal and business ties to the school and/or Executive Director. The board was ineffective in responding to the Conflict of Interest concerns identified in the Notice to Cure; this ultimately led to non-renewal of the charter. Deficiencies in the renewal petition and responses by the board during the Capacity Interview indicate a continued lack of understanding and familiarity with the content of the petition and requirements of law necessary to successfully implement the charter.

Finding 5: **The petition lacks a reasonably comprehensive description of eleven (11) of the 16 required elements.**

- Proposed **educational program** lacks an adequate description of the school's target populations, overestimates the number of students to be served in the first year of the renewal charter, and provides no build-out plan to support this level of enrollment. The petition fails to indicate how the school will identify and respond to the needs of pupils who are not achieving at or above expected levels, students with disabilities, and English learners. The **Measurable Outcomes and Means for Measuring Pupil Progress** do not address the needs of all student subgroups the school proposes to serve.
- The proposed **Governance Structure** fails to provide evidence of an organizational and technical design that reflect a seriousness of purpose necessary to ensure that the school will become and remain a viable enterprise. The governance structure fails to provide adequate oversight of the school's operation and fiscal management. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no

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Board Meeting – May 10, 2011
Report on the Wisdom Academy for Young Scientists Charter
- 3 -

evidence that the board can implement the proposed educational program stated in the petition. The Organization Chart conflicts with information provided elsewhere in the petition regarding key management positions. The petition does not commit to complying with the Political Reform Act, which is required of all charter schools, and fails to include a Conflict of Interest policy. Certain provisions of the bylaws appear to be in direct conflict with the Brown Act.

- The following Required Elements are not reasonably comprehensive: Employee Qualifications, Means to Achieve a Racial and Ethnic Balance, Admission Requirements, Submission of Annual Independent Audit, Suspension and Expulsion Procedures, and Public School Attendance Alternatives, and Dispute Resolution Procedures.

The full Report on the Findings of Fact for the Wisdom Academy for Young Scientists Charter School is attached.

LACOE staff will present the report to the County Board.

000900

Los Angeles County Office of Education
 Charter School Office
 Date: May 10, 2011

Report on the *Wisdom Academy for Young Scientists Charter Petition, Grades K-5*
 Appeal of a Petition for Charter Renewal Denied by Los Angeles Unified School District
 Board of Education

Background Information

The *Wisdom Academy for Young Scientists Charter School* (WAYS) petition seeks an application for renewal of their K-5 charter school in accordance with *Education Code* Section 47607.5. The school's current enrollment is approximately 250 students. The school proposes to grow enrollment to 500 students over the next five (5) years by expanding operations from its two (2) current sites (706 East Manchester 90001 and 8878 South Central Avenue 90002) to a larger facility. WAYS also applied to LAUSD for a Prop 39 site; sites were awarded on April 1, 2011.

The petition states the charter school's mission "is to create a transformational learning climate in which students become 'Empowered to be Leaders Change Agents and True Scientists.'"

The school's vision is "to create an educational program that educates the whole child." Nine (9) goals are stated under the vision.

WAYS first year of operation was 2006-07. Its Academic Performance Index (API) history (calculated as a small school with less than 100 students in Growth API) and enrollment figures are presented below.

Growth API			Enrollment Figures			
Year	Growth API	Number of Valid Scores*	Enrollment on First Day of Testing Grades 2-5	Total Enrollment Grades 2-5	Total Enrollment Grades K-1	Total Enrollment Grades K-5
2009-10	879	90	127	129	108	237
2008-09	843	95	98	97**	76	173**
2007-08	774	78	93	59	87	141
*Number of students included in Growth API. Students must be continuously enrolled since Census day (CBEDS) Source: CDE DataQuest			**4 additional students are included as enrolled in grade 6 although school is authorized for grades K-5 Source: CDE DataQuest			

The CDE states "APIs based on small numbers of students are less reliable and therefore should be carefully interpreted." Schools with less than 100 Valid Scores on the California Standards Test (CST) do not receive Similar School Rankings or comparison schools; therefore, it cannot be determined how WAYS' API compares to schools with similar demographics.

The chart compares the demographics of WAYS and the two (2) closest public non-charter schools.

2009-10 DEMOGRAPHIC Information	WAYS	LAUSD Local District 7	South Park Elem.	93 rd Street Elem.
Black or African American	61%	18.6%	17%	24%
Hispanic or Latino	38%	80.4%	82%	76%
Free & Reduced Price Lunch	100		100	100
English Learners	15	Data Not Available or Not Available for 2009-10	52	41
Students with Disabilities	4		8	8
Average Parent Education Level	2.53*		1.58**	1.57***

* 21% Not HS Grad. / 37% HS Grad. / 9 % Some College / 33% College Grad. ** 59% Not HS Grad. / 28% HS Grad. / 9 % Some College / 2% College Grad. / 2% Grad. School ***60% Not HS Grad. / 25% HS Grad. / 13% Some College / 1% College Grad. / 1% Grad. School

Data Sources: CDE STAR and LAUSD <http://search.lausd.k12.ca.us/cgi-bin/fecgi.exe#racialandethnichistory>

000901

Report on the Wisdom Academy for Young Scientists Charter

Racial and ethnic demographic data shows WAYS does not reflect diversity of the community (LAUSD Local District 7) in which it is located or the two (2) closest LAUSD non-charter elementary schools. WAYS also enrolls fewer students with disabilities and English learners than near-by public non-charter schools. Conversely, its parents have a higher education level, which positively correlates with higher levels of student academic achievement.

Reason for Denial by the Local District

The Los Angeles Unified School District (LAUSD) Board of Education denied the petition based on written Findings of Fact that comply with requirements for denial under the following sections of the Charter School Act:

EC § 47605(b)(2) The petitioners are demonstrably unlikely to successfully implement the program:

Conflict of interest concerns exist pertaining to members of the WAYS Board of Directors and the WAYS Executive Director and Principal. Specifically, the WAYS founder and Executive Director receives both a salary for her position and lease payments for two properties which she owns that are occupied by the school. She negotiated the leases to WAYS charter school. The WAYS governing board was asked to independently address and resolve the conflicts by the mutually agreed upon date of October 15, 2010; the WAYS Board of Directors' response failed to resolve the issues by that deadline. The WAYS governing board was minimally responsive to staff communications; the Executive Director was the primary respondent to address the Conflict of Interest issues. LAUSD considered the governing board's lack of independent and effective response to the Notice of Concern to be inconsistent with its fiduciary responsibility considering that the Executive Director was the subject of the self-dealing Conflict of Interest concerns which called into question the Board's capacity to govern the Charter School and successfully implement the program set forth in the petition. The WAYS Board failed to resolve the Conflict of Interest issues and only minimally attempted to do so in January 27, 2011.

The WAYS governing board is unfamiliar with the content of the petition and/or requirements of law. Cited examples included inconsistencies between the charter petition and the WAYS' corporate bylaws regarding compliance with the Brown Act which called into question whether the Board is familiar with and complies with the requirements of the Brown Act. Additionally, the Board allowed self-dealing transactions to transpire, even though the Board in the charter agreed to comply with LAUSD's charter school policies and regulations regarding Conflict of Interest.

EC § 47605(b)(5) The petition fails to provide a reasonably comprehensive description of 12 of the 16 required elements: The Educational Program, Method for Measuring Pupil Progress, Governance Structure, Health and Safety Procedures, Means for Achieving a Racial and Ethnic Balance, Admission Requirements, Submission of Independent Audit, Suspension and Expulsion Procedures, Identification of Retirement Systems, Public School Alternatives, Dispute Resolution, Closure Procedures.

Any of the above findings alone may be cause for the denial of a charter under *EC § 47605(b)*.

The Findings of Fact state the academic performance criteria for renewal under *EC § 47607(b)* were met.

Response from the Petitioner

The petitioner provided a written response to the findings of the local board and submitted it as part of the petition package. The response was considered during the review process.

Appeal to the Los Angeles County Board of Education

The Los Angeles County Board of Education (County Board) held a Public Hearing to determine support for the petition on April 19, 2011.

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LACOE Review Process

The LACOE Charter School Review Team (Review Team) considered the petition according to the requirements of law, *California Administrative Code of Regulations*, County Board Policy and Regulations, and LACOE review procedures.

The Review Team included staff from the Controller's Office, Business Operations and Services, Risk Management, Divisions for School Improvement, Curriculum and Instruction, Special Education, Student Support Services, Human Resource Services, Office of General Counsel, and the Charter School Office.

Findings are based on a review of the same petition submitted to the local district and supporting documents submitted by the petitioner, and information provided through the Capacity Interview and other communications with the petitioner and other representatives of the school. The petitioner also submitted proposed changes (technical adjustments) to the petition necessary to reflect the County Board as the potential authorizer. These changes should reflect the statutory, policy, and structural differences between a county office of education and a local district. These differences include, but are not limited to, the statutory authority of the County Superintendent of Schools to investigate complaints as well as structural differences in the responsibilities with regard to special education services. Proposed changes provided by the petitioner were considered by the Review Team.

Findings also take into account the petition was initially submitted to a local district and contains specific references to that district. The Charter School Office confirmed that LAUSD requires the petitioner to include specific language or content in a petition. This requirement was considered by the Review Team.

Findings of Fact

Finding 1: WAYS met the academic performance criteria for renewal under *EC* § 47607(b)(1) and (2).

WAYS attained its *Academic Performance Index (API) growth target in the prior year, in two of the last three years, and in the aggregate for the prior three years.*

Academic Performance Criteria: Met Assigned Growth Targets				
Year	API Base	Growth Target	API Growth	Actual Growth
2007-08	782*	5	774	-8
2008-09	775*	5	843	68
2009-10	843*	A**	879	36
Aggregate Growth		10		96

*API is calculated for a small school (between 11 and 99 valid scores) which makes it less reliable and should be carefully interpreted. ** No growth target for schools where API is 800 or above.

WAYS ranked in deciles 4 to 10, inclusive, on the API in the prior year and in two of the last three years.

Academic Performance: Decile Ranks*		
Year	Statewide Rank	Similar Schools Rank
2007-08	6	N/A*
2008-09	5	N/A*
2009-10	8	N/A*

* Not calculated for small schools

While WAYS met the academic criteria necessary to be considered for renewal, there are concerns that the school has not increased or sustained its percentage of "Valid" CST scores indicating an unstable student enrollment base. Valid scores are based on the number of students tested who were continuously

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enrolled from norm day (CBEDS) in October through the first day of testing. For 2009-10, only 71% of tested students were continuously enrolled. At South Park Elementary School, 88% of tested students were continuously enrolled. On average, 26% of students who enroll at WAYS withdraw prior to standardized testing based the "Elementary Principal's Statistical Report" for 2007-08 through 2010-11.

Finding 2: The petition provides an unsound educational program for students to be enrolled in the school. [EC § 47605(b)(1)]

The program is determined to be unsound for specific subgroups of students as described under Finding 5: Elements 1 – 3.

Additionally, based on enrollment data for Hispanic/Latino students, English learners, students with disabilities, and data showing the number of students who leave during the year, the school is not providing a *program of educational benefit* for all students the petition states the school intends to serve.

Finding 3: The petitioners are demonstrably unlikely to successfully implement the program. [EC § 47605(b)(2)]

Based on review of the petition, supporting documents provided by the petitioner, documents provided by LAUSD, and the Capacity Interview with the school's leadership team, the petition does not meet the criteria established in *CCR, Title 5, § 11967.5.1(c)*.

- i. Review of the renewal petition submitted on behalf of the WAYS board indicates the WAYS governing board lacked the capacity to govern the school.
 - A. The governing board was *unfamiliar with the content of the petition and requirements of law* with respect to Conflict of Interest. The submitted charter states the school will comply with *Government Code 1090*; however, some members of the board had prior relationships with the school and/or the Executive Director and members of her family.
 - i. The board president, a business management consultant, lists Wisdom Academy as a client on her resume, which contradicts her statement on the *Prospective Charter School Board Member Questionnaire* that consulting services were not provided.
 - ii. One board member stated on the *Prospective Charter School Board Member Questionnaire* that she is the Board President for DeDe Dance Studio, owned by the Executive Director's daughter, and is currently used by the charter school; this indicates a Conflict of Interest.
 - B. The governing board failed to comply with the terms of the charter by allowing the school to enter into a self-dealing transaction with its Executive Director regarding the school's facilities. There is no evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.
 - C. The governing board allowed other conflicts of interest to exist through the hiring of members of the Executive Director's family and by permitting the Executive Director to supervise these family members while the Principal supervised other similarly employed personnel. The Executive Director's son, originally hired to oversee custodial and gardening services was promoted to Director of Operations, which involves financial responsibilities according to the Executive Director. The Executive Director's daughter, who is employed as a teacher and dance instructor, owns the dance studio used by the school.
 - D. The governing board demonstrated its inability to effectively govern the school by its failure to respond fully and in a timely fashion to the September 29, 2010 Notice to Cure regarding Conflicts of Interest issued by LAUSD. The LACOE Review Team reviewed documents received

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from both the district and the charter school. The documents indicate WAYS failed to provide a sufficient cure. WAYS governing board had eight (8) months (September 2010 to April 2011) to remedy the concerns in the Notice to Cure, and failed to do so.

2. The WAYS governing board continues to be *unfamiliar with the content of the petition and requirements of law that would apply to the proposed charter school* and lacks the *necessary background* to effectively govern the school.
 - A. In its response to the Findings of Fact upon which the LAUSD Board of Education denied charter renewal, WAYS submitted documents pertaining to the governance structure of the school in an effort to demonstrate that the school had taken steps to address Conflict of Interest concerns. Although these documents may not have been considered by the LAUSD Board of Education because they were submitted after the deadline to provide evidence, the LACOE Review Team considered the documents to determine whether they would substantially resolve the conflicts. The Review Team determined the documents were inadequate to resolve the Conflict of Interest concerns based on the facts presented below:
 - i. The action taken by the Executive Director, and supported by the WAYS governing board, failed to resolve the conflict regarding her ownership of the property. Documents submitted by WAYS indicate the properties were placed into a revocable trust. WAYS' attorney concurred that this action failed to resolve the conflict in that "the transfer to a holding company through a revocable trust, [was] not transferring the property ownership under California law." (page 3 of the March 25, 2011 Response to LAUSD Findings of Fact) WAYS' governing board allowed the conflict to continue by executing a lease agreement with the holding company rather than requiring the Executive Director to take action that would definitively end the conflict.
 - ii. The governing board failed to disclose that the school had been offered Prop 39 facilities, a viable option to resolving the issue. At the April 19, 2011 Capacity Interview, the Review Team inquired about the school's statement that it had requested a Prop 39 site. Neither the Executive Director nor WAYS board members disclosed that LAUSD had offered the school facilities on April 1, 2011. LAUSD received a letter of acceptance signed by the Executive Director on May 2, 2011. LACOE has yet to hear from WAYS regarding their decision.
 - iii. Changes to the governance structure proposed after the petition was submitted to LAUSD continue to be inadequate. The Organizational Chart indicates three (3) positions report directly to the board due to the Conflict of Interest posed by the familial relationships: the Executive Director, Principal, and Director of Operations. This structure places an undue burden on the board to manage the day-to-day operations of the school. There is no evidence the current board has the capacity to govern effectively under this structure.
 - iv. The governing board failed to demonstrate the ability to avoid future Conflict of Interest situations. When asked at the Capacity Interview about potential conflicts arising from the employment of multiple family members, the chain of command, and continued use of the facilities owned by the Executive Director, the board members did not explain how they would ensure that no future Conflicts of Interest would develop or how they would handle such conflicts if they did occur. The board stated that additional changes to the governance structure are being considered; these options are outside of the scope of this review as they were not available to be considered by the LAUSD Board of Education.
 - v. The renewal petition submitted by WAYS fails to comply with *EC § 47607(a)(2)* which requires that *Renewals...of charters are governed by the standards and criteria in 47605, and shall include...a reasonably comprehensive description of any new requirement of charter*

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schools enacted into law after the charter was originally granted or last renewed.. The petition contains references to outdated laws, policies, and practices, contains significant contradictions and omissions regarding key positions of employment, and provides elements that are no reasonably comprehensive. These deficiencies, reported under Finding 5, indicate the governing board lacks the knowledge of the laws under which the charter would operate.

3. *The petitioner has a history of involvement in education agencies (public or private) considered as unsuccessful.*
 - A. The Executive Director is listed as the petitioner. Properties she owns and leased to WAYS were previously used to house her private school. CDE records compiled from data supplied by the private school operator indicate that enrollment declined from 60 to 20 students in the three years prior to the school closing.
 - B. The WAYS Executive Director closed her private school with the intent to use the facilities she owned to house a charter school. The chronology of public records and statements made by the Executive Director during the Capacity Interview indicate she closed the private school due to insufficient enrollment. The petitioner stated she inquired about the process of becoming a charter school and was informed that the private school would need to be closed for one year prior to becoming a charter. The petitioner purposely closed the charter school as required and applied for a charter after the one year required waiting period.

The status of the Conflict of Interest issues is unclear. With the acceptance of the Prop 39 sites, the conflict regarding facilities may be resolved only if the school stops leasing its current facilities. The conflicts concerning personnel could only be resolved through a material revision to the governance structure of the charter including, but not limited to, the Executive Director's resignation or release from her current position and with the provision that she hold no future positions funded by the school. Regardless of the potential resolution to the certain Conflict of Interest issues, the Review Team considers the governing board to be ineffective in governing the school and demonstrably unlikely to successfully implement the proposed charter.

Finding 4: *The petition contains an affirmation of all specified assurances. [EC § 47605(b)(4); EC § 47605(d)]*

Finding 5: *The petition does not contain a reasonably comprehensive description of all required elements. [EC § 47605(b)(5)(A)-(P)]*

Based on criteria provided by the *California Code of Regulations, Title 5, (5 CCR) eleven (11) of the 16 elements are not reasonably comprehensive.*

Element 1: Description of the Educational Program. *Not reasonably comprehensive*

The 5 CCR § 11967.5.1(f)(1) requires the petition to address eight (8) requirements. The petition fails to meet each of the established criteria rendering aspects of the educational program deficient for specific populations the school proposes to serve: English Learners, low-achieving students, high-achieving students, and students with disabilities. The deficiencies are as follows:

1. *Failure to indicate the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.*
 - A. The petition overestimates the number of students to be served in the first year of the renewal charter and provides no build-out plan to support this assumption.

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- ii. Provide the manner in intervention will be given to students who struggle to acquire English language skills outside of the "45 minutes during the school day for focused English language development. This instruction will emphasize vocabulary development, phonemic awareness, and oral and writing English." (page 48)
 - iii. Describe how the Individualized Education Program (IEP) Team determines placement of English learners in need of special education services, state that non-biased assessments used to determine placement must be conducted in the student's primary language under Federal law, and that the IEP must be linguistically appropriate.
 - iv. Demonstrate understanding of the difference between meeting the needs of English learners and meeting the needs of students with disabilities. The petition (page 22) indicates that to ensure the success of English learners, the school will use a collaborative approach that fosters communication between its Resource Specialist and Speech Therapist. These specialists only provide direct services to students identified as having disabilities.
- B. The element is deficient with regard to students with disabilities because it fails to *specify the charter school's special education plan, including the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.*
- i. It does not describe accommodations and/or modifications that may be used during standardized assessments or how WAYS is responsible for students with disabilities when the IEP Team exempts them from standardized testing.
 - ii. There is no mention of how parents of students with disabilities are informed about the school's educational program.
 - iii. There are deficiencies with regard to English learners and special education services as stated in "A," above.

Element 2: Measurable Pupil Outcomes. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(2)* as follows:

- I. It fails to *specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress.*
 - A. There are no identified measurable outcomes for students in Kindergarten and first grade who do not participate in Standardized Testing and Reporting (STAR).
 - B. There is no ongoing means for measuring English learners' acquisition of English or academic growth in content areas. The petition states the (California English Language Development Test (CELDT) will be administered "periodically" to monitor student progress of English language acquisition; however, it can only be administered annually which is insufficient to *evaluate the effectiveness of and to modify instruction.* The petition indicates Open Court Reading assessments will be used as formative assessments for English learners; however, they are not designed to measure progress towards English language proficiency but rather language arts skills and concepts. It fails to provide assessments to determine academic growth in other content areas.

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- C. Goals cannot be measured as stated. The petition states the percentage of students achieving proficient and advanced in History/Social Science will increase on the CST by 5% each year; there is no History/Social Science CST for grades K-5.
- D. It lacks information on how students with disabilities will be assessed on making progress toward meeting their goals and benchmarks.

Element 3: Method for Measuring Pupil Progress. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(3)* as follows:

- 1. It does not *utilize a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at minimum, tools that employ objective means of assessment consistent with the measurable pupil outcomes.*
 - A. Information is limited on how stated internal assessments (text based, benchmark performance, unit level, etc.) are used *as objective means* to assess student progress *consistent with measurable outcomes* (page 98). Language is vague and fails to indicate how assessments are used in English-Language Arts, math, science, social studies, and English Language Development.
 - B. There is no information regarding assessment of K-1 students who do not participate in STAR. This is of particular concern since about half the school's enrollment is in grades K-1.
 - C. Out of date assessments are proposed in violation of *EC § 47606(a)(2)*. The petition states the school will administer the CAT 6, which is obsolete, and proposes performance objectives based on data from this assessment.
- 2. It does not *outline a plan for collecting, analyzing, and reporting data on achievement of English learners to school staff and to pupils' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program.* There is no mention of English learner's testing performance or academic monitoring of English language levels beyond use of the CELDT. Nor is there mention of providing accommodations and/or modifications for standardized tests for students with disabilities; tests used to determine eligibility for special education programs and services; the manner and type of data maintained for students with disabilities; or how information will be disseminated to parents of students with disabilities.

Element 4: Governance Structure. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(4)* as follows:

- 1. There is lack of *evidence of the charter school's incorporation as a non-profit public benefit corporation* for the purpose of running a charter school. While the articles of incorporation and bylaws provide evidence of the charter school's non-profit public benefit corporation status, governing a charter school is not listed as the specific purpose of this corporation. The petitioners have failed to amend these documents to reflect the running of a public charter school. As stated above in Finding 3, 3.B, the WAYS Executive Director purposely closed her private school with the intent to use the facilities she owned to house a charter school.
- 2. There is a lack of *evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:*
 - A. *The charter school will become and remain a viable enterprise.* The governance structure fails to provide adequate oversight of the school's operation and fiscal management. Failure of the articles of incorporation and bylaws to state the purpose of the corporation is to provide for the

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operation of a publicly funded charter school is further evidence that the structure lacks a *seriousness of purpose*. The bylaws states the board has only one regularly scheduled meeting, which is insufficient to provide for effective governing of a public charter school. The governing board's lack of effective oversight has jeopardized the school's charter status and there is no evidence that the board can implement the proposed educational program stated in the petition.

- B. The petition does not provide a clear description of the governance and management structure. It is difficult to know the duties and responsibilities of management. The Organization Chart (Appendix B) conflicts with information provided elsewhere in the petition.
- C. The petition makes no commitment to complying with the Political Reform Act (PRA), which is required of all charter schools. The petition fails to include a Conflict of Interest policy which is required under the PRA.
- D. The body of the petition states that meetings will comply with the Brown Act (page 109). However, certain provisions of the bylaws appear to be in direct conflict with the Brown Act.
 - i. Section 4.6, Place of Meetings allows for meetings outside California. The Brown Act requires that the Board's meetings be held within the boundaries of the territory within which it has jurisdiction.
 - ii. Section 4.7, Regular Meetings authorizes meetings "without call or notice" in violation of the Brown Act. The Brown Act requires that at least 72 hours before a regular meeting an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting shall be posted.
 - iii. Section 4.11, Telephone Meetings, authorizes teleconferencing and video teleconferencing to constitute presence but fails to state the necessary safeguards that would render it compliant with the Brown Act such as posting agendas at the teleconferencing location and ensuring those locations are fully accessible to members of the public.
 - iv. Section 4.14, Action without Meeting, permits the Board to take an action without a meeting if all the members of the Board consent in writing to such action. This violates the Brown Act requirement that the board not take action on any item of business outside a meeting.
 - v. Section 4.7, the Board of the Merle Williamson Foundation is required to meet only once per year, on the last Friday in June; the Brown Act requires regularly scheduled meetings.
 - vi. The Agenda for the Special Board Meeting held Saturday, April 30, 2011, documents specific violations of the Brown Act with respect to items discussed in Closed Session.

Element 5: Employee Qualifications. *Not reasonably comprehensive*

The petition fails to meet the requirements of *CCR, Title 5, § 11967.5.1(f)(5)* as follows:

1. There is insufficient information on *the general qualifications for the various categories of employees (e.g., administrative, instructional, instructional support, non-instructional support)* and whether the *qualifications are sufficient to ensure the health, and safety of the school's faculty, staff, and pupils.*
2. It fails to *identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.*

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- A. The petition fails to provide job descriptions and/or minimum qualifications for the following positions listed in the petition: Special Education Program Coordinator (page 96), Academic Co-Principals (page 112), Coordinator of Operations (page 128), and Academic Consultants and Director of Operations (Appendix B). Qualifications for Executive Director are absent.
 - B. The Organization Chart (Appendix B) is deficient. It fails to include an Executive Director, although there is a job description (page 120) outlining critical duties such as “oversee the school-operating budget...instructional program...classroom management...supervise staff...be an active member of the school board.” Based on the job description, it is unclear if the Executive Director is a member of the board. Appendix B lists board members by name; the Executive Director’s name is absent. The Organizational Chart includes a “Director of Operations,” with no job description or qualifications provided for that position. It is unclear if it is the same as “Coordinator of Operations.” The Organizational Chart identifies “Auxiliary Staff,” but lacks specific corresponding positions.
3. *Specify that all requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.* Teacher qualifications (page 122) state the CA SB 2042 teaching credential is required; this will exclude teachers who hold Ryan multiple subject credentials and life elementary credentials with added English language certification.

Element 6: Health and Safety Procedures. *Reasonably comprehensive*

Element 7: Means to Achieve a Reflective Racial and Ethnic Balance. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(7) based on evidence that:

1. During the term of its first charter, WAYS failed to *achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district in which it is located* as indicated on in the chart on page two (2) of this report. Enrollment of Hispanic/Latino students is not comparable to the two (2) closest LAUSD non-charter elementary schools.
2. The description of the student population (required under Element 1) and the proposed recruitment plan show no indication WAYS is aware that it failed to achieve the required ethnic balance and provides no corrective action in its plan. The recruitment plan is vague and lacks benchmarks that could guide the school toward correcting the deficiency.

Element 8: Admission Requirements. *Not reasonably comprehensive*

The petition fails to meet the requirements of CCR, Title 5, § 11967.5.1(f)(8) as follows:

1. It does not comply with *the requirements of EC § 47605(d)* which, by reference, includes EC § 220 and CA Penal Code § 422.55 as the *other applicable provision[s] of law* in its statement of non-discrimination of protected classes. The petition additionally violates EC § 47607(a)(2) because the deficiency is the result of failing to update the renewal petition. This failure could result in the school engaging in discriminatory practices in its admissions procedures and policies.
2. *The process for conducting the lottery* is absent from the petition.
3. The preference given to siblings is *likely to negatively impact* the school from attaining its stated *racial and ethnic goal*.

Element 9: Annual Independent Financial Audits. *Not reasonably comprehensive*

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1. Provides an unacceptable description of *how the costs of the dispute resolution process would be funded*. LACOE cannot agree to the provision, "Any party who fails or refuses to submit to arbitration shall bear all costs and expenses incurred by such other party in compelling arbitration of any controversy, claim or dispute."
2. It fails to *recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with EC § 47607, the matter will be addressed at the County Board's discretion in accordance with that provision of law and any regulations pertaining thereto.*
 - A. While the petition states that "any controversy or claim... except [one] that is in any way related to revocation of this Charter must be put in writing," the language does not unequivocally exempt any issue related to revocation from first having to go through Element 14 (Dispute Resolution).
 - B. The Dispute Resolution element provides for unreasonable timelines. For instance, mediation must occur within 120 days to four (4) months after the Issues Conference and there is no timeline within which arbitration, the final step, must occur.

Element 15: Exclusive Public Employer. *Reasonably comprehensive*

Element 16: Closure Procedures. *Reasonably comprehensive with specific deficiencies*

The petition fails to meet the requirements as defined by *CCR, Title 5, § 11962* as follows:

1. It does not comply with the requirement for *transfer and maintenance of personnel records in accordance with applicable law or state how the school will return any donated materials and property if closed.*
2. Closure procedures reflect the LAUSD Board of Education as the authorizer; the petitioner did not submit necessary changes to reflect the County Board as the potential authorizer. This is of particular importance with regard to special education as WAYS currently operates as a school of the district for special education services and would be a Local Education Agency (LEA) if authorized by the County Board.

Finding 6: The petition does not satisfy all of the Required Assurances of Education Code section 47605(c), (e) through (j), (l), and (m) as follows:

Standards, Assessments and Parent Consultation. *Does not meet the condition*

The petition does not provide evidence required by *EC § 47605(c)* that charter schools:

1. *Meet all statewide standards and conduct the pupil assessments required pursuant to EC § 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools.* It fails to meet this condition due to its stated use of outdated tests and failure to specify correct procedures for students with special needs.
2. *The school shall, on a regular basis, consult with their parents and teachers regarding the school's educational programs.* It fails to meet the condition as there is no indication that WAYS provides a method for parents of English learners to provide input on programs specific to English learners and there is no mention of how parents of students with disabilities will be informed about the school's educational program.

Effect on the Authorizer and Financial Projections. *Does not provide the necessary evidence*

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EC § 47605(g) requires the petition to provide information regarding the proposed operation and potential effects of the school on the authorizer. Requirements regarding the budget and facilities currently under lease were met. Concerns are as follows:

1. The petition does not provide evidence that there are no potential civil liability effects. Due to the Conflict of Interest issues raised by LAUSD and WAYS' failure to resolve those conflicts, there are concerns with the potential liability effects that authorizing the charter may bring to the County Board if the charter is authorized and the conflicts continue or recur.
2. While the current budget and projections for the next two years seem reasonable, the cost of facilities is unknown as the current lease expires in June 2011. The budget reflects an increase to lease expenses for expansion, based on current expenditures; however, if the school were to remain at the current site, it is unknown whether the holding company might raise the rate for the current sites, which would impact the out-year budgets.

Teacher Credentialing Requirement. *Does not meet the condition*

EC § 47605(l) requires that *teachers in charter schools shall be required to hold a CCTC certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold...It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, non-college preparatory courses.* The petition fails to meet the condition because there is no mention of the type of credential a teacher would need to teach students with disabilities and teacher qualifications limited to SB 2042 credentials as reported under Element 5.

EXHIBIT 20

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

“Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000915

Lease Agreement

This Lease is made as of August 1, 2013, between The Salvation Army, a California corporation, whose address is 180 East Ocean Boulevard, Long Beach, CA 90802 ("Landlord") and Wisdom Academy for Young Scientists, a California nonprofit public benefit corporation, whose address is 706 E. Manchester Avenue, Los Angeles, CA 90001 ("Tenant").

1. DEFINITIONS. The following terms used in this Lease shall have the meanings set forth below.

- 1.1. Base Rent: \$13,387.54 per month (August 2013 – May 2014); \$1,512.75 (June 2014 – July 2014).
- 1.2. Intentionally Omitted.
- 1.3. Commencement Date: August 1, 2013.
- 1.4. Expiration Date: July 31, 2014.
- 1.5. Parking. School may only use assigned parking stalls. Unauthorized use of parking stalls will incur a \$15 per day charge.
- 1.6. Intentionally Omitted.
- 1.7. Premises: Slemmon Family Youth & Community Center, 7651 South Central Avenue, Los Angeles, CA 90001, as specified on Exhibit A.
- 1.8. Security Deposit: \$13,492.00
- 1.9. Intentionally Omitted.
- 1.10. Use: Elementary School, Grades K-5
- 1.11. Intentionally Omitted

2. EXHIBITS. The following exhibits are attached to and made a part of this Lease: Schedule of shared space including square footage, supported by Exhibit A layout of the building.

3. LEASE. Landlord leases to Tenant the Premises, and Tenant leases the Premises from Landlord, subject to the terms and conditions of this Lease. Tenant accepts the Premises in "as is" condition and acknowledges that Landlord makes no representation or warranty, express or implied in fact or by law, as to the condition of the Premises. The Lease term ("Term") shall begin on the Commencement Date and end on the Expiration Date unless sooner terminated pursuant to the provisions of this Lease. Landlord shall have the right, at any time upon entering into a contract for the sale of the premises, to cancel this lease, and the term hereby granted, upon giving to the Tenant 30 days' notice of intention to do so, and upon the expiration of said 30 days, the Tenant agrees to vacate the premises and to surrender this lease and the term hereby granted at the end of the then current school year. The term of this lease may be extended for one (1) additional year by Tenant, which option shall not be exercised except but by written notification to Landlord of its election at least sixty (60) days prior to the Expiration Date. Such extension shall be subject to all other terms of this Lease except that the rent will reflect a 3.5% increase.

In addition, this Lease may be terminated by either party in the event that the Tenant's charter school contract with LACOE is, for any reason, revoked or not renewed.

4. USE. Tenant shall use the Premises, at all times during the Term, for the Use and for no other use or purpose. Tenant shall, at its cost, fully comply with all laws, statutes, codes, rules, regulations, ordinances, order, judgments, decrees, writs, permits, certificates, licenses, or other authorizations, directions, or requirements. Tenant shall not do or permit any act to be done or to exist upon the Premises, which may (a) be dangerous, unless safeguarded as provided for by Legal Requirements; (b) constitute a public or private nuisance; (c) interfere with landlord's own operations in the building, including loitering or trespassing by its invitees; or (d) make any insurance void or voidable or cause any increase in insurance premiums. Tenant shall neither cause nor permit the Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, or process Hazardous Materials; neither cause nor permit a release or threatened release of Hazardous Materials onto the Premises or any other property as a result of any intentional or unintentional act or omission on the part of Tenant; comply with all applicable Legal Requirements related to Hazardous Materials; and cooperate with Landlord in compliance with Legal Requirements in regard to the Building (including but not limited to any upgrading of life safety systems or removal of asbestos, it being acknowledged that the Building may not have all systems and improvements which would be required if the Building were newly constructed as of the date of this Lease. Tenant shall faithfully observe and comply with rules and regulations as promulgated by Building Management from time to time. Landlord shall not be responsible for the nonperformance by others of any of such rules and regulations. "Hazardous Materials" are defined as any flammable explosives, radioactive materials, oil or petroleum products and their by-products, asbestos, polychlorobiphenyls, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials as defined under or regulated by any Legal Requirements, including, without limitation, the following statutes and the regulations promulgated under their authority: (a) the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.); (b) the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.); and (c) the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. §§ 6901 et seq.).

Landlord shall provide Tenant with a copy of the most current Certificate of Occupancy and Fire Inspection Report for the property. Landlord shall notify Tenant immediately in the event of any change in status.

4.1 Tenant Representations and Warranties.

4.1.1. Tenant has conducted its own investigation into the uses permitted by zoning, land use regulations, or other governmental restrictions and regulations, and Tenant is satisfied that it can use the Premises for the Use permitted under the Lease.

4.1.2. Landlord has made no representation to Tenant regarding its intended use or uses permitted for the Premises, and Tenant is relying solely upon its own investigation in determining the suitability of the premises for Tenant's intended use.

4.1.3. Tenant understands that its obligation to pay rent is independent of any restrictions or limitations on its intended uses, such that any restrictions, limitations, or prohibitions of its intended use by any government authority shall not relieve Tenant of its obligation to pay rent.

5. RENT. Tenant shall pay Base Rent and all sums due under this Lease (together, "Rent") when due, without notice or demand. Base Rent is payable monthly in advance on or before the first of each calendar month during the Term (prorated for partial months, if any). Other sums shall be paid upon notification by Landlord. If payment is not received when due, an administrative fee and late charge of 5% of base rent shall be immediately due and payable without notice or demand. This provision is not a grace period; it is not a penalty, but liquidated damages to defray administrative and related expenses. An additional administrative fee and late charge shall become immediately due and payable on the first of each month for which any portion of a payment (or administrative fee and late charge) remains unpaid, and for processing of any check returned unpaid. Tenant acknowledges that Rent payments shall be made by Tenant to Landlord without any claim on the part of Tenant for diminution, setoff, or abatement. Nothing shall suspend, abate, or reduce any Rent.

5.1. Additional Rent. All taxes, insurance costs, utilities, and maintenance costs which Tenant is required to pay by this Lease, and any other sum which Tenant is required to pay to Landlord or third parties shall be additional rent.

6. SECURITY DEPOSIT. Upon the execution of this Lease, Tenant shall deposit with Landlord a Security Deposit in the amount set forth in Section 1.8 above. No interest shall be paid on the Security Deposit. Landlord shall not be required to keep the Security Deposit separate from its other accounts and no trust relationship is created with respect to the Security Deposit.

7. SERVICES. No electric current shall be used except as provided by Landlord; no electric cable or wire shall be brought into the Premises except with Landlord's prior written consent. Tenant shall not use machines that use more than standard current or which shall overload the Building's circuits. Any consumption of electricity in excess of that which is customary for all tenants, or requiring special circuits or equipment, shall require Landlord's prior approval and the cost thereof shall be paid to Landlord. Landlord is not providing security services. Parking shall be provided as described in 1.5.

7.1. Utilities and Other Services. The following utilities are included in the monthly rent: electricity, heat, cooling, and janitorial. The Landlord shall provide janitorial services to clean the Premises, common areas, and restroom facilities in compliance with all applicable laws.

8. REPAIRS AND MAINTENANCE.

8.1. Landlord's Obligations. The following shall be the responsibility of the Landlord:

8.1.1. Repairs and maintenance of the roofs and gutters, exterior walls (including painting), bearing walls, structural members, and foundations.

8.1.2. Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or tenants of other portions of the Building.

8.1.3. Repair and maintenance of exterior water, sewage, gas, and electrical services up to the point of entry to the Leased Premises.

8.1.4. Repair and maintenance of the heating and air conditioning system.

8.1.5. Repair of interior walls, ceilings, doors, and windows and related hardware, light fixtures, switches, wiring, and plumbing from the point of entry to the Premises.

8.2. Tenant's Obligations. The following shall be the responsibility of Tenant, with respect to the office space it exclusively occupies:

8.2.1. Repair of interior walls, ceilings, doors, windows, and related hardware, light fixtures, switches, and wiring and plumbing from the point of entry to the Premises.

8.2.2. Any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees.

8.3. Landlord's Interference with Tenant. Any repairs, replacements, alterations or other work performed on or around the Premises by Landlord shall be done in such a way as to interfere as little as reasonably possible with use of the Premises by Tenant. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

8.4. Reimbursement for Repairs Assumed. If either party fails or refuses to make repairs which are required by this Section 4, the other party may make the repairs and charge the actual costs of repairs to the first party. Such expenditures by Landlord shall be reimbursed by Tenant on demand together with interest at the rate of nine percent per annum from the date of expenditure by Landlord. Such expenditures by Tenant may be deducted from rent and other payments subsequently becoming due or, at Tenant's election, collected directly from Landlord. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party and charge the other party for the resulting expense unless at least 30 days before work is commenced the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

8.5. Inspection of Premises. Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant notice in writing of the repairs that are required.

9. CONDITION OF PREMISES. Tenant shall not make or suffer to be made any alterations, additions, improvements, or utility installations (collectively, "Alterations") to the Premises, including painting, or any part thereof without the prior consent of Landlord. Tenant shall not, without Landlord's prior consent that may be granted or withheld in Landlord's sole discretion, paint, install window treatment, hang shelves or paintings or otherwise alter the Premises. Tenant may not install signs within or without the Premises that can be seen from any other part of the Building, or from outside the Building, without Landlord's prior written consent. Landlord and Landlord's employees and other agents shall have the right, but not the

obligation, upon reasonable notice to Tenant, and at reasonable times, to enter upon and pass through the Premises from time to time in order to (a) make an examination of the Premises, and (b) show the Premises to prospective purchasers, mortgagees, prospective mortgagees, and others. In the event of an emergency, Landlord and Landlord's agents shall have the right, but not the obligation, without any notice to Tenant, to take such actions, whether on or off the Premises, as Landlord shall deem appropriate to respond to the emergency. Tenant shall accept the Premises in its "as-is" condition.

10. INSURANCE AND TAXES.

10.1. Liability Insurance. Tenant shall, at its own cost and expense, maintain commercial general liability insurance protecting against loss of life, bodily injury and property damage, any and all liability occasioned by negligence, occurrence, accident, or disaster with respect to the Premises and Tenant's operations thereon, with such insurable limits as Landlord may from time to time require, but in no event less than Two Million and No/100 Dollars (\$2,000,000.00) combined single limit bodily injury and property damage liability on an occurrence basis with a Two Million and No/100 Dollars (\$2,000,000.00) aggregate. Such insurance shall name Landlord as additional insured, and Tenant shall provide Landlord with an additional insured endorsement, and such insurance shall be primary and not excess to Landlord's insurance. Tenant's insurance shall be with an insurer acceptable to Landlord. Tenant shall provide a copy of the policy, or a binding certificate, to Landlord upon execution of this Lease.

10.2 Property Insurance. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall bear the expense of any insurance insuring the Tenant's property on the premises against such risks.

10.3. Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.

10.4. Taxes. Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to reasonably cooperate in order to obtain exemption determination from County Tax Assessor. In the event that clearance is not obtained or lost, Tenant shall pay all real property taxes and assessments on the Premises (for Tenant's portion of Premises) when due.

11. INDEMNIFICATION. Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any

covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord. Tenant as a material part of the consideration to Landlord hereby assumes all risk of damaged to property in, upon, or about the part of the Premises which Tenant exclusively occupies from any source to whomever belonging, and Tenant hereby waives all claims in respect thereof against Landlord and agrees to defend and save Landlord harmless from any action, dispute, complaint or otherwise relation to any violation of the Americans with Disabilities Act of 1990 and all regulations issued thereunder that are within Tenant's responsibility.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, except to the extent of Tenant's negligence or willful misconduct, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

12. CONSTRUCTION LIENS. Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of nine percent per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.

13. DAMAGE AND DESTRUCTION.

13.1. Partial Damage. If the Premises are partly damaged and paragraph 13.2 below does not apply, the property shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord and shall be performed in accordance with the provisions of paragraph 4.3 above.

13.2. Destruction. If the leased Premises are destroyed or damaged such that the cost of repair exceeds 40 percent of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than 45 days following the date of damage. In such event, all rights and obligations of the parties shall cease as of the date of termination, and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant and attributable to the anticipated term. If neither party elects to terminate, Landlord shall proceed to restore the leased Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters not under control of Landlord.

13.3. Rent Abatement. Rent shall be abated during the repair of any damage to the extent the Premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant.

14. EMINENT DOMAIN.

14.1. Partial Taking. If a portion of the Premises is condemned and paragraph 9.2 does not apply, the lease shall continue on the following terms:

(a) Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(b) Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonably practicable to that existing at the time of the condemnation.

(c) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Landlord to restore the balance of the property in anticipation of taking, the rent shall be reduced in proportion to the reduction in value of the leased Premises as an economic unit on account of the partial taking. If the parties are unable to agree upon the amount of the reduction of rent, the amount shall be determined by arbitration in the manner as is provided in Section 17.

(d) If a portion of Landlord's property not included in the leased Premises is taken and severance damages are awarded on account of the leased Premises, or an award is made for detriment to the leased Premises as a result of activity by a public body not involving a physical taking of any portion of the leased Premises, this shall be regarded as a partial condemnation to which subparagraphs 9.1(a) and (c) apply, and the rent shall be reduced to the extent of reduction in rental value of the Premises as though a portion had been physically taken.

14.2. Total Taking. If a condemning authority takes all of the leased Premises or a portion sufficient to render the remaining Premises reasonably unsuitable for the use which Tenant was then making of the Premises, the lease shall terminate as of the date the title vests

In the condemning authorities. Such termination shall have the same effect as a termination under paragraph 9.1(a) above. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

14.3. Sale in Lieu of Condemnation. Sale of all or part of the leased Premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this Section 9 as a taking by condemnation.

15. ASSIGNMENT; SUBLETTING. Tenant shall not in any manner make or allow any assignment, subletting, or occupancy arrangement or any encumbrance of the Premises or this Lease. Any attempt to do any of the foregoing without Landlord's prior written consent shall be void. A change in ownership of Tenant shall be deemed an assignment.

16. DEFAULT; REMEDIES.

16.1. An Event of Default shall occur if any payment to be made under this Lease is not made when due; if any obligation of Tenant is not timely performed or Tenant shall otherwise be in default of a provision of this Lease; or if Tenant shall be brought within the purview of a Bankruptcy Court, whether adjudicated a bankrupt or not.

16.2. If there is an Event of Default by Tenant, Landlord, at Landlord's option, may elect to do one or more of the following: (a) accelerate all of the remaining Rent for the Term, in which event all Rent shall become immediately due and payable; (b) terminate this Lease and re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or by any other suitable action or proceeding at law, or otherwise; or, (c) without terminating this Lease, re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or otherwise, and relet the Premises. If Landlord elects to terminate this Lease, Tenant shall quit and peacefully surrender the Premises to Landlord, without any payment by Landlord for doing so, on or before the effective date of termination, and all Rent shall be paid up to the effective date of termination, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such termination. No receipt of money by Landlord from Tenant after termination of this Lease shall reinstate, or extend the Term, affect any notice previously given by Landlord to Tenant, or operate as a waiver of the right of Landlord to enforce the payment of Rent. If Landlord shall terminate this Lease, Landlord shall be entitled to retain, free of trust, all sums then held by Landlord pursuant to any of the provisions of this Lease. In the event of any re-entry and/or dispossession by summary proceedings or otherwise without termination of this Lease, all Rent shall become due and shall be paid up to the time of such re-entry and/or dispossession, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such re-entry and/or dispossession by summary proceedings or otherwise; all Rent for the remainder of the Term may be accelerated and due in full; and Landlord may relet all or any part of the Premises, either in the name of Landlord or otherwise, for a term which may, at Landlord's option, be

equal to, less than, or greater than the period which would otherwise have constituted the balance of the Term. Tenant shall pay, as additional Rent, to Landlord, as they are incurred by Landlord, such reasonable expenses as Landlord may incur in connection with reletting including, without limitation, attorneys' fees, brokerage commissions, and expenses incurred in altering, repairing, and putting the Premises in good order and condition and in preparing the Premises for reletting. If Tenant shall not have paid accelerated Rent, Tenant shall pay in monthly installments on the due dates for Rent payments for each month of the balance of the Term, the amount by which any Rent payment exceeds the net amount, if any, of the rents for such period collected on account of the reletting of the Premises; any suit brought to collect such amount for any months shall not prejudice in any way the rights of Landlord to collect the deficiency for any subsequent months by a similar action or proceeding. Landlord shall have as Landlord's absolute property, any sums collected by Landlord upon reletting the Premises after Landlord shall resume possession of the Premises including, without limitation, any amounts by which the sums so collected shall exceed the continuing liability of Tenant under this Lease. If Landlord shall have accelerated and collected Rent payments and subsequently shall have relet the Premises, then Landlord, after deducting all costs related to reletting shall pay to Tenant the amount remaining which is collected as Rent for each month, to the extent Landlord shall have previously received the Rent for such month from Tenant.

17. RELOCATION. Landlord may relocate Tenant to another location in the Building, without releasing Tenant of any obligation under this Lease for the full Term. If Landlord remodels a substantial portion of the Building and deems the Premises to be needed for other purposes than this Lease, Landlord may relocate Tenant in the Building or terminate this Lease.

18. MISCELLANEOUS.

18.1. Neither Landlord nor any disclosed or undisclosed principal of Landlord (or officer, director, stockholder, partner or agent of Landlord or of any such principal), nor any successor of any of them, shall have any personal liability for any such failure under this Lease or otherwise. The provisions of this Section shall apply only to Landlord and the parties above-described. They shall not be for the benefit of any insurance company or other third party. Except as specifically set forth in this Lease, Tenant hereby expressly waives its rights under any and all laws, to terminate this Lease (whether prior to or after the commencement of the Term) or to withhold any payment owed by Tenant under this Lease, on account of any damage, condemnation, destruction, or state of disrepair of the Premises, or any part thereof, it being the parties' intent that the provisions of this Lease shall govern the parties' rights and obligations with respect to such matters. Any holder(s) of any fee mortgage shall have no obligations whatsoever under this Lease. This Lease shall at all times be subordinate to any fee mortgage encumbering the Property. If the holder of any fee mortgage shall succeed to Landlord's interest in this Lease, Tenant shall, upon request, attend to such holder in writing. In the event of any transfer of Landlord's interests, Landlord shall be released and relieved from all liability and responsibility thereafter accruing to Tenant and Landlord's successor shall be liable and responsible to Tenant with respect to all obligations of Landlord under this Lease accruing from and after the date of such transfer.

18.2. Tenant shall, on the last day of the Term or upon any termination of this Lease, surrender and deliver up the Premises to Landlord "broom clean" and in good condition and repair, subject to ordinary wear and tear, with all equipment and tenant improvements removed if Landlord so requests. All personal property and other belongings that are left upon the Premises at the time of such surrender shall be deemed to have been abandoned. The cost to Landlord of removal, sale and/or storage of such property shall be paid to Landlord by Tenant.

If Tenant does not immediately surrender the Premises to Landlord at the end of the Term, then Tenant shall pay to Landlord double the amount of the Rent payable by Tenant for the last month of the Term for each month or portion thereof that Tenant holds over, plus all damages that Landlord may suffer on account of Tenant's failure to surrender possession to Landlord, and shall indemnify and save Landlord harmless from and against all claims made by any succeeding tenant of the Premises or broker procuring such tenant, related to delay in delivering possession to such succeeding tenant, so far as such delay is occasioned by failure of Tenant so to surrender the Premises. No receipt of money by Landlord from Tenant after termination of this Lease or the service of notice of suit or judgment for possession shall reinstate or extend the Term or affect any such notice, demand, suit or judgment. No act or thing done by Landlord or its agents, including acceptance of keys to the Premises, during the Term shall be deemed an acceptance of a surrender of the Premises, and no agreement to accept a surrender of the Premises shall be valid unless it be made in writing and subscribed by a duly authorized officer or agent of Landlord.

18.3. At any time and from time to time during the Term, within ten (10) days after request by Landlord, Tenant will execute, acknowledge, and deliver to Landlord and its designees, a certificate which states (a) that this Lease is unmodified and in full force and effect, or if there have been modifications, that this Lease is in full force and effect as modified, and identifying the modification agreements; (b) the date to which the Rent has been paid; (c) the nature and extent of any existing default by either party as to which a notice has been given to the other party; (d) whether or not there are any setoffs, defenses, or counterclaims against enforcement of the obligations to be performed under this Lease existing in favor of Tenant; and (e) other matters which Landlord may reasonably request.

18.4. If a claim for brokerage or similar fees in connection with this transaction is made by any other broker, agent, salesman, or finder other than Brokers claiming to have dealt through or on behalf of one of the parties to this Lease, then such party shall indemnify, defend, and hold harmless the other party from all liabilities, damages, claims, costs, fees, and expenses (including reasonable attorneys' fees) with respect to such claim for brokerage. The provisions of this Section shall survive the expiration or termination of this Lease.

18.5. Each Notice shall be deemed to have been given (a) when in writing; (b) when sent by personal delivery, facsimile, Federal Express or other widely recognized overnight delivery service, or registered or certified mail; (c) upon receipt or refusal of receipt by the person to

whom it is addressed; and (d) when addressed to each applicable person at the applicable addresses set forth on the first page of this Lease, or to such other person or address as a party shall in the future designate by giving notice to the other.

18.6. Each party represents to the other that it has full legal right, power, and authority to enter into, execute, and perform this Lease. All the rights and remedies of Landlord under this Lease or pursuant to present or future law shall be deemed to be separate, distinct, and cumulative. No one or more of them, whether exercised or not, nor any mention of or reference to any one or more of them in this Lease, shall be deemed to be in exclusion of, or a waiver of, any of the others, or of any of the rights or remedies which Landlord may have under this Lease, at law, and/or in equity. Landlord shall have, to the fullest extent permitted by law, the right to enforce any rights or remedies separately and to pursue any lawful action or proceedings to exercise or enforce any right or remedy without thereby waiving or being barred or estopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings. No waiver by Landlord of any breach by Tenant of any term or condition of this Lease, and no failure by Landlord to exercise any right or remedy in respect of any such breach, shall constitute a waiver or relinquishment for the future, or bar any right or remedy of Landlord in respect of, any other breach of such term or condition or any breach of any other term or condition of this Lease. No payment by Tenant or receipt of payment by Landlord of an amount less than the full amount then due Landlord under this Lease shall be construed as anything other than a partial payment of such sum then due and owing. No endorsement or statement on any check or letter or any form of payment or accompanying document shall be deemed to be an accord and satisfaction or other form of settlement; Landlord may accept any such payment without prejudice to its rights to recover the balance of sums due and owing under this Lease or to pursue any other remedy permitted under this Lease.

18.7. Whenever under this lease Landlord's consent or approval is expressly or impliedly required, it may be arbitrarily withheld. If Tenant requests Landlord's consent or approval, and if in connection with such request Landlord seeks the advice of its attorneys, architect and/or other adviser or expert, then Tenant shall pay such persons' costs and fees related to such request and the preparation of related documents, which costs and fees shall be limited to \$750 per request for matters in the normal course of Tenant's business. Such limitation shall not apply for extraordinary matters such as improvements or remodeling, or any work of any nature that might affect the Building's structural integrity or building systems.

18.8. All obligations of Tenant that are or may be intended by their nature to be performed and/or complied with after the expiration or earlier termination of this Lease shall survive such expiration or termination. Express provisions in this Lease that require or permit survival in specific instances, or as to specific obligations, shall not be deemed a limitation upon the generality of this survival clause. Every provision of this Lease shall be valid and be enforced to the fullest extent permitted by law. If any provision of this Lease, or the application of such provision to any person or circumstance, shall be determined by appropriate judicial authority to be illegal, invalid, or unenforceable to any extent, such provision shall, only to such extent, be deemed stricken from this Lease as if never included. The remainder of this Lease,

and the application of such provision to persons or circumstances other than those as to which such provision is held illegal, invalid, or unenforceable, shall not be affected. In this Lease, "attorneys' fees means without limitation, accountants' and attorneys' fees, including fees for the services of paralegals and similar persons, consultant fees, investigation and laboratory fees, court costs, and litigation expenses at the trial and all appellate levels, and through collection.

18.9. The captions and headings contained in this Lease are for convenience and reference only, shall not be deemed to be a part of this Lease or construed as limiting, amplifying, or modifying in any manner the provisions of this Lease, and shall not otherwise affect the interpretation of this Lease. All references to Exhibits or Sections are to Exhibits or Sections of this Lease. Whenever the context of any provision of this Lease so requires, pronouns of any gender shall include the other genders, words in the singular shall include the plural, and words in the plural shall include the singular. This Lease may be executed and delivered in two or more counterparts, each of which shall be deemed to be an original and all of which, taken together, shall be deemed to be one instrument. The parties shall take all such actions and execute all such documents as may be necessary to carry out the purposes of this Lease, whether or not specifically provided for in this Lease. Time is of the essence as to all material terms of this Lease. This Lease shall be construed and governed in accordance with the laws of the State of California without application of conflict of law principles. All of the parties to this Lease have participated fully in its negotiation and preparation. Accordingly, this Lease shall not be more strictly construed against any one of the parties. Landlord shall not be deemed, in any way or for any purpose, to have become, by the execution of this Lease or any of the provisions of this Lease, or any action taken under this Lease, a partner of Tenant, in Tenant's business or otherwise, or a member of any joint enterprise or venture with Tenant.

18.10. This Lease contains the sole and entire agreement, and supersedes all other prior written or oral agreements, between the parties with respect to the subject matter of this Lease. This Lease may be changed, amended, or modified only by an agreement in writing signed by the party against whom such change, amendment, or modification is sought to be enforced. The terms and conditions of this Lease shall bind the parties and their respective successors and assigns, and shall inure to the benefit of the parties and their respective permitted successors and assigns. Any waiver of rights by either party shall be deemed not only to be a waiver of such rights by such party but also a waiver of such rights for and on behalf of such party's successors and assigns.

18.11. Claims, disputes, or other matters in controversy arising out of or related to the lease shall be subject to mediation as a condition precedent to binding dispute resolution.

18.12. The parties shall endeavor to resolve their disputes and claims ("Claims") by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the mediation. The request

may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If arbitration is stayed pursuant to this Section 18.13, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

18.13. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

18.14. Any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

18.15. A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

18.16. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The party determined to be the prevailing party in the arbitration shall be entitled to an award of its reasonable costs and fees, including attorneys' fees and expert's fees, incurred therein.

18.17. The foregoing agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

18.18. In case suit shall be rightfully brought for possession of the Premises, the prevailing party shall recover reasonable attorney's fees from the other in each such suit. It is further mutually agreed by and between Landlord and Tenant, that the respective parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on any matters whatsoever arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, Tenant's use or occupancy of the Leased Premises, and/or any claim of injury or damage, and any emergency statutory or any other statutory remedy. Should Landlord seek recourse to enforce any of its rights under this Lease, Tenant agrees to waive any defense which it might otherwise

have that Landlord has any adequate remedy at law. Tenant further agrees that it shall not interpose any counterclaim or set off in a summary proceeding or in any action based in whole or in part on nonpayment of rent.

18.19. IT IS MUTUALLY AGREED BY AND BETWEEN LANDLORD AND TENANT THAT THEY SHALL AND THEY HEREBY DO WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM BROUGHT BY EITHER LANDLORD OR TENANT AGAINST THE OTHER ON ANY MATTERS ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF LANDLORD AND TENANT, AND/OR TENANT'S USE OF OR OCCUPANCY OF THE PREMISES. TENANT FURTHER AGREES THAT IT SHALL NOT INTERPOSE ANY COUNTERCLAIM OR COUNTERCLAIMS (EXCEPT COMPULSORY COUNTERCLAIMS) IN ANY SUMMARY PROCEEDING OR IN ANY ACTION BASED UPON NONPAYMENT OF RENT OR ANY OTHER PAYMENT REQUIRED BY TENANT UNDER THIS LEASE.

18.20. The parties have executed this Lease on the date set forth in the first paragraph.

18.21. Tenant agrees to train all school staff in Landlord's Protecting The Mission policies and procedures.

18.22. Shared Rooms. Tenant agrees that all teachers and school staff must vacate all shared rooms by 3:20 p.m. In addition, Tenant may only use walls in shared rooms which are specifically assigned to them by Landlord.

18.23. Windows and doors must not be covered or blocked, except in cases of emergency.

18.24. Landlord's furniture and equipment must not be moved from their assigned rooms without prior written permission of Landlord.

LANDLORD
The Salvation Army,
a California corporation

BY: *[Signature]*
TREASURER

ITS: _____

BY: *[Signature]*

ITS: _____
ASSISTANT TREASURER
SOUTHERN CALIFORNIA DIVISION
FINANCE COUNCIL

OCT 23 2013

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Concept Approval
<input type="checkbox"/> Reserved/Noted	<input type="checkbox"/> Deferred
By: _____	

TENANT
Wisdom Academy

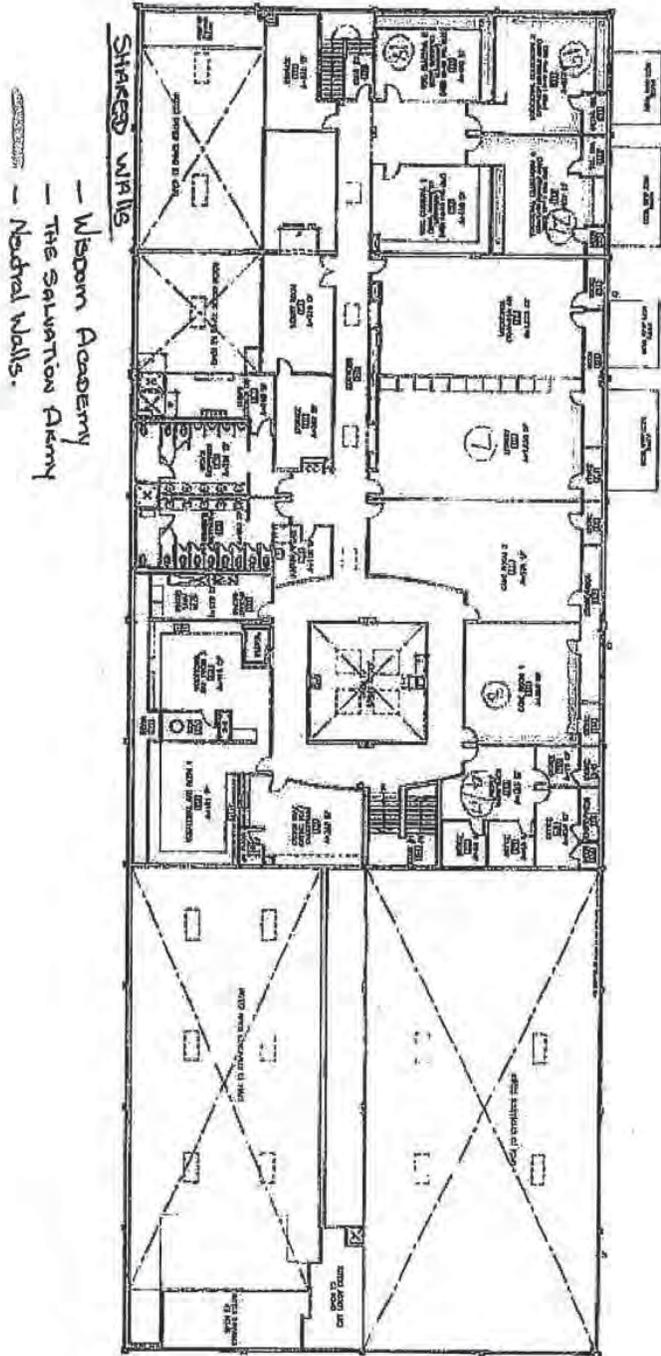
BY: *[Signature]*
ITS: *Executive Director*

BY: _____

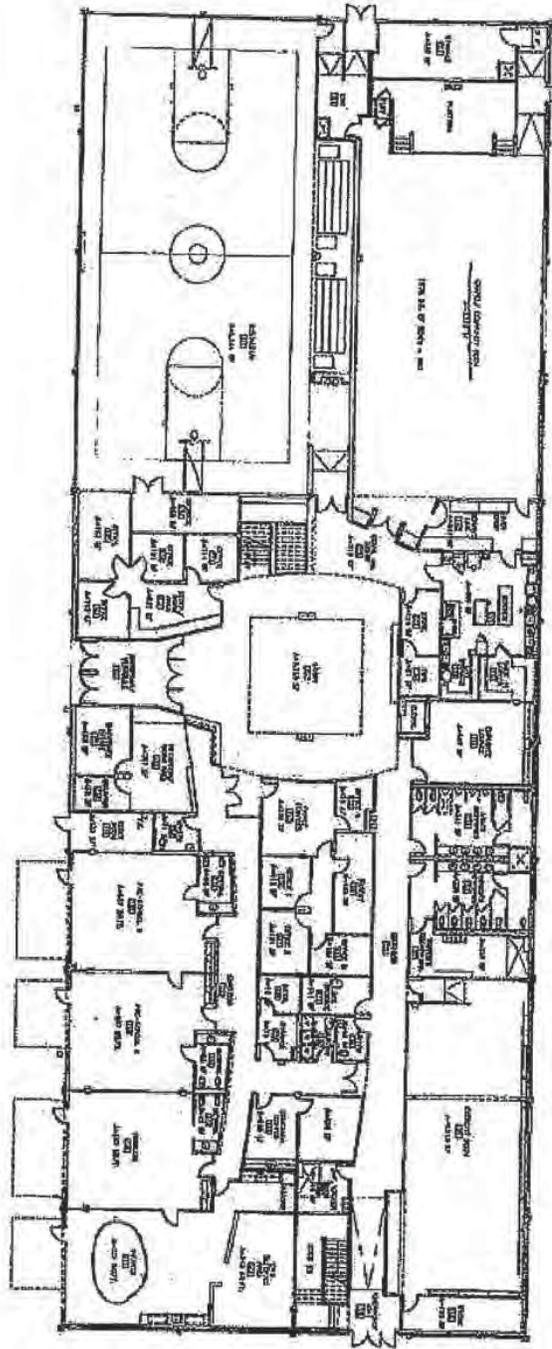
ITS: _____

Schedule 1

		The Salvation Army	Wisdom Academy
Education Room 2 (18)	409.14 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Education Room 3 (19)	519.77 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Education Room 4 (27)	534.70 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Library (7)	1022.80 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Game Room 1 (8)	583.20 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Infant Room	1309 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Office Suite (4/17)	696.00 sq ft	Space is not being shared with Wisdom Academy.	Space is being used by Wisdom Academy only
Chapel	2851.00 sq ft	Monday thru Friday - 5:00 PM onwards	Monday thru Friday - 7:00 AM to 4:30 PM
Parking Stalls	14 Stalls		Monday thru Friday - 6:45 AM to 4:00 PM



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EXHIBIT 21

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

"Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the resolution to sell the school vehicle
(2011 Lexus RX350) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

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**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVÉ
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 31 day of JULY, 2012, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to authorize the Executive Director or designee to enter a lease or purchase agreement for a **vehicle for school use** behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

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EXHIBIT 22

Wisdom Academy for Young Scientists
Capital Expense Analysis

Purchase

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use. Provided that MWF Administrative Personnel chose to utilize the Executive Business Transportation, this will reduce the automobile use reimbursement costs and wear and tear for individual Personnel property.

Impact: +/- 10,000 annual Personnel transportation expenses

Date: July 2012

Sale

Item: SUV or Sedan (Vehicle)

Use: Executive Business Transportation

Reason: In best interest of the stakeholders of the Merle Williamson Foundation (MWF), selling the Executive Business automobile vehicle should provide the funds to better serve the school. In which those funds may be used to purchase a vehicle for pupil transportation.

Impact: \$26,000 - \$32,000 one-time payment; +/- \$10,000 annual Personnel transportation reimbursements.

Date: August 2013

Purchase

Item: School Bus/Van (Vehicle)

Use: Pupil Transportation, Utility Vehicle

Reason: Subsidize expenses for rentals and chartered school buses for short-distance fieldtrips and destinations. Provide a van for Pupil transportation and select utility use.

Impact: +/- 10,000 annual Pupil transportation expenses

Date: TBD

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Escrow.com - Transaction #679061 Details

https://my.escrow.com/myescrow/Transaction.asp?TID=67

My Transactions New Transaction My Profile

Transaction #679061 - Jason-Inyoung-RX350
(You are the Seller)

Logged In as: Jason Okonkwo (mrjason7@gmail.com)
Help | Sign Out

Status

Select any status for help.

- 1 BUYER AND SELLER AGREE TO TERMS
- 2 BUYER SENDS PAYMENT TO ESCROW.COM
- 3 SELLER SHIPS MOTOR VEHICLE TO BUYER
- 4 BUYER RECEIVES MOTOR VEHICLE
- 5 ESCROW.COM PAYS SELLER

Closing Statement sent

Closing Statement sent via E-Mail

- The Buyer has accepted the merchandise.
- The closing statement was sent to your E-Mail account.
- Did you enjoy using Escrow.com? [Send us your feedback!](#)

Merchandise

No.	Item Description	Quantity	Unit Price	Total Price
1	Lexus RX350 2011	1	\$26,000.00	\$26,000.00
		Sub-total		\$26,000.00
		Shipping Fee		\$0.00
		Fee: Escrow		\$-115.70
		Total		
		Transaction ID:		\$25,884.30
		Escrow ID:		484243

History

Jan 28 2014
10:09AM PDT
Funds
disbursed.
Final closing
statements
sent to both
parties.

Jan 27 2014
9:26PM PDT
Inspection
period
ended, Buyer
accepts
merchandise.

Terms

Transaction #: 679061
Escrow #: 484243
Transaction Title: Jason-Inyoung-RX350
Buyer: Inyoung Kwon
 (lykwon@hotmail.com)
Seller: Jason Okonkwo
 (mrjason7@gmail.com)
Inspection Period: 3 calendar days
Escrow Fee to be paid by: Split(Buyer/Seller)
 The buyer is responsible for
 100% of the escrow fee in the
 event
 the transaction is cancelled or the
 merchandise is returned.
Transaction fulfilled using: Cargo Shipping
Shipping fee to be paid by: Buyer

Jan 27 2014
9:25PM PDT
Buyer
received
merchandise.
Inspection
period starts.

Jan 27 2014
12:02PM PDT
Seller
shipped
goods by
Buyer pick
up (Phone:
4036080016)
with tracking
number -

escrow.com - transaction #679061 Details

<https://my.escrow.com/myescrow/Transaction.asp?TID=67>

Buyer
Pick-up

Dec 12 2013
2:49PM PDT
Escrow.com
approves
payment.

Dec 12 2013
2:48PM PDT
Buyer paid
by wire
transfer,
awaiting
Escrow.com
approval.

Dec 2 2013
3:12PM PDT
Both parties
have
accepted the
offer,
awaiting
buyer
payment.

Nov 30 2013
2:30PM PDT
Buyer
initiates the
transaction

[Customer Support](#) | [Privacy Policy](#) | [Terms of Use](#)
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PROVIDED BY
 **ESCROW.COM**

WAYSAPPEAL-001606

Internet Escrow Services, Inc.
Escrow Trust Account
30318 Esperanza
Rancho Santa Margarita, CA 92688
(949) 635-3800

BANK OF AMERICA
44-5841270

119107

Escrow Number: 13-484243

January 28, 2014

Pay TWENTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY-FOUR AND
30/100 ***** US Dollars

25,884.30 USD

TO Merie Williamson Foundation
THE 706 East Manchester Ave
ORDER Los Angeles, CA 90001
OF

INTERNET ESCROW SERVICES, INC.
ESCROW ACCOUNT VOID AFTER 60 DAYS
M. Okankwa
J. Fikezi

RED CHECK NUMBERING IMAGES THROUGH TO BACK OF SHEET

⑈ 119107 ⑈ ⑆ 12200066 ⑆ ⑆ 14594 ⑈ 28440 ⑈

INTERNET ESCROW SERVICES, INC.

MD

119107

Escrow Number: 13-484243

Sellers Proceeds
Transaction No. 679061

Check No: 119107

Date: 01-28-2014

Amount: 25,884.30

Property:

Buyer : Inyoung Kwon

Seller : Jason Okankwa

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EXHIBIT 23

**WILKINSON HADLEY
KING & CO. LLP**
CPAs AND ADVISORS

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Richard K. Savage, CPA

October 22, 2013

To the Governing Board and Management of
Wisdom Academy for Young Scientists
706 E Manchester Ave.
Los Angeles, California 90002

We are pleased to confirm our understanding of the services we are to provide for Wisdom Academy for Young Scientists for the year ended June 30, 2013.

We will audit the financial statements of Wisdom Academy for Young Scientists, which comprise the statement(s) of financial position as of June 30, 2013, the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Supplementary information identified in the State Audit Guide

We will also prepare the organization's federal and state information returns for the year ended June 30, 2013.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- An opinion on state compliance as identified in *Standards and Procedures Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and with OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance

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with OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion on the financial statements or the Single Audit compliance opinion is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the tax services and any other nonattest services we provide; oversee the service by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us, and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on November 18, 2013.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you

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are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us, previous financial audits attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wisdom Academy for Young Scientists' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on Wisdom Academy for Young Scientists' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

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The audit documentation for this engagement is the property of Wilkinson Hadley King & Co LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the California Department of Education or its designee, the California State Controllers Office, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wilkinson Hadley King & Co LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the California Department of Education or California State Controllers Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aubrey King is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately November 18, 2013 and to issue our reports no later than December 15, 2013, unless extended to another date. We plan on completing your tax returns by the extended due date.

We estimate that our fees for these services will range be \$9,500 for the audit and ~~\$950 for the information returns~~. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Wilkinson Hadley King & Co LLP

Wilkinson Hadley King & Co. LLP

RESPONSE:

This letter correctly sets forth the understanding of Wisdom Academy for Young Scientists.

Management signature: *[Signature]*

Title: Director of Operations

Date: 11/18/13

Governance signature: _____

Title: _____

Date: _____

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EXHIBIT 24

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

“Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to approve the auditor selection of Wilkinson Hadley King & Company, LLP on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

000944

EXHIBIT 25

From: Carol Lee Tolbert
To: "Edward Cabil"; dvalenti747@yahoo.com; amando.espinosa.16@my.csuin.edu; johnsoncenter@msn.com; normansk@gmail.com; saundavis@aol.com; kimberly@xsdanielslaw.com
Cc: Patel, Neha; "Jason Okonkwo"; "Karen Horowitz"; clara7@gmail.com; "Ball Business Management"; jarry.wisdomacademy@gmail.com
Subject: Hon. Carol Lee Tolbert, President /RE: Board Meeting Postponed
Date: Wednesday, November 20, 2013 11:54:31 PM

Good Evening Mr. Cabil,

On yesterday evening, I read your email unilaterally postponing the Board of Directors' meeting; even though I emailed a draft agenda to you at 4:40PM - in time for you to post it by 5:00PM to meet the 72-hour deadline required by the Brown Act. However, you did find time to send out a scurrilous email requesting that the 'new' board members step down; and identifying me specifically. (I will be responding to your recent emails under separate cover.)

- a. Your administrative responsibilities do not give you the prerogative to postpone Board meetings. Case in point, board members do not have the prerogative to cancel staff meetings. Moreover, you were keenly aware of the time-sensitive documents being requested by LACOE. We were to submit these documents below not later than November 22, 2013. I will list them for you:
1. Board Policy on Admissions/Enrollment/Lottery
 2. Board Policy on Student Fees
 3. Board Policy on Suspension & Expulsion
 4. Board Meeting Minutes for September 26, 2013
 5. Board Meeting Minutes for October 24, 2013
- b. Interestingly enough, LACOE sent an email earlier today indicating staff had emailed these unapproved Board Policies. I requested you to place the above policies on the November 21, 2013 Board agenda for review/modification/approval for the 2013-14 School Year in order to meet the requested deadline. These policies must still be approved by the Board of Directors; similar to Board minutes.

Additionally, other matters that needed to be considered by to the Board at its November 21, 2013 meeting included:

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- c. The Single Plan for Student Achievement along w/ the draft Student Achievement Plan outlining the strategies to be implemented that would ensure African-American and Special Education students; who did not meet their 2012-13 AYP growth targets, would meet their 2013-14 AYP growth targets. The final Student Achievement Plan is due to LACOE on December 2, 2013. I am sure Board members would like to have this information presented in a timely manner.
- d. The Title One Budget due to LACOE by November 15, 2013 that was not submitted, and has yet to be reviewed and approved by the Board. This budget identifies the funds to be used to support both the 2013-14 Single Plan for Student Achievement as well as the Student Achievement Plan.
- e. An overdue monthly budget presentation from Bali Business Management explaining to the Board a line item budget increase of \$118,000 from the previous school year in supplies. As you may recall, in August the Board 'conditionally' approved this year's budget in order that some funds could be used to open the school-year, although LACOE would receive a 'conditionally approved' 2013-14 budget. Since August, the Board has not had an opportunity to review the school's budget. In September, the contractor was called and instructed not to come. In October, when the contractor did come, the Board meeting was disrupted and the contractor was unable to present the budget, nor was the Board able to continue with the meeting as we were told to "get out". In fact, was directly yelled at and threatened by the employee to, "Get out and don't come back!" among his other verbal and physically menacing gestures.
- f. Scheduling of Board Retreat that every board member agreed was needed for several reasons. (See Agenda)
- g. Hearing critical Closed Session items
- h. The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial. Were the teachers' contracts approved prior to the end of school? I know this current Board did approve their Salary Schedule.

Since there is no scheduled Board Meeting in December, I am recommending that the Board schedule a December meeting, due to

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'postponement' of its November meeting.
For further illumination, please see the attached agenda.

Needless to say, this and other recent events are disheartening. Board members are **NOT** the problem. Board members govern, approve expenditures and direct administration. Administration implements the policies of the Board, and manages the daily operations of the organization. There is no getting around this fact. No matter who the governing board members are; in public entities, this is known as the system of 'checks and balances'.

Respectfully,
Hon. Carol Lee Tolbert, President
Wisdom Academy for Young Scientists

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Tuesday, November 19, 2013 4:45 PM
To: dvalenti747@yahoo.com; armando.espinoza.10@my.csun.edu; johnsoncenter@msn.com; normanskx@gmail.com; saundavis@aol.com; Carol Lee Tolbert; kimberly@ksdanielslaw.com
Cc: Patel_Neha@laoe.edu; Jason Okonkwo; Karen Horowitz; deara7@gmail.com; Ball Business Management; larry.wisdomacademy@gmail.com
Subject: Board Meeting Postponed

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

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EXHIBIT 26

Wisdom Academy for Young Scientists

November 12, 2013

Neha Patel
LACOE Charter Schools Office
9300 Imperial Highway
Downey, California 90242

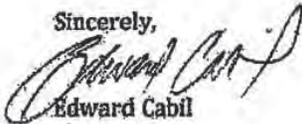
Dear Ms. Patel,

I am writing regarding Wisdom's October 24, 2013, Board Meeting audio recording.

The Wisdom's October 24, 2013, Board Meeting was ended abruptly at 8:40pm at the conclusion of the closed session due to an unanticipated interruption.

The audio enclosed is the only audio there is for the October 24, 2013, Board Meeting.

Sincerely,



Edward Cabil

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

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EXHIBIT 27

Mitchell_April

From: Mitchell_April
Sent: Tuesday, February 04, 2014 1:03 PM
To: Edward Cabil (edcabil@sbcglobal.net); Jason Okonkwo (mrjason7@gmail.com)
Cc: Memon_Zak; Onanuga_Adebayo; Wilson_Dina; Higelin_Judy; Carol Lee Tolbert (kids@civicpride.net)
Subject: Board Approval of Documents

Hi Edward & Jason,

Can you please let me know if our governing board has approved the following items? If, so can you please send a copy of the agenda(s), and minutes documenting approval:

Items:

1. Approval the annual budget due in July of each year
2. The selection and approving of the auditor and the acceptance of the audit report
3. Approval of Annual Federal 990 filing due in November of each year
4. Annual approval of administrative contracts

Thank you in advance, if you have any questions please don't hesitate to contact me.

April Mitchell
Financial Operations Consultant
Controllers's Office, ECW-120
Los Angeles County Office of Education
Ph: [562] 803-8351
Fax: [562] 401-5789

EXHIBIT 28

Patel_Neha

From: Higelin_Judy
Sent: Wednesday, February 05, 2014 11:01 AM
To: Patel_Neha
Subject: FW: Board Approval of Documents
Attachments: WAYS Board Minutes - August 29, 2013.PDF; Board Resolution - Executive Director Contract.PDF; Board Resolution - Auditor and Audit.PDF

For your files

From: Jason Okonkwo [mailto:mrjason7@gmail.com]
Sent: Wednesday, February 05, 2014 10:23 AM
To: Mitchell_April
Cc: Edward Cabil (edcabil@sbcglobal.net); Memon_Zak; Onanuga_Adebayo; Wilson_Dina; Higelin_Judy; Carol Lee Tolbert (kids@civicpride.net)
Subject: Re: Board Approval of Documents

Dear April,

Please the following attached:

1. WAYS August 29, 2013 Board Meeting Minutes, including approval of 2013-14 FY Budget
2. WAYS Board Resolution to Select Auditor and Acceptance of Audit Report
3. The WAYS 990 was filed, however, I am unable to locate the Board Resolution. I will address this with the WAYS Executive Director and get back to you soon.
4. WAYS Board Resolution to enter employment agreement with the Executive Director. The contracts for other administrative staff are in place and executed by the Executive Director, the authorized Agent of the WAYS Board. However, we do not have a Board Resolution in place for other administrative contracts. I will address this with the WAYS Executive Director and get back to you soon.

Sincerely,

Jason

On Tue, Feb 4, 2014 at 1:03 PM, Mitchell_April <Mitchell_April@lacoedu> wrote:
Hi Edward & Jason,

Can you please let me know if our governing board has approved the following items? If, so can you please send a copy of the agenda(s), and minutes documenting approval:

Items:

1. Approval the annual budget due in July of each year
2. The selection and approving of the auditor and the acceptance of the audit report

3. Approval of Annual Federal 990 filing due in November of each year
4. Annual approval of administrative contracts

Thank you in advance, if you have any questions please don't hesitate to contact me.

April Mitchell
Financial Operations Consultant
Controllers's Office, ECW-120
Los Angeles County Office of Education
Ph: [562] 803-8351
Fax: [562] 401-5789

—
Jason Okonkwo
Direct: 323.253.8907
Email: mrjason7@gmail.com

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EXHIBIT 29

Innovative Ways Academy -

Innovative Ways Academy

*~modeling rigor, innovation
and the pursuit of academic excellence~*



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[Services](#) [Admissions](#) [About Us](#) [Contact Us](#)

New School Opening July 2012

Innovative Ways Academy
Independent School (6-8)

Providing A Superior and World-Class Education

Developing Academic Excellence and Exemplary Character

- A uniquely designed middle school where talented and caring faculty and staff will cultivate in each student the passion for learning, self-confidence, social well-being, discipline and the individual talents that each possesses. Dedicated to the development of academic excellence, exemplary character, and self-discovery in each child, Innovative Ways Academy will provide a world-class education for scholars, while focusing on the development of the whole child.

LEARN MORE ABOUT OUR SCHOOL!

[ENGLISH FLYER](#) & [SPANISH FLYER](#)

[REGISTER FOR ORIENTATION](#)

WEDNESDAY, APRIL 4, 2012

Educational Consultant Services

Rigorous academic training

Increasing student achievement

Innovative Ways Academy offers educational consulting services for K-12 schools to improve standardized test results. In partnering with Innovative Ways Academy, we can design a specific Student Achievement Plan tailored to student data and unify the instruction across grade levels to foster academic achievement for all. iWays is a transformational climate that promotes rigorous learning and education of the whole child. We provide consultation in Core Standards of Math, Language Arts and Science.

What's New!

[iWays Blog](#)

Stay tuned with our upcoming events!

Innovative Ways Academy

Middle School Orientation

Wednesday, April 4, 2012

[Register!](#)

Parents for Excellence Meeting

Monday, March 26th 2012 &

Wednesday, March 28th 2012

@ 5:30PM

706 E. Manchester Ave.

LA, CA 90001

Topic: Next Steps for 5th Graders

Middle School Options

Click [here](#) for English Flyer

Click [here](#) for Spanish Flyer

For More Information, Contact
Deara Okonkwo, (323) 608 - 1320

Innovative Ways Academy -

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6709 La Tijera Blvd. Suite 274
Los Angeles, CA 90045
ph: (323) 608-1320
info@iwaysacademy.com

Innovative Ways Academy - Tuition

Innovative Ways Academy

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and the pursuit of academic excellence~*



Home Services **Admissions** About Us Contact Us

TUITION

APPLICATION FEE (students applying)..... \$25.00

REGISTRATION FEE (admitted students)..... \$150.00

Registration fee must be paid before or on the May 7th Letter of Intent Deadline.

SUMMER ENRICHMENT..... \$450.00

Summer Enrichment fee must be paid before or on the May 28, 2012.

TUITION..... \$1250.00

****All fees may be subject to change.****

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6709 La Tijera Blvd. Suite 274
Los Angeles, CA 90045
ph: (323) 608-1320
info@lwaysacademy.com



Innovative Ways Academy

You want what's best for your child. We do too.
Deciding on an excellent Middle School for your child?
Come join us for a meeting to address Middle Schools Options!

Parents for Excellence Meeting
Monday, March 26th 2012 @ 5:30PM &
Wednesday, March 28th 2012 @ 5:30PM
706 E. Manchester Ave.
Los Angeles, CA 90001



*Topic: Next Steps for 5th Graders
Middle School Options*

For More Information, Contact
Deara Okonkwo, (323) 608- 1320
www.iwaysacademy.com

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About Us

Vision Statement

Equipping students with 21st century skills to become global leaders.

Mission Statement

School Mission: Innovative Ways Academy's mission is to create a transformational climate of lifelong learners where talented and compassionate faculty will nurture students' pursuit of academic excellence, exemplary character, and meaningful contribution to their local, national, and global communities.

Consultant Mission: Our mission is to provide a model framework of rigorous instruction that has practical tools for accomplishing our visionary ends of fostering self-responsible and lifelong learners. We accomplish this by training teachers, engaging students, educating parents and designing curriculum to ensure that student achievement is met for all.

Founder & Executive Director

Deara Okonkwo is an extraordinary 21-year-old woman whose gifts and talents illuminate in the children of her classroom and dance studio. Ms. Okonkwo is a doctoral candidate at the University of Southern California, holding a Master's Degree in Education, Clear Teaching Credential and Bachelor's all obtained from the prestigious University. She is renowned for her outstanding academic accomplishments: at the prime age of fourteen, she graduated from high school with an Associate of Arts Degree; at seventeen, she received her Bachelor's in English with a minor in Psychology and at eighteen she obtained her Master's Degree in Education along with her teaching credential. Deara is the Founder and CEO of DeDe Dance Studio, a 501(c)(3) non-profit that works to empower youth through multicultural performing arts, brotherhood and sisterhood clubs and educational enrichment. Most recently, she established Innovative Ways Academy, a uniquely designed Middle School that provides children with a world-class and elite educational experience. Furthermore, her Academy offers rigorous academic coaching for educators and provides practical modeling in the classrooms to increase student achievement. Her motto is to recycle the knowledge that she obtained and she has sought to achieve these as an urban educator. Her passion lies in her professions, educating children in the classrooms and empowering youth through the performing arts. With only twenty-one years, she demonstrated profound leadership skills through her humanitarian efforts. Deara is a true change agent and leader for the youth that she serves.



Innovative Ways Academy
 English Language Arts Syllabus 6A
 Trimester 1: August 14th – October 26th 2012
 Ms. Deara
deara@iwaysacademy.com
www.iwaysacademy.com/ela

Course Description:

The Reading portion of the Grade 6 California English–Language Arts Standards Test has three strands/ reporting clusters: Word Analysis, Reading Comprehension, and Literary Response and Analysis. In ELA 6A, Word Analysis will be introduced. Each of these strands/clusters is described below. The Writing portion of the Grade 6 California English–Language Arts Standards Test has two strands/reporting clusters: Writing Strategies and Written Conventions. In ELA 6A, Writing Strategies will be introduced.

Strands to Cover: Writing Conventions/Word Analysis

Wk	Standard	Topic	Grade/Percentage
1	All	Pre-Test and Introduction	
2	W.C. 1.1	Sentence Structure	
3	W.C. 1.2	Grammar	
4	W.C. 1.3	Punctuation	
5	W.C.1.4/1.5	Capitalization/Spelling	
6	Previous	Midterm	
7	W.A. 1.2	Figurative Language/Homograph	
8	W.A. 1.3	Word Origins	
9	W.A. 1.4	Using Contextual Clues	
10	W.A. 1.5	"Shades of Meaning"	
11	All	Study Week/Exams/Presentations	

<u>Grading</u>	<u>Percentage</u>	<u>Letter Grade</u>
10% Attendance/Participation	90 – 100	A
10% In-class Assignments	80 – 89	B
10% HW	70 – 79	C
10% Project	60 – 69	D
30% Quizzes	50 – 59	F
30% Mid-term/Exam		

1. Attendance/Participation: Students receive 1 pt for each attended day of school.
2. In – Class Assignments: Students receive 1 pt for each assignment completed.

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Innovative Ways Academy - About Us

2/14/13 1:55



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Innovative Ways Academy

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Los Angeles, CA 90045

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-
-

Innovative Ways Academy
English Language Arts Syllabus 6A
Cont.

2

3. HW: Students receive 1 pt for each assignment completed. Hw is always what was not finished in addition to reading a chapter of the class novel and completing one of the 3 choices of comprehension

- I. Summary/critique/ reflection/ connection
- II. Quiz for peer 7-10 questions
- III. visual representation/poem/song

4. Project: More information will be discussed in class.

5/6. Assessments:

I. Pre-Assessment

II. Weekly Quizzes,

Total of 10 questions.

- 2 multiple choice
- 2 true false
- 2 opened ended
- 2 short answer ea. Worth 2 points ea.

III. MidTerm

Total of 30 questions

- 10 multiple choice
- 10 true false
- 6 opened ended
- 4 short answer ea. Worth 2 points ea.

IV. Exam

Total of 30 questions

- 10 multiple choice
- 10 true false
- 6 opened ended
- 4 short answer ea. Worth 2 points ea.

Language Arts Reading List:

**Deposit for each book is \$20; refunded when child returns book in original condition.*

1. August: Arby Jenkins: Mighty Mustang, Sharon Hambrick
2. September: The Dreamer, Pam Munoz Ryan
3. October: The Audacity of Hope, Barack Obama
4. November: Walk Two Moons, Sharon Creech
5. December: The Skin I'm In, Sharon Flake or Slam, Walter Myers
6. January: The Middle Heart, Bette Bao Lord
7. February: The Autobiography of Malcolm X, Malcolm X
8. March: D' Aulaires' Book of Greek Myths, Ingrid d'Aulaire
9. April: The End of Molasses Classes, Ron Clark
10. May: The Candymakers, Wendy Mass

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<http://iwaysacademy.com/blog/wp-content/uploads/2012/09/GEDC0...>



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<http://iwaysacademy.com/blog/wp-content/uploads/2012/09/GEDC>.



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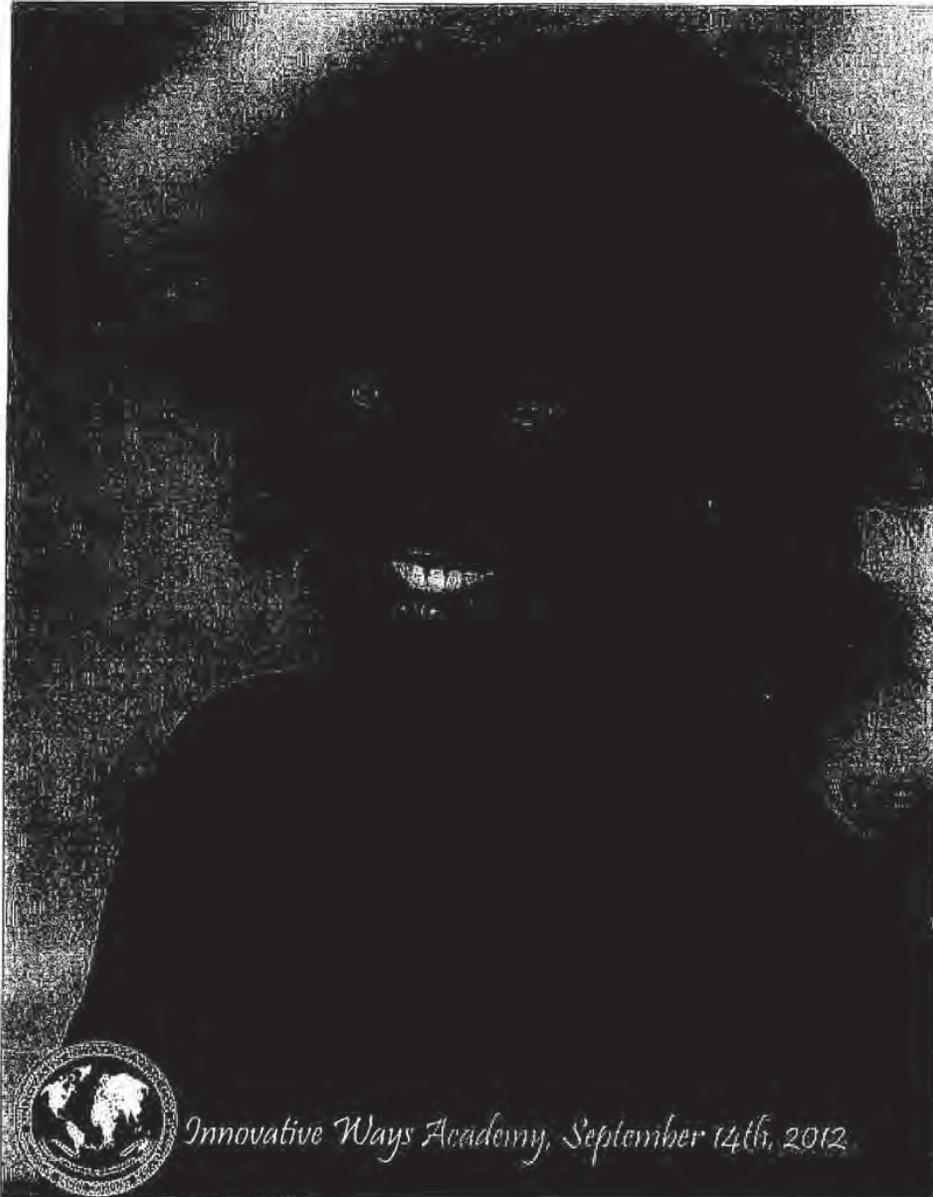
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Deara-Okonkwo-8x10

Comments and faves

Add your comment here.

000963

Innovative Ways Academy - September 2012 Calendar

Sep 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					August 31 st Tuition Payment Due No later than 3pm	1	2
Week 4	3 Labor Day School Closed	4	5	6	7 Back to School Dance Fundraiser	8	9
Week 5	10	11	12 LA Presentation Due	13 Field Trip to LACMA	14 Picture Day!	15	16
Week 6	17 Student Council Campaign Begins	18	19	20	21 Hispanic Heritage Month Celebration Parent Meeting re: STAR Trip 5pm	22	23
Week 7	24 Student Council Voting Day	25	26	27 P.H.E. Mt. Vernon Hill	28 Celebration of September Birthdays *Themed Day of the Week Favorite Sports Team Day	29	30

Innovative Ways Academy

www.iwaysacademy.com

*All activities may be subject to change without notice.

Innovative Ways Academy November 2012 Calendar

Nov 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Tuition Payment Due Parent Conferencing	2 Parent Conferencing	3	4
Week 13	5	6 iWays Student Government Election	7 *USC Field Trip	8	9	10	11
Week 14	12 Veterans' Day School Closed	13	14	15	16 Thanksgiving Program	17	18
Week 15	19	20 Community Outreach	21 Fall Recess	22 Fall Recess	23 Fall Recess	24	25
Week 16	26	27	28	29 P.H.E. Culver City Stairs	30 Celebration of November Birthdays *Themed Day of the Month College T-Shirt Day		

Innovative Ways Academy

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*All activities may be subject to change without notice.

Deara | Drive All Night

<http://driveallnight.org/2013/06/30/dear>

Deara



In today's hypercompetitive job market, there are few things more desirable than a sterling education. Yet the American educational model is in trouble: public schools are woefully underfunded, graduation rates are falling, and nobody seems willing to agree on a solution. That might change when **Deara** joins the conversation in Washington one day. The 22 year-old South Los Angeles native has specialized in bringing enlivening learning opportunities to her community ever since starting her own nonprofit dance studio at age sixteen. Since then, Deara – who holds masters degree in Education from USC – has changed young lives at two South LA schools. She serves as the vice principal at Wisdom Academy for Young Scientists, and is the founder of Innovative Ways Academy, a private school for middle school-aged students.

Me: I want to start by talking about your dance studio, since it touches on this generation's interest in entre-

Deara | Drive All Night

<http://driveallnight.org/2013/06/30/dea:>

preneurial spirit. You got in touch with yours at an earlier age than most Millennials. Tell me the story.

Deara: Well, I've been dancing for most of my life. As a kid, it began with creative movements, and then as I got older, I started doing ballet and tap dance at the Kittsville Youth Foundation; this academy founded by Eartha Kitt, right here in South LA. The director of the program took notice and one day, she suggested to my mother that I audition for Debbie Allen Dance Academy. I tried out and was accepted with a scholarship. And through this whole process, my parents promised that one day they'd help me start a dance studio. The idea was I could use the studio as a way to give back.

So teaching dance had been a dream of yours for some time?

It was already happening. When I was at Debbie Allen, I started giving lessons in our backyard. I had a signup sheet on the front door of my house and we'd rotate between styles: Flamenco this day, Capoeira the next, and so. And I did all that because my friends and neighbors who were interested in dancing weren't going to Debbie Allen with me, but they were interested in enhancing their techniques.

When and how did your parents acquire the space that would become DeDe Dance Studio?

It was mainly through my mother. She's retired now, but at the time, she was the Executive Director at Wisdom Academy for Young Scientists. There was a building there, used mostly for storage, which my mother and my aunt Dolores helped to convert into a studio space. The part that I had a stake in was the wall-to-wall mirrors and ballet bars, which were paid for by fundraising events like dance performances that my team and I would perform.

Is it safe to say this early experience set you on a path towards education as a profession?

My interest was present from the beginning, but one event that transformed my idea of starting and running a school into a reality happened during the first year of my doctoral program at USC. I was enrolled in a leadership course with Dr. Rudy Castruita, and we had to design an outlook plan in which we hypothesized our own leadership evolving over ten years. And I remember noting that by Year Eight, I wanted to found a school. But it actually began happening much sooner than that.

When, exactly? What were the circumstances?

Shortly after finishing the leadership course, the executive director at Wisdom Academy introduced me to an individual from the Church of Scientology named Isaac Asberry. I wound up meeting him right in South LA, at this big, beautiful building that I soon learned was the church's own community center. Only, it was abandoned. And I remember seeing it and thinking, "This is it. This is going to be the school."

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And when you say "the school", you mean Innovative Ways Academy. What were the next steps? How does one pilot a new school?

First, you have to project the idea of the school to the surrounding community. I had a vision of this world-class, elite, college-oriented institution for students right here in South Central LA, in a building that was already steeped with history. And it was always intended to be a middle school, because that's the age range when a lot of kids tend to drop out of school. I wanted to start a program that would engage students to a level where they'd manage to hang on through the toughest times.

So you have the dream, out in the open. What comes next?

Next, you need a budget, and that's where my mother's brains come in. I'm very fortunate to have a mother who supports everything I do, and she also happens to be a sound businesswoman. The two of us sat down and began by outlining all the necessary supplies we'd need to get the school up and running. Then we tackled operations and hiring faculty. Salaries are easily the biggest financial consideration behind getting a school up and running. My mother financed these setup costs, but we also conducted a lot of neighborhood fundraising to pay for things like student meals and field trips for the first year.

How many students were enrolled at Innovative Ways Academy during the first school year?

Only 13. I wanted to make sure that the curriculum worked before applying it to a larger group of students. But it did, and now that it's been a success, I've been looking at trying to apply our learning model to a bigger public school environment. And right now, we've actually got one middle school nearby that's interested in giving it a test run for the 2013-2014 school year. A lot of my recent time has been spent facilitating that.

Hearing about all of this, it's easy to overlook the fact that you're also working as the vice principal at Wisdom Academy for Young Scientists! What does a day in the life of a VP look like?

The whole day begins at 7 AM. The students have some time to eat breakfast as our staff and teachers roll in. Then at 7:50, we have a student-led assembly. And that really speaks to the type of leadership communication we employ at Wisdom.

A more communal approach?

Right. I like to avoid top-down school management where the principals just give commands. It's better to communicate your expectations in a way that can be echoed by students and teachers. People buy that. It's like...if I'm Marc Jacobs, and I have Beyonce model my clothes, they're much more likely to sell than if Marc Jacobs simply appears on TV and urges everyone to try out his latest designs! I prefer to **Follow**

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<http://driveallnight.org/2013/06/30/dea>

ing a humble leader because it gives the students more room to shine.

As the vice principal, do you also instruct students in the classroom?

Oh, definitely. At 8 AM on any given day, you might see me teaching a language arts class. And I'll usually put a spin on the lesson by working dance into the presentation. For instance, I'll use a pirouette to convey synonyms, and a jete for antonyms. It gets the kids excited about what they're learning.

Is this outside-the-box instruction approach applied in most classes at Wisdom?

We use it in almost all classroom situations. One approach that's been really popular is incorporating rap into math lessons. The students get to hear their favorite songs from their favorite rap artists, but the lyrics are reworked to teach concepts like multiplication. And it's a lot of fun for them. They look forward to the next lesson, they get involved.

And it's probably a more compelling incentive to ace their homework assignments than a standard review session the next morning.

Exactly. Not only that, but when our teachers eventually hold assessment tests to see how the students are retaining all this new information, we see very positive results. And that's extremely important when you think about the standardized testing that these students are going to negotiate; testing that will affect their academic future.

What about the students whose career expectations aren't reached by a four-year college education?

I think it's really important to have a dual emphasis on college and career when you're working with young students. Because, like you said, not every career is reached through college. Let's say you want to be a policeman or a pilot. You'll need advanced studies, but not the same as the majority of your classmates. I mean, not everyone can become the president of the United States! If a student says they like to help people, we'll sit down with them and make a list of all the professions they could pursue that would allow them to help people. And from there, we help each student work towards a higher education that applies to their career interests.

Speaking of the future, where do you see yourself five to ten years down the road from right now?

Right now, I'm at a point where I've begun to think about starting a family and the joys that come with it. So that will definitely be a priority. Career-wise, I see myself working in politics or international education.

Define "politics".

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My ideal career goal – for a long time coming – has been to become the US Secretary of Education. And of course, there are many roads to that point. I could work in Sacramento for the state's standardized testing program, or serve as a superintendent. But ultimately, there are some new ideas and policies I'd like incorporate into the American public education system.

Let's hear some.

Foreign language. I'd like to see it become a mandatory subject in primary education curriculums. Another one, more of a fantasy, ~~would be an extended school day.~~ And when most people hear this, they go, "Ahh! No way!" But here's the twist: you'd extend the school day, and then cut out Friday. That way, students could use that free day to participate in internships, community service, sports...you name it.

That would certainly give students an early leg up in today's job market!

It would! You could almost look at Friday as an "application day." Monday and Thursday can remain devoted to theory, but Friday would allow some real world practicum. Because otherwise, you're likely to still have lots of students getting frustrated with school and dropping out early to go find a job somewhere.

In case any members of President Obama's education department are reading this, are there any other ideas you'd like to throw out there?

Sure – I'd like to see our country increase the value and esteem of the teaching profession. If we impose qualification requirements for educators – and offer them much better salaries than we do right now, we're likely to see a competitive pool of teaching applicants, who will in turn be better teachers for our students. Most of us want the best doctors presiding over us, or the best engineers designing our cities. Why shouldn't we expect the same standard when it comes to the professionals educating our children?

What challenges do you see yourself facing as you move towards your professional goals?

I think relocating will be hard for me. My neighborhood, USC, and my family are very important to me, and while I know that eventually I'll have to move... hopefully to Washington DC one day... it's tough for me to just leave, start a new clique somewhere else, and adapt to an entirely new environment.

Blowing that question open, what challenges do you think Millennials are likely to face as they enter their 30s and 40s?

Of course, employment and healthcare will probably be two of the biggest challenges for most

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But there's always a way to solve challenges, and that's what I think we need to channel our energy into. If you can't find a job that allows you to do something you enjoy and do well, maybe it's time to start thinking about how you could create that job. If I didn't have either of the opportunities I do have for teaching, I'd find like-minded individuals and create a charter school. Or a tutoring program. It's possible to create an outlet for your skills: but it requires a lot of hustling, living within your means, and being very specific about your goals. Write them down or put them in a flow chart if you have to!

I'm especially curious to hear your take on this one: I've asked everyone involved with this project how they identify with the term Millennial and its mainstream connotations. (The entitled, lazy young adult.) What does the term mean to you?



Based on my experience and those of my colleagues...I think "Millennial" means a 21st century individual who's very adaptable and open to new ideas and demands of the times we're living in. It's a very positive word to me. I think the popular, more unflattering definition comes from people our age being studied alongside the next generation of young adults, the ones who are in high school now. Because I've worked with a lot of these students, and some of them do tend to embody the negative Millennial stereotype: you know, sending unpolished resumes via their iPhones and expecting an interview.

Interesting. And troubling too. Why do you reckon that is?

Technology, maybe? Most Millennials didn't have Facebook, Twitter, or smartphones until high school at the *earliest*. I sometimes wonder if all these devices are handicapping the next generation; weakening their initiative. And that's part of my job as an educator - showing high school juniors how to finesse a cover letter with a nice, professional signature, or brainstorming ways that a student could hedge their bets on landing a job they want by networking with the company they want to join, or even doing some volunteer work there *before* applying.

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Aimee & Jesse

Mary

An Introduction

This entry was posted in Uncategorized on June 30, 2013 [<http://driveallnight.org/2013/06/30/deara/>].

One thought on "Deara"



kashmira omar

January 30, 2014 at 9:27 pm

AMAZZZZZZING STORY!!!!!! The LORD Most High have DEFINITELY put you on this earth to be an

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AMAZZZZZZING BLESSING to us ALL!!!!!! CONTINUED SUCCESS Dear DEARA!!!!!! YOU ARE
AWESOME!!!!!! Peace & Blessings!!!!!!

EXHIBIT 30

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-0047

2012

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2012 calendar year, or tax year beginning **2012**, and ending

B Check if applicable:
 Address change
 Name change
 Initial return
 Form amended
 Amended return
 Application pending

C Name and address of principal officer: **EDWARD CABIL**
 Same As C Above

D Employer Identification Number: **71-0919256**

E Telephone number: **323-752-6655**

G Gross receipts \$: **3,596,007.**

H(a) Is this a group return for affiliates? Yes No

H(b) Are all affiliates included? If No, attach a list (see instructions) Yes No

I Tax-exempt status: 501(c)(3) 501(c) () (insert no) 4947(a)(1) or 527

J Website: **N/A**

K Form of organization: Corporation Trust Association Other

L Year of Formation

M State of legal domicile

Part I Summary

1 Briefly describe the organization's mission or most significant activities: **THE ORGANIZATION IS COMMITTED TO DEVELOPING A MODEL COMPREHENSIVE ELEMENTARY PROGRAM THAT MEETS THE UNIQUE NEEDS OF THE 21ST CENTURY STUDENTS.**

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets

3 Number of voting members of the governing body (Part VI, line 1a) **6**

4 Number of independent voting members of the governing body (Part VI, line 1b) **6**

5 Total number of individuals employed in calendar year 2012 (Part V, line 2a) **56**

6 Total number of volunteers (estimate if necessary) **0**

7a Total unrelated business revenue from Part VIII, column (C), line 12 **0.**

7b Net unrelated business taxable income from Form 990-T, line 34 **0.**

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	3,129,932.	3,571,020.
9 Program service revenue (Part VIII, line 2g)		
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		24,987.
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,129,932.	3,596,007.
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
14 Benefits paid to or for members (Part IX, column (A), line 4)		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,592,145.	2,335,574.
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25)		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,333,356.	1,579,205.
18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	2,925,501.	3,914,779.
19 Revenue less expenses Subtract line 18 from line 12	204,431.	-318,772.
20 Total assets (Part X, line 16)	Beginning of Current Year 1,508,335.	End of Year 1,171,102.
21 Total liabilities (Part X, line 26)	270,590.	252,129.
22 Net assets or fund balances Subtract line 21 from line 20	1,237,745.	918,973.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: **Edward Cabil** Date: **11/14/13**
 Name and title: **EDWARD CABIL Executive Dir.**

Paid Preparer Use Only
 Print/type preparer's name: **Bali Business Management** Preparer's signature: **Bali Business Management** Date: **11/14/13** Check self-employed P/T/O
 Firm's name: **Bali Business Management** Firm's EIN: **75-3041799**
 Firm's address: **4221 Wilshire Blvd, Suite #350 Los Angeles, CA 90010** Phone no (323) **935-4220**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

BAA For Paperwork Reduction Act Notice, see the separate instructions. TEEA0113L 12/18/12 Form 990 (2012)

FRESNO, CA

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000974

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Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

1 Briefly describe the organization's mission:

THE ORGANIZATION IS COMMITTED TO DEVELOPING A MODEL COMPREHENSIVE ELEMENTARY PROGRAM THAT MEETS THE UNIQUE NEEDS OF THE 21ST CENTURY STUDENTS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If 'Yes,' describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If 'Yes,' describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported:

4a (Code:) (Expenses \$ 3,600,878. including grants of \$) (Revenue \$ 3,596,007.)
CREATED A TRANSFORMATIONAL LEARNING CLIMATE IN WHICH STUDENTS BECOME EMPOWERED TO BE LEADERS, SELF RESPONSIBLE LEARNERS, AGENTS OF CHANGE AND TRUE SCIENTISTS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶ 3,600,878.

BAA

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Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 Section 501(c)(3) organizations Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI, and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If 'Yes,' complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If 'Yes,' complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		X

Form 990 (2012) **MERLE WILLIAMSON FOUNDATION**

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Part VII Checklist of Required Schedules (continued)

	Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, and that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highest compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If 'Yes,' complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Parts II, III, IV, and V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O	X	

BAA

Form 990 (2012)

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Form 990 (2012) **MERLE WILLIAMSON FOUNDATION**

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Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response to any question in this Part V

		Yes	No
1 a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1 b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1 c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2 a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2 b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3 a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3 b	If 'Yes' has it filed a Form 990-T for this year? If 'No,' provide an explanation in Schedule O		
4 a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
4 b	If 'Yes,' enter the name of the foreign country: _____ <i>See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts</i>		
5 a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5 b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5 c	If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?		
6 a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
6 b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
7 a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
7 b	If 'Yes,' did the organization notify the donor of the value of the goods or services provided?		
7 c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
7 d	If 'Yes,' indicate the number of Forms 8282 filed during the year		
7 e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
7 f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
7 g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7 h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
9 a	Did the organization make any taxable distributions under section 4966?		
9 b	Did the organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter		
10 a	Initiation fees and capital contributions included on Part VIII, line 12		
10 b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter		
11 a	Gross income from members or shareholders		
11 b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)		
12 a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12 b	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year		
13 a	Section 501(c)(29) qualified nonprofit health insurance issuers. Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.		
13 b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13 c	Enter the amount of reserves on hand		
14 a	Did the organization receive any payments for indoor tanning services during the tax year?		X
14 b	If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O		

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Part VI Governance, Management and Disclosure For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response to any question in this Part VI

Section A. Governing Body and Management

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members, explain in Schedule O.	6	
1 b Enter the number of voting members included in line 1a, above, who are independent.	6	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee? See Schedule O	<input checked="" type="checkbox"/>	
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		<input checked="" type="checkbox"/>
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		<input checked="" type="checkbox"/>
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		<input checked="" type="checkbox"/>
6 Did the organization have members or stockholders?		<input checked="" type="checkbox"/>
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		<input checked="" type="checkbox"/>
7 b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or other persons other than the governing body?		<input checked="" type="checkbox"/>
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	<input checked="" type="checkbox"/>	
b Each committee with authority to act on behalf of the governing body?	<input checked="" type="checkbox"/>	
9 Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O		<input checked="" type="checkbox"/>

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates?		<input checked="" type="checkbox"/>
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<input checked="" type="checkbox"/>	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13	<input checked="" type="checkbox"/>	
b Were officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<input checked="" type="checkbox"/>	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this is done	<input checked="" type="checkbox"/>	
13 Did the organization have a written whistleblower policy?		<input checked="" type="checkbox"/>
14 Did the organization have a written document retention and destruction policy?	<input checked="" type="checkbox"/>	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official. See Schedule O	<input checked="" type="checkbox"/>	
b Other officers of key employees of the organization. See Schedule O. If 'Yes' to line 15a or 15b, describe the process in Schedule O (See instructions.)	<input checked="" type="checkbox"/>	
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		<input checked="" type="checkbox"/>
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed: None

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization.
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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response to any question in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- 1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.
- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) NORMAN GOLDEN Director	0						0.	0.	0.	
(2) DOROTHY VALENTI Director	0						0.	0.	0.	
(3) CHERYL JOHNSON Director	0						0.	0.	0.	
(4) KAREN HAYNES Secretary	0						0.	0.	0.	
(5) ARMANDO ESPINOZA Director	0						0.	0.	0.	
(6) ALEANOR JONES Director	0						0.	0.	0.	
(7) EDWARD CABILL Executive Dir.	0						0.	0.	0.	
(8) -----										
(9) -----										
(10) -----										
(11) -----										
(12) -----										
(13) -----										
(14) -----										

Part VII Section A: Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (cont)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Officer	Key employee	Highest compensated employee	Former			
(15)									
(16)									
(17)									
(18)									
(19)									
(20)									
(21)									
(22)									
(23)									
(24)									
(25)									
Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization						0.	0.	0.	
Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization						0.	0.	0.	
Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization						0.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes' complete Schedule J for such individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section B: Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization **0**

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Part VIII Statement of Revenue

Check if Schedule O contains a response to any question in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514	
CONTRIBUTIONS, GIFTS, GRANTS, AND OTHER SIMILAR AMOUNTS	1 a Federated campaigns	1 a				
	b Membership dues	1 b				
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e	3,546,927.			
	f All other contributions, gifts, grants, and similar amounts not included above	1 f	24,093.			
	g Noncash contributions included in lns 1a-1f	\$				
	h Total. Add lines 1a-1f		3,571,020.			
PROGRAM SERVICE REVENUE	2 a Business Code					
	b					
	c					
	d					
	e					
	f All other program service revenue					
g Total. Add lines 2a-2f						
OTHER REVENUE	3 Investment income (including dividends, interest and other similar amounts)					
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6 a Gross rents	(i) Real				
		(ii) Personal				
		b Less rental expenses				
		c Rental income or (loss)				
	d Net rental income or (loss)					
	7 a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		b Less: cost or other basis and sales expenses				
		c Gain or (loss)				
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a				
		b Less direct expenses	b			
		c Net income or (loss) from fundraising events				
	9 a Gross income from gaming activities. See Part IV, line 19	a				
		b Less direct expenses	b			
c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a					
	b Less cost of goods sold	b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code				
11 a MISCELLANEOUS FEES	611600	24,987.		24,987.		
b						
c						
d All other revenue						
e Total. Add lines 11a-11d		24,987.				
12 Total revenue. See instructions		3,596,007.	0.	0.	24,987.	

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response to any question in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	0.	0.	0.	0.
6 Compensation not included above, to disqualified persons (as defined under section 4958(b)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	1,999,431.	1,799,488.	199,943.	
8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)	97,510.	87,759.	9,751.	
9 Other employee benefits	142,173.	127,956.	14,217.	
10 Payroll taxes	96,460.	86,814.	9,646.	
11 Fees for services (non-employees):				
a Management				
b Legal	50,200.	45,180.	5,020.	
c Accounting	65,634.	59,071.	6,563.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other (if line 11g amt exceeds 10% of line 25, column (A) amt, list line 11g expenses on Sch O) <input checked="" type="checkbox"/>	573,297.	573,297.		
12 Advertising and promotion	2,220.	1,998.	222.	
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	438,264.	394,438.	43,826.	
17 Travel	170.	153.	17.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	4,514.	4,063.	451.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	27,528.	24,775.	2,753.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O)				
a Books & Supplies	202,449.	202,449.		
b Other Services & Operating Exp	194,191.	174,772.	19,419.	
c Telephone	19,504.	17,554.	1,950.	
d Postage and Shipping	1,234.	1,111.	123.	
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	3,914,779.	3,600,878.	313,901.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

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Part X Balance Sheet

Check if Schedule O contains a response to any question in this Part X

	(A) Beginning of year		(B) End of year
1 Cash -- non-interest-bearing	112,607.	1	198,120.
2 Savings and temporary cash investments		2	
3 Pledges and grants receivable, net		3	
4 Accounts receivable, net	929,293.	4	380,733.
5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
7 Notes and loans receivable, net		7	
8 Inventories for sale or use		8	
9 Prepaid expenses and deferred charges	65,120.	9	116,578.
10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 560,763.		
b Less accumulated depreciation	10b 85,093.	10c	475,670.
11 Investments -- publicly traded securities		11	
12 Investments -- other securities. See Part IV, line 11		12	
13 Investments -- program-related. See Part IV, line 11		13	
14 Intangible assets		14	
15 Other assets. See Part IV, line 11		15	1.
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,508,335.	16	1,171,102.
17 Accounts payable and accrued expenses	168,672.	17	252,129.
18 Grants payable		18	
19 Deferred revenue		19	
20 Tax-exempt bond liabilities		20	
21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
23 Secured mortgages and notes payable to unrelated third parties		23	
24 Unsecured notes and loans payable to unrelated third parties		24	
25 Other liabilities (including federal income tax payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	101,918.	25	
26 Total liabilities. Add lines 17 through 25	270,590.	26	252,129.
27 Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
28 Unrestricted net assets	1,237,745.	28	918,973.
29 Temporarily restricted net assets		29	
30 Permanently restricted net assets		30	
31 Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
30 Capital stock or trust principal, or current funds		30	
31 Paid-in or capital surplus, or land, building, or equipment fund		31	
32 Retained earnings, endowment, accumulated income, or other funds		32	
33 Total net assets or fund balances	1,237,745.	33	918,973.
34 Total liabilities and net assets/fund balances	1,508,335.	34	1,171,102.

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,596,007.
2	Total expenses (must equal Part IX, column (A), line 25)	2	3,914,779.
3	Revenue less expenses Subtract line 2 from line 1	3	-318,772.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)).	4	1,237,745.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)).	10	918,973.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2b	Were the organization's financial statements audited by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?		
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

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SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No 1545-0047

2012

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ. See separate instructions.

Name of the organization

MERLE WILLIAMSON FOUNDATION

Employer identification number

71-0919256

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is (For lines 1 through 11, check only one box.)

- 1 A church, convention of churches or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state.
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 10 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a Type I
 - b Type II
 - c Type III - Functionally integrated
 - d Type III - Non-functionally integrated
- e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box.
- g Since August 17, 2005, has the organization accepted any gift or contribution from any of the following persons?
 - (i) A person who directly or indirectly controls, either alone or together with persons described in (i) and (ii) below, the governing body of the supported organization?
 - (ii) A family member of a person described in (i) above?
 - (iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11 g (i)		
11 g (ii)		
11 g (iii)		

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or the section (see instructions))	(iv) Is the organization in column (i) listed in your governing document?		(v) Did you notify the organization in column (i) of your support?		(vi) Is the organization in column (i) organized in the U.S.?		(vii) Amount of monetary support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ. Schedule A (Form 990 or 990-EZ) 2012

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Schedule A (Form 990 or 990-EZ) 2012 **MERLE WILLIAMSON FOUNDATION** 71-0919256 Page 2

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2012 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2011 Schedule A, Part II, line 14	15	%
16a 33-1/3% support test — 2012. If the organization did not check the box on line 13, and the line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
b 33-1/3% support test — 2011. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
17a 10%-facts-and-circumstances test — 2012. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
b 10%-facts-and-circumstances test — 2011. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

BAA

Schedule A (Form 990 or 990-EZ) 2012

TEEA0402L 03/09/12

000987

Schedule A (Form 990 or 990-EZ) 2012 **MERLE WILLIAMSON FOUNDATION** 71-0919256 Page 3

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2012 (line 8, column (f) divided by line 13, column (f)).	15	ch
16 Public support percentage from 2011 Schedule A, Part III, line 15.	16	ch

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2012 (line 10c, column (f) divided by line 13, column (f)).	17	ch
18 Investment income percentage from 2011 Schedule A, Part III, line 17.	18	ch
19a 33-1/3% support tests - 2012. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
b 33-1/3% support tests - 2011. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. <input type="checkbox"/>		

BAA

TEEAR403L 08/09/12

Schedule A (Form 990 or 990-EZ) 2012

000988

**SCHEDULE D
(Form 990)**

Supplemental Financial Statements

OMB No. 1545-0047

2012

Department of the Treasury
Internal Revenue Service

▶ Complete if the organization answered 'Yes' to Form 990, Part IV, lines 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990. ▶ See separate instructions.

Open to Public Inspection

Name of the organization

Employer identification number

MERLE WILLIAMSON FOUNDATION

71-0919256

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered 'Yes' to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered 'Yes' to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply)

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of an historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a)	2 c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered 'Yes' to Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1 ▶ \$ _____

(ii) Assets included in Form 990, Part X ▶ \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenues included in Form 990, Part VIII, line 1 ▶ \$ _____

b Assets included in Form 990, Part X ▶ \$ _____

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

TEEAJ3301L 09/18/12

Schedule D (Form 990) 2012

000990

Schedule D (Form 990) 2012 **MERLE WILLIAMSON FOUNDATION** 71-0919256 Page 2

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply).
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange programs
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered 'Yes' to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1 a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If 'Yes,' explain the arrangement in Part XIII and complete the following table.
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2 a Did the organization include an amount on Form 990, Part X, line 21? Yes No
- b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

Part V Endowment Funds. Complete if the organization answered 'Yes' to Form 990, Part IV, line 10.

	(a) Current	(b) Prior year	(c) Two years	(d) Three years	(e) Four years
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment
- b Permanent endowment
- c Temporarily restricted endowment

The percentages in lines 2a, 2b, and 2c should equal 100%

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
- (ii) related organizations

b If 'Yes' to 3a(i), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds

Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land				
b Buildings				
c Leasehold improvements		380,787.	57,863.	322,924.
d Equipment		179,976.	27,230.	152,746.
e Other				
Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c).)				475,670.

BAA Schedule D (Form 990) 2012

TEEA3302L 06/07/12

000991

Schedule D (Form 990) 2012 **MERLE WILLIAMSON FOUNDATION** 71-0919256 Page 3

Part VII Investments – Other Securities. See Form 990, Part X, line 12. N/A		
(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.) ▶		

Part VIII Investments – Program Related. See Form 990, Part X, line 13. N/A		
(a) Description of investment type	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.) ▶		

Part IX Other Assets. See Form 990, Part X, line 15. N/A	
(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B), line 15.) ▶	

Part X Other Liabilities. See Form 990, Part X, line 25.		
(a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.) ▶		

2. FIN 48 (ASC 740) Footnote. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

BAA

TEEA3363L 12/23/12

Schedule D (Form 990) 2012

000992

Schedule D (Form 990) 2012 **MERLE WILLIAMSON FOUNDATION** 71-0919256 Page 4

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return		N/A
1	Total revenue, gains, and other support per audited financial statements	1
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12	
a	Net unrealized gains on investments	
2a		
b	Donated services and use of facilities	
2b		
c	Recoveries of prior year grants	
2c		
d	Other (Describe in Part XIII.)	
2d		
e	Add lines 2a through 2d	2e
3	Subtract line 2e from line 1	3
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:	
a	Investment expenses not included on Form 990, Part VIII, line 7b	
4a		
b	Other (Describe in Part XIII.)	
4b		
c	Add lines 4a and 4b	4c
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return		N/A
1	Total expenses and losses per audited financial statements	1
2	Amounts included on line 1 but not on Form 990, Part IX, line 25	
a	Donated services and use of facilities	
2a		
b	Prior year adjustments	
2b		
c	Other losses	
2c		
d	Other (Describe in Part XIII.)	
2d		
e	Add lines 2a through 2d	2e
3	Subtract line 2e from line 1	3
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:	
a	Investment expenses not included on Form 990, Part VIII, line 7b	
4a		
b	Other (Describe in Part XIII.)	
4b		
c	Add lines 4a and 4b	4c
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5

Part XIII Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

BAA

Schedule D (Form 990) 2012

TEEA3304L 11/30/12

000993

SCHEDULE E (Form 990 or 990-EZ)

Schools

OMB No. 1545-0047

2012

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

► Complete if the organization answered 'Yes' to Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
► Attach to Form 990 or Form 990-EZ.

Name of the organization
MERLE WILLIAMSON FOUNDATION

Employer identification number
71-0919256

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If 'Yes,' please describe. If 'No,' please explain. If you need more space, use Part II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d Copies of all material used by the organization or on its behalf to solicit contributions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you answered 'No' to any of the above, please explain. If you need more space, use Part II		
5 Does the organization discriminate by race in any way with respect to		
a Students' rights or privileges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Admissions policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Employment of faculty or administrative staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Scholarships or other financial assistance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Educational policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Use of facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Athletic programs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h Other extracurricular activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered 'Yes' to any of the above, please explain. If you need more space, use Part II		
6 a Does the organization receive any financial aid or assistance from a governmental agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Has the organization's right to such aid ever been revoked or suspended?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered 'Yes' to either line 6a or line 6b, explain on Part II		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If 'No,' explain on Part II	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule E (Form 990 or 990-EZ) 2012

TEEA3401L 11/30/12

000994

Schedule E (Form 990 or 990-EZ) 2012 **MERLE WILLIAMSON FOUNDATION**

71-0919256

Page 2

Part III Supplemental Information. Complete this part to provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also complete this part to provide any other additional information (see instructions).

Area with horizontal dashed lines for supplemental information.

BAA

TEEA3402L 11/09/12

Schedule E (Form 990 or 990-EZ) 2012

000995

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No 1545-0047

2012

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

Open to Public
Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

MERLE WILLIAMSON FOUNDATION

Employer identification number

71-0919256

Form 990, Part VI, Line 1a - Explanation of Material Differences of Voting Rights

NO MATERIAL DIFFERENCE IN VOTING RIGHTS GOVERNING BODY

Form 990, Part VI, Line 2 - Business or Family Relationship of Officers, Directors, Etc.

BROTHER AND SISTER PART OF KEY EMPLOYEES

Form 990, Part VI, Line 11b - Form 990 Review Process

PREPARED BY ACCOUNTANT REVIEWED BY EXECUTIVE DIRECTOR AND BOARD AND SIGNED BY
EXECUTIVE DIRECTOR

Form 990, Part VI, Line 15a - Compensation Review & Approval Process - CEO, Top Management

APPROVED BY THE BOARD OF DIRECTORS AFTER SALARY SURVEY COMPARING COMPENSATION TO
OTHER SIMILAR SCHOOLS AND SIZE

Form 990, Part VI, Line 15b - Compensation Review & Approval Process - Officers & Key Employees

APPROVED BY THE BOARD AFTER SALARY SURVEY OF COMPARABLE SCHOOLS IN SIMILAR SITUATION
AND SIZE

Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available

DISCLOSURE IS AVAILABLE IN THE CORPORATE OFFICE UPON REQUEST

000996

2012

Schedule O - Supplemental Information

Page 2

MERLE WILLIAMSON FOUNDATION

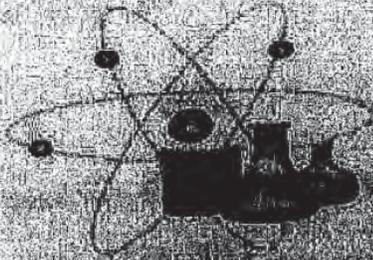
71-0919256

Form 990, Part IX, Line 11g
 Other Fees For Services

	(A) Total	(B) Program Services	(C) Management & General	(D) Fund- raising
FOOD SERVICE CONTRACTOR	326,461.	326,461.		
INSTRUCTIONAL CONST	109,160.	109,160.		
SPECIAL ED CONSULTANTS	137,676.	137,676.		
Total	\$ 573,297.	\$ 573,297.	\$ 0.	\$ 0.

000997

EXHIBIT 31



Wisdom Academy for Young Scientists
School Site Council Agenda
January 23, 2014 at 5pm

- I. Call to order: Quorum Time
- II. Review Minutes from December meeting
- III. New business- Resolve regarding
- IV. Adjournment

Next meeting: February 12, 2014

EXHIBIT 32

**RESOLUTION OF SCHOOL SITE COUNCIL
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the School Site Council of

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 23rd day of January, 2014, the following resolution was offered, seconded, and adopted.

Summary: The School Site Council of Wisdom Academy for Young Scientists considered the Board of Directors membership of Board Members Carol Lee Tolbert and Sandra Davis. The said board members were elected to serve on the Board of Wisdom Academy on July 26, 2013. The said board members took an oath to consistently strive to promote the best interests of the school as a whole and follow ethical standards. However, since that time, their actions have proven to serve their own interests only and not the interests of the students or the school. The said board members have made gross violations of the Brown Act and their fiduciary responsibility to the organization and children, which has only been a distraction from growth of the school and the enhancement of the educational program to which they originally took an oath to uphold. After thorough consideration the SSC Members resolved that the aforementioned board members actions are not in the best interest of the said organization.

"Be it resolved that the School Site Council of Wisdom Academy for Young Scientists be and is hereby authorized, empowered, and directed to recommend the removal of Board Member and President Carol Lee Tolbert and Board Member Sandra Davis from the Wisdom Academy for Young Scientists Board of Directors on behalf of the parents, students, staff, and friends of the said organization.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of School Site Council Members of this organization on the date specified.

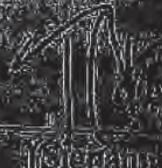


EXHIBIT 33

Wisdom Academy for Young Scientists

Communication from Mr. Cabil, Executive Director

Parents, Staff, and Friends of WAYS

We must save our school!

WAYS may be forced to close its doors to the community because of the malicious actions of two Board Members.

These Board Members will be present at the Board Meeting tomorrow held at the 77th Street District Police Station.

Address: 7600 Broadway Ave. Los Angeles, Ca 90003

Time: 6pm

Date: Wednesday, 1/29/2014

Please join us at the meeting to send a message to the WAYS Board of Directors.

**Carol Lee Tolbert
and
Saundra Davis**

MUST GO!

001000

EXHIBIT 34



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

September 27, 2013

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
Email: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turrentine
President

Kalle Braude
Vice President

Douglas R. Boyd

José Z. Calderón

Rudell S. Freer

Thomas A. Saenz

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Dr. Dorothy Valenti, President
Ms. Kimberly Daniels
Ms. Saundra Davis
Mr. Armando Espinosa
Mr. Norman Golden
Ms. Cherly Johnson
Ms. Eleanor Jones
Ms. Carol Lee Tolbert
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of the Wisdom Academy for Young Scientists Board:

Notice of Concern Regarding Student Achievement

The California Department of Education (CDE) released the Annual Performance Index (API) and Adequate Yearly Progress (AYP) Reports for 2012-13 through the Accountability Progress Reporting (APR) website of DataQuest (<http://dq.cde.ca.gov/dataquest/>).

The reports indicate that Wisdom Academy for Young Scientists (WAYS) attained a 2013 Growth API of 768 schoolwide, an increase of 53 points from its 2012 Base. The school also met its growth targets for two (2) of its two (2) numerically significant student groups: Hispanic or Latino (+71) and Socioeconomically Disadvantaged (+53).

WAYS did not make AYP under the No Child Left Behind (NCLB) Act. For 2013, the school did not meet proficiency rate criteria for English-Language Arts and Mathematics school-wide and for one (1) student group in English-Language Arts and two (2) student groups in Mathematics.

The LACOE Monitoring and Oversight Memorandum of Understanding (MOU) states in part:

2.2 Student Achievement Plan

If the Charter School fails to meet API and/or AYP targets school-wide or by numerically significant subgroups, it shall be required to submit a Student Achievement Plan to LACOE according to the following dates:

October 1¹ - Draft Student Achievement Plan

December 1 - Final Student Achievement Plan

The Charter School shall implement its final Student Achievement Plan that sets forth school

¹ For the 2013-14 school year, this due date has been extended to October 25, 2013.

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
September 27, 2013
Page 2

specific goals, how progress towards and achievement of each goal shall be measured, and plans for addressing areas identified as needing improvement. The Student Achievement Plan shall build upon the assessment measures, educational goals, and student outcomes described in the charter petition, and shall provide for more stringent assessment measures, educational goals, and student outcomes than those described in the charter petition. If the final Student Achievement Plan is less stringent than the charter, this shall be considered a material revision to the charter and shall be subject to County Board of Education review and approval. The specific requirements of the Student Achievement Plan are described in Attachment A, Student Achievement Plan Guidelines.

To comply with the MOU, WAYS shall submit a draft of the Student Achievement Plan by **October 25, 2013**.

The May 31, 2005, *Impact of Title I Requirements, under the No Child Left Behind (NCLB) Act of 2001, on Charter Schools* and the subsequent January 11, 2006, clarification letter requires a charter school authorizer to "...work with the charter school to ensure that it has taken the appropriate steps in compliance with NCLB...".

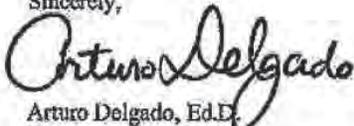
In order to fulfill the authorizer's responsibilities and provide support as needed, please submit a copy of the school's *Single Plan for Student Achievement (SPSA)* or *Single School District Plan (SSDP)*.

In addition, submit a copy of the school's Title I budget to the Charter School Office (CSO) by **November 15, 2013**. LACOE will review the budget to ensure funds are correctly allocated and monitor expenditures to ensure they are aligned with the SPSA/SSDP.

The final Student Achievement Plan and SPSA/SSDP will be submitted to LACOE as components of the Annual Report to the County Board/School Accountability Report Card due to the CSO on **December 2, 2013**.

If WAYS would like technical assistance to complete the Student Achievement Plan or Title I requirements, please do not hesitate to contact the CSO at (562) 922-8806.

Sincerely,



Arturo Delgado, Ed.D.
Superintendent

AD/JH:ls

c: Los Angeles County Board of Education
Yolanda M. Benitez, Assistant Superintendent, Educational Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Project Director III, Charter School Office, LACOE

001002

EXHIBIT 35

WISDOM ACADEMY FOR YOUNG SCIENTISTS
REPORT TO THE BOARD OF DIRECTORS

Meeting Date:
February 27, 2013

Board Meeting Agenda Item Description:
b. Performance Based 2013-14 School Year Stipends First Half of Year

Recommendation:
Approve the Performance Based 2013-14 School Year Stipends Round One

Background:
Per the Board approved Salary Table for 2013-14 School Year, discretionary performance based stipends are awarded to select employees of Wisdom Academy upon recommendation from the Executive Director.

Implication:
Select Wisdom Academy employees are awarded stipends by performing extra curricular tasks, taking on leadership roles, and good attendance habits. Recognizing these select staff will give them an intrinsic and monetary reward; and furthermore encourage staff to go beyond their call to duty to make a positive contribution to the WAYS community, in efforts to further enrich the lives of the children we serve.

Fiscal Impact:
\$14,600 Expense in Employee Bonuses

Prepared by:
Ed Cabil

Attachments:
Performance Based Stipends 2013-14 Round One of Two Summary

001003

Notes:

001004

EXHIBIT 36

WISDOM ACADEMY FOR YOUNG SCIENTISTS

FINANCIAL REPORTS AND NARRATIVES

DECEMBER 2012



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001006

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SNAP SHOT SUMMARY OF FINANCIAL CONDITION OF
THE SCHOOL AS OF DECEMBER 31, 2012

- ◆ We received in excess of \$1,000,000 from various State and Federal Agencies that deferred our revenue for 2011-2012 fiscal year. These funds were used to meet the cash flow needs of the school in view of the deferrals of revenue in the current fiscal year 2012-2013. Additionally we used some of the money to pay for former employee settlement of over \$200,000. At the end of December we had cash of \$182,383 and accounts receivable of \$255,458. Our financial statement ratios still show our current ratio (our ability to pay our bills) at seven to one compared with industry average of two to one. The ratio is very good compared to industry average. Our financial health measured by the relationship between our assets and our liabilities is 14 to one, which is way above industry average. This means for every \$1 of liability there are \$14 of assets to cover the liability.
- ◆ For this fiscal year the July payment has been deferred to September and January so there was no payment for the month of July. 60% of August money has been deferred to January so we only received 40% of August money in September. 45% of October apportionment was deferred to January 2013. This means that about \$128,108 is being deferred to January.
- ◆ We had major expenditures in capital outlay specifically the air conditioning.
- ◆ Salaries and benefits is expected to be over budget by about \$30,000 based on the level of spending to date. Books and supplies is over budget by \$38,000 and is expected to be over budget at the end of the year by about \$70,000. Most of the over expenditures are in other supplies, instructional supplies and non capitalized equipment. Management need to review

001007

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these line items and revise the budget or cut back in these areas. Our cash flow projection shows that we will be ok given the large receivables received after the end of the year and our line of credit which we are asking the bank to increase to \$750,000 from the current \$250,000.

- ◆ It is however advised to proceed with caution as the state budget picture is still very fluid and may change any time.

001008

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
December 31, 2012
(FISCAL YEAR TO DATE)

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past six years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 6 to 1 compared with accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 8%, meaning the school can withstand losses in the future without worrying about paying its bills. Finally the financial health ratio, which is the relationship between the school's assets and liabilities, is 13 to 1. The industry average is one or higher.

The accounts receivable balance is \$255,458 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$463,822.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending December 31, 2012, Net Income (loss) is (\$559,715) versus budgeted net loss of (\$824,237). The difference is as a result of state deferral of revenues.

REVENUE:

For the period ending December 31, 2012 total revenue is \$1,253,824 this is \$436,336 over budgeted revenue for the period.

EXPENDITURES:

- For the period ending December 31, 2012, total expenses are \$1,813,539. This is \$171k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$210k over budget in salaries and benefits. This is due to early start of the school year than expected spending and timing of expenditures.
- Books and Supplies are \$38k over budget for the period. This is because of timing of expenditures. Services and Other Operating Expenses are under budget by \$25k due to timing of expenditures.

001009

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

**STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2012**

ASSETS

CURRENT ASSETS:

Cash	\$	182,383
Accounts receivable		255,458
Other assets		<u>92,835</u>
Total current assets		<u>530,676</u>

PROPERTY AND EQUIPMENT:

Leasehold improvements-Estate		35,483
Leasehold improvements		340,040
Furniture & fixtures		141,990
Less: accumulated depreciation		<u>(53,691)</u>
Total property and equipment		<u>463,822</u>
Total assets	\$	<u>994,498</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Cash Overdraft		-
Accounts payable	\$	35,601
Payroll and related liabilities		35,550
Wells Fargo Bank- Line of Credit		<u>-</u>
Total current liabilities		<u>71,151</u>

NET ASSETS

Net assets beginning		1,483,062
Increase/(decrease) in net assets		<u>(559,715)</u>
Total net assets		<u>923,347</u>
Total liabilities and net assets	\$	<u>994,498</u>

001010

Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 12/31/2012
In Whole Numbers

	Current Period Actuals	Current Period Budget	YTD Actuals	YTD Budget	Total Budget	Budget Remaining
A. REVENUES						
FEDERAL REVENUES						
8291 Title I	0	0	0	0	200,000	200,000
8296 Title II	0	0	0	0	14,297	14,297
8356 Title IV	0	0	0	0	0	0
8237 CTEB Modification	0	0	0	0	37,242	37,242
8229 Families Transition Grant	0	0	0	0	0	0
8221 Education Job Fund	0	0	0	0	0	0
8226 Other Federal Revenues/Prior Year	0	0	0	0	0	0
OTHER STATE REVENUES						
8311 Special Education	5616	5616	5616	5616	168,301	168,301
8482 Chemical/BioBot Grant	27,191	27,191	27,191	27,191	157,101	157,101
8480 In-Lieu of Economic Impact Aid	0	0	0	0	0	0
8367 Child Nutrition-Snack	0	0	0	0	2,264	2,264
8566 Title I-Teachers Incentive	0	0	0	0	0	0
8563 Art and Music Block Grant	0	0	0	0	0	0
8564 After School Education and Safety	0	0	0	0	112,500	112,500
8194 Class Size Reduction	41,084	41,084	41,084	41,084	136,707	136,707
8580 State Library	13,906	13,906	13,906	13,906	55,625	55,625
8481 Charter-School Equities Grant	0	0	0	0	155,000	155,000
8550 All Other Revenues	0	0	0	0	2,972	2,972

Prepared by: Gail Business Management

001011

Wisdom Academy for Young Scientists
 Budget Variance Report
 From 7/1/2012 through 12/31/2012
 In Whole Numbers

	Current Period Actuals 12/31/2012	Current Period Budget	YTD Actuals 12/31/2012	YTD Budget	Total Budget	Budget Reservations
OTHER LOCAL REVENUES						
8780 In-House Property Tax	27,085	27,085	27,085	27,085	602,433	387,525
8799 Fundraising	2,334	2,334	2,334	2,334	25,042	(12,472)
8700 Other Local Income						(4,209)
8785 Prior Year Revenue						
SUSPENSE - INCOME						
II. EXPENDITURES						
CLASSIFIED SALARIES						
1100 Teachers' Salaries	16,335	16,335	16,335	16,335	968,232	-778,374
1210 Substitute Salaries	3,039	3,039	3,039	3,039	30,388	50,388
1300 Teachers Resign. Duty	20,317	20,317	20,317	20,317	78,000	
School Administrative Salaries					243,600	46,805
CLASSIFIED SALARIES						
2100 Instructional Aides	12,276	12,276	12,276	12,276	220,972	220,972
2200 Classified Support Salaries	6,057	6,057	6,057	6,057	80,000	37,230
2300 Classified Administrator	4,600	4,600	4,600	4,600	55,000	(108,005)
2400 Clerical Office Salaries	3,216	3,216	3,216	3,216	59,084	34,877
2450 Other Classified Salaries						

Prepared by: Ball Business Management

001012

Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 12/31/2012
In Whole Numbers

	Current Period Actuals 7/1/2012-12/31/2012	Current Period Budget	YTD Actuals 7/1/2012-12/31/2012	YTD Budget	Total Budget	Budget Remaining
EMPLOYEE BENEFITS						
3101 Sal	18,492	0	18,492	0	18,492	66,504
3102 Pay	0	0	0	0	0	0
3301 Health - Regular	1,685	1,685	1,685	1,685	3,491	138
3302 Health - Medicare	2,294	2,294	2,294	2,294	28,517	14,693
3400 Health & Welfare Benefits	12,695	12,695	12,695	12,695	154,899	104,899
3401 Unemployment Insurance	4,782	4,782	4,782	4,782	57,262	49,799
3402 Workers Compensation	4,897	4,897	4,897	4,897	58,761	50,930
3902 Other Benefits	66	66	66	66	597	570
TOTAL EMPLOYEE BENEFITS						
BOOKS & SUPPLIES						
4110 Textbooks	0	0	0	0	30,000	17,184
4210 Books & Other Print Materials	0	0	0	0	5,000	(5,042)
4300 Instructional Materials & Supplies	1,667	1,667	1,667	1,667	20,000	11,404
4400 Non-capitalized Equipment	1,667	1,667	1,667	1,667	20,000	(2,597)
4500 Other Supplies	1,250	1,250	1,250	1,250	20,000	(8,748)
4550 Office Supplies	167	167	167	167	15,000	5,362
4710 Food Supplies	0	0	0	0	3,000	(8,989)
TOTAL BOOKS & SUPPLIES						
SERVICES, OTHER OPERATING EXP.						
4220 Travel & Conferences	417	417	417	417	5,000	5,000
5310 Dues & Fees	383	383	383	383	7,000	4,290
5450 Insurance	3,756	3,756	3,756	3,756	45,000	17,623
5500 Utilities & Housekeeping	4,367	4,367	4,367	4,367	50,000	24,482
5510 Remodeling & Repairs	30,054	30,054	30,054	30,054	296,990	205,937
5512 Fuel Transportation	1,000	1,000	1,000	1,000	4,000	2,000
5524 Student Activities	3,333	3,333	3,333	3,333	20,000	16,667
5540 LACOE Expense Reimbursement	877	877	877	877	10,000	9,123
5553 Business Contractual	9,000	9,000	9,000	9,000	40,000	28,839

Prepared by: Bill Business Management

Wisdom Academy for Young Scientists
 Budget Variance Report
 From 7/1/2012 through 12/31/2012
 in Whole Numbers

	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	System	Total Budget	Budget Remaining
5850 Non-Instructional Consultants	0	0	0	0		50,000	370,000
5851 Instructional Consultants	4,167	4,167	4,167	4,167		5,000	0
5852 Professional Development	417	417	417	417		370,000	0
5854 Consultant/Field Services	-30,833	-30,833	-30,833	-30,833		0	0
5816 Field Trips	0	0	0	0		0	0
5820 Legal & Audit	2,866	2,866	2,866	2,866		31,999	16,133
5857 Special Ed Consultant	8,333	8,333	8,333	8,333		100,000	47,203
5890 Other Services (Hiring Cost)	0	0	0	0		0	0
5900 Consultants	0	0	0	0		0	0
5920 Printing (UPS, FedEx, US Mail)	417	417	417	417		0	0
5880 Other Services & Operating Expenses	3,346	3,346	3,346	3,346		95,227	(23,679)
5898 LAUSD Special Ed Fees							
5899 Substitute Expense							
CAPITAL OUTLAY							
6200 Building Improvement	2,500	2,500	2,500	2,500		50,000	0
6610 Capitalized Equipment	2,500	2,500	2,500	2,500		30,000	0
6900 Furniture						0	0
OTHER OUTLAYS							
7000 District Overights Fees	3,031	3,031	3,031	3,031		43,528	0
7138 Debt Service - Interest	2,500	2,500	2,500	2,500		30,000	0
Net Income/(Loss)	(81,898)	(81,898)	(81,898)	(81,898)		62,145	956,888
Change in Net Assets	(81,898)	(81,898)	(81,898)	(81,898)		62,145	956,888

Prepared by: Ball Business Management

001014

EXHIBIT 37

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**BUDGET VARIANCE REPORT, BALANCE SHEET, CASH
FLOW PROJECTION AND ACTUAL, SNAP SHORT
NARRATIVE**

FOR FISCAL YEAR 2012-2013 AS OF APRIL 30, 2013



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001018

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
Snap Shot Summary of Financial Condition of the School
As of April 30, 2013

- ◆ The school received (2011-2012) deferred revenue in excess of \$1,200,000 from various State and Federal Agencies. These funds were used to meet the cash flow needs of the school in view of the revenue deferrals in the current fiscal year 2012-2013. Additionally, we used some of the money to pay for former employee settlement of over \$200,000.
- ◆ At the end of April, the school had cash of \$212,131 and accounts receivable of \$432,232. The school's financial statement ratios still show a *current ratio* (our ability to pay our bills) of *3 to one* compared with the industry average of *two to one*. This ratio is very good when compared to industry average. The *financial health ratio* of the school measured by the relationship between assets and liabilities is *10 to one*, which is way above industry average. This means for every \$1 of liability there is \$10 of assets to cover the liability.
- ◆ For this fiscal year the July payment has been deferred to September and January so there was no payment for the month of July. 60% of August money has been deferred to January so we only received 40% of August money in September. 45% of October apportionment was deferred to January 2013. This means that about \$128,108 is being deferred to January. Additionally 31% of February payment which is \$52,100 is being deferred to July, 60% of March (\$100,873) is being deferred to August. 35% of April (58,275) is being deferred to July and 45% of April (74,839) is being deferred to August, 100% of May (\$166,885) is being deferred to July. We will receive only \$214,568 between February and June, while, about \$600,000 of general

001019

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apportionment will be deferred to July and August. We also are expecting that the credential issue of one of our former staff person may reduce the amount of our ADA and therefore affecting our funding for this fiscal year.

- ◆ We had major expenditures in capital outlay specifically the air conditioning.
- ◆ Salaries and Benefits are expected to be over budget by about \$30,000 based on the level of spending to date. Books and supplies are already over budget by \$50,000 and are expected to be over budget at the end of the year by about \$70,000.
- ◆ Most of the expenditures are in other supplies, instructional supplies and non capitalized equipment. Management need to review these line items and revise the budget or cut back in these areas.
- ◆ Our cash flow projection shows that the school will be okay given the large receivables received after the end of the year. The school is also currently working with the bank to increase its line of credit from \$250,000 to \$750,000.
- ◆ Management is advised to proceed with caution as the state budget picture is still very fluid and may change at any time.

001020

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**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
April 30, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past six years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 3 to 1 which is the accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 2%, meaning the school can withstand losses in the future without worrying about paying its bills. Finally the financial health ratio, which is the relationship between the school's assets and liabilities, is 4 to 1. The industry average is one or higher.

The accounts receivable balance is \$432,232 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$471,677.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending April 30, 2013, Net Income (loss) is (\$258,742) versus budgeted net loss of (\$961,014). The difference is as a result of state deferral of revenues.

REVENUE:

For the period ending April 30, 2013 total revenue is \$2,796,395 this is \$819,789 over budgeted revenue for the period.

EXPENDITURES:

- For the period ending April 30, 2013, total expenses are \$3,055,136. This is \$117k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$22k over budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$57k over budget for the period. Services and Other Operating Expenses are over-budget by \$176k.

001021

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF FINANCIAL POSITION
APRIL 30, 2013

ASSETS

CURRENT ASSETS:

Cash	\$	212,131
Accounts receivable		432,232
Other assets		<u>94,190</u>
Total current assets		<u>738,552</u>

PROPERTY AND EQUIPMENT:

Leasehold improvements-Erate		35,483
Leasehold improvements		341,310
Furniture & fixtures		141,990
Equipment - Computers		37,987
Less: accumulated depreciation		<u>(85,093)</u>
Total property and equipment		<u>471,677</u>
Total assets	\$	<u>1,210,229</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Cash Overdraft		-
Accounts payable	\$	178,241
Payroll and related liabilities		73,424
Wells Fargo Bank- Line of Credit		<u>-</u>
Total current liabilities		<u>251,665</u>

NET ASSETS

Net assets-beginning		1,217,307
Increase/(decrease) in net assets		(258,742)
Total net assets		<u>958,564</u>
Total liabilities and net assets	\$	<u>1,210,229</u>

001022

Wisdom Academy for Young Scientists
STATEMENT OF ACTIVITIES
For the Period Ended April 30, 2013

A. REVENUES

TOTAL, REVENUE LIMIT SOURCES	1,112,905
TOTAL, FEDERAL REVENUES	305,613
TOTAL, OTHER STATE REVENUES	759,533
TOTAL, OTHER LOCAL REVENUES	618,343
Grants/Donations for operating/programs	12,172
In Lien of Property Tax	559,829
Other Local Revenues	40,782
Suspense	5,560
<u>TOTAL REVENUES</u>	<u>2,796,394</u>

B. EXPENDITURES

TOTAL, CERTIFICATED SALARIES	910,638
TOTAL, CLASSIFIED SALARIES	487,079
TOTAL, EMPLOYEE BENEFITS	287,319
TOTAL, BOOKS & SUPPLIES	157,612
TOTAL, SERVICES & OTH OPER. EXP.	1,209,055
TOTAL, OTHER OUTGO	3,433
<u>TOTAL EXPENDITURES</u>	<u>3,055,136</u>
<u>EXCESS REVENUE OVER (UNDER)</u> EXPENDITURE	<u>(258,742)</u>

EXCESS INCOME OVER EXPENDITURES (258,742)

Prepared by Ball Business Management

001023

WAYSAPPEAL-001706

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**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 04/30/2013
In Whole Numbers**

001024

	Current Period Actuals 4/30/2013	Current Period Budget	\$ Variance	YTD Actuals 4/30/2013	YTD Budget	\$ Variance	Total Budget	Budget Remaining
A. REVENUES								
8015								
FEDERAL REVENUES								
8291	Title I	0		185,485	80,000		200,000	14,535
8298	Title II	0		506	5,719		14,297	13,791
8296	Title IV	0		0	0			0
8220	Child Nutrition	0		0	0			0
8229	Facilities Incentive Grant	37,000	(37,000)	36,230	148,000	(80,770)	370,000	303,770
8221	Education Jobs Fund	0		0	0			0
8226	Other Federal Revenues/Prior Year	0		0	0			0
8228	Special Education IDEA	0		51,412	0			
OTHER STATE REVENUES								
8311	Special Education AB602	31,671	(10,941)	106,388	126,576	(20,188)	221,589	115,201
8480	Categorical Block Grant	0		182,243	184,476	(2,233)	319,223	16,980
8480	In Lieu of Economic Impact Aid	0		34,332	0	34,332		(34,742)
8569	Child Nutrition-State	226	(226)	1,679	906	(6,223)	2,264	(5,414)
8566	PE Teachers Incentive	0		0	0		0	0
8563	Art and Music Block Grant	0		0	0		0	0
8564	After School Education and Safety	0		0	0		0	0
8434	Class Size Reduction	0		104,200	67,500	36,700	112,500	11,250
8560	State Lottery	0		91,248	44,084	47,164	176,334	82,086
8481	Charter School Facilities Grant	0		106,690	27,813	78,877	55,625	(51,065)
8590	All Other Revenues	0		0	0		135,000	135,000
		0		0	0		2,979	(3,314)

Prepared by Bali Business Management

WAYSAPPEAL-001707

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**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 04/30/2013
In Whole Numbers**

001025

	Current Period Actuals 4/30/2013	Current Period Budget	Variance	YTD Actuals 4/30/2013	YTD Budget	Variance	Total Budget	Budget Remaining
OTHER LOCAL REVENUES								
8780	In lieu of Property Tax	83,792	1,802	559,829	351,057	208,772	602,433	42,604
8779	Fundraising	0	0	12,172	0	12,172		(12,172)
8700	Other Local Income	2,254	1,000	40,782	18,535	22,247	23,042	(17,740)
8785	Prior Year Revenue							
SUSPENSE - INCOME								
				5,560				
B. EXPENDITURES								
CERTIFICATED SALARIES								
1100	Teachers' Salaries	103,823	(15,244)	767,597	830,586	(62,989)	963,232	195,635
1220	Substitute Salaries	3,039	0	0	24,310	(21,271)	30,388	30,388
	Teachers Extra Duty	0	0	0	0	0	75,000	75,000
1300	School Administrators' Salaries	20,317	(5,733)	143,041	162,533	(19,492)	243,800	100,759
CLASSIFIED SALARIES								
2100	Instructional Aides	24,552	(24,552)	0	171,867	(147,315)	220,972	220,972
2200	Classified Support Salaries	0	0	19,450	0	19,450		
2300	Classified Administrator	6,667	0	18,922	66,667	(47,745)	80,000	(8,922)
2400	Clerical /Office Salaries	4,600	0	274,970	46,000	(270,370)	55,200	(219,770)
2900	Other Classified Salaries	6,632	0	41,747	46,421	(4,674)	59,684	15,927

Prepared by Bali Business Management

WAYSAPPEAL-001708

8

**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 04/30/2013
In Whole Numbers**

001026

	Current Period Actuals 4/30/2013	Current Period Budget	\$ Variance	YTD Actuals 4/30/2013	YTD Budget	\$ Variance	Total Budget	Budget Remaining
EMPLOYEE BENEFITS								
3101	Sta	8,615	10,492	(1,877)	75,356	83,938	108,275	32,918
3202	Pers	0	0	0	0	0	0	0
3301	Osadi - Regular	2,968	2,632	336	27,602	20,519	24,951	(4,651)
3302	Osadi - Medicare	2,273	2,460	(187)	20,214	19,562	28,517	8,303
3400	Health & Welfare Benefits	18,876	12,839	6,037	112,852	128,386	154,063	41,211
3501	Unemployment Insurance	1,640	4,772	(3,132)	26,302	47,720	37,262	30,960
3601	Workers' Compensation	2,982	4,897	(1,915)	22,913	58,761	58,761	35,848
3902	Other Benefits	10	66	(56)	39	464	597	518
TOTAL EMPLOYEE BENEFITS		32,354	38,158	(5,804)	287,939	359,340	432,426	145,107
BOOKS & SUPPLIES								
4110	Textbooks	0	0	0	16,323	30,000	30,000	13,677
4210	Books & Other Than Textbooks	0	0	0	10,693	5,000	5,000	(5,693)
4300	Instructional Materials & Supplies	5,418	1,667	3,751	34,196	16,667	20,000	(14,194)
4400	Non-capitalized Equipment	0	1,667	(1,667)	24,247	16,667	20,000	(4,247)
4390	Other Supplies	2,524	1,667	857	39,165	16,667	20,000	(19,165)
4350	Office Supplies	81	1,250	(1,169)	18,192	12,500	15,000	808
4710	Food Supplies	365	333	32	15,799	2,333	3,000	(15,799)
TOTAL BOOKS & SUPPLIES		8,388	7,267	1,121	145,217	108,267	108,000	(2,600)
SERVICES, OTHER OPERATING EXP.								
5220	Travel & Conferences	706	417	289	314	4,167	5,000	4,686
5310	Dues & Fees	40	583	(543)	2,928	5,833	7,000	4,072
5450	Insurance	363	3,750	(3,387)	31,302	45,000	45,000	10,058
5500	Utilities & Housekeeping	9,328	4,167	5,161	3,409	41,667	50,000	(3,002)
5610	Rentals, Leases & Repairs	66,933	34,654	32,279	370,120	343,533	399,990	29,870
5812	Pupil Transportation	2,291	1,000	1,291	2,707	8,000	8,000	0
5831	Student Activities	7,355	3,333	4,022	16,405	33,333	33,333	0
5840	LACOE Expense Reimbursement	0	857	(857)	2,295	8,367	10,010	0
5853	Business Consultant	5,083	5,000	83	51,492	50,000	60,000	8,508

Prepared by Bali Business Management

WAYSAPPEAL-001709

9

**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2012 through 04/30/2013
In Whole Numbers**

001027

	Current Period	Current Period	Variance	YTD	YTD	Variance	Total Budget	Budget Remaining
	Actuals 4/30/2013	Budget		Actuals 4/30/2013	Budget			
5850 Non-Instructional Consultants	8,320	0	8,320	39,931	0	39,931		
5851 Instructional Consultants	0	4,167	(4,167)	60,451	41,667	18,844	50,000	
5863 Professional Development	994	415	579	2,432	4,167	1,735	5,000	
5854 Consultant-Food Services	0	30,833	(30,833)	248,446	308,333	(59,887)	370,000	121,554
5810 Field Trips	0	0	0	0	0	0	0	0
5820 Legal & Audit	10	2,666	(2,656)	12,627	26,662	(14,035)	31,994	14,367
5852 Special Ed Consultants	6,808	8,333	(1,525)	116,938	83,333	33,605	100,000	(16,932)
5890 Other Services (Hiring Cost)	0	0	0	0	0	0	0	0
5900 Communications	2,492	0	2,492	26,259	0	26,259	0	(26,259)
5920 Postage (UPS, Fedex, US Mail)	3,638	417	3,221	1,069	4,167	(1,098)		
5890 Other Services & Operating Expenses	1,388	2,346	(958)	134,371	17,482	116,889	95,227	(19,144)
5898 LAUSD Special Ed Fees				0	6,373	(6,373)		
Suspense Expense	10,005		(10,005)	10,005		10,005		
CAPITAL OUTLAY								
6200 Building and Improvements	0	2,500	(2,500)	0	25,000	(25,000)	30,000	
6410 Capitalized Equipment	0	2,500	(2,500)	0	25,000	(25,000)	30,000	
6900 Furnitures	0	0	0	0	0	0	0	
OTHER OUTGO								
7000								0
7299 District Oversight Fees		3,631	(3,631)	0	36,310	(36,310)	43,568	
7438 Debt Service - Interest	86	0	86	8,433	11,668	(3,235)	30,000	
Net Income/(Loss)	68,184	(170,978)	239,162	(258,741)	(961,014)	702,273	62,145	618,922
Change in Net Assets	68,184	(170,978)	239,162	(258,741)	(961,014)	702,273	62,145	618,922

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001028

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
CASH FLOW - ACTUAL & PROJECTED
JULY 2012- JUNE 2013**

	2012-13	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Accrual
		Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	
BEGINNING CASH BALANCE												212,131	216,232	
ADJUSTMENTS														
SOURCES OF CASH:														
GENERAL PURPOSE	1,463,350		451,897	688,156	162,538		207,726	112,349	10,266	90,862	3,262	70,898	0	470,712
FEDERAL FUNDING									102,510			80,000	5,719	42,859
CHILD NUTRITION PROGRAM	2,760,000		248,880					7,246	7,246			37,000	37,000	87,000
CATEGORICAL BLOCK GRANT			187,240	22,951	244,407		15,946	32,948	23,151	1,289	24,229	14,140		120,607
IN LIEU OF PROPERTY TAX			12,063	49,840	87,066		29,240		24,797	42,000	84,222	88,782	83,782	
SPECIAL EDUCATION			88,240	55,486	206,345		16,276		28,151	15,696	20,190	31,871	31,871	31,871
CHILD NUTRITION - STATE										12	2,298	225	225	908
CLASS SIZE REDUCTION			6,897							44,821				132,251
STATE LOTTERY														
CHARTER SCHOOL FACILITY (SB 740)	10,000												13,806	13,806
CHARTER SCHOOL FACILITIES INCENT	15,000												50,000	
PE TEACHERS INCENTIVE													45,000	
ARTS & MUSIC BLOCK GRANT														

WISDOM ACADEMY FOR YOUNG SCIENTISTS
CASH FLOW - ACTUAL & PROJECTED
JULY 2012- JUNE 2013

	2012-13	Actual Jul-12	Actual Aug-12	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Projected May-13	Projected Jun-13	Accrual
AFTER SCHOOL EDUC & SAFETY	112,380													0
OTHER STATE REVENUE												983		1,986
MISCELLANEOUS														
INTEREST INCOME	1,042											254	254	
OTHER LOCAL INCOME	10,000	186	398	1,056	1,992	2,928	3,864	4,800	5,736	6,672	7,608	2,000	2,000	
PRIOR YEAR REVENUE														
ACCOUNTS RECEIVABLE		65,076				65,280								
TOTAL SOURCES	186,422	65,262	1,028,340	2,211,357	3,241,982	4,372,146	5,502,310	6,632,474	7,762,638	8,892,802	10,022,966	320,774	305,568	881,898
TOTAL CASH AVAILABLE		182,763	1,018,063	1,001,994	1,036,730	5,211,324	4,711,884	4,651,814	6,120,233	5,011,206	7,439,785	532,806	525,000	881,898
APPLICATION OF CASH:														
SALARIES	172,228	26,537	1,019,859	1,110,000	1,222,000	1,334,000	1,446,000	1,558,000	1,670,000	1,782,000	1,894,000	169,630	169,630	40,833
BENEFITS	432,226	7,515	1,116,222	1,010,000	1,050,000	1,133,333	1,216,666	1,300,000	1,383,333	1,466,666	1,550,000	33,261	33,261	6864
BOOKS AND SUPPLIES	133,000		5,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	6,583	6,583	
SERVICES AND OTHER OPERATING	119,222	60,000	115,744	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	87,735	87,735	
FOOD SERVICES	170,000											30,833	30,833	
CAPITAL OUTLAY	160,000											5,000	5,000	

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001030

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
CASH FLOW - ACTUAL & PROJECTED
JULY 2012- JUNE 2013**

	2012-13	Actual Jul-12	Actual Aug-12	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Projected May-13	Projected Jun-13	Accrual
ACCOUNTS PAYABLE/LAUSD														
OVERSIGHT FEE												3,631	3,631	
PAYROLL LIABILITIES														
CREDIT CARD PAYMENT														
LOANS PAYABLE				29,030										
INTEREST	30,000		1,000	1,000	1,000									
ADVANCE														
ADJUSTMENTS														
CASH APPLICATIONS FOR THE PERIOD			316,020	342,950	328,174	360,998	249,502	260,316	240,643	336,340	281,654	316,673	316,673	47,197
NET CASH FLOW FOR THE PERIOD			691,220	713,258	48,244	631,456	151,458	6284	26,482	41,472	42,473	4,101	-7,105	834,701
ENDING CASH BALANCE			674,000	1,407,258	1,455,502	2,086,958	2,238,416	2,866,888	2,913,400	3,066,958	3,124,431	216,232	209,127	834,701

Bank Statements Balance	(20,151)	671,069	470,771	497,091	13,525	182,383	186,688	211,130	169,958	212,131				
Balance Sheet - (Cash in Bank)	0	0	0	0	0	0	0	0	0	0				

EXHIBIT 38

Jan Isenberg, Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242

Re: Board Resignation.

Dear Jan Isenberg:

In light of recent occurrences, I regretfully submit my resignation from the Governing Board of Wisdom Academy for Young Scientists as of September 30, 2011. I am fully committed to the education of our children, however after the September 16, 2011 meeting I am discouraged by the many attempts from misguided disgruntled parties to dissuade the educational process.

On June 30, 2011, I was asked by the Board President, Board Secretary and the new Executive Director to give the Board ninety days before rendering my decision to resign from the Board. However, at this time I do not see any positive movement in correcting past issues.

The September 16, 2011 meeting was an abusive assault on the Board President. I was so disgusted of by the negative atmosphere I walked out of the meeting with the audience yelling at me from the top of there lungs. When I walked out of the meeting I saw faces of anger and militant behavior by these disgruntled parties. A professional business meeting should not be driven down to this level of misbehaving. The misguided and disgruntled parties involved in this gang warfare are unable to see the big picture of educating our children, what they see is an agenda guided by personal issues.

I wish the school luck.

Sincerely,

Loretta McDonald

Loretta McDonald, Sergeant of Arms
WAYS Governing Board

001031

From: Cathy Roby [cathy_robby@yahoo.com]
Sent: Tuesday, September 20, 2011 5:36 PM
To: Isenberg_Jan
Cc: michael_cureton; alexlove93; kandelee; Adell Walker; Loretta McDonald; Alake Watson
Subject: Letter of Resignation

Attachments: LETTER OF RESIGNATION final.pdf
Please see my letter of resignation attached.

I am appalled by the behavior and tactics of the former executive director, her family, those members of the board who support this nonsense, and the people who have attended our meetings under the disguise of "concerned parents and friends" who are now forcing a hostile take-over of the Wisdom Academy for Young Scientists. Driven by false promises and misinformation, they do not appear to have the best interests of the students in mind.

Conflict of interest, nepotism, chaos, intimidation, verbal abuse, dictatorship, uncooperative, uncommunicative, misleading, withholding information – these are just a few of the reprehensible strategies that have held the Governing Board of WAYS hostage and prevented an orderly transition for Administrators and students to embrace a new school year.

I wish the best for Principal Alake Watson and Principle Lawrence Wynder, and the Faculty of WAYS. I hope that under these circumstances they will be able to impart a sense of peace and fairness in the impressionable young minds of their students.

Cathy G. Roby
Governing Board Treasurer

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Cathy G. Roby
4640 Admiralty Way #500
Marina Del Rey, CA 90292
Tel. 310-215-1770
Email: cathy_robby@yahoo.com

September 19, 2011

Jan Isenberg
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242 - 2890

RE: LETTER OF RESIGNATION

Dear Jan Isenberg,

I am deeply troubled by the conflict and chaos displayed by the founder and former executive director of Wisdom Academy for Young Scientists who continues to be a disruptive force against the Executive Director's, Administrators' and Governing Board's every attempt to move forward for the betterment of the students, faculty and administrators we are charged to support.

The founder prefers to meddle and manipulate rather than comply with the decrees of the authorizing agency, while quoting the Brown Act to us as if she believed in its principles.

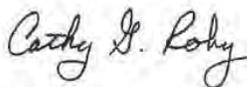
Instead of coming forward in a community spirit for the good of the students, Okonkwo and her supporters prefer to steamroll over established Charter Rules with in-your-face verbal abuse.

The entire situation is appalling.

There can be no orderly transition in this climate of discord. As a volunteer who has already invested excessive time, energy and personal resources to fight this unending battle - to the extent that I jeopardize my own livelihood and now fear for my own personal safety as well as that of parents with young students at meetings-turned-violent - I see that to continue in this vein is an exercise in futility.

As the Board elected Treasurer, I refuse to lend my name to this madness and misconduct. Therefore, I hereby submit my resignation effective immediately.

Yours truly,



Cathy G. Roby
WAYS Board Treasurer

001033

From: Jazz4azz@aol.com
Sent: Tuesday, September 20, 2011 2:47 PM
To: lsenberg_Jan; michael_cureton@att.net; alake23@yahoo.com
Cc: alexlove93@hotmail.com; cathy_robby@yahoo.com; lmcdonald@lbms.com; kandeele@aol.com
Subject: Letter of Resignation

Attachments: September 20 resignation.doc

Hello all,

Please see attachment.

At this juncture I must submit my letter of resignation effective immediately from the Wisdom Academy for Young Scientists Governing Board. In light of the present situation of gang-like attack on board members, outbursts of disruptive behavior, just plain lack of civility, respect, and responsibility brings me to this conclusion.

I wish WAYS all the best in their endeavor to empower good, responsible, educated leaders of this global world and growth for a brighter future for our youth, our legacy.

Sincerely,

Adell Walker
WAYS Governing Board Secretary
Los Angeles, CA 90008

September 20, 2011

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

To: Jan Isenberg, WAYS' Administration and WAYS' Board of Directors

The role of an educational board member is such a serious undertaking and requires commitment and dedication to the system of making sure our children's learning is always at the forefront. The future of the school (WAYS) is at stake and the board is the essential element in assuring the mission of the school is carried out. A board needs information to perform effectively and committees need forming to operate efficiently. The ability of a charter school to carry out its mission and vision depend on the strength of its organizational foundation. A critical element of this foundation is the charter school board itself—it is important to the health of the charter school and its financial base is primary.

When I joined the WAYS' board I witnessed no written description of board roles and responsibilities (there were two members who performed many functions and wore many hats)—no R&Rs in place at the time; there was no Board Development Committee supported by the full board of directors (there were only two functioning members); no recruitment priorities based on analysis of current board and future skills and knowledge assessed; no formal orientation training sessions offered; no written board manual in place; no annual board self-evaluation process in place (was not sure of the process by which the annual review of administrators performance were assessed); well written charter school bylaws and other governance documents; commitment to and active role in strategic planning, and more could be named.

There's no getting around it—it takes time to build an effective charter school board; and, the investment of time and energy creates a board that becomes a self-renewing resource that adds value to the charter school—these are my beliefs as a qualified member and this is what I envision coming on as a WAYS Board member. Learning to govern well requires effort and dedication and is a matter of consistency and discipline.

One of the roles of the board is to ensure a safe and appropriate educational environment is provided to all students and another major role is to set policies and procedures and follow-through. These tasks require a cohesive and strong board with emphasis on supporting the school and its mission to empower students to be all that they can be for successful citizens in a global world.

At this juncture, I can no longer give of my time (As a volunteer board member I have not missed a board meeting since inception), expertise, knowledge, and energy to meetings that are disruptive, chaotic and forced fed with manipulation, hate, and bitterness. Manipulations are not a good practice and I will not be manipulated. The meetings are now appalling and stressful—they are abusive assaults on board members—I am beginning to fear for safety—meetings are not in a spirit that is "forward moving" for the good of the students, families, and community. Our efforts should be about supporting the school and its mission to empower children to become leaders. In light of the present situation at WAYS (gang warfare- like meetings, misguided, disgruntled parties, and personal issues even though they are not on the agenda)-and due to the nature of the many conflicts still in existence, I regretfully resign my position on the WAYS board effective immediately.

Best regards,

Adell Walker

Adell Walker, Secretary
WAYS Governing Board

001035

From: kandeele@aqi.com
To: mriason7@gmail.com; edcabill@sbcglobal.net; dvalent747@yahoo.com; vetundeedd@gmail.com;
lwnderli@gmail.com; Katoant@aol.com; jonathanfields55@yahoo.com; normanskx@gmail.com;
amando.espinosa.10@my.csu.edu; johnsoncenter@msn.net
Cc: wisdomacademy4ys@yahoo.com; Patel, Neha; Isenberg, Jan
Subject: Letter of Resignation
Date: Thursday, October 20, 2011 11:15:28 PM
Attachments: [Letter of Resignation - WAYS.doc](#)

Please accept this letter of my immediate resignation.

Kandee Lewis

001036

October 20, 2011

Kandee Lewis
Los Angeles, CA 90044

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

To Whom It May Concern,

Please accept my immediate resignation from the Board of Directors for Wisdom Academy of Young Scientist, as Vice President of the Board. It is with great sadness that I must tender this letter.

I wish the best for Principal Alake Watson and Principle Lawrence Wynder, as well as the children, parents, faculty and staff of WAYS. I hope the school and the board members are able execute a professional, positive, nurturing and encouraging environment in which everyone involved learns, grows and develops into positive, enlightened community leaders.

My best wishes to you, Mr. Cabil. As Executive Director, you have taken on a serious responsibility. I know you are well qualified for the job. I pray that you continue to act with the same integrity, resilience and consideration, I briefly witnessed during my short tenure.

To the Board, I wish you the best as well. Please don't just sit in your chairs and attend a meeting once a month. Go to the school; engage the students, parents and staff. Watch, listen and learn.

To the students. Take every opportunity afforded to you. Never let anyone or anything stop you from achieving your dreams! You are a blessing and a miracle! You are worthy and you have the world at your fingertips! Reach for the stars and you just may grab hold of the universe! It's your choice, win it all or lose everything for fear of taking a chance on yourself! Be a Winner!

Best regards,

Kandee Lewis

Kandee Lewis,
Ex-Vice President
WAYS Governing Board

001037

Isenberg Jan

From: Epps, Cheri
Sent: Monday, September 19, 2011 9:07 AM
To: Isenberg, Jan
Cc: Yamamoto, Brian
Subject: FW: Contact Msg: To Jan Isenberg

Hi Jan,

Please assist patron below. Reply to the "E-mail Address" provided by the requester.

-----Original Message-----

From: alexlove93@hotmail.com [mailto:alexlove93@hotmail.com]
Sent: Monday, September 19, 2011 8:44 AM
To: Webmaster
Subject: Contact Msg: To Jan Isenberg

Organization: Los Angeles County Office of Education
Org Acronym: LACOE
Org Id: 1
Email Address: alexlove93@hotmail.com

Message:
"September 19, 2011

Re: Letter of Resignation

To: Jan Isenberg

Due to the extreme disfunction created by non participating or some participating board members who serve only to stir up chaos and dissention, the ignorant and judgmental thought processes of a large sum of misguided parents, and a the flat out lack of support which created an environment so negative that in one day this school lost two board members and the current Executive Director (Michael Cureton). Prior to that WAYS had already been red flagged for a conflict of interest that should have been obvious to any person who bother to read the elements in the definition of Conflict of Interest.

I maybe could have handle some of those things, and still been able to function. However, the combination of all of these things with the understanding that this experience is the same ,day in...and day out, which makes any type of positive steps forward not possible.

It is with this knowledge that I realize what I came on board to accomplish here, can not be done here, and WAYS will remain in disarray no matter how much time passes because they only want to enforce what they want but WAYS is not sensible enough to realize that is not what they actually need (There is an obvious difference between the two).

Effective immediately I am resigning from my position on this board (Wisdom Academy of Young Scientist). I am not the first person to resign and it is my belief that I will not be, the last.

Good-bye and Good-luck,

Alexandria Love"

Web Applications Services TIP:

Consider adding frequently requested information to your LACOE.edu website. Assistance in doing this, or in launching a LACOE.edu website for your workgroup, can be obtained from WAS Customer Support at SmartSupport@laoe.edu, or by contacting Cheri Epps at extension 6668.

Wadsworth, Merrick

From: Brady_Courtney <Brady_Courtney@lacoed.edu>
To: "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>
Sent: Tuesday, June 10, 2014 12:43 PM
Subject: WAYS Public Records Act Request

Good Afternoon Mr. Cabil,

I would like to confirm that you will come to the Charter School Office on June 16, 2014 to inspect the records requested in your April 11, 2014 correspondence. Please let me know what time you are available.

Thank you,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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mailgw01.procopio.com made the following annotations

Tue Jun 10 2014 13:40:45

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Los Angeles County Office of Education

Leading Educators ▪ Supporting Students ▪ Serving Communities

Arturo Delgado, Ed.D.
Superintendent

June 12, 2014

*Via First Class Mail &
E-mail: edcabil@sbcglobal.net*

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

María Reza

Thomas A. Saenz

Rebecca J. Turrentine

Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
706 East Manchester Avenue
Los Angeles, CA 90001

Re: Public Records Act Request re Wisdom Academy for Young Scientists

Dear Mr. Cabil:

Due to the voluminous nature of the documents requested in your April 23, 2014 public records act request regarding Wisdom Academy for Young Scientists the records will not be ready for inspection until June 23, 2014. Please inform my office if you will inspect the records on June 23, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "Courtney M. Brady".

Courtney M. Brady
Deputy General Counsel

CMB:riv

Wadsworth, Merrick

From: Proctor, Greta A. [<mailto:greta.proctor@procopio.com>]
Sent: Friday, June 13, 2014 3:09 PM
To: Brady_Courtney
Cc: edcabil@sbcglobal.net
Subject: FW: WAYS Public Records Act Request

Ms. Brady,

I'm responding to your email below and your follow up letter of yesterday's date, which you sent directly to Ed Cabil at WAYS. As you know, this office represents WAYS. Thank you for notifying WAYS that the records requested from LACOE on April 13 will be available June 23 (per your letter yesterday).

WAYS' April 13 letter requested inspection of documents, but also copies of all electronic records in native format. As you know, there is no duplication cost associated with electronic records in native format (because by definition they are not printed), so we ask that you transmit all such records electronically to us, or make available for electronic file transfer. We would like to review those electronic records in advance of reviewing records that are not contained in electronic format (hand written notes, etc.)

Because you have stated that all records will be available June 23, we understand that to be your confirmation that LACOE will transmit all electronic records on that date. If a file transfer is necessary for the native format records (email, .pst files, etc.), please let me know how you would prefer that to occur. Worst case, we can provide a flash drive for you to upload the records.

For the video records we requested, please let us know what format they are contained in. We can either copy to DVD, CD or other media depending on the format. At your convenience, we can have a service copy the video files and other native format materials from a drive at LACOE on June 23.

Thank you, and I look forward to hearing from you soon.

Greta A. Proctor
Associate

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3219
direct fax: (619) 744-5419
greta.proctor@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

Wisdom Academy for Young Scientists

June 17, 2014

Members, Los Angeles County Office of Education (LACOE) Board of Education
Judy Higelin, Project Director
Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: Wisdom Academy for Young Scientists ("WAYS")

Dear Members of the Board of Education:

LACOE staff's failure to provide us evidence supporting their allegations against WAYS is obstructing our ability to provide the response the Board has requested to the recent Notice of Violation. We are concerned that staff's obstruction is intentional. We urge you to look into this matter, and direct staff to immediately provide us with the as-yet-undisclosed evidence they state "documents" any alleged violation of law or the charter.

Several months ago, LACOE Charter School Office staff sent us a report prepared by the Fiscal Crisis and Management Assistance Team ("FCMAT"). **More than two months ago**, on April 11, 2014, we submitted a Public Records Act request to LACOE in order to review and better understand what evidence FCMAT and/ or LACOE was referring to concerning any allegation of fiscal mismanagement at the school. LACOE staff received our letter April 13, 2014, and replied that the documents requested would not be available for review **until June 16, 2014**. Staff did not explain the reason for the two-month delay. Meanwhile, on May 30, 2014, LACOE staff posted a 32-page staff report (with over a thousand pages of exhibits) that recommended revocation of our charter based on the evidence relied upon by FCMAT in its report, which can only mean that LACOE staff actually has that evidence readily available. On June 16th, we did not receive any of the promised documents. Instead, after you the Board approved a Notice of Violation, we received a letter from LACOE staff unilaterally extending the records production date to **June 23, 2014**. We responded last week to confirm what documents would actually be available, and have not received a reply from LACOE staff.

You, the Board, have asked us for a comprehensive response to the Notice of Violation that addresses all of the issues raised in the staff report by the end of July, and we are working to complete this response and respond to each and every point in the staff report and FCMAT audit. However, we cannot do that when LACOE staff continues to withhold their purported "evidence" from us. For example, the staff report on the NOV states things like, "Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred." What "evidence" provides that "documentation?" How is it "sufficient?" Without even seeing the evidence and documentation, it is difficult for us to provide the Board with a response to this statement.

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Change Agents, and True Scientists*

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(323) 752-6655 + Fax: (323) 752-6644

- 1 -

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

WAYSAPPEAL-001727

even seeing the evidence and documentation, it is difficult for us to provide the Board with a response to this statement.

Again, LACOE staff's failure to provide us with the documents we have requested is obstructing our ability to provide the response the Board has requested, and we are concerned that the obstruction is intentional. This is especially concerning in light of the Superintendent's recent statement to the press that the FCMAT Report's allegations are "factual". If staff can prepare a 32-page report and the Superintendent can attest to the press that LACOE has documentary "factual" evidence, why is it that LACOE still has not provided WAYS with access to that documentation more than two months after it was requested? We will address that question in our substantive response to the Notice of Violation. Meanwhile, please direct staff to immediately provide the records we requested.

Sincerely Yours,



Ed Cabil – Executive Director

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 11, 2014

VIA E-MAIL AND U.S. MAIL

kwan_frank@lacoe.edu

Frank Kwan, Director

Communication Department

Los Angeles County Department of Education

9300 Imperial Highway

Downey, CA 90242-2890

Re: Public Records Act Request and Demand for Preservation of Evidence

Wisdom Academy of Young Scientists

Dear Mr. Kwan:

Pursuant to the Public Records Act, Government Code section 6250 *et seq.*, this letter constitutes a request for inspection and copying of Los Angeles County Office of Education ("LACOE") public records related to the Wisdom Academy of Young Scientists ("WAYS").

On March 19, 2014, the CSIS Fiscal Crisis & Management Assistance Team ("FCMAT") released a final report on an Assembly Bill 139 extraordinary audit of WAYS performed by FCMAT at the direction of LACOE. That final report is referred to throughout this Public Records Act request as the "Audit," and a copy of the Audit is attached for reference.

We note that for purposes of the Public Records Act, the "records" requested in this letter include both paper documents as well as documents stored electronically, such as electronic correspondence (email), and calendar and contact records. (Gov. Code, § 6252.) "Records" also include any data generated by, transmitted to, controlled by and/or stored on Judy Higelin's or any other LACOE staff member's computers and storage media, such as email, voice mail, text messages, flash drives and video surveillance records. (Gov. Code, § 6252.) We request that you produce electronically stored records in native format.

We request inspection and copies of the following public records pursuant to Government Code section 6253(b):

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
700 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kindler Campus
8770 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

1. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of multiple fiscal irregularities . . . at WAYS charter school."
2. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . questionable expenditures . . . at WAYS charter school."
3. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . inappropriate related-party transactions at WAYS charter school."
4. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage."
5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports."
6. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . contact information."
7. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . student information."
8. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . board minutes, board agendas, board meeting dates."
9. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3-4 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . failure to abide by conflict of interest laws."

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-152-6644

Kinder Campus
8770 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

10. Any and all "written complaints" received by LACOE as referenced in the first sentence on page 4 of the Audit, as well as any and all records related to these "written complaints."
11. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE referenced in the first sentence on page 4 of the Audit, including but not limited to staff notes or any other writings evidencing the existence of any such "verbal complaints".
12. Any and all "written complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
13. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit.
14. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
15. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit.
16. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
17. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit.
18. Any and all "written complaints" received by LACOE "alleging, . . . resignation of five of the nine board members in one month citing concerns over conflict of interest" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
19. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging . . . resignation of five of the

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Manchester Campus (Official Mailing Address)
708 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

nine board members in one month citing concerns over conflict of interest" as referenced in the first full paragraph on page 4 of the Audit.

20. Any and all "written complaints" received by LACOE "alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
21. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations" as referenced in the first full paragraph on page 4 of the Audit.
22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that "three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings."
23. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "irregularities and possible misappropriation of funds within the WAYS charter school organization" noted by LACOE staff, as stated on page 4 of the Audit.
24. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases" referenced on page 4 of the Audit.
25. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school" referenced on page 4 of the Audit.
26. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . execution of a vehicle lease without board approval" referenced on page 4 of the Audit.
27. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . a substantial separation of service payment to the former executive director without sufficient supporting documentation" referenced on page 4 of the Audit.
28. Any and all records that show, substantiate, provide backup explanation, or are in any way related to "direct observations by LACOE staff" of "instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties" referenced on page 16 of the Audit.

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LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

29. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "preliminary investigation" conducted by LACOE referenced on page 4 of the Audit, and any records that show, substantiate, provide backup explanation, or are in any way related to the results, evidence, or conclusions of said "preliminary investigation."
30. Any and all "written complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit, as well as any and all records related to these "written complaints."
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education's approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the "direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013" referenced on page 38 of the Audit.
35. Any and all records of transmission of the Audit from Judy Higelin or any other LACOE staff or Board of Education member to the District Attorney, State Superintendent, or any other party or person.
36. Copies of all the records contained in the binders brought by LACOE staff, agents, or representatives, including Alex Cherniss, to the March 27, 2014 scheduled WAYS board meeting.
37. Any and all records that identify or relate to every person who attended the March 27, 2014 scheduled WAYS board meeting at the request or with the knowledge of Superintendent Delgado or any other LACOE staff member.
38. Any and all records that constitute, refer or relate to any electronic communication between LACOE staff member Judy Higelin and any of the following individuals from March 1, 2013 through the present: Deborah Deal, Michael W. Ammermon, Laura Haywood, and Carol Lee Tolbert.

Please identify these records and contact me within 10 days of receipt of this letter informing me of the date and time the requested information will be made available. (Gov. Code, § 6253.) If any records responsive to this request are withheld, please provide a written justification and the names, titles and positions of each person responsible for the denial. (Gov. Code, §§ 6253(d), 6255.)

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LOS ANGELES, CA 90001
Phone: 323-537-6194
Facsimile: 323-537-8309

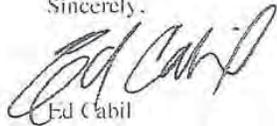
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LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6444

Kindergarten Campus
6770 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

In addition, in light of the pending dispute between LACOE and WAYS, by this letter, *LACOE and its Board are hereby given notice not to destroy, conceal or alter any paper or electronic files and other data generated by and/ or stored on its computers and storage media, or any other electronic data, such as voice mail, that have been generated and/ or accessed, related to WAYS.* All documents, files and/ or electronic data should be preserved on the original media and in native format. *This includes emails that would otherwise be automatically deleted, excluded or otherwise discarded from LACOE's email system pursuant to any records retention and destruction policy.* Failure to comply with this notice can result in severe sanctions being imposed by a court for spoliation of evidence or potential evidence. In order to ensure LACOE's obligation to preserve documents and things will be met, please also forward a copy of this letter to all persons and entities with custodial responsibility for the items referred to in this letter, and confirm that you have done so.

Sincerely,



Ed Cabil

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

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Facsimile: 323-752-6644

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LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550



Los Angeles County Office of Education

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April 23, 2014

*Via First Class Mail &
E-mail: edcabil@sbcglobal.net*

Arturo Delgado, Ed.D.
Superintendent

Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
706 E. Manchester Ave.
Los Angeles, CA 90001

Los Angeles County
Board of Education

Douglas R. Boyd
President

Re: Public Records Act Request re Wisdom Academy for Young Scientists (WAYS)

Rudell S. Freer
Vice President

Dear Mr. Cabil:

Katie Braude

Your public records request received in the Communications Department on or about April 11, 2014 has been forwarded to my office for a response. Your request seeks public records related to Wisdom Academy for Young Scientists from the Los Angeles County Office of Education ("LACOE").

Gabriella Holl

Maria Reza

Thomas A. Saenz

Your request is extensive and requests records related to the audit conduct by the Fiscal Crisis and Management Team ("FCMAT") across thirty-eight categories. Our office is currently researching the relevant documents that fall under the purview of the Public Records Act and that are in the possession, custody, and control of LACOE. All pertinent records will be available for your review by June 16, 2014, in the Downey office of LACOE's Charter Schools Office located at 12830 Clark Avenue. To arrange a time to review the records on or after June 16, 2014, please contact my office at (562) 922-6123.

Rebecca J. Turrentine

If you need photocopies of these documents, please flag the specific documents and arrangements will be made to have them copied. Our cost recovery rate is 15 cents per side for an 8.5 x 11 or 8.5 x 14 page. An 11 x 17 copy is 30 cents per side per page. Checks are preferred and should be made payable to Los Angeles County Office of Education. If there are an extensive number of documents, or our Reprographics Department is unable to complete the copies while you are here, we will forward the materials upon completion of the copying.

Please feel free to contact the undersigned if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "CMB", written over the word "Sincerely,".

Courtney M. Brady
Deputy General Counsel

CMB: bt

cc: Judy Higelin, Project Director III, Charter School

From: Brady_Courtney <Brady_Courtney@lacoed.edu>
To: "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>
Sent: Tuesday, June 10, 2014 12:43 PM
Subject: WAYS Public Records Act Request

Good Afternoon Mr. Cabil,

I would like to confirm that you will come to the Charter School Office on June 16, 2014 to inspect the records requested in your April 11, 2014 correspondence. Please let me know what time you are available.

Thank you,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

CONFIDENTIALITY NOTICE:

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Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arturo Delgado, Ed.D.
Superintendent

June 12, 2014

*Via First Class Mail &
E-mail: edcabil@sbcglobal.net*

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

María Fleza

Thomas A. Saenz

Rebecca J. Turrentine

Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
706 East Manchester Avenue
Los Angeles, CA 90001

Re: Public Records Act Request re Wisdom Academy for Young Scientists

Dear Mr. Cabil:

Due to the voluminous nature of the documents requested in your April 23, 2014 public records act request regarding Wisdom Academy for Young Scientists the records will not be ready for inspection until June 23, 2014. Please inform my office if you will inspect the records on June 23, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "Courtney M. Brady".

Courtney M. Brady
Deputy General Counsel

CMB:riv

Proctor, Greta A.

From: Proctor, Greta A.
Sent: Friday, June 13, 2014 3:09 PM
To: 'Brady_Courtney@laco.e.edu'
Cc: edcabil@sbcglobal.net
Subject: FW: WAYS Public Records Act Request

Ms. Brady,

I'm responding to your email below and your follow up letter of yesterday's date, which you sent directly to Ed Cabil at WAYS. As you know, this office represents WAYS. Thank you for notifying WAYS that the records requested from LACOE on April 13 will be available June 23 (per your letter yesterday).

WAYS' April 13 letter requested inspection of documents, but also copies of all electronic records in native format. As you know, there is no duplication cost associated with electronic records in native format (because by definition they are not printed), so we ask that you transmit all such records electronically to us, or make available for electronic file transfer. We would like to review those electronic records in advance of reviewing records that are not contained in electronic format (hand written notes, etc.)

Because you have stated that all records will be available June 23, we understand that to be your confirmation that LACOE will transmit all electronic records on that date. If a file transfer is necessary for the native format records (email, .pst files, etc.), please let me know how you would prefer that to occur. Worst case, we can provide a flash drive for you to upload the records.

For the video records we requested, please let us know what format they are contained in. We can either copy to DVD, CD or other media depending on the format. At your convenience, we can have a service copy the video files and other native format materials from a drive at LACOE on June 23.

Thank you, and I look forward to hearing from you soon.

Greta A. Proctor
Associate

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3219
direct fax: (619) 744-5419
greta.proctor@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

----- Forwarded Message -----

From: Brady Courtney <Brady_Courtney@laco.e.edu>
To: "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>
Sent: Tuesday, June 10, 2014 12:43 PM
Subject: WAYS Public Records Act Request

Good Afternoon Mr. Cabil,

I would like to confirm that you will come to the Charter School Office on June 16, 2014 to inspect the records requested in your April 11, 2014 correspondence. Please let me know what time you are available.

Thank you,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

CONFIDENTIALITY NOTICE:

The information in this transmission including all accompanying documents is confidential and legally privileged under the attorney/client privilege and the work product doctrine. The transmission is intended solely for the use of the named recipient. If you are not the intended recipient any disclosure or taking any action in reliance or based on the contents of this transmission is strictly prohibited. If you received this transmission in error please call the Office of General Counsel of the Los Angeles County Office of Education at (562) 922-6123.

mailgw01.procopio.com made the following annotations

Tue Jun 10 2014 13:40:45

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L.A. County education official responds to series of columns - Los Angeles Wave: Opinion Page 1 of 2

L.A. County education official responds to series of columns

Posted: Thursday, June 12, 2014 11:33 am

Dear Editor:

While I understand that columnists write opinion, I found Betty Pleasant's remarks inaccurate, disparaging and unsubstantiated.

Her opinions of the Los Angeles County Office of Education's (LACOE) actions regarding the Wisdom Academy for Young Scientists (WAYS) consisted of many personal attacks on our employees who were fulfilling their responsibilities as mandated by law.

One example of inaccurate remarks was her claim that WAYS has an API statewide rank of 10, placing the school at the top 10 percent of all schools in the state. In reality, WAYS had an API statewide rank of three in 2012-13, meaning that compared to other schools around the state, it placed at the bottom 30 percent, according to the California Department of Education's School Accountability Report.

WAYS was granted a conditional charter by the Los Angeles County Board of Education in 2011. There is an expectation by the state that chartering agencies and the schools work in close cooperation. This has not been the case with WAYS, where it has been consistently uncooperative in ensuring conditions that produce the best possible educational experience for students.

Although WAYS has been aware of administrative and financial irregularities over the last three years, the Los Angeles County Board of Education voted unanimously to give additional time — until the end of July — to WAYS to provide a well thought-out, comprehensive response addressing these problems.

Although Ms. Pleasant levels charges of racism at LACOE in regards to WAYS, the central issues are those of occupational fraud and fiscal mismanagement, as noted in a 67-page report prepared by Fiscal Crisis and Management Assistance Team, an independent auditing agency. These findings are factual, not a matter of opinion. This report is available to anyone.

I want to take this opportunity to also address Ms. Pleasant's opinions on Kedren Community Mental Health Centers' decision to relinquish its Head Start contract with LACOE by accepting its separation letter. Issues with Kedren have been significant over the last two years, including suspected fraud and child safety issues.

L.A. County education official responds to series of columns - Los Angeles Wave: Opinion Page 2 of 2

There have been requests for an investigation into LACOE's actions regarding Kedren, and we have always offered our full cooperation. Recently, the Office of Head Start conducted an investigation at the request of Rep. Maxine Waters and found no substance to accusations made against LACOE.

In a letter to Waters the U.S. Department of Health and Human Services noted: "In summary, we are aware of no evidence that LACOE coerced or otherwise acted improperly in terminating its Head Start delegate agreements with federation and LAUL, or with respect to the voluntary relinquishments of agreements by Delta and Kedren."

LACOE worked very hard to help Kedren correct problem areas that were identified as early as 2009, providing \$500,000 in extra funds and more than 18 months of support and expert assistance. Unfortunately, these additional resources did not correct ongoing problems. According to Head Start regulations, LACOE needed to address these issues or risk losing funding for more than 13,000 children we serve in Los Angeles County due to lack of compliance.

The same letter to Rep. Waters also noted: "While we respect your concerns, we are confident that rather than resulting in the loss of student slots, Head Start jobs, and the reduction of access to high-quality early education, the transition to new delegate agencies will improve and expand Head Start services and opportunities in the South Los Angeles community."

We are confident we have followed all necessary steps to protect the quality and integrity of the Head Start program we oversee in the interests of the children and families who depend on these services.

I hope that in publishing this letter the record can be corrected.

Arturo Delgado
Superintendent of Schools
Los Angeles County
Office of Education

APPROVED
NO. 35:2013-14

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, June 17, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, June 17, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Reisler, Ms. Katie Braude, Dr. Calderon, Mrs. Rudell S. Freer, and Dr. Rebecca Turrentine

UNCOMPENSATED: Mr. Thomas A. Saenz

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Dr. Turrentine called the meeting to order at 3:19 p.m.

PLEDGE OF ALLEGIANCE

Ms. Braude led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that the changes to the Board agenda included, interdistrict appeals Nos. 5 and 9 had been withdrawn.

It was **MOVED** by Mrs. Freer, **SECONDED** by Ms. Braude, and **CARRIED** to approve the agenda with the changes. There were 6 ayes.

Dr. Reisler asked where a Board member could ask questions regarding the Weekly Board Memo.

Dr. Delgado indicated that any questions regarding the Weekly Board Memo could be asked during the Board Communication portion of the Board meeting. Dr. Delgado indicated that he would take the questions and place on the Board Follow Up document so that these could be captured and responded to.

Dr. Reisler indicated that he would like to have a discussion on some of the items in the Weekly Board Memo.

Dr. Turrentine indicated that it would be appropriate for staff to listen to the question and respond without a lengthy discussion on the item. If at that time the County Board would

Los Angeles County Board of Education
Minutes of June 17, 2014

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like to have a lengthier discussion on an item, the Board could then agendaize the item for a future Board meeting.

APPROVAL OF MINUTES

- May 20, 2014 – Mrs. Freer asked the County Board to consider compensating Dr. Turrentine for her absence from the Board meeting of May 20, 2014.
- Dr. Turrentine asked that the minutes reflect that she did not adjourn the Board meeting on May 20, 2014, and instead, the minutes should reflect that Ms. Braude adjourned the meeting.

It was **MOVED** by Mrs. Freer, **SECONDED** by Mr. Boyd, to approve the minutes with the change. A roll-call vote was taken. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude and Mrs. Freer. Dr. Turrentine abstained from the vote. There were 4 ayes. The motion passed.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mrs. Freer

- Mrs. Freer announced that Mr. Kevin DeLeon (former student of Dr. Jose Z. Calderon), was elected as President Pro Tem for the California Senate.

Dr. Calderon

- Dr. Calderon said that he was really upset by the June 10, 2014, Vergara v. State of California lawsuit decision, where a judge struck down tenure and other protections for teachers, and said it is unconstitutional.
- Dr. Calderon said that this will be his 22nd year taking a group of students to live with farmworkers. In the early years, he took his students to Agbayani Village. He told the history about Agbayani Village and about anti-miscegenation laws that would not allow marriage for Black and Filipino races. The Agbayani Village housed 67 Filipino farmworkers, who have all passed away and the village has been transformed into a National monument. The Village was built by students and Dr. Calderon said that Judy Chu, who is now a Congresswoman, helped to lay down bricks for the village. He invited the County Board and public to the 40th Anniversary of Agbayani Village on Saturday, June 21, 2014, at 11 a.m. in Delano, CA. He said it will be a great celebration of Filipinos and their contribution to the farmworkers.

Dr. Reisler

- Dr. Reisler mentioned that there is a Road to Success Academy Celebration of Learning on Friday, June 20, 2014 at the California Institute of the Arts – Wild Beast Theater. Dr. Reisler shared pictures of the facility, which he was instrumental in funding while he served as the Director of the Mark Taper Foundation.
- Dr. Reisler mentioned the Head Start Annual Student Achievement Findings Results and Outcomes Report information that was provided to the County Board on the Weekly Board Memo on Friday, June 13. He asked how low is low and how that compares to last year's data.

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Ms. Benitez and Ms. Woods indicated that LACOE compares the data nation-wide annually. She said that the verbalization to families is less and that this is something that LACOE has been working on with parents to try and get them to use this language in different contexts and in different situations. Ms. Woods said that there is a challenge because you have different students coming in and they are at different levels. In addition, there were different curricula being used with each of the delegate agencies. Ms. Woods said that one of the things they are doing now is standardizing the curriculum and assessment tools used throughout the delegate agencies, which they hope will give them more reliable data. In addition, another area they are working on is strengthening teacher support.

Dr. Reisler asked about the newly released API data and how that is going to affect the appraisal of charter schools.

Ms. Benitez indicated that this is a pilot year for LACOE and that next year, schools will have to provide different assessments that LACOE will accept and that will show student achievement. Ms. Benitez said that for the 2014-15 fiscal year, there will not be any API data from the State. Starting in 2015-16, the State of California will have the Smarter Balanced, which is a state-led consortium working collaboratively to develop next-generation assessments aligned to the Common Core State Standards that accurately measure student progress toward college and career readiness. Ms. Benitez indicated that this will commence in September 2014.

Mrs. Freer

- Mrs. Freer encouraged the County Board to attend Operation Graduation next week, Thursday, June 26, 2014.

Mr. Boyd

- Mr. Boyd indicated that the Operation Graduation event is a great celebration, honoring the educational success of students who are incarcerated and in another type of setting. He said it is a real rewarding experience.
- Mr. Boyd wished everyone a Happy Father's Day and said he had a great Father's Day and hosted a BBQ at his home. He also shared with the County Board a gift tie he received from his family.

Dr. Turrentine

- Dr. Turrentine indicated that on Monday, June 16, she along with Mr. Boyd attended the I-POLY graduation ceremony. She said it was an uplifting experience and really enjoyed the event and the outdoor setting.

Dr. Delgado (nothing to report)

COMMUNICATIONS: PUBLIC

Dr. Stephen Fischer, LACOE Teacher, addressed the County Board on Freedom Schools, RIF, Communications and the "Rubber Room."

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Mr. Jason Okonkwo, Director of Finance and Operations for Wisdom Academy for Young Scientists (WAYS), addressed the County Board on requested documents from LACOE. Mr. Jason shared a letter dated June 17, 2014, with the County Board.

PRESENTATIONS (None)

HEARINGS (None)

REPORTS / STUDY TOPICS

LEGISLATIVE REPORT TO THE COUNTY BOARD

Ms. Pamela Gibbs, Director of the Governmental Relations Office, provided a legislative report to the County Board, including an update on the Superintendent's positions on 2014 legislation.

A discussion by the County Board followed.

Mr. Boyd requested former Superintendent's process on position on legislative bills and how often it was brought to the County Board.

The County Board requested more frequent Position Recommendation reports.

CONSENT CALENDAR RECOMMENDATIONS (none)

RECOMMENDATIONS

APPROVAL OF THE LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Superintendent recommended that the County Board approve the Local Control and Accountability Plan.

It was **MOVED** by Ms. Braude, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the recommendation that the County Board approve the Local Control and Accountability Plan. A roll call vote was taken. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon and Dr. Turrentine. Voting no was Mrs. Freer. Dr. Reisler was not at the Board meeting table and therefore, did not vote. The motion carried and the item was approved.

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ADOPTION OF THE PROPOSED 2014-15 COUNTY SCHOOL SERVICE FUND AND OTHER FUNDS BUDGET

The Superintendent recommends that the County Board receive for adoption the proposed 014-15 County School Service Fund Budget and Other Funds Budget.

It was **MOVED** by Mr. Boyd, **SECONDED** by Ms. Braude, and **CARRIED** to approve the adoption of the Proposed 2014-15 County School Service Fund and Other Funds budget. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon and Dr. Turrentine. Voting no was Mrs. Freer.

APPROVAL OF THE ANNUAL BUDGET AND SERVICE PLANS FOR THE LOS ANGELES COUNTY OFFICE OF EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (LACOE SELPA)

The Superintendent recommended that the County Board approve the Annual Budget and Service Plans for LACOE SELPA.

It was **MOVED** by Ms. Braude, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Annual Budget and Service Plans for the Los Angeles County Office of Education Special Education Local Plan Area (LACOE SELPA). A roll-call vote was taken. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon and Dr. Turrentine. Voting no was Mrs. Freer. The motion carried and the item was approved.

ADOPTION OF RESOLUTION NO. 17: 2014-15, ON HOW FUNDS RECEIVED FROM THE EDUCATION PROTECTION ACT SHALL BE SPENT AS REQUIRED BY ARTICLE XIII, SECTION 36 OF THE CALIFORNIA CONSTITUTION

The Superintendent recommended that the County Board adopt Board Resolution No. 17 as part of the regular County Board meeting on Tuesday, June 17, 2014.

It was **MOVED** by Ms. Braude, **SECONDED** by Mr. Boyd, and **CARRIED** to adopt Board Resolution No. 17: 2014-15, on how funds received from the Education Protection Act shall be spent as required by Article XIII, Section 36 of the California Constitution. A roll-call vote was taken. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon and Dr. Turrentine. Voting no was Mrs. Freer. The motion carried and the item was approved.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS (none)

BOARD COMMITTEE/LIAISON REPORTS (none)

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**LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE,
ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS,
FOLLOW-UP**

The Board Finance Committee meeting on July 8, 2014, will start at 1:00 p.m. The regular Board meeting will start at 2:00 p.m.

Dr. Reisler would like to see the following as a list of items for discussion during the next Policy Committee meeting: Taking a public ("official") position on State Legislative bills by the Board and/or the Superintendent; When a Cabinet member replies by email to one Board member's question, is he/she required to send his/her reply to the entire Board. Amount of questions or the workload of a particular question by a Board member (members) directly to Cabinet staff; how this might affect the quality of the Board's deliberations on various issues; Alternative and/or conflicting interpretations of Board Policies 9200(a) and 9320.

Dr. Turrentine would like to add the following items to the Board Policy Committee meeting: Board Stationery; Board Member Attendance at Conferences; Site Visits – 4th Tuesday; Study Session; and Board Communication.

Ms. Braude would like to add "Review Role of Board/Superintendent" to the Board Policy Committee meeting.

Mr. Boyd will contact the Superintendent's Office with a list of priority items to be placed on the Policy Committee Agenda for July 15, 2014.

The County Board will wait until July to plan and schedule a Board retreat.

The County Board took a 10-minute break 5:10 - 5:19 p.m.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Estefani C. v. Paramount Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present. Mr. Alex Quintana served as a Spanish Interpreter.

The appellant was not present, but was represented by her father Mr. Miguel Castaneda. Dr. Manuel San Miguel, Director of Student Services, represented Paramount Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

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Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

Jessica F. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her mother, Ms. Maria Figueroa. Ms. Debra Villescascas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District. Mr. Alex Quintana served as a Spanish Interpreter.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd, Dr. Reisler, Ms. Braude, and Dr. Calderon. Voting no were Mrs. Freer and Dr. Turrentine. The appeal was granted.

Millie R. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her mother, Ms. Iris Ramirez. Ms. Debra Villescascas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District. Mr. Alex Quintana served as a Spanish Interpreter.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

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Ramon R. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was present and was represented by his mother, Ms. Hermenegilda Rendon. Ms. Debra Villegas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District. Mr. Alex Quintana served as a Spanish Interpreter.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, and Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

~~Thomas D. v. Los Angeles Unified School District – Withdrawn~~

Koshan D. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his mother, Ms. Hermenegilda Rendon. Ms. Debra Villegas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, and Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

~~Michelle F. v. Los Angeles Unified School District – Postponed~~

~~Jason F. v. Los Angeles Unified School District – Postponed~~

~~Xiu L. S. v. Los Angeles Unified School District – Withdrawn~~

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Johann V. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his parents, Mr. Juan Carlos Villanueva and Mrs. Judelia Villanueva. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, and Dr. Turrentine. Voting yes were Ms. Braude, Dr. Calderon, and Mrs. Freer. The appeal was denied.

Jonathan V. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his parents, Mr. Juan Carlos Villanueva and Mrs. Judelia Villanueva. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, and Dr. Turrentine. Voting yes were Ms. Braude, Dr. Calderon, and Mrs. Freer. The appeal was denied.

Niyah H. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by her mother, Ms. Perighon Hebert. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

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Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, and Dr. Turrentine. Voting yes were Ms. Braude, Dr. Calderon, and Mrs. Freer. The appeal was denied.

Joshua C. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his mother, Mrs. April Cannon Fort. Ms. Debra Villescias, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

Morgan C. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his mother, Mrs. April Cannon Fort. Ms. Debra Villescias, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Ms. Braude, Dr. Calderon, Mrs. Freer and Dr. Turrentine. The appeal was denied.

Los Angeles County Board of Education
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Ashley C. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, and was represented by his father, Mr. Dan Cerny. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Dr. Reisler and Mrs. Freer. Voting yes were Mr. Boyd, Ms. Braude, Dr. Calderon, and Dr. Turrentine. The appeal was approved.

ADJOURNMENT

Dr. Turrentine adjourned the meeting at 7:51 p.m.

It was **MOVED** by Ms. Braude, **SECONDED** by Mr. Boyd, and **CARRIED** to adjourn the meeting. There were 6 ayes.

Wadsworth, Merrick

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Wednesday, June 18, 2014 9:22 AM
To: Proctor, Greta A.
Cc: edcabil@sbcglobal.net
Subject: RE: WAYS Public Records Act Request

Good Morning,

I should have a flash drive ready this afternoon with a portion of the documents requested. If you send me your fedex number I can overnight it. Also, please let me know if I should send it to your address or to WAYS.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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June 18, 2014

VIA E-MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: WAYS Public Records Act Request

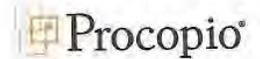
Dear Ms. Brady:

This letter follows up on your telephone call and our conversation yesterday, as well as your email today.

You stated in our call that LACOE staff provided FCMAT with several large batches of .pdf documents about WAYS. You mentioned some were privileged, but when I asked how they were privileged, you said you had not actually reviewed them to determine which privileges and/or Public Records Act exemptions apply. This is surprising given WAYS' Public Records Act request was made over two months ago, and LACOE staff prepared a 32-page report that recommends closure of the school based on these documents. This is also the first time LACOE has mentioned withholding any records, and that more time may be needed to assemble documents. Again, this is surprising since LACOE has already issued a NOV on these issues. Please provide us with those documents, in their native .pdf format.

You also stated that LACOE would provide WAYS copies of the 32-page staff report on the Notice of Violation, the FCMAT audit report, and the remainder of the 1000+ pages of documents that were attached to the staff report. As you know, we already have these documents, and we do not need LACOE to reproduce them (obviously).

You also mentioned that responsive emails have been deleted, which concerns us since there is pending litigation between LACOE and WAYS. LACOE was aware the FCMAT report would lead to litigation in that LACOE recommended closure of our school based on the report, and in addition, WAYS sent a litigation hold request as part of its Public Records Act request as soon as it reviewed the report. You mentioned deleted emails can be retrieved and turned into .pdf documents. Please do so and produce these emails to us.



Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 18, 2014
Page 2

You also informed me that the video surveillance records requested by WAYS in the April 11, 2014 letter are disclosable and will be produced on DVD on June 23rd. Please provide us the copy costs for these DVDs.

Our FedEx number is as follows: 0921-0623-3.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Greta A. Proctor', written over a light blue horizontal line.

Greta A. Proctor

cc: Edward Cabil



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arturo Delgado, Ed.D.
Superintendent

June 18, 2014

Via E-mail: greta.proctor@procopio.com

Los Angeles County
Board of Education

Greta A. Proctor
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101

Douglas R. Boyd
President

Re: Public Records Act Request re Wisdom Academy for Young Scientists

Rudell S. Freer
Vice President

Dear Ms. Proctor:

Katia Braude

This correspondence is in response to your June 18, 2014 correspondence. The requested records are being produced in their native format which includes hard copies, PDF files, text files, word documents, and excel spreadsheets. Documents which are protected by the attorney-client privilege have been withheld.

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrefine

As clarification, responsive emails to your request may have been deleted from the user's inbox but have been preserved in other formats. I merely mentioned this because such emails will not be available in their original format but are being produced in the format in which they were stored. Please be advised that no emails and/or other responsive documents have been deleted or destroyed.

Also as clarification, the Los Angeles County Office of Education ("LACOE") does not have the requested video surveillance records in its possession, custody, or control. These records were not produced by LACOE to FCMAT. A written report regarding the video surveillance was provided by LACOE to FCMAT and that report will be produced to WAYS.

As you requested, the records will be produced as available. Flash drives with a portion of the requested documents will be sent via FedEx to your office. Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Courtney M. Brady'.

Courtney M. Brady
Deputy General Counsel

CMB:riv

Wadsworth, Merrick

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Friday, June 20, 2014 10:50 AM
To: Lattman, Ofelia A.; Proctor, Greta A.
Cc: edcabil@sbcglobal.net
Subject: RE: WAYS Public Records Act Request

Ms. Proctor,

Please advise if I have permission to use your FedEx number to overnight the remainder of the documents requested.

Thank you,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

CONFIDENTIALITY NOTICE:

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www.procopio.com

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525 B Street, Suite 2200
San Diego, CA 92101
T. 619.238.1900
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Greta A. Proctor
Direct Dial: (619) 515-3219
E-mail: greta.proctor@procopio.com
Personal Fax: (619) 235-0398

June 20, 2014

VIA E-MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: WAYS Public Records Act ("PRA") Request

Dear Ms. Brady:

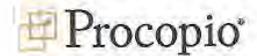
Yesterday, we received two flash drives you claimed contained documents responsive to WAYS' April 11, 2014 PRA request. This production was grossly inadequate. One of the flash drives (#2) was corrupt and none of the files could be opened. Moreover, the "folders" on that flash drive were empty. The documents we were able to open on flash drive #1 were *WAYS' own board resolutions, agendas and documents*, and emails from LACOE to *WAYS itself*; documents we clearly already have. When you and I spoke on Tuesday, you asked about emails and I specifically confirmed that WAYS is seeking, in particular, email communications between LACOE staff and FCMAT staff about WAYS, and internal LACOE email communications about WAYS. Where are those documents?

It has been over two months since WAYS' PRA request, which sought 38 categories of documents, and we have a grand total of 23 records from LACOE, *all of which are our own documents*. Half the documents LACOE has produced thus far cannot be opened, and the other half are WAYS' own records, which you must know we already have. This is unacceptable, and is even more surprising given LACOE staff is moving full speed ahead on a revocation of the school's charter based on the issues that are the subject of our 38-category PRA request. In fact, at the LACOE Board meeting where the NOV was issued, LACOE staff pushed the LACOE Board of Directors to *shorten* the timeframe proposed by Board member for WAYS' response to the NOV. Now, it is midway through our time to provide a response and we still have absolutely no substantive documents. This is unacceptable and we believe it may be intentional.

I was also very surprised to read your letter dated June 18, 2014 in which you stated that LACOE does not have the video surveillance records we requested in its possession, custody or control. When you and I spoke on the telephone June 17, 2014, we discussed these video surveillance records at length. You specifically stated that LACOE has the video surveillance records on DVD. In fact, you and I went back and forth about whether the records could be

San Diego • Del Mar Heights • Orange County • Silicon Valley • Phoenix • Austin
DOCS 118603-000001/1988567.1

WAYSAPPEAL-001758

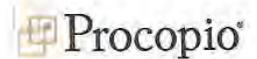


Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 2

produced on CD or DVD, and whether you would provide a copy or whether we should be prepared to duplicate LACOE's own DVD. How did LACOE lose "possession, custody or control" of the DVD since we talked? If LACOE does not in fact have its own DVD surveillance records, who does have "possession, custody or control" of them? If they were destroyed, such act would clearly violate the litigation hold request WAYS sent as part of its April PRA request.

At this point, I believe it may help to lay out (again) the records WAYS is seeking and has not yet received. Below is a list of the records sought in our April PRA request, which we have *not yet received*. Most of these records are explicitly referenced by LACOE staff itself, and some we have actually observed in staff's possession (such as binders). We believe they are immediately available to you. For example, in our telephone call June 17, 2014, you told me that LACOE provided FCMAT with several large batches of documents, documents you said were too lengthy to email. We received a grand total of 23 of our own records on the flash drives you produced, which clearly do not comprise "several large batches of documents too lengthy to email." WAYS has only a few weeks left to respond to the allegations made to the LACOE Board by staff, and it is egregious for that same staff to withhold records directly relating to those allegations. Please produce these documents immediately so that we may avoid judicial intervention.

1. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of multiple fiscal irregularities . . . at WAYS charter school."
2. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . questionable expenditures . . . at WAYS charter school."
3. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . inappropriate related-party transactions at WAYS charter school."
4. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage."
5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports."



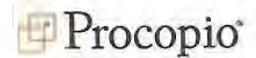
Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 3

6. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . contact information.”
7. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . student information.”
8. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . board minutes, board agendas, board meeting dates.”
9. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3-4 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . failure to abide by conflict of interest laws.”
10. Any and all “written complaints” received by LACOE as referenced in the first sentence on page 4 of the Audit, as well as any and all records related to these “written complaints.”
11. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE referenced in the first sentence on page 4 of the Audit, including but not limited to staff notes or any other writings evidencing the existence of any such “verbal complaints”.
12. Any and all “written complaints” received by LACOE “alleging WAYS engaged in fiscal mismanagement” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
13. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in fiscal mismanagement” as referenced in the first full paragraph on page 4 of the Audit.



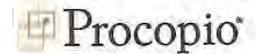
Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 4

14. Any and all “written complaints” received by LACOE “alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
15. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director” as referenced in the first full paragraph on page 4 of the Audit.
16. Any and all “written complaints” received by LACOE “alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
17. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board” as referenced in the first full paragraph on page 4 of the Audit.
18. Any and all “written complaints” received by LACOE “alleging. . . resignation of five of the nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
19. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging. . . resignation of five of the nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit.
20. Any and all “written complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
21. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit.



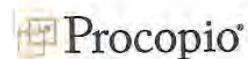
Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 5

22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that “three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.”
23. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “irregularities and possible misappropriation of funds within the WAYS charter school organization” noted by LACOE staff, as stated on page 4 of the Audit.
24. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases” referenced on page 4 of the Audit.
25. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school” referenced on page 4 of the Audit.
26. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . execution of a vehicle lease without board approval” referenced on page 4 of the Audit.
27. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . a substantial separation of service payment to the former executive director without sufficient supporting documentation” referenced on page 4 of the Audit.
28. Any and all records that show, substantiate, provide backup explanation, or are in any way related to “direct observations by LACOE staff” of “instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties” referenced on page 16 of the Audit.
29. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “preliminary investigation” conducted by LACOE referenced on page 4 of the Audit, and any records that show, substantiate, provide backup explanation, or are in any way related to the results, evidence, or conclusions of said “preliminary investigation.”



Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 6

30. Any and all “written complaints” received by LACOE that “the vice principal of WAYS was working at Innovative WAYS Academy” as referenced on page 38 of the Audit, as well as any and all records related to these “written complaints.”
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “that “the vice principal of WAYS was working at Innovative WAYS Academy” as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education’s approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the “direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013” referenced on page 38 of the Audit.
35. Any and all records of transmission of the Audit from Judy Higelin or any other LACOE staff or Board of Education member to the District Attorney, State Superintendent, or any other party or person.
36. Copies of all the records contained in the binders brought by LACOE staff, agents, or representatives, including Alex Cherniss, to the March 27, 2014 scheduled WAYS board meeting.
37. Any and all records that identify or relate to every person who attended the March 27, 2014 scheduled WAYS board meeting at the request or with the knowledge of Superintendent Delgado or any other LACOE staff member.
38. Any and all records that constitute, refer or relate to any electronic communication between LACOE staff member Judy Higelin and any of the following individuals from March 1, 2013 through the present: Deborah Deal, Michael W. Ammermon, Laura Haywood, and Carol Lee Tolbert.



Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 7

Last, I received an email from you this morning asking if you may use our FedEx number to transmit additional documents. Yes, please do so, and please re-transmit the corrupted files.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Greta A. Proctor', written over a light blue horizontal line.

Greta A. Proctor

cc: Edward Cabil

Wadsworth, Merrick

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Tuesday, June 24, 2014 10:23 AM
To: Lattman, Ofelia A.; Proctor, Greta A.
Cc: edcabil@sbcglobal.net
Subject: RE: WAYS Public Records Act Request

Good Morning Ms. Proctor,

All responsive documents have been sent to you in a PDF format on two flash drives. This includes the documents that you were not able to open. Please confirm your receipt of these documents and whether you are able to open the files. Please return the flash drive with the corrupted files to my office. My FedEx number is 128456961.

Thank you,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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WISDOM ACADEMY FOR YOUNG SCIENTISTS

July 31, 2014

Members of the Board of Education
c/o Superintendent Arturo Delgado
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: Wisdom Academy for Young Scientists' Response to Notice of Violation

Dear Members of the Board of Education:

At the June 3, 2014 Los Angeles County Board of Education ("County Board") meeting, you asked the Wisdom Academy for Young Scientists ("WAYS") to provide a detailed, comprehensive response and backup materials for each and every issue raised in the Notice of Violation ("NOV") drafted by LACOE staff. This letter and the enclosed three binders of extensive documentation provide you with that response.

We have reviewed each and every page of evidence identified by and attached as an exhibit to the NOV,¹ as well as all the "backup" documents we received from FCMAT and LACOE staff in response to our Public Records Act requests. LACOE staff have *not* provided substantial evidence of any current, uncured, material violation of law or charter at WAYS that could support revocation of the charter. For each and every "violation," LACOE failed to produce evidence that either: (1) a "violation" actually occurred; or, (2) the violation has not been cured. The burden to produce substantial evidence demonstrating actual violations of law or the charter is placed solely upon LACOE—there is no evidentiary burden for WAYS to *disprove* LACOE's allegations. In any event, WAYS has gone above and beyond what is required, and provides to you ample evidence demonstrating the inaccuracy of LACOE's allegations. The bottom line is that there is no "violation", and WAYS asks that you acknowledge that this matter is closed pursuant to Code of Regulations section 11968.5.2(d)(2).

You provided us additional time for this response beyond LACOE staff's recommendation, and we want the County Board to know we have used that time to not only prepare this comprehensive response, but to take additional steps to bolster our school's leadership and operations, which include:

¹ Upon inspection, the 1,000+ pages of "evidence" LACOE staff attached as exhibits to the NOV are primarily: WAYS' Board meeting minutes (which LACOE has received on a regular basis for the past three years) and materials; and printouts of LACOE staff's Google searches, such as an obituary announcement for a person who apparently was a distant relative of former Director of Operations Jason Okonkwo, and screenshots of Vice Principal Deara Okonkwo and the Innovative Ways Academy website. The poor copy quality is a result of LACOE staff's poor photocopying.

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Fascimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Fascimile: 323-752-6644

Kinder Campus T
8778 S. CENTRAL AVE T
LOS ANGELES, CA 90001 T
Phone: 323-589-6500 T
Fascimile: 323-589-6500 T

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- The addition of two new, experienced board members to the WAYS board of directors (added on July 23, 2014) (Exhibit 1);
- The recruitment of a new Executive Director, holding board interviews on July 23 and 30, 2014. The Board expects to select a final candidate in August, subject to completion of background check and finalizing contract terms;
- The proposal of an updated Executive Director evaluation policy and procedures (draft enclosed as Exhibit 2); to be adopted by WAYS board of directors upon review by LACOE);
- The consideration of a contract with Celerity, an experienced and highly-regarded charter school operator and consultant, for school educational support services such as WAYS board meeting and Brown Act compliance support, assistance in vendor selection and management, guidance and oversight on relations with LACOE staff, and technical assistance to WAYS for its instructional school leadership, management and operations (Celerity also provides these services to the successful, LACOE-authorized Celerity Sirius charter school and others) (draft enclosed as Exhibit 3 & Exhibit 30.)
- The decision on July 30, 2014 to hire Charter School Management Services to serve as the school's back office services provider. CSMC is one of the largest providers of such services to charter school;
- The recruitment of candidates to fill Jason Okonkwo's former position was successful and WAYS has hired a new Director of Operations. WAYS is exploring the possibility of hiring a Co-Director of Operations whose primary responsibility will be to oversee compliance with the school's financial policies and procedures to ensure proper implementation and effective internal control;
- The purchase of the school's 706 E. Manchester site, to alleviate LACOE staff's perceived albeit unfounded concern about the school's lease of the property from its owner, former WAYS employee Kendra Okonkwo (currently in escrow);
- The organization of a full-day WAYS Board training to train board members on governance issues (such as Brown Act, conflicts of interest, charter school best practices), and discuss the school's strategic plan and direction (scheduled for August 2014); and
- The preliminary resolution of the arbitration proceeding pending between LACOE and WAYS, which resolves what LACOE staff believed were inconsistencies between the charter, the MOU, and WAYS' operations. (Exhibit 66.)

These steps are in addition to the additional actions WAYS took *prior to* June 3, which were inexplicably *not* reflected in the LACOE staff report for the NOV, such as the WAYS Board of Directors' adoption of financial policies and procedures that LACOE's Controller Zak Memon

(on behalf of Superintendent Delgado) stated would cure any lack of internal financial controls at WAYS.

The steps WAYS has taken, coupled with the responses in this letter and the evidence in the enclosed three volumes of documentation, fully and completely respond to the NOV. The evidence demonstrates that there are no current, uncured conflicts of interest or violations of law or the charter.

As we have shared with the Board in part, for years now WAYS has been subjected to unfair treatment and retaliation from the LACOE Charter School Office staff, which we believe is because a few LACOE staff members dislike and hold contempt for the school's founder Kendra Okonkwo, her family, the thickness of her accent, and the color of our leaders' skin. These few LACOE staff members have *dramatically* departed from the normal procedures and business practices LACOE uses for its other twelve charter schools, and we believe it is important for the County Board to be aware of this. The discriminatory treatment by LACOE staff has detrimentally impacted WAYS students, parents, staff, former and current board members and our entire community in South Los Angeles. We want to work with LACOE staff to move forward under our charter, and we believe we can do so. In the past weeks in particular, we have worked with LACOE staff members Judy Higelin and Courtney Brady to resolve the arbitration between WAYS and LACOE, and to keep LACOE staff informed and on board with the changes at WAYS outlined above. However, we also want the members of the Board of Education to understand the hostile climate LACOE staff has created for WAYS in the past years since approval of our charter:

- *Each and every time* LACOE Charter Schools Office staff members have arrived at and entered our school during regular school hours over the past three years, they are accompanied by armed bodyguards, presumably to protect them from our K-5 elementary students. We have learned LACOE does not bring firearms when they visit other schools. LACOE's message to our children and community is that they are perceived as dangerous criminals. Our students, teachers, staff, parents, attorneys, consultants, community members and board members, WASC accreditation staff, LAUSD Employees, Assistant Senior Deputy for Education and Public Safety to Los Angeles County Supervisor Mark Ridley-Thomas—all attend or visit our school *without* armed bodyguards. We have *never* experienced an incident of violence at WAYS, and even LACOE staff's own notes reflect that our school is a safe environment with a "secure front entry" where "visitors must ring a doorbell and be buzzed into the main office" and there is "a security guard that is on duty at the location." (Exhibit 4, WAYS000026.)² LACOE staff's use of public funds to hire armed bodyguards for WAYS visits—and *only* WAYS visits—is unlawful, discriminatory and offensive. It has become intolerable. Worse, LACOE staff Judy Higelin actually *delights* in her offensive treatment of our African American and Latino youth. She bragged to staff at the Alameda County Office of Education that "We get to go with an armed guard," and the recipient responded "Pretty scary stuff." (Exhibit 5, WAYS000029.)

² We have periodically provided bates numbers to specific exhibit pages for your convenience.

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- On May 15, 2013, Judy Higelin met with WAYS' Executive Director Ed Cabil and stated that LACOE staff believes WAYS should hire a Latino administrator because "Latino parents want to see the face of the community!"—implying that the school's administration should be Latino/a and not African American. (Exhibit 6, WAYS000032.) We note we are the *only* remaining African American operated public elementary school in South Los Angeles.
- The LACOE Charter Schools Office paid a private eye to follow and videotape a WAYS staff member (Vice Principal Dr. Deara Okonkwo) on at least 16 occasions without her knowledge and without County Board approval—a tactic we do not believe LACOE employs with its other charter schools. (See Exhibit 16, WAYS000144.) We requested the video surveillance records by a Public Records Act request on April 11, 2014. (Exhibit 7.) After over two months of delay, our attorney Greta Proctor spoke with LACOE attorney Courtney Brady on the telephone June 17, 2014, and discussed these video surveillance records. (Exhibit 8.) Courtney Brady specifically stated that LACOE did in fact possess the video surveillance records "on DVD", and in fact specified the records could be produced on DVD versus CD, and that LACOE would provide a copy rather than requiring WAYS to duplicate LACOE's own DVD. Then, on June 18, 2014, Ms. Brady recanted and cryptically stated that LACOE did *not* have "possession, custody or control" of the video surveillance records. (Exhibit 9, WAYS00045.) LACOE staff could not have lost "possession, custody or control" of the DVD—LACOE is explicitly relying upon it as evidence in the NOV (and FCMAT report). If LACOE cannot produce this "evidence" for review, please remove all reference to it from the NOV.
- The LACOE Charter Schools Office spent \$18,000 in scarce public dollars for a witch hunt directed at the WAYS founder's family by the Fiscal Crisis and Management Assistance Team ("FCMAT"). The FCMAT audit intake form, which LACOE filled out when it hired FCMAT, reveals that the audit was *not* initiated to correct financial mismanagement *at all*. Rather, LACOE explicitly stated its purpose to target and persecute the school's founder Kendra Okonkwo and her family, and to manufacture the appearance of grounds for revocation. (Exhibit 13.) On the intake form, LACOE staff recklessly reported to FCMAT that there was "evidence of" breach of fiduciary duty and conflict of interest, and "possible" evidence of ludicrous crimes such as "extortion", "mail and/or wire fraud", and "conspiracy". LACOE staff listed the "Okonkwo Family" as "co-conspirators" and "suspects." (Exhibit 13, WAYS00063.) (Most of the family members have never even been involved with this or any charter school, but were "investigated" anyway.) FCMAT informed WAYS that it performed private background checks on *six* members of the "Okonkwo family" whom LACOE specifically accused of "fraud". Only Deara, Jason and Kendra Okonkwo have *ever even* worked at the school. It concerns us that three additional "Okonkwos" were accused by LACOE staff and investigated by FCMAT. ***The audit did not find evidence that any fiscal mismanagement occurred at all, or is occurring at WAYS, by any member of the Okonkwo family or anyone else, much less any crimes such as extortion, fraud or conspiracy.*** The NOV claims both Deara Okonkwo and Jason Okonkwo have "conflicts of interest," related to the school, even though both have been *specifically cleared of any such conflicts*. (See,

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e.g., Exhibit 10, WAYS000054 [letter from FPPC to Jason Okonkwo dated July 18, 2014 stating FPPC has “closed its file” on any potential conflicts of interest].)

- After the FCMAT audit, WAYS had to *specifically request* that LACOE comply with Education Code section 1241.5(c), which *requires* the LACOE Superintendent to present recommendations to the WAYS board of how to respond to the audit. Our request apparently stumped LACOE staff. In an email dated March 25, 2014, Judy Higelin asked for advice from a friend at the Alameda County Office of Education: “Staff is being tasked with preparing the report to the WAYS Board on the FCMAT Audit. We cannot find any sample.... Do you have anything we could use as guidance?” “Do you by chance have a copy of the [] report that was delivered for us to model after?”³ (Exhibit 5, 000029.) Clearly, LACOE staff ordered the FCMAT audit to amass “evidence” against WAYS for revocation; it had not even *considered* that the FCMAT report should be used to *improve* the school as provided by the FCMAT statutes.
- LACOE staff refuses to acknowledge that the WAYS charter document itself was approved by the County Board. After the County Board approved WAYS’ petition on June 7, 2011, LACOE staff asked WAYS to revise the charter petition in several areas as a “condition” of approval. WAYS attempted to do so in good faith and on numerous occasions, but each time WAYS submitted a redlined draft to LACOE staff, the draft was rejected without any insight or direction as to what LACOE believed was amiss. This has made it impossible for WAYS to comply with LACOE staff’s demands—it is reminiscent of the old voter literacy tests in the Jim Crow era. WAYS complies with the charter *as it was approved by the LACOE Board of Education*, yet LACOE staff expects compliance with conditions not yet memorialized in any final charter document. Ms. Okonkwo requested a copy of WAYS charter from LACOE staff, and LACOE staff responded that “There is not a public document that responds to your request.” (Exhibit 11, WAYS000056.) Noticeably, LACOE did *not* include copy of the school’s charter as an exhibit to the NOV. We believe this issue has recently been resolved, or soon will be as part of an arbitration proceeding initiated by LACOE. But for purposes of this NOV response, LACOE’s actions pose a technical problem for itself in that the parties must refer to compliance with a charter document *that LACOE staff states does not exist*.
- LACOE staff has had preconceived but incorrect notions that “illegal” activities were taking place at WAYS before our charter was even approved by the County Board. That is why LACOE staff recommended denial back in 2011. FCMAT recently provided us evidence that *before* LACOE became WAYS’ charter authorizer, a LACOE staff member contacted the Los Angeles District Attorney’s Office accusing Kendra Okonkwo of an alleged conflict of interest and demanding an investigation—*the very same* LACOE staff member who urged the County Board to deny the charter. (Exhibit 12, WAYS 000059.) The DA’s response was only that the matter was

³ That “model” was for revocation of an Oakland area charter school called “AIMS” for fiscal mismanagement. Earlier this month, a Superior Court judge overturned that “model” and restored the AIMS charter school.

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“currently open” at that time. But the issue was never pursued by the DA. Rather than accept the DA’s conclusion that there was no illegal activity occurring at WAYS, LACOE staff has continued to press for more inquiry, more investigation, and contrary to all evidence, has refused to let go of the idea that “something illegal” must have happened at WAYS. In one instance reported by a former WAYS board member, the former Charter School Office Coordinator, Janis Isenberg, expressed her suspicion about how Mrs. Okonkwo accumulated real estate and ran a successful charter school “if she could not even speak English correctly.”

In short, these abusive conditions and the constant game of “hide the ball” by LACOE staff has made it difficult for us to work with them. We believe the County Board has only heard one side of the story about WAYS from LACOE staff. We hope this letter provides the other side, and provides the careful response necessary for the Board to see that WAYS continues to successfully serve our community, continues to improve, and should remain open to ensure that the interests of WAYS students prevail. We look forward to working with both LACOE staff *and* the Board of Education in the future in that regard.

I. LACOE FAILED TO FOLLOW THE CORRECT STANDARD IN ISSUANCE OF THE NOV

LACOE staff cites violations of Education Code sections 47607(c)(1)(A)⁴ and 47607(c)(1)(C)⁵ as the basis for the NOV to revoke the WAYS charter.

Before revocation, Sections 47607(d) and (e) require LACOE to provide the school with a written notice of “*facts in support of revocation*” and “*a reasonable opportunity to remedy the violation.*” LACOE has not complied with these procedures. The “facts” cited by LACOE in the NOV do not support revocation of the WAYS charter because they are (1) false and unfounded, as demonstrated by LACOE’s own evidence, and WAYS’ enclosed evidence, or (2) to the extent they are true, they have already been fully cured, most many years ago, *or were never a violation of law or the charter in the first place.* Importantly, the NOV fails to identify what WAYS could do to “remedy” the violation to LACOE’s satisfaction. Unless there is a meaningful opportunity for WAYS to remedy the violations to LACOE staff’s satisfaction, then the NOV is a sham and violates the revocation procedures in the Education Code.

Section 47607(c)(1) requires that in order to revoke a charter, the charter authorizer must find that “*substantial evidence*” supports a determination that the school violated the law or charter. “Substantial evidence” means evidence “of ponderable legal significance” that is at least “reasonable, credible, and of solid value.” (*JKH Enterprises, Inc v. Dep’t of Industrial Relations* (2006) 142 Cal. App. 4th 1046, 1057; *Beck Development Co. v. Southern Pacific Transportation Co.*, (1996) 44 Cal. App. 4th 1160, 1204.) The phrase “substantial evidence” “cannot be deemed synonymous with ‘any’ evidence.” (*Id.*) It must actually be *substantial* proof of the essential

⁴ All references to statutes in this letter are to the Education Code unless otherwise specifically noted.

⁵ LACOE staff actually cited 47607(c)(3) and 47607(c)(1), yet 47607(c)(3) does not exist. For the purposes of this letter, WAYS assumes the proper sections are 47607(c)(1)(A) and 47607(c)(1)(C).

elements which the law requires to be proven in a particular case—here, that there exists a current, uncured, material violation of law or charter at WAYS.

The NOV, issued by the County Board, must convey and provide the “substantial evidence” that LACOE has relied upon so WAYS has a reasonable opportunity to remedy the alleged violations. We have reviewed several thousand documents in our compilation of this response: the entire record of exhibits to the NOV, documents produced by LACOE staff, documents produced to us directly from FCMAT, and our own files. We invite the County Board to review the same record. There exists *no* “substantial evidence” in the record to support a revocation of the WAYS charter. Many of the “facts” in the NOV are actually conclusory statements from the FCMAT report, which turn out to be regurgitated conclusions of the LACOE staff itself presented to FCMAT when it asked for the audit. For example, LACOE expressed their concerns about WAYS to FCMAT on the intake document, which mentions “payment to founder (250k) w/out proof of payment being owed” and “Daughter working for another company while employed (also conspiracy).” (Exhibit 13, WAYS000062.) These circular conclusions are not “substantial evidence.” Several of the exhibits attached to the NOV are incomprehensible printouts of webpages taken from a Google search with no apparent relevance, such as 21 pages of screenshots from the “Innovative Ways Academy” website, which LACOE staff appears to assert is the evidence that the vice-principal of WAYS was not fulfilling her regular contracted hours of work. (See Exhibit 14.) For each and every “violation,” LACOE failed to produce evidence that (1) the violation actually occurred, or (2) the violation has not been remedied. Again, the burden to produce all such evidence is on LACOE; the burden is *not* on WAYS to *disprove* the claims made by LACOE.

We remind the County Board that “[t]he chartering authority *shall not* revoke a charter, unless it makes written factual findings *supported by substantial evidence*, specific to the charter school, that support its findings.” (Ed. Code § 47607(e).) We believe the item-by-item responses in Section III of this letter (which tracks the format of the NOV), as well as the attached documentary evidence, demonstrate that LACOE cannot meet the evidentiary burden required to revoke a charter.

II. BACKGROUND INFORMATION AND TIMELINE OF EVENTS LEADING TO THE NOV

The NOV contains numerous inaccuracies and omissions in the “evidence” cited in support of the NOV and ostensibly revocation.

The NOV discusses a Notice of Concern issued to WAYS by LACOE’s Superintendent on December 20, 2013. The NOV claims that WAYS failed to timely respond to the Notice of Concern, and notes that LACOE received separate responses from (1) a single WAYS board member, and (2) the WAYS Executive Director and the rest of the WAYS board. However, the NOV fails to note that LACOE staff sent the Notice of Concern to *a single* WAYS Board member (Carol Tolbert) *at her personal residence in Oakland, CA and her personal email address* only—not to the school’s address of record. The MOU imposed by LACOE specifies how notice is to be provided—and LACOE *failed to follow that process*. At the time the Notice of Concern was issued, WAYS’ Executive Director and board members had informed LACOE staff that Board member Tolbert had been performing poorly and not acting in the best interest of

the school. The Executive Director further informed LACOE staff that Ms. Tolbert might be removed by the other board members in accordance with the bylaws. Despite this information, LACOE staff failed to provide the Notice of Concern to the school's address as required under the MOU between LACOE and WAYS, so WAYS did not receive the transmission until three weeks later on January 14, 2014. Instead, LACOE staff actually sent the notice *only* to the "rogue" member herself—who was later removed after demand from the community.⁶

The Notice of Concern stated it was based on "complaints" LACOE received about WAYS, and the NOV similarly refers to those "complaints", but provides no specifics. We have reviewed *all* the evidence provided by LACOE and it turns out that those "complaints" are constituted solely by one single email from Ms. Tolbert addressed to Mr. Cabil—nothing else. (Exhibit 15.) In the email, Ms. Tolbert stated her grievances with Mr. Cabil. The letter was not addressed to LACOE, nor was it sent to LACOE as a "complaint" intended for LACOE's consideration.

As to the timeliness of WAYS' response to the Notice of Concern, the Notice demanded that WAYS submit a plan of action to LACOE by January 20, 2014—an arbitrary deadline *which ironically happened to be Martin Luther King, Jr. Day*, a national holiday on which even LACOE offices were closed. WAYS submitted its response and plan of action the day after the national holiday, on January 21, 2014. Any reasonable 21st century American should find it absolutely outrageous that LACOE staff would cite this one-day-delay as a reason to revoke the charter of the only African American operated public elementary school in South LA, especially when the Notice was never actually transmitted to the school in the first place.

III. WAYS' ITEM-BY-ITEM RESPONSE TO GROUNDS AND EVIDENCE CITED IN NOV

a. RESPONSE TO ALLEGATION OF FAILURE TO MEET GENERALLY ACCEPTED ACCOUNTING PRINCIPLES OR ENGAGEMENT IN FISCAL MISMANAGEMENT (ED. CODE § 47607(C)(1)(C).)

This section of the NOV relies on the FCMAT audit report to substantiate claims that WAYS either failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement. The entire basis for this portion of the NOV is the statement made in the FMCAT report that:

"There is sufficient documentation to demonstrate that fraud, mismanagement, and misappropriation of the charter schools funds and assets ***may*** have occurred."

(Exhibit 16, WAYS000151 (emphasis added).) WAYS has been trying for several months to discover what LACOE's general allegations of "fraud, mismanagement and misappropriation" specifically refers to. LACOE staff have been vague and/or non-responsive to our requests. ***There has never been any fraud, misappropriation, theft or any misuse of public monies at WAYS.*** We have asked both LACOE staff and FCMAT for *evidence* of any misuse of the

⁶ LACOE's Notice of Concern was based upon an email communication between Ms. Tolbert and Executive Director Ed Cabil. It was not a complaint or even a communication addressed to LACOE.

charter school's assets, and have not received any such evidence. FCMAT did *not* actually make *any* factual finding of any wrongdoing by WAYS in its report. The conclusion that fraud "may" have occurred is unhelpful, and could be said about any school, agency or business. Without *any* evidence, much less "substantial evidence," this conclusion is certainly insufficient to support a revocation.

i. WAYS Has Implemented New Policies And Procedures And Is Recruiting New Management Personnel To Strengthen Its Internal Controls

The FCMAT audit report recommended that WAYS improve its fiscal policies and internal controls, and WAYS has already done so (weeks before the NOV was issued) at the direction and with the approval of LACOE's Controller. Yet the NOV alleges that WAYS lacks effective internal controls. The NOV and the FCMAT report fail to identify how WAYS could further "cure" its internal controls beyond the new, enhanced fiscal policies and procedures it has already adopted.

On April 25, 2014, LACOE Controller Zak Memon presented *the official* Superintendent's report and recommendation to the WAYS Board arising from the FCMAT report, as is required by Education Code §1241.5(c) ("the county superintendent shall report the findings and recommendations to the governing board of the charter school at a regularly scheduled meeting.") The Superintendent's recommendations are as follows in their entirety, verbatim from Mr. Memon's report (emphasis added):

"As we all know that LACOE Superintendent had sent a letter to FCMAT to conduct the audit of the school and the audit was conducted and a report was presented to us, which we are here today to the present to the board here. The report, if I look at it, several pages has so many transactional findings that they report, but I think that you have taken an excellent step today, by what the bottom line of the report is, and that is the fiscal policies. Because all it **boils down to is the fiscal policies** [inaudible word], and this is an excellent step that, is a very good first step in the right direction that this is what it's all about. **Because this report primarily talks about two things: one was the fiscal policies and procedures** [inaudible word], **and the other was the internal controls.** So obviously, once we have the fiscal policies approved and implemented, then fiscal controls will come in. As I was looking at this report, that was to be the bottom line. I'm a CPA, I was an auditor before, and the reason I believe what they have done in this report, that they went through several transactions, is to substantiate and say that **we need to strengthen the internal controls, and we need to revisit the fiscal policies, which Halilu has done today, and of course you [WAYS Board Members] have suggested some improvement, which is very good, to that policy on page number five. I believe that once you go through this policy and approve them, please send it to LACOE and that will solve a lot of problems, moving forward.**

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This was my conclusion, it really talks about that the bottom line is the internal controls and fiscal policies. Moving forward, that is the improvement directed in the recommendations.”

Mr. Memon recommended that the WAYS Board adopt revised fiscal policies and procedures drafted by its back-office services provider, Bali Business Management, which Mr. Memon reviewed. Mr. Memon stated: “If we can go over [the revised fiscal policies and procedures], if you can approve it, and send to us the approved policies, our Charter Schools Office will present it to the [LACOE] board as this is what the school has done, and that will help.” WAYS did just that. At its April 30, 2014 meeting, the WAYS board adopted a revised Fiscal Policies and Procedures Handbook. (Exhibit 17.) LACOE staff participated in revising the handbook, and made numerous suggestions that were ultimately included in several of the policies and procedures. (Exhibit 18.) The handbook is comprehensive, covering budget development and implementation, payroll, purchases, contracting, check requests, and many other topics that were areas of concern for LACOE staff. This handbook will be a guide for WAYS. The school has already effectively cured any alleged failure to adopt and implement adequate financial policies *two months before the NOV was issued*. The NOV failed to address the Superintendent’s own *official* recommendation required by the Ed. Code, and utterly fails to consider WAYS’ response to that recommendation.

The NOV also quotes the FCMAT report’s conclusion that the WAYS executive management team failed to obtain proper signatures and Board approval prior to entering into contracts. As a preliminary note, nothing in the law, charter, corporate bylaws, or in the previous or updated fiscal policies require the WAYS board to approve every contract the school enters into. Such practice would divert the board’s time from more important tasks and unnecessarily entangle the board’s duties with those of the administration. The day-to-day operations of the school are the purview of the Executive Director, who has authority to enter into most contracts and approve most purchases without prior Board approval.

Under the previous WAYS Fiscal Policies and Procedures Handbook, the Executive Director was expressly tasked with overseeing purchases and contracts. (Exhibit 19.) For example, Policy Number Four titled “Contracting Policies and Procedures” reads, “All contracts must be approved by the School Director and [Director of Operations].” (Exhibit 19, WAYS000214). The same language is mirrored in the “Contracting” policy under the revised 2013 policies and the newly adopted 2014 Financial Policies and Procedures Handbook. (Exhibit 20, WAYS000238; Exhibit 17.) *Neither policy requires Board approval for all contracts.*

In any event, the WAYS board did (and continues to) exercise its approval powers when it comes to major contracts. Examples include:

- Contract with Royal Dining Catering for school breakfast and/or lunch services approved by the board on July 31, 2012 (Exhibit 21);
- Contract with Medina’s for central air and heat system installation approved by the board on July 31, 2012 (Exhibit 22);

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- Contract with Total Education Solutions for the provision of education and consulting services approved by the board March 22, 2013 (Exhibit 23);
- Contract payment to McGraw-Hill for new textbooks approved by the board on February 27, 2014 (Exhibit 24);
- Contract with Hill, Morgan, and Associations LLP to conduct the 2014 fiscal year independent audit approved by the board on April 25, 2014 (Exhibit 25);

Contrary to the claims in the NOV, the board also provided regular oversight of the school's financial position and activities. (See Exhibit 26 [the WAYS board recently approved a comprehensive three-year Local Control and Accountability Plan].) Bali Business Management ("Bali"), the school's back-office services provider, has presented a summary financial report at almost every meeting of the board of directors. (Exhibit 27 [attached are WAYS Board of Directors meeting agendas and minutes from the past three years].) An example these regular reports is enclosed. (Exhibit 28 [attached is the June 2014 Financial Report, which is one example of the regular reports provided to the WAYS Board since 2011. Copies of the other reports are available upon request].) At each meeting, a representative from Bali summarized the current financial state of the school, the budget, and typically provided handouts to board members with detailed financial information. The board has consistently monitored the school's financial affairs since its inception, which is one of the reasons the school has been so financially stable over the years. Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally-managed schools in the region. One of the ratios indicating strong financial position includes current ratio (the ability to pay current liabilities when due) of 12:1, which is better than accepted industry average of 2:1. Other ratios include coverage ratio of total debt to total assets of 9%, meaning the school can withstand losses in the future without worrying about inability to pay its bills. (See Exhibit 28.)

Part of the NOV's concern with internal financial controls at WAYS centers around the school's employment of two of WAYS founder Kendra Okonkwo's adult children: Jason Okonkwo (Director of Operations) and Dr. Deara Okonkwo (Vice Principal). Neither Jason nor Deara Okonkwo are dependents of Kendra Okonkwo, and neither has any *actual* conflict of interest in any of the school's transactions. For example, although the school is currently in escrow to purchase the 706 E. Manchester site, WAYS has historically leased the site from a company owned by Kendra Okonkwo, and paid rent to her. Kendra Okonkwo is not on the WAYS board and has not worked at the school since April 30, 2011—prior to LACOE's authorization of the charter. Neither Jason Okonkwo nor Deara Okonkwo had any "personal financial interest" or other impermissible conflict of interest in the lease under the Political Reform Act, Government Code section 1090 or the Corporations Code—and LACOE provided *no evidence whatsoever* to the contrary.

In fact, LACOE staff complained to the FPPC about Mr. Jason Okonkwo's alleged "conflicts" sometime in 2011 and 2012. The FPPC is "the" state agency that enforces the Political Reform Act, and investigates such conflicts. The FPPC's Senior Enforcement Counsel officially determined a few weeks ago that "after a full investigation", that there was insufficient evidence of any such conflict. (Exhibit 10, WAYS000054.) The FPPC referred to LACOE

staff's disproved allegations as "rumors". The FPPC states that it has "closed the investigation". That is the end of it. LACOE cannot seriously contend that revocation is appropriate in light of that FPPC determination.

Nevertheless, at the request of LACOE staff to avoid any *appearance* of a conflict of interest, Jason Okonkwo's contract has not been renewed to serve as Director of Operations for WAYS for the 2014-15 school year. This decision was mutual by the WAYS board and Jason Okonkwo, and he is currently retained on a temporary independent contractor basis while the school searches for his replacement. (Exhibit 29.) Further, in the interest of recruiting "new faces" (LACOE's staff's terminology) at WAYS at the request of LACOE staff, the WAYS board and Mr. Cabil have chosen not to renew his contract as WAYS' Executive Director. Mr. Cabil will remain in his position while the school searches for a replacement with similar experience and passion. Candidates for the Executive Director position were interviewed by the WAYS board on July 23 and 30, 2014, and the Board expects to select a final candidate subject to negotiation of contract terms and background check clearance.

To further solidify the new internal controls and management at WAYS, the school's board has considered two contracts with established charter school support organizations. On July 23, 2014, the WAYS board of directors considered a contract with Celerity Global Development, a California nonprofit public benefit corporation, for school educational support services such as WAYS board meeting and Brown Act compliance support, assistance in vendor selection and management, guidance and oversight on relations with LACOE staff, and technical assistance to WAYS for its instructional school leadership, management and operations. Celerity also provides these services to the successful, LACOE-authorized Celerity Sirius charter school, and other charters. (Exhibit 30 & Exhibit 3.) On July 30, 2014, the WAYS board of directors approved a contract with Charter School Management Company ("CSMC") to serve as the School's new back-office services provider. The WAYS board intends to retain CSMC either by separate contract or as part of the Celerity contract. These partnerships will ensure that WAYS implements and maintains the new, rigorous internal controls recommended by LACOE staff and adopted by the WAYS board of directors on April 30, 2014.

ii. LACOE Staff And The FCMAT Report Both Misrepresent The Auditor's Findings in the WAYS' Annual Audits

The FCMAT report and the NOV both inaccurately claim that the annual WAYS Independent Audit Reports from fiscal years 2012 and 2013 contain repeat findings which WAYS has failed to cure from year to year. The NOV contends WAYS' repeated failure to cure constitutes further proof of the lack of effective internal controls at WAYS.

It appears that neither LACOE staff nor FCMAT's auditors have carefully reviewed the WAYS Independent Audit Reports, because the 2012 and 2013 findings in the Audit Reports are *not* repeated or the same. For example, both reports contain "bank reconciliation" findings, but cite different causes for the deficiency. (Exhibit 31, WAYS000594 [deficiency based on need to ensure proper school official reviews reconciliations monthly]; Exhibit 32, WAYS000640 [deficiency based on need for support documentation for each transaction].) WAYS *addressed each finding* thoroughly and immediately upon receipt of the Reports.

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Most importantly, the recommendations from both Independent Audit Reports were for the school to improve policies and procedures to help avoid issues in the future. WAYS has done so. As previously discussed, WAYS has also implemented a LACOE-approved comprehensive Financial Policies and Procedures Handbook on April 30, 2014 that applies to every specific recommendation in the independent audit reports. LACOE has not identified any other steps or actions WAYS could possibly take to further “cure” the points raised by the WAYS auditors.

iii. There Are No Conflict Of Interest Violations At WAYS

The NOV generally and incorrectly claims there are “conflicts of interest” at WAYS. A “conflict of interest” is not subjective. It is defined by law (such as the Political Reform Act, Government Code section 1090, and the Corporations Code). The only transactions and evidence cited in the NOV as “conflicts of interest” all occurred *years ago*. If there was ever any conflict of interest at WAYS, it was likewise cured *years ago*.

In this section of the NOV, LACOE staff also cites the FCMAT report’s loose conclusion that the atmosphere at WAYS “allowed and continues to allow access, opportunity, and motivation for ... fraud.” But FCMAT did *not* conclude that any such “fraud” actually occurred—because it did *not*. Not only is WAYS fiscally sound, it is operating at as great or a greater surplus than any other charter school of its size in the entire Los Angeles region.

We take even suggestion of fraud very seriously. Statements like this one in the NOV falsely and recklessly imply to the County Board and to the public—our parents, teachers and students—that financial crimes may have occurred at WAYS, which they have not. ***To be clear for the record, there is not, and has never been, any incident of fraud at WAYS.*** Neither the NOV nor the FCMAT report present *any* factual evidence of fraud. In response to FCMAT’s concern about weaknesses in the WAYS “atmosphere,” we have strengthened our fiscal procedures, restructured some of our key administrative personnel and service providers, and implemented new LACOE-approved internal “checks and balances.” (See Exhibit 17; Exhibit 29; Exhibit 3 [2014 Financial Policies and Procedures Handbook; Independent Contractor Agreement with Jason Okonkwo; Draft Management Contract with Celerity].)

1. The former executive director Kendra Okonkwo has not been employed at the school since April 30, 2011, and therefore cannot have a “conflict of interest” in WAYS transactions

All of the alleged “conflicts” cited in the NOV are related to Kendra Okonkwo and her relatives. The relentless witch hunt of the Okonkwos by LACOE staff is unprecedented, unprofessional and illegal. As noted above, FCMAT informed WAYS that LACOE accused *six* members of the Okonkwo family of fraud and conflicts. (Exhibit 33 WAYS000652.) At the direction of LACOE staff, FCMAT investigated all six individuals even though only three members of the Okonkwo family have ever worked at WAYS. LACOE staff also ordered a private investigator to follow and videotape Vice Principal Dearra Okonkwo’s private life on at least *sixteen occasions* outside of school. (See Exhibit 16, WAYS000144; Exhibit 9, WAYS00045 [LACOE “lost custody” of the videotapes before we could review them, and has refused to provide information about who currently has possession of the recordings of Dearra,

yet continues to rely on the unreviewable tapes as evidence].) Neither FCMAT nor LACOE have produced any of the surveillance or background-check records on the Okonkwos to WAYS, so there are some “conflicts” alleged in the NOV that are not supported by any LACOE evidence whatsoever.

LACOE staff’s allegations of Okonkwo family member “conflicts” distract from a simple fact that renders the allegations meaningless: Kendra Okonkwo has not been employed by the school (and does not serve on its board of directors) since 2011—before LACOE even authorized the charter. In the next several paragraphs we respond to the supposed “conflicts” raised by the NOV, but any discussion of Kendra Okonkwo is years-old and irrelevant to the current, proposed revocation of the WAYS charter.

The NOV claims WAYS entered into a self-dealing transaction with Kendra Okonkwo when she leased her property located at 706 E. Manchester Ave. to the school in 2010-2011. WAYS cured any potential conflict as to this transaction when the WAYS board of directors passed a resolution on April 30, 2011 terminating Ms. Okonkwo as Executive Director. (Exhibit 34.) Kendra Okonkwo has not been employed by the school (nor served on its board) ever since. LACOE cannot revoke the WAYS charter for a conflict of interest from 2011. There is no *current* conflict of interest related to Kendra Okonkwo, and LACOE has not suggested otherwise.

Even though there is no *actual* conflict, to cure the *appearance* of a current conflict of interest related to the lease from Kendra Okonkwo, the WAYS board decided to pursue purchase the school site owned by Kendra Okonkwo, thereby removing her from any transactions. Upon advice of counsel, WAYS formed an LLC to purchase the school site at 706 E. Manchester Ave. (Exhibit 35.) This purchase is currently in escrow. In an abundance of caution to prevent any appearance of impropriety, WAYS has used its broker at Cushman Wakefield to negotiate with Kendra Okonkwo (the property owner) on behalf of the School. Cushman Wakefield has provided the WAYS board of directors regular updates at WAYS board meetings. The property was appraised both by the lender and also by an independent appraiser hired by the WAYS Board. The purchase will, we hope, fully and finally resolve any questions about the lease and Kendra Okonkwo.

The NOV also cites an undefined “conflict of interest” related to WAYS’ settlement with Kendra Okonkwo upon her termination. LACOE staff has not explained why they think the settlement could be a “conflict,” since neither Kendra Okonkwo nor any member of her family played any role in WAYS’ decision to settle and the amount of the settlement. We requested evidence from LACOE to substantiate the accusation that there was a “conflict” or the settlement was somehow unfair. (Exhibit 7.) The *only* document LACOE produced was a copy of Kendra Okonkwo’s settlement agreement that *did not even include the material terms*. (Exhibit 36, WAYS000673.) Either LACOE staff is not actually aware of the terms of the settlement agreement, or LACOE staff violated the Public Records Act by its failure to produce the requested documents. Either way, LACOE has not presented “substantial evidence” required for revocation under Section 47607(c)(1) (or *any* evidence) to support its accusation that the settlement amount was improper.

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Although WAYS is not required to offer any further explanation of this personnel matter, we would like to so that the County Board fully understands the circumstances. WAYS entered into the settlement agreement on advice of counsel. As background, we remind the Board of Education that WAYS terminated Kendra Okonkwo *at the direction of LACOE staff as a condition of renewal of the charter*. After WAYS did so, the school received a demand letter from Kendra Okonkwo that asserted a claim of \$480,000 in unpaid salary, unused vacation and sick leave, reimbursement for business-related expenses, and repayment of personal money used in the start-up of the school, as well as other damages for breach of her employment contract. (Exhibit 37.) The school's Executive Director Ed Cabil forwarded Kendra Okonkwo's demand letter to its insurer, Freedom Specialty Insurance Company, and legal counsel for guidance on settlement and coverage. (Exhibit 38.) Upon advice from its insurer and legal counsel for the school, WAYS settled with Kendra Okonkwo for \$228,665.38 (less than half the amount of her claim). (Exhibit 39.) WAYS told LACOE that we were considering the settlement before it was final, and LACOE provided no comment or concern. Yet now, the NOV states that WAYS does not have "proper documentation" to support the settlement. We are unclear what documentation LACOE staff expects to see to second-guess our insurer, insurer's counsel, and WAYS' counsel. As in any settlement, of course, the parties' confidential negotiations that may reveal *how* they arrived at a dollar amount are protected by the attorney-client privilege. The NOV and its exhibits do not contain *any evidence* that the settlement was somehow unsupported or excessive.

2. The contract with OSE Business Services was never a conflict of interest under any California law and was consistent with WAYS' fiscal policies

The NOV mentions that one of WAYS' former service providers—OSE Business Services ("OSE")—is a company owned by a distant cousin of Jason Okonkwo. The NOV claims this relationship created a "conflict" in WAYS' contract with OSE, even though: 1) a distant cousin is specifically *not* the type of familial relationship that creates a conflict under California law; 2) Jason Okonkwo was not even aware of his potential (unverified) relation to the owner of OSE Business Services until he was informed by LACOE staff; and 3) the FPPC has provided Jason Okonkwo a letter dated July 18, 2014 that specifically states there are no conflicts of interest related to Jason Okonkwo.

The NOV, mostly quoting the FCMAT report, states:

"OSE is owned by Obiese Enwezor, who is related to other WAYS vendors: Godfrey Okonkwo, Emeka Enwezor, and DeDe Dance Studio and bears the same last name as the founder/former executive director's brother-in-law, Joseph Njor Enwezor...A document LACOE received after the FCMAT Audit was published provides further evidence that the owner of OSE is the cousin of the Director of Operations/On-Site Financial Manager for WAYS."

The "document" LACOE staff refers to is an obituary announcement for a member of Mr. Enwezor's family. (Exhibit 40, WAYS000693.)

We find it outrageous and disrespectful to the deceased's family that LACOE staff included an *obituary* as "evidence" against WAYS. Moreover, the County Board should be

embarrassed that LACOE staff believes a copy of an obituary of a distant cousin of a school employee constitutes valid, substantial evidence upon which to revoke a charter.

As this Board is no doubt aware, a conflict of interest under the Political Reform Act (“PRA”) exists when a public official makes, participates in, or influences a governmental decision in which he has a personal financial interest. (Gov. Code, § 87100.) Under Government Code section 1090, public officials are prohibited from being financially interested in any contract made by them in their official capacity. (Gov. Code, § 1090.) Here, Jason Okonkwo was not a “public official” for purposes of the decision to purchase from OSE, as that decision was made by the Executive Director Ed Cabil. More importantly, a “financial interest” only exists under the PRA based on a familial relationship if the decision has a material financial effect on a member of the public official’s *immediate family*. (Gov. Code, § 87103.) The possibility that the owner of OSE is a *distant cousin* of WAYS’ now former Director of Operations Jason Okonkwo cannot have ever been a conflict of interest under the PRA. Likewise, under Government Code section 1090, there is no way Jason Okonkwo could have had any “hope of personal financial gain,” or “monetary or pecuniary” interest, in a service contract of a distant cousin. (See *People v. Honig* 48 Cal. App. 4th 289, 325.) The FPPC affirmed this conclusion in a recent letter to Jason Okonkwo dated July 18, 2014, where it stated it had “closed its file” on any investigation (initiated by LACOE) into a conflict of interest. (Exhibit 10, WAYS000054.)

In short, the NOV’s contention that the OSE contract was somehow a “conflict” due to an obituary LACOE staff found is another desperate attempt to fabricate a claim against the Okonkwo family and a colossal waste of the County Board’s time. It also reveals LACOE staff’s lack of understanding of California’s conflict of interest laws.

Contrary to the assertions in the NOV, the OSE contract also did *not* violate the school’s adopted fiscal policies in place at the time. (Exhibit 19.) Under those policies, a competitive bidding process was only required for purchases in excess of \$10,000. (Exhibit 19, WAYS000211.) The services and supplies provided by OSE were approximately \$7,000 to \$8,000, so even under the letter of the competitive bidding requirement, a bidding process was not required. (Exhibit 41.) The NOV also confusingly states that WAYS violated its policies when it “bounced a check” to OSE, but then states that “A review of WAYS 2011, 2012, and 2013 Wells Fargo bank statements do not indicate any insufficient funds or returned checks.” These statements in the NOV are contradictory. LACOE staff asserts a conclusion (that WAYS violated its policy when it bounced a check) and then concedes that they have no evidence to support it (the record shows no bounced checks). Last, the NOV takes issue with WAYS’ failure to use a purchase order for every OSE order. WAYS’ 2006 adopted fiscal policies (in place at the time) state that “All purchases must be initiated by completing a purchase order. Exceptions may be granted by the School Director or [Director of Operations]...in emergency situations.” (Exhibit 19, WAYS000211.) WAYS’ student enrollment almost doubled from the 2010-2011 to the 2011-2012 school year. (Exhibit 42.) WAYS took over another school at the Salvation Army location just weeks before school started, which forced management to scramble for supplies to equip the new location. To meet this need, WAYS ordered from OSE almost daily for a period of time to stock the new school site. It was precisely the type of emergency situation contemplated by the policy that would enable the Executive Director or Director of Operations to initiate isolated purchases without a purchase order.

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We also note the NOV claims OSE may not be a “legitimate” business. This claim is ridiculous. OSE provided actual supplies and services at market rates to the school for several years. In many instances, OSE helped WAYS avoid disaster by supplying services and supplies in times of crisis that the school would not have been able to acquire otherwise on such late notice. WAYS understands that OSE failed to comply with FCMAT’s investigation of OSE’s “legitimacy,” which is unfortunate. In fact, when the WAYS board learned that OSE had refused to cooperate, it terminated the school’s contract with OSE and WAYS has not worked with OSE since then. (Exhibit 43.) However, WAYS cannot be held accountable for a private business’ unwillingness to cooperate with a school audit.

3. DeDe Dance Studio is a nonprofit corporation that has zero paid employees and utilizes volunteers to provide dance classes for WAYS students; by definition, this is not a conflict of interest

Dede Dance Studio (“DDS”) is a California nonprofit public benefit corporation that was founded by WAYS’ Vice Principal Deara Okonkwo. *Deara Okonkwo has never been paid by DDS.* All of DDS’ revenue is used to cover costs of the program including the annual ball for youth, annual retreat/weekend excursion, dance recitals, fieldtrips, and other special events. DDS has no paid employees and uses volunteers to provide its dance classes. DDS was founded by Deara Okonkwo when she was *14 years old* to provide *not-for-profit* dance classes to an underserved community; we are disappointed that LACOE staff could somehow turn this into a reason to revoke the charter.

The NOV states that when WAYS contracted with DDS for after-school dance classes, there was a conflict of interest. There are no facts or evidence of any such conflict. The NOV recites the following facts: 1) Deara is the sibling of the former Director of Operations, Jason Okonkwo; 2) WAYS entered into a contract with DDS to provide an after-school program for WAYS students, which was paid for with After School Education and Safety (“ASES”) Program grant funds; 3) the address for DDS is 706 E. Manchester Ave.—the same building as the school’s address. (The school and DDS each use separate space at the site.)

These facts are unrevealing. WAYS is a *community* school. This alone does not create a conflict. Deara, the founder of DDS, *has never been paid by DDS.* This fact alone invalidates any claim of a conflict under California law. The address of DDS is at the school site because DDS provides after-school program services for the students at the school.

The way in which the school selected DDS was also proper, contrary to the NOV. DDS was paid roughly \$4,000 per month, which is below the \$10,000 threshold for a competitive bidding process. The school’s Executive Director Ed Cabil chose DDS to perform the services, which was within his purview as the Executive Director. All of these procedures were in accordance with the school’s fiscal policies in place at the time.

It is interesting that the FCMAT audit report questions the validity of the business relationship between WAYS and DDS in part because “the [FCMAT] team did not observe students present in the facility during the fieldwork days.” (Exhibit 16, WAYS000144.) This is because, during FCMAT’s visit, all dance classes had to be cancelled to accommodate FCMAT

staff in the school's largest room! Ironically, students could not take their regular dance classes because FCMAT was occupying the entire building making findings about students not taking their regular dance classes.

In 2010, LAUSD specifically investigated whether the DDS contract created a conflict of interest for Deara Okonkwo or the school, *and concluded it did not*. In a "thank you" letter to WAYS, LAUSD expressed that "[their] entire team was inspired by the dance activities that [they] observed...Please give a special thank you to Ms. Deara Okonkwo for the outstanding presentation she provided." (Exhibit 44, WAYS000702.)

4. WAYS acquired the van referred to in the NOV by *donation* and did not pay anything in exchange; by definition, this is not a conflict of interest.

The NOV claims there was an alleged conflict of interest when WAYS "paid \$4,800" to Jason Okonkwo's distant cousin Emeka Enwezor for a van that had previously been leased to the school. The truth is, WAYS paid absolutely *nothing* for the van—it was a donation. The NOV also claims WAYS failed to obtain a signed contract and board authorization for the lease of the van. First, as discussed above, the distant familial relationship between Mr. Enwezor and the WAYS former Director of Operations is by definition *not* a conflict of interest under California law. More importantly, the NOV and FCMAT audit report are simply wrong about the amount WAYS spent to purchase the van. Mr. Enwezor graciously *donated* the van, at a *value of \$4,800*, to WAYS on December 31, 2012. WAYS provided no consideration for the transfer. (Exhibit 45.)

The claim that WAYS failed to obtain a signed contract for the van's earlier lease is false. (Exhibit 46.) Also, the fact that the WAYS board did not give prior approval of the van lease is irrelevant because board approval is not required for *all* contracts, especially a contract of such a small value as the van lease of \$400 per month. As previously discussed, the Executive Director and Director of Operations both had authority to enter into certain vendor and other small contracts on behalf of WAYS under the fiscal policies in place at the time. This is the same at all charter schools we know of. WAYS board approval was not required. It is preposterous that a free, donated school van, which only ever cost WAYS \$400/month pursuant to a contract approved by the school's Executive Director, could form the basis for a NOV, let alone a charter revocation.

iv. WAYS Did Not Violate The Law In The Submission Of Its 2012 and 2013 Independent Audit Reports And Has Cured The Immaterial Issues Identified by the WAYS Auditor In Its Attendance Tracking For The ASES Program

LACOE inaccurately claims WAYS violated section 47605(m) because the School turned in its 2012 and 2013 independent audit reports beyond the annual December 15 statutory deadline. WAYS was not late. This claim reflects the lack of communication at LACOE. As evidenced by documents *produced by LACOE itself*, LACOE approved an extension on the deadline to submit the school's 2013 audit report to January 15, 2014. (Exhibit 47, WAYS000710.) WAYS timely submitted its 2013 audit report on the date of the deadline,

January 15, 2014. (Exhibit 32, WAYS000608). One year earlier, LACOE approved an extension for submission of WAYS' 2012 audit report. (Exhibit 72, WAYS001008.) WAYS timely submitted its 2012 report on December 31, 2012. (Exhibit 31, WAYS000568).

The NOV also cites a portion of WAYS' 2013 independent audit report that claims WAYS failed to comply with the attendance tracking requirements of the ASES program. Specifically, WAYS' sign-out sheets for the program did not include the time students were released from the program and WAYS attempted to claim an indirect cost rate of 5.26% in excess of the 5% allowed under the program. These minor issues were remedied by WAYS as soon as the Auditor notified us, and WAYS is now in compliance with all of the ASES requirements.

We want to point out that this entire section of the NOV—which discusses all of the school's alleged violations of law—is noticeably slim. There are inflammatory words throughout the NOV of “conflicts of interest,” “fraud,” and “misuse and misappropriation of assets,” yet the NOV does not list these as violations of law. This is because *there is no evidence these violations of law occurred*. In fact, the evidence supports *the contrary*. The best “evidence” LACOE has presented is FCMAT's conclusion that “illegal activities may have occurred.”

b. RESPONSE TO ALLEGATION OF MATERIAL VIOLATION OF CHARTER (ED. CODE 47607(C)(1)(A).)

i. The Ways Board Provided Effective Governance Of The School In Compliance With WAYS' Authorized Charter

As mentioned above, it should be noted that WAYS and LACOE staff have not been able to agree on which charter document governs the school: WAYS abides by the document that was approved by the County Board, while LACOE staff believes WAYS is required to comply with additional, unfinalized provisions contained in several different “redlined” versions of the charter. Noticeably, a copy of the school's charter is not included as an exhibit to the NOV. As a result, any revocation of the charter for violation of WAYS charter would raise questions about exactly *which* document was violated.

In terms of general effectiveness of governance at WAYS, we acknowledge there has been some turnover on the WAYS board of directors in the past. We understand board governance at WAYS is a concern for the County Board, and this is a key reason the school's board is considering a contract with Celerity that specifically includes board support and services. The WAYS board has also implemented practices to improve the board's effectiveness: the Executive Director, the Director of Operations, and a representative from the school's back-office services provider all give extensive status reports at every board meeting (Exhibit 27.); even when reports are given orally, hard copies of long reports or reports on important or complex topics, and other supplementary materials, are given to board members (Exhibit 48 [examples are provided but copies of additional reports are available upon request].); at the request of the board or the Executive Director, the Principal and/or Vice Principal attend meetings and provide status reports about the school, students, or other specific topics (Exhibit 49 [examples are provided but copies of additional reports are available upon request].) We have

carefully and thoroughly addressed LACOE staff's concerns about the WAYS board's role and supervision of the school, and the record demonstrates this issue has been resolved.

Most importantly, one thing the WAYS board of directors has consistently done well is to achieve its key goal: to create an academically successful, financially stable charter school. Due to the board's leadership, WAYS undeniably has financial stability, increased student enrollment, and objective student success.

1. The School's charter does *not* require the formation of a finance committee

The NOV claims as a basis for revocation that WAYS has not established a board finance committee as required under "Element 4: Governance" in its charter. There is no such requirement in the charter or by law. The charter references the existence of a finance committee in Elements 5 and 9, and WAYS has this committee in place. The finance committee is not a board committee or comprised only of board members as the NOV incorrectly assumes. There is no requirement that it be comprised in such way. Rather, the finance committee at WAYS is a working group of the Executive Director, Director of Operations, and back office services provider. They meet regularly to provide guidance and recommendations to the WAYS board in the development and implementation of fiscal strategy and the budget. Among other tasks, the group reviews the monthly financial reports presented to the board from the back-office services provider, and works on development of the annual budget. (See, Exhibit 74.) The WAYS board realizes that the development and implementation of the budget is *critical* to the effectiveness of the school, and the board with the help of the finance group, has consistently maintained financial stability at WAYS over the years. (Exhibit 50.)

2. The Board has adopted a comprehensive Financial Policies and Procedures Handbook and has plans to contract with outside service providers to help with the handbook's implementation

The NOV claims WAYS was uncooperative with LACOE in the revision of its fiscal policies. This is untrue. WAYS has revised its fiscal policies several times with LACOE's own revisions, and has always submitted the final, adopted policies to LACOE staff.

The NOV claims LACOE staff asked WAYS administrators for revised fiscal policies on numerous occasions beginning in November 2011 and never received the requested documents. When we looked closely at the evidence LACOE attached to the NOV in support of this claim, *there are no records to support this claim*. The exhibit attached to the NOV is actually a chain of emails and letters between WAYS and LACOE staff about a notice of investigation related to former board members—not related to revised fiscal policies. (Exhibit 51, WAYS000796.) Recall that the evidentiary burden here is on LACOE, not on WAYS to disprove.

To clarify the chain of events in the adoption and transmission of revised fiscal policies at WAYS, WAYS first adopted and submitted revised fiscal policies to LACOE staff as required under the MOU on January 31, 2013. LACOE responded almost three months later on April 18, 2013 that the policies had been received, reviewed and that staff had some additional recommendations. (Exhibit 18.) The long list of recommendations was included as an

attachment to the letter, which concluded “If you have any questions, please contact the Controller’s Officer...” Now, over a year later, the NOV takes issue with the fact that WAYS did not respond to this letter. LACOE—and the letter itself—did *not* request a response. WAYS properly considered LACOE’s list of “recommendations” and many are included in the school’s policies and procedures.

As previously discussed, the WAYS board on April 30, 2014 adopted a comprehensive Financial Policies and Procedures Handbook provided by its back officer services provider, Bali Business Management. LACOE staff made direct edits to these new policies, which were adopted by the WAYS board of directors. The handbook’s policies include payroll, purchases, contracts, and budget formation—all issues raised by LACOE staff. To help WAYS consistently and effectively implement these fiscal policies, the school has plans to contract with Celerity. We have discussed with LACOE that both LACOE and WAYS believe this new business relationship can increase the school’s stability.

3. The Board has maintained effective oversight of the financial affairs and ultimate direction of the School

WAYS is operated by the Merle Williamson Foundation, (the “Foundation”), a California nonprofit public benefit corporation. The NOV claims the Foundation should not have amended its 2002 bylaws without LACOE staff’s express approval. However, subject to any prohibition in the school’s charter or the bylaws themselves, the Foundation may, by law, amend its bylaws at the discretion of the Foundation’s board of directors to better facilitate the purposes of the corporation. Further, in the NOV, LACOE staff quotes *its own staff report* from May 10, 2011 that *recommends* amendment of the 2002 bylaws. The staff report criticizes the Foundation’s 2002 bylaws for not allowing effective governance of a public charter school. In fact, by the time of that staff report, the Foundation had *already amended and cured its bylaws* effective March 16, 2011.

Now, the NOV takes issue with the Foundation’s new bylaws, specifically that they have somehow limited the WAYS board’s authority to approve contracts. The Foundation’s current bylaws explicitly state that “the corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, *by or under the direction of the Board of Directors.*” (Exhibit 52, WAYS000804.) These powers of the board are not narrowly limited, and are consistent with other charter schools’ bylaws authorized by LACOE. There is nothing in the California nonprofit corporation laws, the school’s charter or its fiscal policies that would require the bylaws to state that WAYS board approval is needed for *all* contracts, as suggested in the NOV. Such a requirement is unheard of. It is our understanding that no other charter school authorized by the County Board has such a requirement. In fact, “Oversee the school-operating budget, *authorize spontaneous and ongoing daily expenses as necessary* and maintain robust fiscal vitality” is specifically included in the School’s charter under the job description for the Executive Director.

The WAYS board exercises its oversight powers and has in fact been active in reviewing and approving the school’s major contracts. For instance, contrary to the assertions in the NOV, the WAYS board did grant prior approval for the installation of the central air and heat system. (Exhibit 22.) The Director of Operations’ statements to the Board at the July 31, 2012 meeting

are misquoted by LACOE staff in the NOV. WAYS Executive Director Ed Cabil signed and dated the proposal from the contractor on August 3, 2012, which is 3 days *after* the Board approved the contract at a special meeting. (Exhibit 22.)

Regarding the board's approval of the Salvation Army facility lease, the original lease between WAYS and the Salvation Army was approved by the Board on August 10, 2011 and signed on August 25, 2011. (Exhibit 53.) The terms of the lease have remained substantially unchanged over the years, except for a small rent increase. Each year, renewal of the contract has come before the WAYS board for information. As Executive Director, Ed Cabil had the authority to execute the lease agreement renewals on substantially the same terms as the board-approved document. On February 3, 2014—at the request of LACOE staff that the WAYS board begin approving the Salvation Army lease renewal *before* execution by the Executive Director—the WAYS board ratified the school's present lease of the facility. (Exhibit 54.) The WAYS board will approve the next renewal of the Salvation Army lease prior to execution.

The NOV mischaracterizes the purchase and sale of a school vehicle. In a report to the WAYS board at a meeting on July 31, 2012, Executive Director Ed Cabil recommended that WAYS lease or purchase a vehicle for use in the operations of the school. The board of directors unanimously approved a *written resolution* that authorized “the Executive Director or his designee to enter into a lease or purchase agreement for a vehicle for school use...” (Exhibit 55.) LACOE staff claims they listened to the audio recording and concluded that the board's language did not authorize an *actual purchase*, but only to “look into” the purchase. LACOE staff cannot claim that an audio recording trumps official corporate records. The written, executed board resolution (attached) is evidence of the board's action, and the board authorized the purchase of a vehicle.

More than a year after the vehicle was purchased and used, the Executive Director determined the school no longer needed the vehicle for daily operations and should sell it. Executive Director Ed Cabil instructed the Director of Operations to research vehicles of the same year, make, and model and with similar mileage to estimate a fair sale price, and the Director of Operations did so. The school sold the vehicle for a fair price based on the research, and the WAYS board of directors ratified the sale at its February 2014 meeting. (Exhibit 56.) The NOV quotes a portion of the FCMAT report that claims the sale of the vehicle “resulted in a loss” to the school. We have *explicitly* asked for, but have not been provided any information or evidence about *how* FCMAT or LACOE could have possibly accurately calculated this “loss”. How did FCMAT or LACOE determine the depreciation for the vehicle? Did FCMAT or LACOE consider the vehicle's condition, mileage, location, or market? WAYS did not violate any law or the charter in its reasonable, researched sale of the vehicle. And importantly in this context, LACOE has not provided any evidence to support revocation.

The NOV also claims school's Executive Director improperly hired Wilkinson, Hadley, King & Company, LLP as WAYS' 2013 independent auditor before approval by the WAYS board. The NOV implies that the WAYS board did not even have *knowledge* of the auditor's selection prior to the Executive Director's execution of the auditor's contract, which is not true. The Executive Director informed the entire WAYS board on October 23, 2013 that the school's former auditor had raised its prices to a number that unaffordable for the school. (Exhibit 57.) In order to save the school nearly \$6,000, the Executive Director accepted a proposal from the

new auditors' firm and informed the board of his decision. While we understand the WAYS board could have preapproved the auditors' contract, and will do so in the future, we note the board did ratify the Executive Director's decision by resolution on February 3, 2014. (Exhibit 58.)

The NOV also states there is "no evidence" that the WAYS board approved the employment contract for the Executive Director, Director of Operations, Principal, Vice-Principal, and all other WAYS staff. We note that California law does not require a charter school's board to approve all employment contracts; and in fact, employment attorneys regularly advise that boards should *not* do so. The WAYS board approves the contract for the Executive Director. (Exhibit 59.) See, attached, the renewal of the Executive Director's current employment agreement. It is the Executive Director's responsibility to supervise and evaluate the teachers and classified staff—not the board's responsibility. (Exhibit 60, WAYS000886.) The Executive Director properly kept the WAYS board informed about staff employment contracts by including an update on their development in his regular report to the board of directors. (Exhibit 61.)

4. The Board oversees the development of the annual budget and provides timely approval

The NOV incorrectly claims the WAYS board failed to approve the 2013-2014 final budget before it was submitted to LACOE. The budget that WAYS submitted to LACOE on July 3, 2013 was the school's *preliminary budget*, not the final budget for the upcoming school year. Board approval of the *preliminary budget* is not required before submission to LACOE. In fact, WAYS' policy about budget preparation and implementation directed the Executive Director to review the preliminary budget with the Director of Operations, to ensure the priorities of the school are accurately reflected before approval by the board. (Exhibit 19.) The *preliminary budget* is the responsibility of the Executive Director and the finance working group (committee). Only the final budget requires WAYS board of directors' approval. That is a rather common business practice state wide.

The budget was presented to the WAYS board of directors and approved on August 29, 2013. (Exhibit 62.) During the meeting, there was a question from a WAYS board member about a specific line item that had changed from the previous year. The NOV contends this question should have been answered before the budget was approved, but whether or not to approve the budget is not LACOE staff's decision. The school's back office services consultant was unprepared to answer the question on the spot, so the WAYS board, exercising its oversight in development of the budget, directed the line item to be restored to its previous number and approved. The change in the line item is reflected in the minutes of that meeting, which were unanimously approved at the subsequent WAYS board meeting on October 24, 2013. (Exhibit 63.)

5. The Board did not authorize any improper expenditure of School funds

The NOV alleges that the performance-based stipends paid to WAYS teachers and staff were not supported by proper "criteria or documentation". It is unclear what type of "criteria or

documentation” LACOE believes is necessary, and the NOV does not specify. In fact, the modest stipends (most around \$500) were approved by the WAYS board on February 27, 2014 after a report from the Executive Director. (Exhibit 64.) As outlined in the report, these stipends were for performing extracurricular tasks, taking on leadership roles, and maintaining good attendance habits that are above and beyond what is required. The Board was fully informed about the criteria and evidence the Executive Director used to make the recommendation. In fact, the audio recording from the meeting shows that when Board member Espinoza questioned the criteria used for the stipends, Mr. Cabil gave a specific example of the unpaid time and effort the teachers have expended, stating “We need to have book fairs, for example. Teachers who come forward and volunteer their time, it’s not a paid position, they spend a lot of time.” The stipends were a proper expenditure of public school funds as a form of compensation. LACOE staff also draws an incorrect conclusion that the WAYS board’s approval of the stipends was a Brown Act violation, yet does not provide any explanation.

If any party here has misused public funds, it is the LACOE staff. LACOE paid a private investigator \$18,000 to secretly trail the school’s Vice Principal Dearra Okonkwo for a period of *several months*. The investigator took video footage of Dearra, which is a violation of her constitutional right to privacy and her federal civil rights, and LACOE staff has now apparently “lost custody” of this video footage. We believe there is currently a pending claim against LACOE for that misconduct. We see no “public purpose” for LACOE to spend school money to violate an individual’s privacy and civil rights. We also note the months-long private investigation did not uncover a single violation of law. We believe LACOE staff also misuses public money when it hires armed bodyguards every time a LACOE staff member visits our elementary-aged children at the School. (Exhibit 65, WAYS00913.) WAYS is a safe, secure environment for children and the expenditure of public funds to hire gun-wielding bodyguards for LACOE staff is improper, unlawful, and disrespectful to WAYS board, staff, parents, students, and entire South Los Angeles community.

6. The Board has approved a comprehensive set of school policies

The NOV claims that WAYS has not approved and implemented school policies. LACOE’s statement is utterly incorrect and totally unsupported by the evidence. The only “evidence” of this in the NOV is a reference to an email from a former WAYS board member (who LACOE is aware was removed from the WAYS board) stating her concern that the school had not adopted specific policies. That former board member was wrong. To the contrary, the WAYS Board has adopted policies as necessary for the effective operations of the School. (Exhibit 73 [attached is a full set of WAYS policies currently in place, besides the aforementioned Financial Policies and Procedures Handbook which can be found at Exhibit 17].) As required under the MOU, WAYS submits all of its approved policies to LACOE staff. As always, the school’s full set of board-approved policies is available for review, which we believe are sitting on a shelf in LACOE staff’s offices right now.

7. The Board has held meetings almost every month since LACOE became the charter authorizer

Over the past 3 years, the WAYS board has in fact held meetings at least once each month as required under its bylaws for nearly every month. There were a few months when the

board did not meet, but there were many other months where the board met multiple times. (Exhibit 27.) The NOV blames the Executive Director for not ensuring that the Board meets regularly to fulfill its fiduciary obligations to the school, but they fail to mention that the Board *did in fact meet almost every month*. The NOV also states that the school has not published a schedule of regular meetings. Every year since LACOE's authorization of WAYS, the Board has published a schedule of regular meetings, including most recently at the meeting on July 9, 2014 when the WAYS board approved the next year's schedule of regular meetings. (Exhibit 67.) This new schedule is, of course, available to the public and will be provided to parents, teachers and staff. It is also provided to LACOE staff.

ii. The Board Provided Adequate Oversight Of The School Management Personnel

The NOV makes broad claims that WAYS violated the Employee Qualifications element of its charter. This revolves around the duties of the Executive Director and the Director of Operations. As previously mentioned, former Director of Operations Jason Okonkwo is no longer an employee of WAYS, and the search to fill the Director of Operations position is underway. Additionally, Executive Director Ed Cabil will soon be replaced. The WAYS board of directors has already interviewed the top candidates, one of whom we expect will fill this role. To be clear, neither the Executive Director nor the Director of Operations violated the law or their employment at the school. In both cases, the decision to leave WAYS was mutual by the WAYS board and the employees.

1. The current WAYS Executive Director has increased financial stability, enrollment and parent involvement at WAYS

The NOV claims that the Executive Director violated his duties as specified in the charter. First, we note that the exact description of these duties in the charter has been one of the issues in the arbitration to determine what charter document governs WAYS. Second, any contention in the NOV that the Executive Director has been ineffective is countered by other portions of the NOV that chronicle his consistent and effective involvement with school operations. The Executive Director has overseen the school's business practices, instructional program, and classroom management—as described in his job description. He has given an oral report at every meeting of the WAYS board, consistently informing the board of his operational supervision of the school. (Exhibit 48.)

The NOV discusses the relationship between Mr. Cabil and the former WAYS board president Ms. Carol Tolbert as if it is somehow a violation of law or the school's charter sufficient for charter revocation. Executive Director Ed Cabil had significant concerns with Ms. Tolbert as did many other members of WAYS staff, parents, and the WAYS board itself. Contrary to the statements in the NOV, the Executive Director did not “remove” Ms. Tolbert from the board—the WAYS board of directors did so. The School Site Council (which is the school's parent association) recommended to the WAYS board that Ms. Tolbert be removed as a board member. The Council is organized and directed by the school principal, made up of WAYS parents and staff, and is generally tasked with assistance in the development of the educational program at WAYS. As parents and staff of the school, members of the Council were well within their rights to make a recommendation to the board. The Council did not make the

“decision” to remove Ms. Colbert, the WAYS Board did so. (Exhibit 68, WAYS000925.) The NOV cites the Council’s recommendation as if it shows ineffective governance at WAYS. In fact, the involvement of the School Site Council shows that the school *effectively* engages parents, who are actively involved and heard in school governance. The Charter School Act itself *requires* such involvement. (Ed. Code 47605(b)(5)(D).) The recommendation, made by the Council and communicated to the board by the Executive Director, was proper and cannot serve as grounds for a charter revocation.

2. The former Director of Operations provided strong leadership and balance to the School with his knowledge and passion for education

In this section of the NOV, LACOE staff again discusses the purchase and sale of the school vehicle in 2012 and 2013. The NOV also again notes the relationship between WAYS and OSE. LACOE staff also misquotes a report made to the Board regarding the performance-based stipends. Executive Director Ed Cabil presented that report—not the former Director of Operations.

Confusingly, the NOV also cites the approval of the 2013-2014 budget as if the Director of Operations did something unlawful. The Director of Operations transmitted the school’s preliminary budget to LACOE on July 3, 2013 as required under the MOU, the school’s charter, and California law. The budget was then approved by the board on August 29, 2013 as evidenced by the board’s minutes, including the revision made to the questioned line item (discussed above). The minutes from the August 29, 2013 meeting were approved at the next board meeting on October 24, 2013. This is the standard timeline and procedure for getting the annual budget approved, and the Director of Operations properly implemented this timeline.

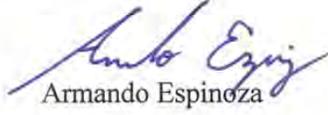
c. CONCERN REGARDING THE GENERAL CAPACITY TO OPERATE A CHARTER SCHOOL

With respect to general capacity, we note the WAYS board of directors is comprised of respected community members with decades of experience in education and business. Our current Board is very strong and we are recently expanded our board to acquire new talent, ideas, and experience from members in the community. Each board member takes the Oath of Office upon membership, which requires the member to commit to enhancing their own individual education for the overall benefit of the school. (Exhibit 69.) Board members attend retreats together where they bond as a cohesive unit, discuss strategies for future school success, and ensure that WAYS is adhering to its mission and goals. (Exhibit 70.) The WAYS board also receives comprehensive trainings from legal counsel on specific issues like Brown Act compliance, conflicts of interest, and best practices for charter school management. (Exhibit 71.) WAYS board members understand their rights and responsibilities as fiduciaries of the school, and each one takes that responsibility to heart. The WAYS Board has consistently provided

necessary oversight and guidance that has allowed the school to prosper, and with support from Celerity, we believe this will continue to improve.

We look forward to discussion of any of these issues with the County Board, as well as LACOE staff and Superintendent Delgado.

Sincerely,



Armando Espinoza

Board Chair, WAYS Board of Directors

EXHIBIT 1

Diana Miketta

6729 Seville Avenue · Huntington Park, CA 90255
Phone: (323) 351-4198 · Email: Mikettad@aol.com

To obtain a seat on the school board of WAYS Charter school.

Education

- Loyola Marymount University** August 2013
Combined MA/Ed.S. in School Psychology with PPS Credential
Expected Graduation: May 2016
- California State University, Long Beach** August 2006-May 2012
Bachelor of Arts, Psychology; Minor: Sociology

Experience

- Wisdom Academy for Young Scientists, Los Angeles, CA August 2013-June 2014
Special Education Paraeducator
- Provided one-on-one and small group instruction with RSP teacher support
 - Modified/tailored lessons to students accordingly
 - Provided support for fundraising events
- A+ Educational Centers, South Gate, CA February 2013-August 2013
Academic Tutor
- Provide individualized instruction to students K-12 in academic subjects and test preparation
 - Data entry and progress tracking
- Miketta Family Daycare, Los Angeles, CA March 2007-August 2013
Daycare Provider Assistant
- Teach, tutor, and assist children with homework
 - Plan/schedule activities for children such as arts & crafts, sports, and reading
 - Recruit and market for childcare services

Volunteer Experience

- DeDe Dance Studio, Los Angeles, CA August 2013-November 2013
Ladies' First Mentor
- Served as a mentor for an art/academic enrichment program
 - Provided mentoring, tutoring, and empowerment for girls ages 5-12
- Direct Resource Solutions, Vernon, CA November 2011-January 2012
Human Resource Recruiting Intern
- Marketed and recruited via online, on-site visits, and phone calls
 - Conducted interviews, filed documents, and data entry
- Cesar Chavez Elementary, Long Beach, CA February 2011-May 2011
Long Beach BLAST Volunteer
- Served as an academic mentor for 4th and 5th grade students in after school program
 - Engaged in recreational activities, sports, games, reading, and arts & crafts

Skills and Abilities

- Internet, E-mail, Microsoft Word, Excel, & PowerPoint
- Bilingual in English and Spanish. Can speak, read, and write fluently.
- Experience working with Special Education students.

References and Supporting Documentation Furnished upon Request

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
PROSPECTIVE CHARTER SCHOOL BOARD MEMBER QUESTIONNAIRE**

As you are already aware, serving on a public charter school board is a position of great trust and responsibility. As a board member of a public school, you are not only ultimately responsible for the education of all students enrolled in the school but also entrusted with the obligation to see that the public monies which are given to the charter school are legally and wisely spent.

In providing the information requested, prospective board members will assist the Charter Schools Division in determining if the application demonstrates that the school will be run in a financially, organizationally and educationally sound manner.

Yes and No answers will be acceptable however N/A is not on the following questionnaire.

Background

1. Please provide your educational and employment history. Please attach your resume.
2. Please indicate whether you will be at least eighteen years old by January 1 of the year in which the proposed charter school would open.

Yes

3. Please indicate how you became aware of the proposed charter school and the opportunity to serve as a member of its board if it is chartered, including who invited you, to sit on the board.

As a former WAYS staff (Special Education Paraeducator), I attended a board meeting and became interested being part of the board. Armando Espinoza informed me that a seat was available.

4. Please explain why you wish to serve on the board.

As a future school psychologist and an advocate for education, I believe that being part of the board will give me the opportunity to advocate for quality education and allow me to impose my ideas for effective program development.

5. Please indicate if you have previously served on a board of a school district or a not-for-profit corporation (including the board of a non-public school) and describe any relevant experience.

I have not served on any previous board before.

6. Please describe your understanding of the appropriate role of a public charter school board member.

To oversee WAYS public funds, as well as to make sure the school is being run accordingly.

7. Please indicate specifically the knowledge and experience that you would bring to the board.

I have a psychology and sociology background where I have developed skills that allow me to interact with diverse individuals. I have extensive work and volunteer experience in schools where I have served as an student aide, academic tutor, and mentor. I am currently in the school psychology

program at Loyola Marymount University where I am exposed to different school sites and required to apply different skills such as, assessment delivery, data collection, collaboration, counseling, goal setting and program evaluation. I feel that I can use these skills to supervise the school budget and give input to implement innovative programs.

8. Please provide a forecast of where you see the school in one year and then again in five years.

In the first year, I see WAYS implementing a comprehensive program that focuses on academics, extracurricular activities, and parental workshops/involvement. In five years, I see WAYS increasing student attendance and test scores.

9. How would you handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family)?

The best way to deal with this situation would be to meet with all of the board for discussion. If more than half are involved higher authority would be contacted.

Conflict of Interest

10. If you, your spouse or other immediate family members knew any of the other prospective board members prior to being invited to sit on the board, please so indicate and describe the relationship with each such other prospective board member.

No

11. If you, your spouse or other immediate family members know any people already known to be prospective school employees, please so indicate and describe the relationship.

No

12. If you, your spouse or other immediate family members know anyone that plans to do business with the school, please so indicate and describe the relationship and the nature of the potential business.

No

13. If the school proposes to partner with an educational service provider (a management company), please indicate if you, your spouse or other immediate family members know any employees, owners, or agents of that provider. If your answer is yes, please indicate the individuals you know and the nature of the relationship.

No

14. If the school proposes to enter into a contract with an educational service provider, please indicate whether you, your spouse or other immediate family member have a direct or indirect ownership, employment, contractual or management interest in the educational service provider.

No

15. Please indicate if you, your spouse or other relative (by marriage or blood) anticipate conducting any business with the educational service provider, the school, or both. If so, please describe the potential relationship.

No

16. Please indicate if you foresee any potential ethical or legal conflicts of interests should you serve on the school's board. If so, describe such potential conflicts.

No

Educational Philosophy

17. Please describe your understanding of the school's mission and/or philosophy.

The mission of WAYS is to create a transformational learning climate in which students become "Empowered to be Leaders Change Agents and True Scientists".

18. Please indicate your level of familiarity with the educational program that the school proposes to utilize.

The educational program of WAYS aims to provide students with a variety of means, such as technology, science, and cultural performing arts to reach their academic goals and become successful individuals.

19. Please describe what you believe to be the key characteristics of a successful school. What specific steps do you think the board of the school will need to take to ensure that this school is successful?

As a board member one is entrusted with the success of the school. This means selecting individuals who believe in the mission of the school and will take responsibility in overseeing the daily activities of the school. For success, the school needs to provide quality grade level instruction along with extracurricular activities to keep students engaged, thus leading them to success.

Diana Miketta
Name (please print)

Signature

Date

This request for information was developed by the State University of New York Charter Schools Institute.

EXHIBIT 2

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
EXECUTIVE DIRECTOR EVALUATION**

BACKGROUND:

The Board of Directors reviewed the evaluation process used last year and have decided to simply update the evaluation tool which is attached.

PROCESS:

The WAYS Executive Director evaluation is a multi-part process designed to elicit constructive feedback from key WAYS staff and stakeholders and employees to provide a 360 degree evaluation of the ED's ability to and success in leading the organization.

The Process Includes:

- A comprehensive performance evaluation and the open-ended questions' form to be completed by each member of the WAYS Board of Directors
- A comprehensive self-evaluation including review of goals by the ED
- An open-ended questions' form evaluation to be completed by several WAYS staff
- Compilation of all evaluation materials by the WAYS Board President in collaboration with the ED Evaluation Committee
- A discussion of the evaluation and recommendations for changes in compensation for the WAYS ED by the WAYS Board of Directors
- Delivery / discussion of the WAYS board's evaluation to the ED by the WAYS Board of Directors' President

Time Frame:

April 21	All final forms distributed to identified individuals
May 21	Evaluations due to the WAYS President of the BOD (including self evaluation)
June 10	Compilation and reviewed by ED Evaluation Committee
June 25	Discussion of Results by the WAYS Board of Directors
June 30	Evaluation given to ED by WAYS BOD President

WAYS EXECUTIVE DIRECTOR EVALUATION BOARD OF DIRECTORS ASSESSMENT FORM

Introduction / Instructions:

Evaluation of the Executive Director is one of three major junctions of the Board of Directors, (Vision / Strategy {ensuing Quality Management, Financial Leadership, Governance}). The evaluation form should take 30-60 minutes to complete. All responses should be directed to President _____, who will remove any identifying data prior to compiling a summary which will be reviewed by the Evaluation Committee before it is shared with the Executive Director.

Each section deals with an important area of responsibility. If you need explanation of description contact President _____. If you are working with an electronic version, eliminate the numbers except your response. Answer NA or NS to questions unable to answer.

At the end of the assessment please take the time to fill out the comment section. Your response will be especially helpful when the Board look for ways to strengthen the Executive Director's performance and that of the organization as a whole. These comments will be shared with the Executive Director.

All responses will be kept confidential and will be compiled in a summary for review by the Board and used in the evaluation interview with the ED. Before June 1, 2011, send completed forms to the WAYS President.

Attach additional pages if needed or desired. Timeliness is essential to ensure the prompt completion of the process.

WAYS EXECUTIVE DIRECTOR EVALUATION BOARD OF DIRECTORS ASSESSMENT FORM

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Attach additional pages if needed or desired. Timeliness is essential to ensure the prompt completion of the process.



WISDOM ACADEMY FOR YOUNG SCIENTISTS EVALUATION AND DEVELOPMENT PLAN

Name: _____ Reporting Period: _____

1 = Needs Improvement 2 = Satisfactory 3 = Good 4 = Excellent

1. RELATIONSHIP WITH THE BOARD OF DIRECTORS

- _____ 1. Provides the Board of Directors and sub committees (if/when applicable) with written agenda and appropriate back-up material before each board/committee meeting
- _____ 2. Keeps the Board of Directors informed on issues, needs, and operations of WAYS
- _____ 3. Offers professional advice and appropriate recommendations on items requiring action
- _____ 4. Has a harmonious relationship with the Board of Directors which includes seeking and acceptance of constructive criticism

2. AUTHORIZING DISTRICT AND PROFESSIONAL RELATIONSHIPS

- _____ 1. Has gained the respect and support of the authorizing district/county concerning WAYS operation
- _____ 2. Solicits and gives attention to problems and opinions of all groups and individuals concerning WAYS programs
- _____ 3. Participates actively in professional organizations
- _____ 4. Works efficiently with public and private agencies that affect the operation of WAYS

3. STAFF RELATIONSHIPS

- _____ 1. Develops good staff morale and loyalty
- _____ 2. Treats staff fairly, without favoritism or discrimination, while insisting on performance of duties
- _____ 3. Delegates authority to staff appropriate to the position each holds
- _____ 4. Evaluates performance of staff, giving commendations as well as constructive suggestions for improvement
- _____ 5. Recruits and assigns the best available staff in terms of their competencies

4. INTERNAL OPERATIONS

- _____ 1. Determines that funds are spent wisely and adequate accounting controls are maintained, and pays attention to budgets and budgeting process
- _____ 2. Assures that the security of WAYS records and systems are maintained

5. PERSONAL QUALITIES

- _____ 1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters
- _____ 2. Devotes time and energy effectively to the position
- _____ 3. Exercises good judgment in arriving at decisions
- _____ 4. Provides an image suitable to the representation of WAYS
- _____ 5. Communicates effectively, expressing ideas in a logical and concise manner

_____ 6. Maintains professional development by reading, working on professional committees, attending conferences, visiting districts, and meeting with other professionals

_____ 7. Establishes goals, objectives, and plans for achieving them

6. OVERALL PERFORMANCE

DEVELOPMENT PLANS

TARGET DATE

<u>DEVELOPMENT PLANS</u>	<u>TARGET DATE</u>
_____	_____
_____	_____
_____	_____
_____	_____

COMMENTS: _____

Signed: _____
Board Member

Date: _____

EXHIBIT 3

AGREEMENT FOR PROVISION OF SERVICES
BETWEEN
CELERITY GLOBAL DEVELOPMENT
AND WISDOM ACADEMY OF YOUNG SCIENTISTS

This School Educational Support Services Agreement (“Agreement”) is entered into and executed as of _____, by and between Celerity Global Development, a California nonprofit public benefit corporation (“CGD”), and the Merle Williamson Foundation, a California non-profit public benefit corporation (“MWF”) doing business as Wisdom Academy of Young Scientists (“WAYS”), with respect to the following facts:

A. CGD is a California nonprofit public benefit corporation organized under California law for public and charitable purposes, which include the promotion, expansion, and replication of Celerity Educational Group charter schools and other schools, and to educate and serve at-risk children, youth, and their families; CGD is organized to support charter schools, educational program and activities, and provides educational and management services and products, human resources administration, including school personnel and business management, curricula, programs, contract administration and technology to charter schools. The products and services of CGD are designed to serve the needs of the schools it supports.

B. MWF is a California nonprofit corporation that operates WAYS charter school and is in need of the services of qualified personnel who are experienced in the provision of certain educational and consultant services.

C. CGD offers a comprehensive package of services and employs individuals (“Employees”) who are experienced, competent and specially trained to provide the services involved in WAYS operations.

D. CGD and WAYS desire to enter into this Agreement for CGD to provide certain services to WAYS.

NOW, THEREFORE, the parties agree as follows:

1. SERVICES.

1.1. Listed Services. CGD shall perform such operational, back office, human resources and other professional services for WAYS as specifically described in Exhibit A, attached hereto and incorporated herein by reference (“Listed Services”).

1.2. Additional Services. CGD may also provide certain additional or other related services not described in Exhibit A as WAYS may from time to time request and that are

mutually agreed upon by CGD and WAYS in writing (“Additional Services”). For example, such Additional Services may include, but are not limited to:

- 1.2.1. Marketing Collateral Design,
- 1.2.2. Marketing Collateral Printing,
- 1.2.3. Media Creation,
- 1.2.4. Business Cards and Letterhead,
- 1.2.5. Website and Graphic Design,
- 1.2.6. Print Design and Process,
- 1.2.7. Student Media Support,
- 1.2.8. Reprographics,
- 1.2.9. NSLP Data,
- 1.2.10. NSLP Reporting,
- 1.2.11. NSLP Fiscal Compliance,
- 1.2.12. Facilities Repair,
- 1.2.13. Facilities Maintenance,
- 1.2.14. IT Support,
- 1.2.15. IT Helpdesk, and
- 1.2.16. IT Asset Management.

1.3 Evaluation. CGD and WAYS will develop a comprehensive evaluation for internal use to compare WAYS’ current educational support services needs to the Listed Services, and to evaluate the provision of such services by CGD. Twice annually CGD and WAYS will evaluate the status of the Listed Services within the organization to determine the effectiveness of CGD’s guidance, support, and technical assistance, and WAYS and CGD may mutually agree to revise the Listed Services, if necessary.

2. COMPENSATION.

2.1. Listed Services. As compensation for CGD’s provision of Listed Services, WAYS agrees to pay CGD _____ (\$_____) per month. The foregoing

- 2 -

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compensation does not include compensation for any Additional Services. CGD will provide a monthly invoice detailing the services provided, and WAYS's payment shall be due within thirty (30) calendar days of the invoice date.

2.2. Additional Services. As compensation for CGD's provision of Additional Services, WAYS agrees to pay CGD the cost of each specific service provided. CGD and WAYS shall mutually agree upon the cost of each additional or other related service in writing before the provision of such services. If such additional or other related services are provided, CGD will provide a monthly invoice detailing the services provided, and WAYS's payment shall be due within third (30) calendar days of the invoice date.

3. EMPLOYMENT RELATIONSHIP.

3.1. Employees performing services pursuant this Agreement are, and shall remain, the employees of CGD, and shall be subject to the ultimate direction and control of CGD and its directors, officers, and other representatives.

3.2. CGD shall have full and sole legal control over and responsibility for payment of all compensation and benefits to the Employees, as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, and social security tax withholding and contributions.

4. TERMINATION AND MODIFICATION.

4.1. This Agreement shall continue in effect for a term of twelve (12) months, beginning on _____, and ending twelve months thereafter. This Agreement shall automatically renew at the end of the term, and for consecutive successive twelve month terms, on the same terms and conditions herein, unless terminated by either party in accordance with section 4.2 below.

4.2. This Agreement may be terminated by either CGD or WAYS upon ninety (90) days prior written notice to the other party, with or without cause.

4.3. This Agreement may be amended by mutual consent but only if in writing and signed by both parties.

5. NOTICE.

5.1. All notices, requests, offers or demands or other communications (collectively "Notice") given to or by the parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served on the party to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the party to whom Notice is to be given, at such

party's address set forth on the signature page of this Agreement or such other address provided by the receiving party.

6. CONFIDENTIAL AND PROPRIETARY INFORMATION.

6.1. For the purposes of this Section, the term "Confidential Information" means all confidential or proprietary information or materials including, without limitation, any documentation, processes, specifications, instructions, know-how, reports, data packages, inventions, ideas and business information, privileged communications and reports, whether or not such information would be enforceable as a trade secret or copyright or the copying of which would be enjoined by a court as constituting unfair competition, which is disclosed by either party to the other party.

6.2. Each party to this Agreement acknowledges and agrees that the other party is entitled to protect and prevent the disclosure or misuse of its Confidential Information, and hereby agrees, at all times after the date hereof, not to disclose, or permit any third party to disclose or use (a) Confidential Information at any time prior to or after the date hereof, or (b) information derived by one party from the other party's Confidential Information which information could not have developed independently, and (c) shall continue to treat the Confidential Information as confidential and nondisclosable, except in each case for and to the extent to which:

6.2.1. Such information is or becomes part of the public domain through no fault of the party;

6.2.2. Such information is disclosed (without obligation of confidentiality) with the prior written approval of the other party;

6.2.3. Such information was, as demonstrated by written records, in the party's possession before the disclosure; or

6.2.4. Such information becomes known to the party from a source other than the other party, provided that such other source has the right to disclose such information without restriction.

6.2.5. Such information is required to be disclosed by law, subject to Section 6.3, below.

6.3. In the event that either party is requested or required by statute, regulation, order of any court or by rule or order of any governmental agency to disclose any Confidential Information, the disclosure of which would otherwise be prohibited by this Agreement, that party shall supply the other party with prompt notice of such request(s) so that party may seek an appropriate protective order.

6.4. To the extent that is necessary and permissible to disclose any education records to employees of CGD in order for CGD to perform the services provided under this Agreement, WAYS designates those employees of CGD performing such services as agents of the school having a legitimate education interest solely for the purpose of entitling such persons to access education records under the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g and implementing regulations; "FERPA"). The parties agree to comply with applicable laws related to student education records including FERPA.

6.5. To the extent that materials, documents or ideas were, or are, owned, designed, developed, formulated, written by or created by CGD or persons employed by CGD, WAYS agrees that CGD shall own all copyright, trademark, licensure, royalty or other proprietary rights to all instructional materials, training materials, curriculum and lesson plans, and any other materials provided by CDG, its employees, members, Board of Directors, officers or subcontractors. WAYS shall have the right to use such materials at the discretion of CGD during the term of this Agreement.

7. INDEMNIFICATION

7.1 CGD shall defend, indemnify and hold WAYS, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which WAYS, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by CGD, its directors, officers, agents or employees in the execution or performance of this Agreement.

7.2 Likewise, WAYS shall defend, indemnify and hold CGD, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which CGD, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by WAYS, its directors, officers, agents or employees in the execution or performance of this Agreement.

8. MISCELLANEOUS.

8.1. Headings. The descriptive headings of the Sections and paragraphs of this Agreement are inserted for convenience only, are not part of this Agreement, and do not in any way limit or amplify the terms or provisions of this Agreement.

8.2. Assignment. No party shall assign this Agreement, any interest in this Agreement or its rights or obligations under this Agreement without the express prior written consent of the other party hereto. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

8.3. Force Majeure. If any circumstance should occur that is not anticipated or is beyond the control of a party or that delays or renders impossible or impracticable a party's

performance under this Agreement, the party's obligation to perform such services shall be postponed for a period equal to the time during which such circumstances shall end, or, if such performance has been rendered impossible by such circumstance, shall be cancelled.

8.4. No Third-Party Rights. This Agreement is made for the sole benefit of the parties. Except as otherwise expressly provided, nothing in this Agreement shall create or be deemed to create a relationship among the parties or any of them, and any third-party, including a relationship in the nature of a third-party beneficiary or fiduciary.

8.5. Professional Fees and Expenses. Each party shall bear its own expenses for legal, accounting, and other fees or expenses in connection with the negotiation of this Agreement.

8.6. Compliance with All Laws, Policies, Procedures and Rules. In performing this Agreement, each party will comply with all applicable federal and state laws, local regulations and school policies including requirements of any applicable charter.

8.7. Survival. The obligations, rights and responsibilities of Sections 2 (to the extent such obligations were incurred prior to termination or expiration), 6 and 7 shall survive the termination or expiration of this Agreement.

8.8. Entire Agreement. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

8.9. Amendment. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by the parties. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

8.10. Governing Law. This Agreement and all questions related to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the State of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

8.11. Jurisdiction, Forum or Venue. The proper jurisdiction, forum and venue for any arbitration, claims, causes of action or other proceedings concerning this Agreement shall be located in the State of California, County of Los Angeles. The parties agree not to bring any arbitration, action or other proceeding arising out of or relating to this Agreement in any other jurisdiction, forum or venue. The parties hereby submit to personal jurisdiction in the State of California for any arbitration, action or other proceeding arising out of or relating to this

Agreement, including but not limited to enforcement of this Agreement, and hereby waive any and all personal rights under the law of any state or other jurisdiction to object to jurisdiction within the State of California for the purposes of any such arbitration, legal action or proceeding, whether on the grounds of inconvenient forum or otherwise.

8.12. Attorney's Fees. In the event any action at law or in equity, arbitration or other proceeding is brought to interpret or enforce this Agreement, or in connection with any provision of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and other costs reasonably incurred in such action or proceeding.

8.13. Arbitration. Any controversy or claim arising out of this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

8.14. Severability. If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

8.15. Counterparts. This Agreement may be signed in counterparts, which shall together constitute the signed original Agreement.

8.16. Electronic Signatures. This Agreement, and any amendment or modification to this Agreement, may be accepted in electronic form (e.g., by scanned copy of the signed document, an electronic or digital signature or other means of demonstrating assent) and each party's acceptance will be deemed binding on that party. Each party acknowledges and agrees it will not contest the validity or enforceability of this Agreement, and any amendment or modification to this Agreement, including under applicable statute of frauds, because they were accepted or signed in electronic form. Each party further acknowledges and agrees that it will not contest the validity or enforceability of a signed facsimile copy of this Agreement, and any amendment or modification to this Agreement, on the basis that it lacks an original handwritten signature. Facsimile signatures shall be considered valid signatures for purposes of this Agreement and any amendment or modification to this Agreement. Computer maintained records of this Agreement and any amendment or modification to the Agreement when produced in hard copy form shall constitute business records and shall have the same validity as any other generally recognized business records.

8.17. Legal Authority. Each party represents and warrants that the individual executing this Agreement on their behalf is a person duly authorized and empowered to execute this Agreement for such party.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

CELERITY GLOBAL DEVELOPMENT

By: _____

Its: _____

Address: _____

MERLE WILLIAMSON FOUNDATION,
A CALIFORNIA NON-PROFIT PUBLIC
BENEFIT CORPORATION d/b/a
WISDOM ACADEMY OF YOUNG
SCIENTISTS

By: _____

Its: _____

Address: _____

Exhibit A
Listed Services

1. Board Meeting Support
2. Assist in Vendor Selection and Management
3. Guidance and Oversight on General Authorizer Relations
4. Technical Assistance with Instructional School Leadership, Management and Operations
5. Participate in Student, Parent & Community Engagement Operations
6. Assist in the Identification, Recruitment, and Selection of Key Employees
7. Assist WAYS Executive Director to Identify, Develop Pool of Highly Qualified Teachers
8. Assist in School Student Recruitment
9. Assist in Master Program Planning
10. Assist School to Secure Funding for Growth
11. Assist in Charter Petition Drafting
12. Assist in Charter Petition/ Renewal/ Modification Authorizer Review Process
13. Support Executive Director in Design and Implementation of Teacher Professional Development
14. Guidance and Oversight on Day-to-Day Instructional Operations
15. Guidance and Oversight on Food Program Operations
16. Guidance and Oversight on Emergency Procedures
17. Guidance and Oversight on Communications Technology
18. Guidance and Oversight on Special Education
19. Guidance and Oversight on Health Services

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DOCS 118603-000001/2006382.1

20. Special Education Program Overall Guidance and Compliance
21. Defines Standards for Appropriate Technology Systems
22. Coordinates School Use of Approved Finance, Student, Achievement Data Systems
23. Research, Application, and Acquisition of Competitive Grant Awards
24. Assist School to Identify/Negotiate/Finance of School Facilities
25. Charter Market Analysis and Demographic Review
26. LEA Plan Formation and Update (if necessary)
27. Assist in Insurance Selection
28. Insurance Fiscal Liaison
29. Insurance Claims Liaison
30. Insurance Audits
31. Assist in RFP Process (as necessary)

mutually agreed upon by CGD and WAYS in writing (“Additional Services”). For example, such Additional Services may include, but are not limited to:

- 1.2.1. Marketing Collateral Design,
- 1.2.2. Marketing Collateral Printing,
- 1.2.3. Media Creation,
- 1.2.4. Business Cards and Letterhead,
- 1.2.5. Website and Graphic Design,
- 1.2.6. Print Design and Process,
- 1.2.7. Student Media Support,
- 1.2.8. Reprographics,
- 1.2.9. NSLP Data,
- 1.2.10. NSLP Reporting,
- 1.2.11. NSLP Fiscal Compliance,
- 1.2.12. Facilities Repair,
- 1.2.13. Facilities Maintenance,
- 1.2.14. IT Support,
- 1.2.15. IT Helpdesk, and
- 1.2.16. IT Asset Management.

1.3 Evaluation. CGD and WAYS will develop a comprehensive evaluation for internal use to compare WAYS’ current educational support services needs to the Listed Services, and to evaluate the provision of such services by CGD. Twice annually CGD and WAYS will evaluate the status of the Listed Services within the organization to determine the effectiveness of CGD’s guidance, support, and technical assistance, and WAYS and CGD may mutually agree to revise the Listed Services, if necessary.

2. COMPENSATION.

2.1. Listed Services. As compensation for CGD’s provision of Listed Services, WAYS agrees to pay CGD _____ (\$_____) per month. The foregoing

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DOCS 118603-000001/2006382.1

EXHIBIT 4

Higelin_Judy

From: Perrenoud_Michelle
Sent: Wednesday, December 18, 2013 10:36 AM
To: Higelin_Judy
Cc: Ginty_MaryJo
Subject: RE: Wisdom Academy for Young Scientist
Attachments: DeDe Dance Studio 706 East Manchester Ave LA CA 90001.pdf

Hello Judy,

I hope this message finds you well.

At the request of Mary Jo Ginty, I planned an unannounced observation and visit to Wisdom Academy of Young Scientists (<http://www.cde.ca.gov/re/sd/details.asp?cde=19101990112730&Public=Y>).

On December 17, 2013, I arrived at Wisdom Academy of Young Scientists located at 706 East Manchester Avenue, Los Angeles, CA 90001 to observe what is taking place from an external view and then internal unannounced visit. I arrived at 2:20pm and departed at 4:30pm. The external observation occurred from 2:20pm – 3:20pm. The internal unannounced after school program visit occurred from 3:20pm – 4:30pm. I left the vicinity at 4:35pm.

- As the instructional day ends at 2:50pm, I wanted to be sure I could observe well before and after the final bell. I arrived at the address at 2:20pm – parked my vehicle on the street (Manchester Avenue) directly in front of the school in order to watch the coming and going of people and vehicles from both the main office and parking gate.
- The main office is located in the center building and can be entered through a secure front entry. Visitors must ring a doorbell and be buzzed into the main office.
- There is a security guard that is on duty at the location, the building and premises are secure and the perimeter is enclosed. There is a main gate entrance for vehicles in which the security guard carries the gate opener on his person. Between 2:20pm and 3:20pm one car entered the gate. Two individuals (females) occupied the vehicle. All parking spaces were full at this point. The parking area is very small. (No other vehicles entered the facility up and through 4:35pm as best I could observe as the same vehicles were present upon my departure.)
- As I watched from the street: parents/guardians/adults began to arrive and wait patiently for the instructional day to end so they could pick up their respective children. They came on foot and by personal vehicle. Between 2:50pm and 3:15pm nearly 70 children left the school grounds with an adult guardian.
- During this time, as I watched from the street – no vehicles or persons arrived with children, or groups of children, to drop them off (or leave them) at the site. (I was on site up and through 4:30pm – no additional children arrived to the school or after school program through this period of time.)
- At 3:20pm I entered the facility. I asked to meet with either Jason Okonkwo or Deara Okonkwo. As I was waiting in the lobby, I picked up one marketing item from a shelf in the open area. The item is a 3x5 color postcard labeled “DeDe Dance Studio” the address for the business is the same address as the school – 706 East Manchester Avenue, Los Angeles, CA 90001. (ATTACHED)
- At 3:25pm I introduced myself to Deara Okonkwo. I explained that I worked for LACOE in the After School Technical Assistance Unit and that I was in the area dropping in to learn more about their program.

EXHIBIT 5

Higelin_Judy

From: Higelin_Judy
Sent: Tuesday, March 25, 2014 4:19 PM
To: Debi Deal (ddeal@fcmat.org)
Subject: Yikes! Request for Sample....

Hi Debbie,
Staff is being tasked with preparing the report to the WAYS Board on the FCMAT Audit. We cannot find any sample of what any of the FCMAT Team may use to deliver the report to a board. Do you have anything we could use as guidance? We have to complete this project by noon on Thursday, March 27.
Thanks for any assistance you can provide.
Judy

From: Gail Greely [<mailto:ggreely@acoe.org>]
Sent: Tuesday, March 25, 2014 4:12 PM
To: Higelin_Judy
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

Yeah – I have a vague memory of seeing a FCMAT presentation (or maybe it was just questions from our board), but I don't have any docs – I'd have to look at OUSD board meeting video. I worked with Debi Deal at FCMAT- she was great.

Gail Ann Greely, Director
Charter Schools Office
Alameda County Office of Education
ggreely@acoe.org
510-670-4234
Fax 510-670-3234

From: Higelin_Judy [mailto:Higelin_Judy@laoe.edu]
Sent: Tuesday, March 25, 2014 4:05 PM
To: Gail Greely; Teresa Kapellas
Subject: RE: Were you ever Involved In presenting a FCMAT report to a charter school?

I guess I could Ask FCMAT!

From: Gail Greely [<mailto:ggreely@acoe.org>]
Sent: Tuesday, March 25, 2014 4:04 PM
To: Teresa Kapellas
Cc: Higelin_Judy
Subject: FW: Were you ever involved in presenting a FCMAT report to a charter school?

Can you lead Judy to something on FAME from FCMAT? I'm trying to remember if there might be something from AIMS on the FCMAT report that conveys how it was presented.

Gail Ann Greely, Director
Charter Schools Office
Alameda County Office of Education
ggreely@acoe.org
510-670-4234
Fax 510-670-3234

From: Higelin_Judy [mailto:Higelin_Judy@lacoed.edu]
Sent: Tuesday, March 25, 2014 3:45 PM
To: Gail Greely
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

I have read the reports. I want to see their "presentation" to the board.

From: Gail Greely [mailto:ggreely@lacoed.org]
Sent: Tuesday, March 25, 2014 3:35 PM
To: Higelin_Judy
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

I really wish I'd had a guard for some of my meetings at American Indian! Pretty scary stuff. I think both the FAME report and the AIMS report are on FCMAT's website.

Gail Ann Greely, Director
Charter Schools Office
Alameda County Office of Education
ggreely@lacoed.org
510-670-4234
Fax 510-670-3234

From: Higelin_Judy [mailto:Higelin_Judy@lacoed.edu]
Sent: Tuesday, March 25, 2014 3:27 PM
To: Teresa Kapellas; Gail Greely
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

They are refusing to deliver the one they just completed for us. Said their attorneys told them not to due to safety issues.

Do you by chance have a copy of the FCMAT report that was delivered for us to model after? We get to go with an armed guard.

From: Teresa Kapellas [mailto:tkapellas@lacoed.org]
Sent: Tuesday, March 25, 2014 3:24 PM
To: Gail Greely; Higelin_Judy
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

Interesting question... FCMAT presented it to the charter directly as it was there report w/findings. We did however use it as the premise for our revocation. -Teresa

From: Gail Greely
Sent: Tuesday, March 25, 2014 1:41 PM
To: 'Higelin_Judy'
Cc: Teresa Kapellas
Subject: RE: Were you ever involved in presenting a FCMAT report to a charter school?

No – when we did American Indian at Oakland Unified, we presented the Notice of Violation based on the FCMAT report, but we didn't present the report itself (they had received it from FCMAT directly). Teresa may have done this with FAME, so I'm cc'ing her.

Gail Ann Greely, Director
Charter Schools Office

Alameda County Office of Education
ggreely@acoe.org
510-670-4234
Fax 510-670-3234

From: Higelin_Judy [mailto:Higelin_Judy@laoe.edu]
Sent: Tuesday, March 25, 2014 11:34 AM
To: Gail Greely
Subject: Were you ever involved in presenting a FCMAT report to a charter school?

If not, do you know anyone who has? We have to do it this Thursday night.

Judy Higelin
Project Director III
Charter School Office
Los Angeles County Office of Education
Education Center West
P: 562-922-8806
F: 562-922-8805
Leading Educators • Supporting Students • Serving Communities

EXHIBIT 6

Letter Of Request For Meeting With CSO Leaders

Wed, Jul 30, 2014 at 6:16 AM

From: Edward Cabil <edcabil@sbcglobal.net>
To: Higelin_Judy <Higelin_Judy@laoe.edu>; "Fuentes_Olivia@laoe.edu" <Fuentes_Olivia@laoe.edu>
Sent: Sunday, May 19, 2013 2:27 PM
Subject: Re: Letter Of Request For Meeting With CSO Leaders

Hi Judy and Olivia,

I want to thank you both for what I perceived as a cooperative informational sharing meeting pertaining to finalizing Wisdom Academy For Young Scientists' charter petition.

In regards to one key point of conversation regarding **enrollment demographics that match those of the district in which Wisdom Academy For Young Scientists operates**, I wish to summarize the statements made by Olivia Fuentes on this issue:

1. Olivia used her cell phone to determine the ethnic enrollment of the nearest matching K-5 elementary school to Wisdom Academy. That school was Manchester Avenue; Olivia read the ethnic ratio as 80/20 Latino students to Black students.
2. After a few exchanges on the enrollment plan, I mentioned that there was a reason why Black parents took their children out of the Los Angeles Unified School District and placed them in charter schools operated by Black leaders, and that the parents' action was due to a recent Office of Civil Rights suit against LAUSD for not teaching academic English to Black students, thus that's why there are only 4% of Black students in our California colleges. I then said that the requirement of forcing an 80/20 Latino ratio was unfair. To that statement, Olivia replied, "That's the law!"
3. I asked the question, "What was the purpose of this law? I did not get a clear answer, but a discussion ensued about school segregation. I then said that there were many Latino schools that had 98-100% Latino students enrollment, so why are there no attempts made to desegregate those schools to reflect LAUSD's ethnic ratio?"
4. Mr. Jason mentioned that WAYS' recruitment plan was going quite well due to the fact that a concerted effort is in effect by WAYS to recruit Latino pre-school grads for our kindergarten class by using our Latino staff members as the key contact persons who present at 100% Latino enrolled pre-schools. To this Olivia stated, "Latino parents want to see the face of the community!" Olivia explained her statement to mean that Latino parents want to see the administrative leadership of the school! To this, I mentioned that you mean that we must hire a Latino administrator, who would be the lead person in recruiting Latino students, and

Olivia nodded yes!

5. Olivia said to me, "Mr. Cabil, you retired once, are you retiring again after this year? I did not give a yes or no answer to this question because I felt that that question was related to filling my Executive Director's position with a Latino.

6. Following all of the final exchanges between both sides, I mentioned that this whole issue of forcing an 80/20 Latino ratio in a school that followed all of the enrollment and recruitment rules will have to be settled in court!

Agan, I want to thank you both for an informative meeting!

Blessings,
Ed Cabil

From: Higelin_Judy <Higelin_Judy@lacoed.edu>
To: "Edward Cabil (edcabil@sbcglobal.net)" <edcabil@sbcglobal.net>
Cc: Benitez_Yolanda <Benitez_Yolanda@lacoed.edu>; Fuentes_Olivia <Fuentes_Olivia@lacoed.edu>; Sanchez_Lila <Sanchez_Lila@lacoed.edu>
Sent: Tuesday, May 14, 2013 1:51 PM
Subject: FW: Letter Of Request For Meeting With CSO Leaders

Good afternoon Ed,

We can meet from 1:00 to 2:00 tomorrow (May 15) to discuss revisions to the charter. Please call Lila Sanchez right away so she can attempt to reserve a room. 562-922-8806.

We will have to check everyone's availability for the week of June 3 for the visit debrief meeting. Due to previous commitments on Monday and Tuesday that week, we will be looking at Wednesday, June 5th through Friday, June 7th.

Judy

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Tuesday, May 14, 2013 12:27 PM
To: Higelin_Judy
Cc: Delgado_Arturo; Benitez_Yolanda
Subject: Letter Of Request For Meeting With CSO Leaders

In the above attachment, please find the request to meet with CSO leaders.

Blessings,
Ed Cabil

EXHIBIT 7

WISDOM ACADEMY FOR YOUNG SCIENTISTS

April 11, 2014

VIA E-MAIL AND U.S. MAIL

kwan_frank@lacoe.edu

Frank Kwan, Director
Communication Department
Los Angeles County Department of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Public Records Act Request and Demand for Preservation of Evidence
Wisdom Academy of Young Scientists

Dear Mr. Kwan:

Pursuant to the Public Records Act, Government Code section 6250 *et seq.*, this letter constitutes a request for inspection and copying of Los Angeles County Office of Education ("LACOE") public records related to the Wisdom Academy of Young Scientists ("WAYS").

On March 19, 2014, the CSIS Fiscal Crisis & Management Assistance Team ("FCMAT") released a final report on an Assembly Bill 139 extraordinary audit of WAYS performed by FCMAT at the direction of LACOE. That final report is referred to throughout this Public Records Act request as the "Audit," and a copy of the Audit is attached for reference.

We note that for purposes of the Public Records Act, the "records" requested in this letter include both paper documents as well as documents stored electronically, such as electronic correspondence (email), and calendar and contact records. (Gov. Code, § 6252.) "Records" also include any data generated by, transmitted to, controlled by and/or stored on Judy Higelin's or any other LACOE staff member's computers and storage media, such as email, voice mail, text messages, flash drives and video surveillance records. (Gov. Code, § 6252.) We request that you produce electronically stored records in native format.

We request inspection and copies of the following public records pursuant to Government Code section 6253(b):

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Meeting Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

1. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE: "received allegations of multiple fiscal irregularities . . . at WAYS charter school."
2. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE: "received allegations of . . . questionable expenditures . . . at WAYS charter school."
3. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE: "received allegations of . . . inappropriate related-party transactions at WAYS charter school."
4. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage."
5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports."
6. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . contact information."
7. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . student information."
8. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . board minutes, board agendas, board meeting dates."
9. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3-4 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . failure to abide by conflict of interest laws."

Sebastian Army Campus
7551 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6194
Facsimile: 323-589-8209

Manchester Campus (Official Mailing Address)
730 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kindergarten Campus
6770 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

10. Any and all "written complaints" received by LACOE as referenced in the first sentence on page 4 of the Audit, as well as any and all records related to these "written complaints."
11. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE referenced in the first sentence on page 4 of the Audit, including but not limited to staff notes or any other writings evidencing the existence of any such "verbal complaints".
12. Any and all "written complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
13. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in fiscal mismanagement" as referenced in the first full paragraph on page 4 of the Audit.
14. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
15. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director" as referenced in the first full paragraph on page 4 of the Audit.
16. Any and all "written complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
17. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board" as referenced in the first full paragraph on page 4 of the Audit.
18. Any and all "written complaints" received by LACOE "alleging . . . resignation of five of the nine board members in one month citing concerns over conflict of interest" as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these "written complaints."
19. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "alleging . . . resignation of five of the

Valdosta Arms Campus
7651 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Wilmington Campus (Office/ Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8770 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6500

WISDOM ACADEMY FOR YOUNG SCIENTISTS

nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit.

20. Any and all “written complaints” received by LACOE “alleging . . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
21. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging . . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit.
22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that “three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.”
23. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “irregularities and possible misappropriation of funds within the WAYS charter school organization” noted by LACOE staff, as stated on page 4 of the Audit.
24. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases” referenced on page 4 of the Audit.
25. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school” referenced on page 4 of the Audit.
26. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . execution of a vehicle lease without board approval” referenced on page 4 of the Audit.
27. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the “allegations of fraud [that] involve . . . a substantial separation of service payment to the former executive director without sufficient supporting documentation” referenced on page 4 of the Audit.
28. Any and all records that show, substantiate, provide backup explanation, or are in any way related to “direct observations by LACOE staff” of “instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties” referenced on page 16 of the Audit.

Subsidiary Annex Campus
2651 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
700 L. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-4655
Facsimile: 323-752-4644

Kinder Campus
8776 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

29. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "preliminary investigation" conducted by LACOE referenced on page 4 of the Audit, and any records that show, substantiate, provide backup explanation, or are in any way related to the results, evidence, or conclusions of said "preliminary investigation."
30. Any and all "written complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit, as well as any and all records related to these "written complaints."
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education's approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the "direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013" referenced on page 38 of the Audit.
35. Any and all records of transmission of the Audit from Judy Higelin or any other LACOE staff or Board of Education member to the District Attorney, State Superintendent, or any other party or person.
36. Copies of all the records contained in the binders brought by LACOE staff, agents, or representatives, including Alex Cherniss, to the March 27, 2014 scheduled WAYS board meeting.
37. Any and all records that identify or relate to every person who attended the March 27, 2014 scheduled WAYS board meeting at the request or with the knowledge of Superintendent Delgado or any other LACOE staff member.
38. Any and all records that constitute, refer or relate to any electronic communication between LACOE staff member Judy Higelin and any of the following individuals from March 1, 2013 through the present: Deborah Deal, Michael W. Ammermon, Laura Haywood, and Carol Lee Tolbert.

Please identify these records and contact me within 10 days of receipt of this letter informing me of the date and time the requested information will be made available. (Gov. Code, § 6253.) If any records responsive to this request are withheld, please provide a written justification and the names, titles and positions of each person responsible for the denial. (Gov. Code, §§ 6253(d), 6255.)

Salvation Army Campus
7601 S CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8909

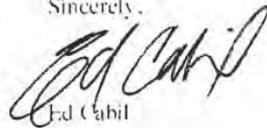
Manchester Campus (Official Mailing Address)
406 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
6778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6800
Facsimile: 323-589-6550

WISDOM ACADEMY FOR YOUNG SCIENTISTS

In addition, in light of the pending dispute between LACOE and WAYS, by this letter, *LACOE and its Board are hereby given notice not to destroy, conceal or alter any paper or electronic files and other data generated by and/ or stored on its computers and storage media, or any other electronic data, such as voice mail, that have been generated and/ or accessed, related to WAYS.* All documents, files and/ or electronic data should be preserved on the original media and in native format. *This includes emails that would otherwise be automatically deleted, excluded or otherwise discarded from LACOE's email system pursuant to any records retention and destruction policy.* Failure to comply with this notice can result in severe sanctions being imposed by a court for spoliation of evidence or potential evidence. In order to ensure LACOE's obligation to preserve documents and things will be met, please also forward a copy of this letter to all persons and entities with custodial responsibility for the items referred to in this letter, and confirm that you have done so.

Sincerely,



Ed Cabil

Southern Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-6194
Facsimile: 323-537-8209

Angelskeller Campus (Official Writing Address)
700 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Exeter Campus
8778 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-589-4500
Facsimile: 323-589-6350

EXHIBIT 8



Procopio, Cory, Hargreaves and Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
T. 619.238.1900
F. 619.235.0398

Greta A. Proctor
Direct Dial: (619) 515-3219
E-mail: greta.proctor@procopio.com
Personal Fax: (619) 235-0398

June 18, 2014

VIA E-MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: WAYS Public Records Act Request

Dear Ms. Brady:

This letter follows up on your telephone call and our conversation yesterday, as well as your email today.

You stated in our call that LACOE staff provided FCMAT with several large batches of .pdf documents about WAYS. You mentioned some were privileged, but when I asked how they were privileged, you said you had not actually reviewed them to determine which privileges and/or Public Records Act exemptions apply. This is surprising given WAYS' Public Records Act request was made over two months ago, and LACOE staff prepared a 32-page report that recommends closure of the school based on these documents. This is also the first time LACOE has mentioned withholding any records, and that more time may be needed to assemble documents. Again, this is surprising since LACOE has already issued a NOV on these issues. Please provide us with those documents, in their native .pdf format.

You also stated that LACOE would provide WAYS copies of the 32-page staff report on the Notice of Violation, the FCMAT audit report, and the remainder of the 1000+ pages of documents that were attached to the staff report. As you know, we already have these documents, and we do not need LACOE to reproduce them (obviously).

You also mentioned that responsive emails have been deleted, which concerns us since there is pending litigation between LACOE and WAYS. LACOE was aware the FCMAT report would lead to litigation in that LACOE recommended closure of our school based on the report, and in addition, WAYS sent a litigation hold request as part of its Public Records Act request as soon as it reviewed the report. You mentioned deleted emails can be retrieved and turned into .pdf documents. Please do so and produce these emails to us.

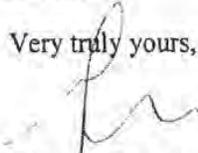
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Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 18, 2014
Page 2

You also informed me that the video surveillance records requested by WAYS in the April 11, 2014 letter are disclosable and will be produced on DVD on June 23rd. Please provide us the copy costs for these DVDs.

Our FedEx number is as follows: 0921-0623-3.

Very truly yours,



Greta A. Proctor

cc: Edward Cabil

EXHIBIT 9



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arturo Delgado, Ed.D.
Superintendent

June 18, 2014

Via E-mail: greta.proctor@procopio.com

Los Angeles County
Board of Education

Greta A. Proctor
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101

Douglas R. Boyd
President

Re: Public Records Act Request re Wisdom Academy for Young Scientists

Rudell S. Freer
Vice President

Dear Ms. Proctor:

Katia Braude

This correspondence is in response to your June 18, 2014 correspondence. The requested records are being produced in their native format which includes hard copies, PDF files, text files, word documents, and excel spreadsheets. Documents which are protected by the attorney-client privilege have been withheld.

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrefine

As clarification, responsive emails to your request may have been deleted from the user's inbox but have been preserved in other formats. I merely mentioned this because such emails will not be available in their original format but are being produced in the format in which they were stored. Please be advised that no emails and/or other responsive documents have been deleted or destroyed.

Also as clarification, the Los Angeles County Office of Education ("LACOE") does not have the requested video surveillance records in its possession, custody, or control. These records were not produced by LACOE to FCMAT. A written report regarding the video surveillance was provided by LACOE to FCMAT and that report will be produced to WAYS.

As you requested, the records will be produced as available. Flash drives with a portion of the requested documents will be sent via FedEx to your office. Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Courtney M. Brady'.

Courtney M. Brady
Deputy General Counsel

CMB:riv

Procopio®

www.procopio.com

Procopio, Cory, Hargreaves and Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
T. 619.238.1900
F. 619.235.0398

Greta A. Proctor
Direct Dial: (619) 515-3219
E-mail: greta.proctor@procopio.com
Personal Fax: (619) 235-0398

June 20, 2014

VIA E-MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: WAYS Public Records Act ("PRA") Request

Dear Ms. Brady:

Yesterday, we received two flash drives you claimed contained documents responsive to WAYS' April 11, 2014 PRA request. This production was grossly inadequate. One of the flash drives (#2) was corrupt and none of the files could be opened. Moreover, the "folders" on that flash drive were empty. The documents we were able to open on flash drive #1 were *WAYS' own board resolutions, agendas and documents*, and emails from LACOE to *WAYS itself*; documents we clearly already have. When you and I spoke on Tuesday, you asked about emails and I specifically confirmed that WAYS is seeking, in particular, email communications between LACOE staff and FCMAT staff about WAYS, and internal LACOE email communications about WAYS. Where are those documents?

It has been over two months since WAYS' PRA request, which sought 38 categories of documents, and we have a grand total of 23 records from LACOE, *all of which are our own documents*. Half the documents LACOE has produced thus far cannot be opened, and the other half are WAYS' own records, which you must know we already have. This is unacceptable, and is even more surprising given LACOE staff is moving full speed ahead on a revocation of the school's charter based on the issues that are the subject of our 38-category PRA request. In fact, at the LACOE Board meeting where the NOV was issued, LACOE staff pushed the LACOE Board of Directors to *shorten* the timeframe proposed by Board member for WAYS' response to the NOV. Now, it is midway through our time to provide a response and we still have absolutely no substantive documents. This is unacceptable and we believe it may be intentional.

I was also very surprised to read your letter dated June 18, 2014 in which you stated that LACOE does not have the video surveillance records we requested in its possession, custody or control. When you and I spoke on the telephone June 17, 2014, we discussed these video surveillance records at length. You specifically stated that LACOE has the video surveillance records on DVD. In fact, you and I went back and forth about whether the records could be

San Diego • Del Mar Heights • Orange County • Silicon Valley • Phoenix • Austin
DOCS 118603-00001/1988567.1

WAYSAPPEAL-001838

WAYS000046

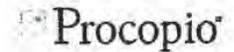
Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 2

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produced on CD or DVD, and whether you would provide a copy or whether we should be prepared to duplicate LACOE's own DVD. How did LACOE lose "possession, custody or control" of the DVD since we talked? If LACOE does not in fact have its own DVD surveillance records, who does have "possession, custody or control" of them? If they were destroyed, such act would clearly violate the litigation hold request WAYS sent as part of its April PRA request.

At this point, I believe it may help to lay out (again) the records WAYS is seeking and has not yet received. Below is a list of the records sought in our April PRA request, which we have *not yet received*. Most of these records are explicitly referenced by LACOE staff itself, and some we have actually observed in staff's possession (such as binders). We believe they are immediately available to you. For example, in our telephone call June 17, 2014, you told me that LACOE provided FCMAT with several large batches of documents, documents you said were too lengthy to email. We received a grand total of 23 of our own records on the flash drives you produced, which clearly do not comprise "several large batches of documents too lengthy to email." WAYS has only a few weeks left to respond to the allegations made to the LACOE Board by staff, and it is egregious for that same staff to withhold records directly relating to those allegations. Please produce these documents immediately so that we may avoid judicial intervention.

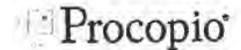
1. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of multiple fiscal irregularities . . . at WAYS charter school."
2. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . questionable expenditures . . . at WAYS charter school."
3. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 1 of the Audit that LACOE "received allegations of . . . inappropriate related-party transactions at WAYS charter school."
4. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage."
5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that "county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports."



Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 3

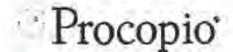
6. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . contact information.”
7. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . student information.”
8. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . board minutes, board agendas, board meeting dates.”
9. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3-4 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . failure to abide by conflict of interest laws.”
10. Any and all “written complaints” received by LACOE as referenced in the first sentence on page 4 of the Audit, as well as any and all records related to these “written complaints.”
11. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE referenced in the first sentence on page 4 of the Audit, including but not limited to staff notes or any other writings evidencing the existence of any such “verbal complaints”.
12. Any and all “written complaints” received by LACOE “alleging WAYS engaged in fiscal mismanagement” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
13. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in fiscal mismanagement” as referenced in the first full paragraph on page 4 of the Audit.

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 4



14. Any and all “written complaints” received by LACOE “alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
15. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in . . . interference with the board in its fulfillment of fiduciary duties by the founder/ former executive director” as referenced in the first full paragraph on page 4 of the Audit.
16. Any and all “written complaints” received by LACOE “alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
17. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging WAYS engaged in . . . disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board” as referenced in the first full paragraph on page 4 of the Audit.
18. Any and all “written complaints” received by LACOE “alleging. . . resignation of five of the nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
19. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging. . . resignation of five of the nine board members in one month citing concerns over conflict of interest” as referenced in the first full paragraph on page 4 of the Audit.
20. Any and all “written complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit, as well as any and all records related to these “written complaints.”
21. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all “verbal complaints” received by LACOE “alleging. . . ongoing board member resignations, dissention, verbal abuse of board members by the founder/ former executive director and, most recently, her son, the director of operations” as referenced in the first full paragraph on page 4 of the Audit.

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 5



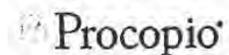
22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that "three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings."
23. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "irregularities and possible misappropriation of funds within the WAYS charter school organization" noted by LACOE staff, as stated on page 4 of the Audit.
24. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases" referenced on page 4 of the Audit.
25. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school" referenced on page 4 of the Audit.
26. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . execution of a vehicle lease without board approval" referenced on page 4 of the Audit.
27. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "allegations of fraud [that] involve . . . a substantial separation of service payment to the former executive director without sufficient supporting documentation" referenced on page 4 of the Audit.
28. Any and all records that show, substantiate, provide backup explanation, or are in any way related to "direct observations by LACOE staff" of "instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties" referenced on page 16 of the Audit.
29. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the "preliminary investigation" conducted by LACOE referenced on page 4 of the Audit, and any records that show, substantiate, provide backup explanation, or are in any way related to the results, evidence, or conclusions of said "preliminary investigation."

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
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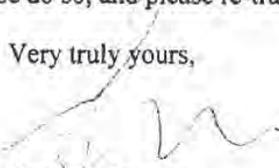
30. Any and all "written complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit, as well as any and all records related to these "written complaints."
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education's approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the "direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013" referenced on page 38 of the Audit.
35. Any and all records of transmission of the Audit from Judy Higelin or any other LACOE staff or Board of Education member to the District Attorney, State Superintendent, or any other party or person.
36. Copies of all the records contained in the binders brought by LACOE staff, agents, or representatives, including Alex Cherniss, to the March 27, 2014 scheduled WAYS board meeting.
37. Any and all records that identify or relate to every person who attended the March 27, 2014 scheduled WAYS board meeting at the request or with the knowledge of Superintendent Delgado or any other LACOE staff member.
38. Any and all records that constitute, refer or relate to any electronic communication between LACOE staff member Judy Higelin and any of the following individuals from March 1, 2013 through the present: Deborah Deal, Michael W. Ammermon, Laura Haywood, and Carol Lee Tolbert.

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
June 20, 2014
Page 7



Last, I received an email from you this morning asking if you may use our FedEx number to transmit additional documents. Yes, please do so, and please re-transmit the corrupted files.

Very truly yours,



Greta A. Proctor

cc: Edward Cabil

EXHIBIT 10



FAIR POLITICAL PRACTICES COMMISSION
428 J Street • Suite 620 • Sacramento, CA 95814-2329
(916) 322-5660 • Fax (916) 322-0886

July 18, 2014

Jason Okonkwo
4326 Enoro Drive
Los Angeles, CA 90008-4804

Re: Closure Letter
FPPC No. 12/333: Jason Okonkwo

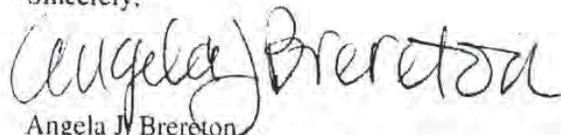
Dear Mr. Okonkwo:

The Fair Political Practices Commission (the "Commission") enforces the provisions of the Political Reform Act (the "Act").¹ As you are aware, the Commission received a complaint against you concerning the conflicts of interests provisions of the Act. Specifically, the complaint alleged that, as Director of Operations of Wisdom Academy of Young Scientists (WAYS), a public charter elementary school located in Los Angeles, CA, you violated the conflict of interest prohibitions by your involvement in facility improvements to real property leased by your mother, Kendra Okonkwo, to WAYS. Additionally, the complaint alleged that you resided with your mother, Kendra Okonkwo, and it was rumored that the properties leased to WAYS by Kendra Okonkwo were actually held in a trust in which you had a beneficial interest.

After a full investigation, the Enforcement Division has found insufficient evidence to establish that you had an economic interest in either Kendra Okonkwo, or in the real property Kendra Okonkwo leased to WAYS. Therefore, we have closed our investigation against you in this matter.

If you have any questions regarding this matter, please feel free to contact me at 916-322-5660.

Sincerely,


Angela J. Brereton
Senior Commission Counsel
Enforcement Division

¹The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

EXHIBIT 11



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

October 4, 2011

Arturo Delgado, Ed.D.
Superintendent

Via First Class Mail

Los Angeles County
Board of Education

Ms. Kendra Okonkwo
4326 Enoro Dr.
Los Angeles, CA 90008

Douglas R. Boyd
President

Rudolf S. Freer
Vice President

Dear Ms. Okonkwo:

Katie Braude

California Public Records Act Request

Gabriella Holt

Maria Reza

The Charter School Office received your California Public Records Act (CPRA) (Government Code § 6250 et seq.) request dated September 27, 2011, for "a copy of Wisdom Academy for Young Scientists' Approved Charter...." There is not a public document that responds to your request.

Thomas A. Saenz

Rebecca J. Turrentine

If you have any questions, please feel free to contact me at (562) 922-8806.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janis Isenberg".

Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

Jl:ls

c: Yolanda M. Benitez
Frank Kwan



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

October 14, 2011

Via First Class Mail

Arturo Deigado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Douglas R. Boyd
President

Rudell S. Freer
Vice President

Katie Braude

Gabriella Holt

Maria Reza

Thomas A. Saenz

Rebecca J. Turrentina

Ms. Kendra Okonkwo
4326 Enoro Dr.
Los Angeles, CA 90008

Dear Ms. Okonkwo:

Response to October 6, 2011 California Public Records Act Request

The Charter School Office (CSO) received your California Public Records Act (CPRA) (Government Code § 6250 et seq.) request dated October 6, 2011, "to review any public records related to Wisdom Academy for Young Scientists." I am assuming that you are asking for documents maintained by the CSO, rather than throughout LACOE. If I am mistaken, please let me know and I will notify the other departments.

Please contact CSO at (562) 922-8806 to schedule "an appointment time to review any public document related to WAYS to select the copies that I would like." If you are requesting email correspondence, please let me know as the process for producing those can be protracted.

I want to respond to some of the comments you made in your email correspondence. You state that it has been three months since your initial request for the completed charter. As we told you, there is no final completed charter. I never asked you why you needed the documents and would never have done so. Moreover it has not been three (3) months since your initial request. We discussed with you whether you wanted the WAYS charter as received by the LACOE Board or the finalized charter reflecting the county as the authorizer and you told us that you would wait until the charter was finalized to reflect the LACOE Board as the authorizer.

We discussed with you the cost of producing the documents as we are required to do under state law.

As of the date of this letter, the petition has not been fully revised to reflect the LACOE Board as the authorizer; therefore, there is currently no public document on WAYS available as you were advised in the letter from our office dated October 4, 2011.

Sincerely,

A handwritten signature in black ink, appearing to read "Janis Isenberg".

Janis Isenberg
Project Director III
Charter School Office
Division of Parent and Community Services/Williams Legislation

JJ:ls

c: Yolanda M. Benitez
Frank Kwan

EXHIBIT 12



LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE
BUREAU OF FRAUD AND CORRUPTION PROSECUTIONS
PUBLIC INTEGRITY DIVISION

STEVE COOLEY • District Attorney
JACQUELYN LACEY • Chief Deputy District Attorney
PATRICK R. DIXON • Assistant District Attorney

JANICE L. MAURIZI • Director

May 19, 2011

RECEIVED

MAY 31 2011

LACEY
CHARTER SCHOOLS OFFICE

LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway
Downey, CA 90242

Attn: Jan Isenberg

Re: PID Case No.: 11-0289

Dear Ms. Isenberg:

In response to your inquiry, the Public Integrity Division received a complaint on April 22, 2011, alleging that Kendra Okonkwo, Executive Director of the Wisdom Academy for Young Scientists, had a conflict of interest as a result of entering into a lease between the school and herself. The matter is currently open.

Very truly yours,

Steve Cooley
District Attorney

By *[Signature]*

David E. Demerjian
Head Deputy
Public Integrity Division

rg

766 Hall of Records
320 West Temple Street
Los Angeles, CA 90012
(213) 974-6501

EXHIBIT 13

Extraordinary Audit AB139

Intake Document

Los Angeles County Office of Education – WAYS Charter School

Pursuant to Education Code Section 1241.5 (b), if the Superintendent of the County Office of Education has reason to believe that fraud, misappropriation of funds or other illegal practices may have occurred can request that the FCMAT team conduct an extraordinary audit.

In an effort to assist the county office in this effort, FCMAT has developed a short checklist to determine what elements indicate potential fraud or misappropriation that warrants an extraordinary audit under the education code guidelines.

Fraud can benefit either an individual or an organization. All of the following elements must be present to be considered fraud:

1. *Knowing* making a false claim, or *untrue representation*, of a *material fact*;
2. The act is *intentional*, intent to deceive (*concealment*);
3. The victim *relies* on the untrue information (*reliance*);
4. *Damages*, or suffered *loss*, of money or property.

The following lists the major types of fraud. The COE will be asked to identify the category or categories.

Major types of fraud:

1. Embezzlement *unknown*
2. Breach of fiduciary duty ✓ *evidence of*
3. Conflict of interest ✓ *evidence of*
4. Bribery, or commercial bribery *unknown*
5. Illegal gratuity *unknown*
6. False statements or claims *unclear - possible*
7. Extortion *unclear - possible*
8. Mail and/or wire fraud *unknown - possible*
9. Conspiracy *unclear - possible w/ regard to items 2+3*

Name: [Redacted] / District: [Redacted] / County: [Redacted] / District: [Redacted]	
Type of fraud	<i>Breach of Fid. Duty</i>
Are the specific allegations documented by the district or charter school?	<i>Yes</i>
Documented the allegations in writing?	<i>Yes</i>
Circumstantial evidence obtained:	<i>Yes</i>
Direct evidence obtained:	<i>Yes</i>
Original documents obtained:	
Copies of original documents obtained:	
What elements of fraud or misappropriation exist?	
Potential, or estimated loss:	1/2 million <i>3/4 million dollars</i>
Neutral Third-Party Witnesses:	<i>Vo Chan, Z. Memon (LACOE)</i>
Corroborative Witnesses:	<i>Former Board Members, S. Willard</i>
Adverse Witnesses:	<i>School Employees / Board</i>
Co-conspirators:	<i>Founder, Son, Board, Cibel</i>
Suspects:	<i>Founder, Son, Board, Cibel</i>

- ~~Willard~~ S. Willard Case (payment 1/2 mil. from school funds caused by personal request of founder)

- Failure to give M. Curton access to bank accounts

- Payment to founder (250 K) w/out proof of payment being owed. Never listed as debt in budget submitted to LACOE on appeal.

- Failure to update Fiscal policies for 18 months after request by LACOE / Board (See Board Mins)

Type of fraud	Conflict of Interest *
Are the specific allegations documented by the district or charter school?	Yes
Documented the allegations in writing?	Yes - Audit, other
Circumstantial evidence obtained:	Yes
Direct evidence obtained:	Yes - Audit, other
Original documents obtained:	No
Copies of original documents obtained:	Yes - Audit, other
What elements of fraud or misappropriation exist?	
Potential, or estimated loss:	unclear
Neutral Third-Party Witnesses:	LACOE
Corroborative Witnesses:	K. Horowitz (WAYS)
Adverse Witnesses:	School Personnel
Co-conspirators:	Cabel, Okonkwo Family, Board WAYS
Suspects:	Blair Okonkwo Family

- There are multiple issues
- After school programming contractor (brother/sister; possible mother/daughter)
 - Sale of property under negotiation (Mother/son) (Founder/friend)
 - Hiring for positions where not qualified
 - Daughter working for another company while employed (also conspiracy)

LACOE Staff to Be Interviewed

a

Andrade, Vibiana

Full Name: Vibiana Andrade
Job Title: General Counsel
Company: County Superintendent of Schools
Department: Office of General Counsel
Bus: 562 /922-6123
E-mail: Andrade_Vibiana@lacoedu
Categories: FCMAT

b

Benitez, Yolanda

Full Name: Yolanda Benitez
Job Title: Assistant Superintendent, Educational Services
Company: County Superintendent of Schools
Department: Administration
Bus: 562 /922-6129
E-mail: Benitez_Yolanda@lacoedu
Categories: FCMAT
Acct #01.7-73850.0-86000-21000-7372-0001125

Brady, Courtney

Full Name: Courtney Brady
Job Title: General Counsel II
Company: County Superintendent of Schools
Department: Office of General Counsel
Bus: 562 /922-6123
E-mail: Brady_Courtney@lacoedu
Categories: FCMAT

Branch, Pamela

Full Name: Pamela Branch
Job Title: Coordinator II
Company: Educational Programs
Department: LACOE SELPA
Bus: 562 /401-5751
E-mail: Branch_Pamela@lacoedu
Categories: FCMAT

c

Chan, Vo

Full Name: Vo Chan
Job Title: Business Services Consultant
Company: Business Services
Department: Business Advisory Services
Bus: 562 /922-6226
E-mail: Chan_Vo@lacoedu
Categories: FCMAT

Chauhan, Kirit

Full Name: Kirit Chauhan
Job Title: Consultant III
Company: Educational Services
Department: Accountability, Support & Monitoring
Bus: 562 /803-8382
E-mail: Chauhan_Kirit@lacoedu
Categories: FCMAT

Cherniss, Alex

Full Name: Alex Cherniss
Job Title: Chief Financial Officer
Company: County Superintendent of Schools
Department: Administration
Bus: 562 /922-6124
E-mail: Cherniss_Alex@lacoedu
Categories: FCMAT

f

Fuentes, Olivia

Full Name: Olivia Fuentes
Job Title: Director
Company: Educational Services
Department: Accountability, Support & Monitoring
Bus: 562 /803-8227
E-mail: Fuentes_Olivia@lacoedu
Categories: FCMAT
82-XXXX-21135801-1120

g

Geer, Jennifer

Full Name: Jennifer Geer
Job Title: Principal Systems Specialist
Company: Business Services
Department: Controller's Office
Bus: 562 /803-8256
E-mail: Geer_Jennifer@lacoedu
Categories: FCMAT

Ginty, MaryJo

Full Name: MaryJo Ginty
Job Title: Program Coordinator/Regional Lead
Company: Educational Services
Department: Student Support Services
Bus: 562 /803-8396
Oth Fax: 562 /922-6867
E-mail: Ginty_MaryJo@lacoedu
Categories: FCMAT

h

Hernandez, Joaquin

Full Name: Joaquin Hernandez
Job Title: Coordinator II
Company: Educational Services
Department: Charter School Office
Bus: 562/940-1639
E-mail: Hernandez_Joaquin@lacoedu
Categories: FCMAT

Higelin, Judy

Full Name: Judy Higelin
Job Title: Interim Project Director III
Company: Educational Services
Department: Charter School Office
Bus: 562/922-6356
E-mail: Higelin_Judy@lacoedu
Categories: FCMAT

Hung, Anthony

Full Name: Anthony Hung
Job Title: Financial Operations Consultant
Company: Business Services
Department: Controller's Office
Bus: 562/922-8943
E-mail: Hung_Anthony@lacoedu
Categories: FCMAT
81-7395-411041-5722

i

Isenberg, Jan

Full Name: Jan Isenberg
Job Title: Professional Expert
Company: Educational Services
Department: Charter School Office
Bus: 562/922-6570
E-mail: Isenberg_Jan@lacoedu
Categories: FCMAT

k

Keith, Jeanne

Full Name: Jeanne Keith
Job Title: Consultant II
Company: Educational Services
Department: Accountability, Support & Monitorin
Bus: 562/803-8335
E-mail: Keith_Jeanne@lacoedu
Categories: FCMAT

l

Lee, Sung Yon

Full Name: Sung Yon Lee
Job Title: Office of General Counsel
Company: LAUSD
Bus: (213) 241-1679
E-mail: sungyon.lee@lausd.net

Lin, Nancy

Full Name: Nancy Lin
Job Title: Interim Financial Operations Consultant
Company: Business Services
Department: Controller's Office
Bus: 562/803-8403
E-mail: Lin_Nancy@lacoedu
Categories: FCMAT

m

Memor, Zak

Full Name: Memon_Zak
Job Title: Assistant Controller
Company: Business Services
Department: Controller's Office
Bus: 562/922-8897
Oth Fax: 562-401-5789
E-mail: Memon_Zak@lacoedu
Categories: FCMAT

p

Patel, Neha

Full Name: Neha Patel
Job Title: Assistant Administrative Analyst
Company: Educational Services
Department: Charter School Office
Bus: 562/922-6417
E-mail: Patel_Neha@lacoedu
Categories: FCMAT

Perrenoud, Michelle

Full Name: Michelle Perrenoud
Job Title: Project Coordinator
Company: Educational Services
Department: Student Support Services
Office Location: 12830 Columbia Way
Mailing Only: 9300 Imperial Highway
Downey, CA 90242
Bus: 562/922-6799
E-mail: Perrenoud_Michelle@lacoedu
Categories: FCMAT

Sanchez_Lila

2

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S

Smith, Pat

Full Name: Smith_Pat
Job Title: Executive Director
Company: Business Services
Department: Controller's Office
Bus: 562 /922-6421
E-mail: Smith_Pat@lacoed.edu
Categories: FCMAT

Supple, Anne

Full Name: Anne Supple
Job Title: Professional Expert
Company: Educational Services
Department: Charter School Office
Bus: 562 /922-8806
E-mail: Supple_Anne@lacoed.edu
Categories: FCMAT

Sanchez_Lilia

3

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EXHIBIT 14

Daily Journal

Classifieds/Jobs/Office Space : Experts/Script

FRIDAY MONDAY TUESDAY WEDNESDAY TODAY

SEARCH/BACK to search results

Search >>

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Labor Code Violation Y \$666,803

For the plaintiff:
Jeffrey Lipow
Kevin M. Salvia
For the defendant:
Christopher B. Cato
Jennifer Garner

L.A. Superior District
Hon. Ralph W. Dani

RESULT DATE: Dec. 4, 2012

Sharon's Willard v. Maria Williams Foundation, et al. (RCS15435) 13-JV-578

PLUTNER DESCRIPTION: Ratselohm

VERDICT: \$589,803

ATTORNEY PLAINTIFF - Jeffrey Lipow, Kevin M. Salvia (Lipow & Hank, Esqns),
Defendant - Christopher B. Cato, Jennifer Garner (Gordon & Paves, San Diego)

TECHNICAL PLAINTIFF - Kevin Lynn Smith, M.A., economist, San Marino.

FACTS: Plaintiff Sharon Willard was employed as a teacher at defendant's Los Angeles Unified School District charter school. The plaintiff contended that after about one year of employment, she was pressured by the defendant's executive director to travel to Nigeria to marry her sister's husband so she could immigrate to the United States. She asserted that the director allowed the trip, and a ceremony in Nigeria took place. After returning the United States, over a period of months, the director pressured the plaintiff to file an immigration petition with U.S. Citizenship and Immigration Services. The plaintiff asserted she refused, and ultimately, she director pressured she resigned during the petition because it was fraudulent, and other continued pressure from the director, she finally told her that she would not sign or file the petition.

The plaintiff alleged that a pattern of criticism of the plaintiff's work performance ensued, culminating in the director terminating her employment approximately five months after the plaintiff affirmatively told the director she would not do as requested regarding the immigration scheme.

CONVENTIONS: PLAINTIFFS CONTENTIONS: The plaintiff proffered to trial on a sole cause of action for violation of Labor Code Section 1102.1(a), claiming that the plaintiff's termination was retaliation for her refusal to engage in illegal activity, alleging and filing a petition for immigration containing misused materials.

DEFENDANT'S CONTENTIONS: The defendant claimed that the plaintiff had some good qualities as a teacher, but fraternized poorly with students and their parents from her biting through harassment, that numerous students and parents complained about the plaintiff's behavior and that the plaintiff had been disrespectful, refusing express invitations to submit a class management plan. The defendant denied that the immigration scheme ever occurred. The defendant argued that the termination was a legitimate business decision. The defendant contended the plaintiff was ultimately let go because a parent complained that the plaintiff had told a student that the student would end up homeless, and in a meeting with the parent and student about the incident, the plaintiff was not apologetic and accused the student of being jealous of another student. The plaintiff was let go that day.

JURY: The plaintiff claimed emotional distress arising from her termination and financial distress of unemployment.

JURY TRIAL: Length, five days; Post, 11-1 (liability), 9-3 (damages); Challenge, four hours

SETTLEMENT DISCUSSIONS: The plaintiff's last pre-trial offer was \$769,000. The defendant favored a CCP offer for \$40,000.

RESULT: Verdict for \$589,803.

OTHER INFORMATION: Motions for new trial and judgment notwithstanding the verdict were denied.

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Innovative Ways Academy -

Innovative Ways Academy

*~modeling rigor, innovation
and the pursuit of academic excellence~*



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Developing Academic Excellence and Exemplary Character

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WEDNESDAY, APRIL 4, 2012

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Increasing student achievement

Innovative Ways Academy offers educational consulting services for K-12 schools to improve standardized test results. In partnering with Innovative Ways Academy, we can design a specific Student Achievement Plan tailored to student data and unify the instruction across grade levels to foster academic achievement for all. iWays is a transformational climate that promotes rigorous learning and education of the whole child. We provide consultation in Core Standards of Math, Language Arts and Science.

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Middle School Orientation

Wednesday, April 4, 2012

[Register!](#)

Parents for Excellence Meeting

Monday, March 26th 2012 &

Wednesday, March 28th 2012

@ 5:30PM

706 E. Manchester Ave.

LA, CA 90001

Topic: *Next Steps for 5th Graders*

Middle School Options

Click [here](#) for English Flyer

Click [here](#) for Spanish Flyer

For More Information, Contact
Deara Okonkwo, (323) 608 - 1320

Innovative Ways Academy -

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6709 La Tijera Blvd. Suite 274
Los Angeles, CA 90045
ph: (323) 608-1320
info@waysacademy.com

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TUITION

APPLICATION FEE (students applying).....	\$25.00
REGISTRATION FEE (admitted students).....	\$150.00
<i>Registration fee must be paid before or on the May 7th Letter of Intent Deadline.</i>	
SUMMER ENRICHMENT.....	\$450.00
<i>Summer Enrichment fee must be paid before or on the May 28, 2012.</i>	
TUITION.....	\$1250.00

****All fees may be subject to change.****

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Los Angeles, CA 90045
ph: (323) 608-1320
info@iwaysacademy.com

Innovative Ways Academy

You want what's best for your child. We do too.
Deciding on an excellent Middle School for your child?
Come join us for a meeting to address Middle Schools Options!

Parents for Excellence Meeting

Monday, March 26th 2012 @ 5:30PM &
Wednesday, March 28th 2012 @ 5:30PM
706 E. Manchester Ave.
Los Angeles, CA 90001



*Topic: Next Steps for 5th Graders
Middle School Options*

For More Information, Contact
Deara Okonkwo, (323) 608- 1320
www.iwaysacademy.com

000955

Innovative Ways Academy - About Us

2/14/13 1:55



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Mailing Address:

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Los Angeles, CA 90045

ph: (323) 608-1320

info@iwaysacademy.com

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About Us

Vision Statement

Equipping students with 21st century skills to become global leaders.

Mission Statement

School Mission: Innovative Ways Academy's mission is to create a transformational climate of lifelong learners where talented and compassionate faculty will nurture students' pursuit of academic excellence, exemplary character, and meaningful contribution to their local, national, and global communities.

http://iwaysacademy.com/about_us

000956

Page 1 of

Consultant Mission: Our mission is to provide a model framework of rigorous instruction that has practical tools for accomplishing our visionary ends of fostering self-responsible and lifelong learners. We accomplish this by training teachers, engaging students, educating parents and designing curriculum to ensure that student achievement is met for all.

Founder & Executive Director

Deara Okonkwo is an extraordinary 21-year-old woman whose gifts and talents illuminate in the children of her classroom and dance studio. Ms. Okonkwo is a doctoral candidate at the University of Southern California, holding a Master's Degree in Education, Clear Teaching Credential and Bachelor's all obtained from the prestigious University. She is renowned for her outstanding academic accomplishments: at the prime age of fourteen, she graduated from high school with an Associate of Arts Degree; at seventeen, she received her Bachelor's in English with a minor in Psychology and at eighteen she obtained her Master's Degree in Education along with her teaching credential. Deara is the Founder and CEO of DeDe Dance Studio, a 501(c)(3) non-profit that works to empower youth through multicultural performing arts, brotherhood and sisterhood clubs and educational enrichment. Most recently, she established Innovative Ways Academy, a uniquely designed Middle School that provides children with a world-class and elite educational experience. Furthermore, her Academy offers rigorous academic coaching for educators and provides practical modeling in the classrooms to increase student achievement. Her motto is to recycle the knowledge that she obtained and she has sought to achieve these as an urban educator. Her passion lies in her professions, educating children in the classrooms and empowering youth through the performing arts. With only twenty-one years, she demonstrated profound leadership skills through her humanitarian efforts. Deara is a true change agent and leader for the youth that she serves.



Innovative Ways Academy
 English Language Arts Syllabus 6A
 Trimester 1: August 14th – October 26th 2012
 Ms. Deara
deara@iwaysacademy.com
www.iwaysacademy.com/ela

Course Description:

The Reading portion of the Grade 6 California English–Language Arts Standards Test has three strands/ reporting clusters: Word Analysis, Reading Comprehension, and Literary Response and Analysis. In ELA 6A, Word Analysis will be introduced. Each of these strands/clusters is described below. The Writing portion of the Grade 6 California English–Language Arts Standards Test has two strands/reporting clusters: Writing Strategies and Written Conventions. In ELA 6A, Writing Strategies will be introduced.

Strands to Cover: Writing Conventions/Word Analysis

Wk	Standard	Topic	Grade/Percentage
1	All	Pre-Test and Introduction	
2	W.C. 1.1	Sentence Structure	
3	W.C. 1.2	Grammar	
4	W.C. 1.3	Punctuation	
5	W.C.1.4/1.5	Capitalization/Spelling	
6	Previous	Midterm	
7	W.A. 1.2	Figurative Language/Homograph	
8	W.A. 1.3	Word Origins	
9	W.A. 1.4	Using Contextual Clues	
10	W.A. 1.5	"Shades of Meaning"	
11	All	Study Week/Exams/Presentations	

<u>Grading</u>	<u>Percentage</u>	<u>Letter Grade</u>
10% Attendance/Participation	90 – 100	A
10% In-class Assignments	80 – 89	B
10% HW	70 – 79	C
10% Project	60 – 69	D
30% Quizzes	50 – 59	F
30% Mid-term/Exam		

1. Attendance/Participation: Students receive 1 pt for each attended day of school.
2. In – Class Assignments: Students receive 1 pt for each assignment completed.

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info@iwaysacademy.com

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http://iwaysacademy.com/about_us

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Page 3 of

Innovative Ways Academy
English Language Arts Syllabus 6A
Cont.

2

3. HW: Students receive 1 pt for each assignment completed. Hw is always what was not finished in addition to reading a chapter of the class novel and completing one of the 3 choices of comprehension

- I. Summary/critique/ reflection/ connection
- II. Quiz for peer 7-10 questions
- III. visual representation/poem/song

4. Project: More information will be discussed in class.

5/6. Assessments:

I. Pre-Assessment

II. Weekly Quizzes,

Total of 10 questions.

- 2 multiple choice
- 2 true false
- 2 opened ended
- 2 short answer ea. Worth 2 points ea.

III. MidTerm

Total of 30 questions

- 10 multiple choice
- 10 true false
- 6 opened ended
- 4 short answer ea. Worth 2 points ea.

IV. Exam

Total of 30 questions

- 10 multiple choice
- 10 true false
- 6 opened ended
- 4 short answer ea. Worth 2 points ea.

Language Arts Reading List:

**Deposit for each book is \$20; refunded when child returns book in original condition.*

1. August: Arby Jenkins: Mighty Mustang, Sharon Hambrick
2. September: The Dreamer, Pam Munoz Ryan
3. October: The Audacity of Hope, Barack Obama
4. November: Walk Two Moons, Sharon Creech
5. December: The Skin I'm In, Sharon Flake or Slam, Walter Myers
6. January: The Middle Heart, Bette Bao Lord
7. February: The Autobiography of Malcolm X, Malcolm X
8. March: D' Aulaires' Book of Greek Myths, Ingrid d'Aulaire
9. April: The End of Molasses Classes, Ron Clark
10. May: The Candymakers, Wendy Mass

000960

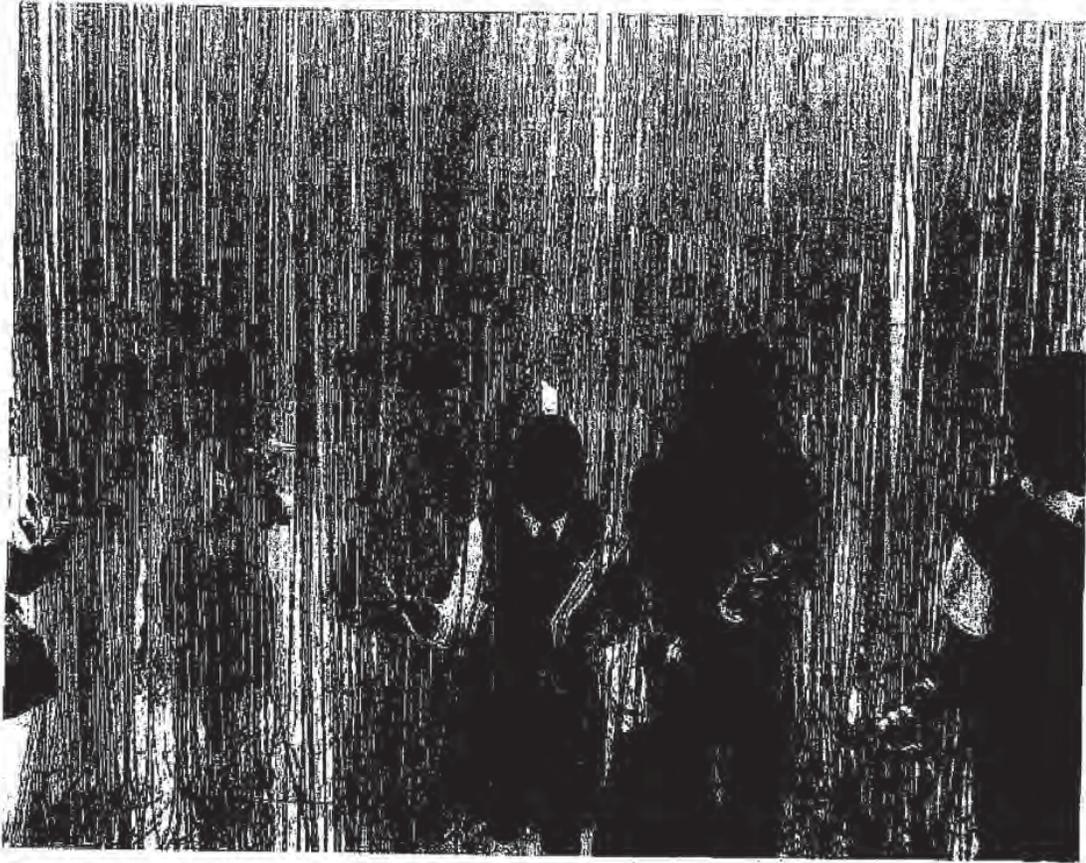
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Deara-Okonkwo-8x10

Comments and faves

Add your comment here.:

000963

Innovative Ways Academy - September 2012 Calendar

Sep 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					August 31 st Tuition Payment Due No later than 3pm	1	2
Week 4	3 Labor Day School Closed	4	5	6	7 Back to School Dance Fundraiser	8	9
Week 5	10	11	12 LA Presentation Due	13 Field Trip to LACMA	14 Picture Day!	15	16
Week 6	17 Student Council Campaign Begins	18	19	20	21 Hispanic Heritage Month Celebration Parent Meeting re: STAR Trip 5pm	22	23
Week 7	24 Student Council Voting Day	25	26	27 P.H.E. Mt. Vernon Hill	28 Celebration of September Birthdays *Themed Day of the Week Favorite Sports Team Day	29	30

Innovative Ways Academy

www.lwaysacademy.com

*All activities may be subject to change without notice.

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Innovative Ways Academy November 2012 Calendar

Nov 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Tuition Payment Due Parent Conferencing	2 Parent Conferencing	3	4
Week 13	5	6 iWays Student Government Election	7 *USC Field Trip	8	9	10	11
Week 14	12 Veterans' Day School Closed	13	14	15	16 Thanksgiving Program	17	18
Week 15	19	20 Community Outreach	21 Fall Recess	22 Fall Recess	23 Fall Recess	24	25
Week 16	26	27	28	29 P.H.E. Culver City Stairs	30 Celebration of November Birthdays *Themed Day of the Month College T-Shirt Day		

Innovative Ways Academy

www.iwaysacademy.com

*All activities may be subject to change without notice.

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Deara | Drive All Night

<http://driveallnight.org/2013/06/30/deara>

Deara



In today's hypercompetitive job market, there are few things more desirable than a sterling education. Yet the American educational model is in trouble: public schools are woefully underfunded, graduation rates are falling, and nobody seems willing to agree on a solution. That might change when **Deara** joins the conversation in Washington one day. The 22 year-old South Los Angeles native has specialized in bringing enlivening learning opportunities to her community ever since starting her own nonprofit dance studio at age sixteen. Since then, Deara - who holds masters degree in Education from USC - has changed young lives at two South LA schools. She serves as the vice principal at Wisdom Academy for Young Scientists, and is the founder of Innovative Ways Academy, a private school for middle school-aged students.

Me: I want to start by talking about your dance studio, since it touches on this generation's interest in entre-

Deara | Drive All Night

<http://driveallnight.org/2013/06/30/dea>

preneurial spirit. You got in touch with yours at an earlier age than most Millennials. Tell me the story.

Deara: Well, I've been dancing for most of my life. As a kid, it began with creative movements, and then as I got older, I started doing ballet and tap dance at the Kittsville Youth Foundation; this academy founded by Eartha Kitt, right here in South LA. The director of the program took notice and one day, she suggested to my mother that I audition for Debbie Allen Dance Academy. I tried out and was accepted with a scholarship. And through this whole process, my parents promised that one day they'd help me start a dance studio. The idea was I could use the studio as a way to give back.

So teaching dance had been a dream of yours for some time?

It was already happening. When I was at Debbie Allen, I started giving lessons in our backyard. I had a sign-up sheet on the front door of my house and we'd rotate between styles: Flamenco this day, Capoeira the next, and so. And I did all that because my friends and neighbors who were interested in dancing weren't going to Debbie Allen with me, but they were interested in enhancing their techniques.

When and how did your parents acquire the space that would become DeDe Dance Studio?

It was mainly through my mother. She's retired now, but at the time, she was the Executive Director at Wisdom Academy for Young Scientists. There was a building there, used mostly for storage, which my mother and my aunt Dolores helped to convert into a studio space. The part that I had a stake in was the wall-to-wall mirrors and ballet bars, which were paid for by fundraising events like dance performances that my team and I would perform.

Is it safe to say this early experience set you on a path towards education as a profession?

My interest was present from the beginning, but one event that transformed my idea of starting and running a school into a reality happened during the first year of my doctoral program at USC. I was enrolled in a leadership course with Dr. Rudy Castruita, and we had to design an outlook plan in which we hypothesized our own leadership evolving over ten years. And I remember noting that by Year Eight, I wanted to found a school. But it actually began happening much sooner than that.

When, exactly? What were the circumstances?

Shortly after finishing the leadership course, the executive director at Wisdom Academy introduced me to an individual from the Church of Scientology named Isaac Asberry. I wound up meeting him right in South LA, at this big, beautiful building that I soon learned was the church's own community center. Only, it was abandoned. And I remember seeing it and thinking, "This is it. This is going to be the school."

Follow

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Dear | Drive All Night

<http://driveallnight.org/2013/06/30/dea>

And when you say "the school", you mean Innovative Ways Academy. What were the next steps? How does one pilot a new school?

First, you have to project the idea of the school to the surrounding community. I had a vision of this world-class, elite, college-oriented institution for students right here in South Central LA, in a building that was already steeped with history. And it was always intended to be a middle school, because that's the age range when a lot of kids tend to drop out of school. I wanted to start a program that would engage students to a level where they'd manage to hang on through the toughest times.

So you have the dream, out in the open. What comes next?

Next, you need a budget, and that's where my mother's brains come in. I'm very fortunate to have a mother who supports everything I do, and she also happens to be a sound businesswoman. The two of us sat down and began by outlining all the necessary supplies we'd need to get the school up and running. Then we tackled operations and hiring faculty. Salaries are easily the biggest financial consideration behind getting a school up and running. My mother financed these setup costs, but we also conducted a lot of neighborhood fundraising to pay for things like student meals and field trips for the first year.

How many students were enrolled at Innovative Ways Academy during the first school year?

Only 13. I wanted to make sure that the curriculum worked before applying it to a larger group of students. But it did, and now that it's been a success, I've been looking at trying to apply our learning model to a bigger public school environment. And right now, we've actually got one middle school nearby that's interested in giving it a test run for the 2013-2014 school year. A lot of my recent time has been spent facilitating that.

Hearing about all of this, it's easy to overlook the fact that you're also working as the vice principal at Wisdom Academy for Young Scientists! What does a day in the life of a VP look like?

The whole day begins at 7 AM. The students have some time to eat breakfast as our staff and teachers roll in. Then at 7:50, we have a student-led assembly. And that really speaks to the type of leadership communication we employ at Wisdom.

A more communal approach?

Right. I like to avoid top-down school management where the principals just give commands. It's better to communicate your expectations in a way that can be echoed by students and teachers. People buy that. It's like...if I'm Marc Jacobs, and I have Beyonce model my clothes, they're much more likely to sell than if Marc Jacobs simply appears on TV and urges everyone to try out his latest designs! I prefer to **Follow**

Dear | Drive All Night

<http://driveallnight.org/2013/06/30/dea>

ing a humble leader because it gives the students more room to shine.

As the vice principal, do you also instruct students in the classroom?

Oh, definitely. At 8 AM on any given day, you might see me teaching a language arts class. And I'll usually put a spin on the lesson by working dance into the presentation. For instance, I'll use a pirouette to convey synonyms, and a jete for antonyms. It gets the kids excited about what they're learning.

Is this outside-the-box instruction approach applied in most classes at Wisdom?

We use it in almost all classroom situations. One approach that's been really popular is incorporating rap into math lessons. The students get to hear their favorite songs from their favorite rap artists, but the lyrics are reworked to teach concepts like multiplication. And it's a lot of fun for them. They look forward to the next lesson, they get involved.

And it's probably a more compelling incentive to ace their homework assignments than a standard review session the next morning.

Exactly. Not only that, but when our teachers eventually hold assessment tests to see how the students are retaining all this new information, we see very positive results. And that's extremely important when you think about the standardized testing that these students are going to negotiate; testing that will affect their academic future.

What about the students whose career expectations aren't reached by a four-year college education?

I think it's really important to have a dual emphasis on college and career when you're working with young students. Because, like you said, not every career is reached through college. Let's say you want to be a policeman or a pilot. You'll need advanced studies, but not the same as the majority of your classmates. I mean, not everyone can become the president of the United States! If a student says they like to help people, we'll sit down with them and make a list of all the professions they could pursue that would allow them to help people. And from there, we help each student work towards a higher education that applies to their career interests.

Speaking of the future, where do you see yourself five to ten years down the road from right now?

Right now, I'm at a point where I've begun to think about starting a family and the joys that come with it. So that will definitely be a priority. Career-wise, I see myself working in politics or international education.

Define "politics".

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Dear | Drive All Night

<http://driveallnight.org/2013/06/30/dea>

My ideal career goal – for a long time coming – has been to become the US Secretary of Education. And of course, there are many roads to that point. I could work in Sacramento for the state's standardized testing program, or serve as a superintendent. But ultimately, there are some new ideas and policies I'd like incorporate into the American public education system.

Let's hear some.

Foreign language. I'd like to see it become a mandatory subject in primary education curriculums. Another one, more of a fantasy, ~~would be an extended school day.~~ And when most people hear this, they go, "Ahhh! No way!" But here's the twist: you'd extend the school day, and then cut out Friday. That way, students could use that free day to participate in internships, community service, sports...you name it.

That would certainly give students an early leg up in today's job market!

It would! You could almost look at Friday as an "application day." Monday and Thursday can remain devoted to theory, but Friday would allow some real world practicum. Because otherwise, you're likely to still have lots of students getting frustrated with school and dropping out early to go find a job somewhere.

In case any members of President Obama's education department are reading this, are there any other ideas you'd like to throw out there?

Sure – I'd like to see our country increase the value and esteem of the teaching profession. If we impose qualification requirements for educators – and offer them much better salaries than we do right now, we're likely to see a competitive pool of teaching applicants, who will in turn be better teachers for our students. Most of us want the best doctors presiding over us, or the best engineers designing our cities. Why shouldn't we expect the same standard when it comes to the professionals educating our children?

What challenges do you see yourself facing as you move towards your professional goals?

I think relocating will be hard for me. My neighborhood, USC, and my family are very important to me, and while I know that eventually I'll have to move... hopefully to Washington DC one day... it's tough for me to just leave, start a new clique somewhere else, and adapt to an entirely new environment.

Blowing that question open, what challenges do you think Millennials are likely to face as they enter their 30s and 40s?

Of course, employment and healthcare will probably be two of the biggest challenges for most. Follow

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But there's always a way to solve challenges, and that's what I think we need to channel our energy into. If you can't find a job that allows you to do something you enjoy and do well, maybe it's time to start thinking about how you could create that job. If I didn't have either of the opportunities I do have for teaching, I'd find like-minded individuals and create a charter school. Or a tutoring program. It's possible to create an outlet for your skills; but it requires a lot of hustling, living within your means, and being very specific about your goals. Write them down or put them in a flow chart if you have to!

I'm especially curious to hear your take on this one: I've asked everyone involved with this project how they identify with the term Millennial and its mainstream connotations. (The entitled, lazy young adult.) What does the term mean to you?



Based on my experience and those of my colleagues...I think "Millennial" means a 21st century individual who's very adaptable and open to new ideas and demands of the times we're living in. It's a very positive word to me. I think the popular, more unflattering definition comes from people our age being studied alongside the next generation of young adults, the ones who are in high school now. Because I've worked with a lot of these students, and some of them do tend to embody the negative Millennial stereotype: you know, sending unpolished resumes via their iPhones and expecting an interview.

Interesting. And troubling too. Why do you reckon that is?

Technology, maybe? Most Millennials didn't have Facebook, Twitter, or smartphones until high school at the *earliest*. I sometimes wonder if all these devices are handicapping the next generation; weakening their initiative. And that's part of my job as an educator - showing high school juniors how to finesse a cover letter with a nice, professional signature, or brainstorming ways that a student could hedge their bets on landing a job they want by networking with the company they want to join, or even doing some volunteer work there *before* applying.

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About these tags

• Heineken Guest of Honor <http://bit.ly/1mFs6O3>

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Aimee & Jesse

Mary

An Introduction

This entry was posted in Uncategorized on June 30, 2013 [<http://driveallnight.org/2013/06/30/deara/>].

One thought on "Deara"

 kashmira omar
January 30, 2014 at 9:27 pm

AMAZZZZZZING STORY!!!!!! The LORD Most High have DEFINITELY put you on this earth to be an

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AMAZZZZZZING BLESSING to us ALL!!!!!! CONTINUED SUCCESS Dear DEARA!!!!!! YOU ARE
AWESOME!!!!!! Peace & Blessings!!!!!!



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ON APRIL 17, 2012.

Want to format your comment?

POST COMMENT

EXHIBIT 15

Hon. Carol Lee Tolbert, President /RE: Board Meeting Postponed

Carol Lee Tolbert <kids@civicpride.net>

Wed, Nov 20, 2013 at 11:54
PM

To: Edward Cabil <edcabil@sbcglobal.net>, dvalenti747@yahoo.com,
armando.espinosa.10@my.csun.edu, johnsoncenter@msn.com, normanskx@gmail.com,
saundavis@aol.com, kimberly@ksdanielslaw.com
Cc: Patel_Neha@lacoed.edu, Jason Okonkwo <mrjason7@gmail.com>, Karen Horowitz
<klhorowitz@verizon.net>, deara7@gmail.com, Bali Business Management
<balibusinessmanagement@yahoo.com>, larry.wisdomacademy@gmail.com

Good Evening Mr. Cabil,

On yesterday evening, I read your email unilaterally postponing the Board of Directors' meeting; even though I emailed a draft agenda to you at 4:40PM - in time for you to post it by 5:00PM to meet the 72-hour deadline required by the Brown Act. However, you did find time to send out a scurrilous email requesting that the 'new' board members step down; and identifying me specifically. (I will be responding to your recent emails under separate cover.)

a. Your administrative responsibilities do not give you the prerogative to postpone Board meetings. Case in point, board members do not have the prerogative to cancel staff meetings. Moreover, you were keenly aware of the time-sensitive documents being requested by LACOE. We were to submit these documents below not later than November 22, 2013. I will list them for you:

1. Board Policy on Admissions/Enrollment/Lottery
2. Board Policy on Student Fees
3. Board Policy on Suspension & Expulsion
4. Board Meeting Minutes for September 26, 2013
5. Board Meeting Minutes for October 24, 2013

b. Interestingly enough, LACOE sent an email earlier today indicating staff had emailed these unapproved Board Policies. I requested you to place the above policies on the November 21, 2013 Board agenda for review/modification/approval for the 2013-14 School Year in order to meet the requested deadline. These policies must still be approved by the Board of Directors; similar to Board minutes.

Additionally, other matters that needed to be considered by to the

Board at its November 21, 2013 meeting included:

c. The Single Plan for Student Achievement along w/ the draft Student Achievement Plan outlining the strategies to be implemented that would ensure African-American and Special Education students; who did not meet their 2012-13 AYP growth targets, would meet their 2013-14 AYP growth targets. The final Student Achievement Plan is due to LACOE on December 2, 2013. I am sure Board members would like to have this information presented in a timely manner.

d. The Title One Budget due to LACOE by November 15, 2013 that was not submitted, and has yet to be reviewed and approved by the Board. This budget identifies the funds to be used to support both the 2013-14 Single Plan for Student Achievement as well as the Student Achievement Plan.

e. An overdue monthly budget presentation from Bali Business Management explaining to the Board a line item budget increase of \$118,000 from the previous school year in supplies. As you may recall, in August the Board 'conditionally' approved this year's budget in order that

some funds could be used to open the school-year, although LACOE would receive a 'conditionally approved' 2013-14 budget. Since August, the Board has not had an opportunity to review the school's budget. In September, the contractor was called and instructed not to come. In October, when the contractor did come, the Board meeting was disrupted and the contractor was unable to present the budget, nor was the Board able to continue with the meeting as we were told to "get out". In fact, was directly yelled at and threatened by the employee to, "Get out and don't come back!" among his other verbal and physically menacing gestures.

f. Scheduling of Board Retreat that every board member agreed was needed for several reasons. (See Agenda)

g. Hearing critical Closed Session items

h. The review/approval of a contract for the Executive Director; if one had been provided. In fact, no contracts for this school year have been presented to the Board for review, approval or denial. Were the teachers' contracts approved prior to the end of school? I know this current Board did approve their Salary Schedule.

Since there is no scheduled Board Meeting in December, I am recommending that the Board schedule a December meeting, due to 'postponement' of its November meeting.

For further illumination, please see the attached agenda.

Needless to say, this and other recent events are disheartening. Board members are **NOT** the problem. Board members govern, approve expenditures and direct administration. Administration implements the policies of the Board, and manages the daily operations of the organization. There is no getting around this

fact. No matter who the governing board members are; in public entities, this is known as the system of 'checks and balances'

Respectfully,

Hon. Carol Lee Tolbert, President

Wisdom Academy for Young Scientists

From: Edward Cabil [<mailto:edcabil@sbcglobal.net>]

Sent: Tuesday, November 19, 2013 4:45 PM

To: dvalenti747@yahoo.com; armando.espinoza.10@my.csun.edu; johnsoncenter@msn.com; normanskx@gmail.com; saundavis@aol.com; Carol Lee Tolbert; kimberly@ksdanielslaw.com

Cc: Patel_Neha@laoe.edu; Jason Okonkwo; Karen Horowitz; deara7@gmail.com; Bali Business Management; larry.wisdomacademy@gmail.com

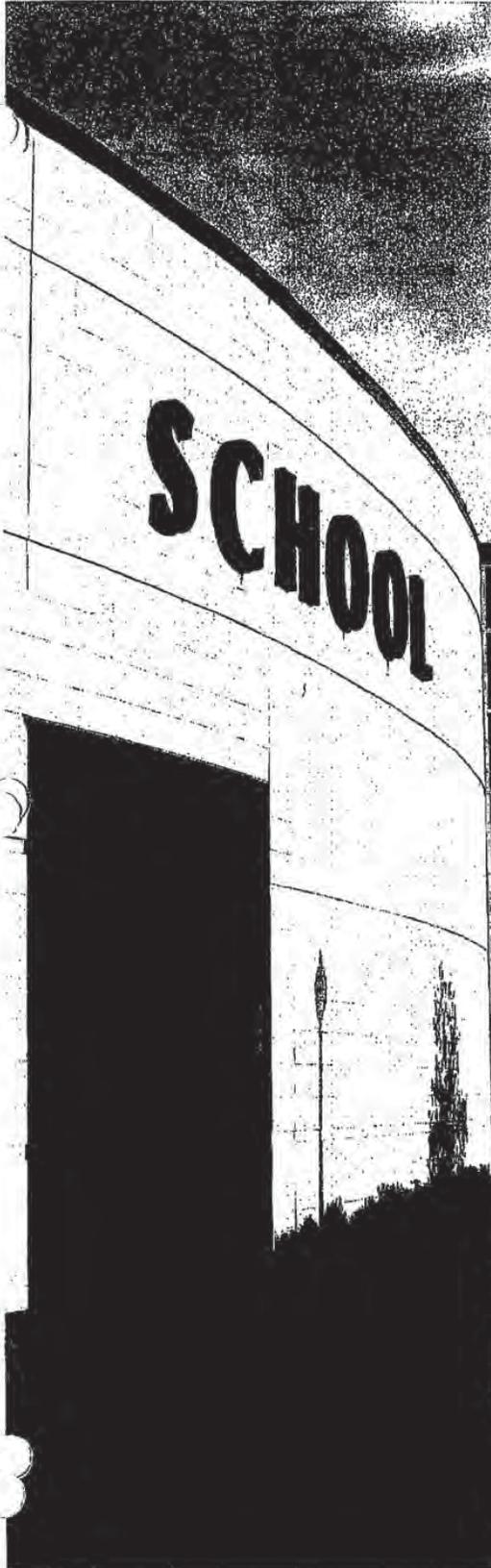
Subject: Board Meeting Postponed

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,

Ed Cabil

EXHIBIT 16



FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

**Los Angeles County
Office of Education**
regarding the
**Wisdom Academy
for Young Scientists**

AB 139 Extraordinary Audit

March 19, 2014

Joel D. Montero
Chief Executive Officer



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FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

March 19, 2014

Arturo Delgado, Ed.D., Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Dear Superintendent Delgado:

The contract between the Fiscal Crisis and Management Assistance Team (FCMAT) and the Los Angeles County Office of Education to provide an Assembly Bill 139 extraordinary audit of the Wisdom Academy of Young Scientists (WAYS) was signed in May 2013 and returned to FCMAT in June 2013. Specifically, the agreement stated that FCMAT would perform the following:

Scope and Objectives of the Study

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

FCMAT

Joel D. Montero, Chief Executive Officer
1300 17th Street - City Centre, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax 707-636-4647 • www.fcmat.org
Administrative Agent: Christine L. Prater - Office of Kern County Superintendent of Schools

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- [REDACTED]
4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
 5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.

This final report contains the study team's findings and recommendations in the above areas of review. FCMAT appreciates the opportunity to serve the Los Angeles County Office of Education, and extends thanks to all the staff for their assistance during fieldwork.

Sincerely,



Joel D. Montero
Chief Executive Officer

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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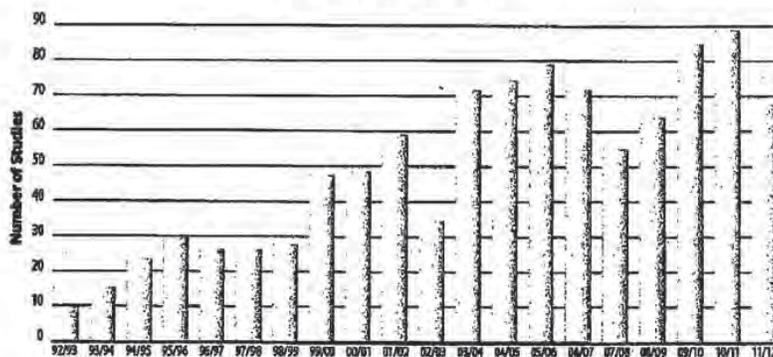
About FCMAT

FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices and efficient operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and share information.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the local education agency to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help local educational agencies operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) arm of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. Assembly Bill 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. Assembly Bill 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

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ABOUT FCMAT

In January 2006, SB 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform nearly 850 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

In May 2013, the Fiscal Crisis and Management Assistance Team (FCMAT) received a request from the Los Angeles County Office of Education for an Assembly Bill (AB) 139 extraordinary audit of the Wisdom Academy for Young Scientists charter schools. The county office had received allegations of multiple fiscal irregularities, questionable expenditures and inappropriate related-party transactions at WAYS charter school. Concerned that these allegations may have violated various government and education codes related to fraud and/or misappropriation of assets, the county superintendent initiated an investigation to determine whether sufficient evidence of fraud, misappropriation of funds or other illegal activities may have occurred to report the matter to the local district attorney's office for further investigation. Under the provisions of Education Code Section 1241, FCMAT entered into a contract with the Los Angeles County Office of Education to conduct an AB 139 extraordinary audit.

FCMAT interviewed employees and reviewed documents to determine if instances of fraud, misappropriation of funds or other illegal practices occurred that would warrant further investigation by the local district attorney's office.

Study Guidelines

FCMAT provides a variety of services to school districts and county offices of education upon request. Education Code Section 1241.5(b)(c) permits a county superintendent of schools to review or audit the expenditures and internal controls of any school district in that county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. According to the Education Code, the review or audit conducted by the county superintendent will focus on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and is to be conducted in a timely and efficient manner. This is in accordance with Education Code Section 42638(b), which states as follows:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the school district, the State Controller, the Superintendent of Public Instruction, and the local district attorney.

Therefore, FCMAT focused on the allegations of misappropriation of assets, misuse of grant funds and conflict of interest to determine whether Wisdom Academy for Young Scientists Charter School and/or its personnel were involved in or committed fraudulent activities.

Audit Fieldwork

Investigating allegations of fraud requires a number of steps that include interviewing potential witnesses and assembling evidence from internal and external sources. The FCMAT study team conducted initial county office interviews in June 2013 during the schools' summer vacation and then visited the three charter school campuses in November 2013 to conduct interviews, collect data and review documents. Based on new information, additional interviews and fieldwork were scheduled in December 2013 through February 2014. Specifically, FCMAT reviewed, analyzed and tested records that included audited financial statements, financial records, grant documents, board minutes, the charter petitions and other documentation from independent third party

2

INTRODUCTION

sources. The review also included interviews with a board member, management personnel, business service provider, and former charter school employees to evaluate information concerning any alleged mismanagement, fraud, or abuse.

The fieldwork focused on determining whether there is sufficient information to ascertain fraud, misappropriation of funds, conflict of interest particularly with related-party transactions, self-dealing through privately owned company transactions of management and key employees and the former executive director of the charter school, and breach of fiduciary duty.

Although there are many different types of fraud, a conflict of interest and breach of fiduciary duty exists when officers or employees of the organization have a personal financial interest in a contract or transaction and is considered to be a form of misappropriation of assets.

All fraud has common elements including the following:

Knowingly making an untrue representation or a false claim of a material fact;

- Intent to deceive, or concealment of the act;
- Reliance on untrue information; and
- Damages or a loss of money or property.

This report is the result of that investigation and is divided into the following sections:

- Introduction
- Background
- Scope and Procedures
- Findings and Recommendations
 - Occupational Fraud
 - Related-Party Transactions, Significant Influence, Self-Dealing
 - Audit Findings
 - Governing Board Oversight
- Appendices

Study Team

The FCMAT study team was composed of the following members:

Deborah Deal, CICA, CFE
FCMAT Fiscal Intervention Specialist
Los Angeles, California

Michael W. Ammermon, CPA, CFE
FCMAT Consultant
Laguna Niguel, California

Laura Haywood
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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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Background

Wisdom Academy for Young Scientists (WAYS) operates under the Merle Williamson Foundation, a non-profit 501(c)(3). WAYS charter school was authorized as a charter school by the California Department of Education (CDE) in September 2006. The first-year enrollment of 141 grew to 267 pupils by June 30, 2012.

Originally approved by Los Angeles Unified School District Board of Education, the charter school was denied renewal of the petition effective July 1, 2011. The district cited several instances of Education Code violations that included:

1. Conflict of interest concerns between related parties, the executive director, the principal and members of the Board of Directors including self-dealing;
2. Violations of the Brown Act;
3. An ineffective governance structure; and
4. Failure to provide a reasonably comprehensive description in the petition for 12 of 16 required elements pursuant to EC 47605(b)(5).

The WAYS governing board is responsible for fiscal accountability and proper governance over all financial transactions but has limited involvement in the schools' financial affairs. The inability for the governing board to exercise due diligence and implement internal controls has effectively allowed the former executive director, current executive director and related parties unrestricted access to the assets of the organization and implied authority to enter into a variety of business arrangements for personal gain without board authorization and/or approval.

The involvement of the former executive director, related parties, business associates, former board members and numerous businesses owned by the former executive director and her husband has raised questions regarding potential conflict of interest, significant influence over financial transactions, self-dealing, control over fiscal management and related party transactions in violation of government and education codes.

On June 7, 2011, the Los Angeles County Board of Education (LACBOE) granted conditional approval for the WAYS charter school. Since that time, the management of the charter school has repeatedly resisted implementation of the conditions for approval by ignoring requests by the county office staff for information to support that the conditions have been met. On several occasions, verification that the conditions have been met including required reports such as financial information, interim budget reports, audited financial statements and monthly reports have been submitted after repeated requests by Los Angeles County Office of Education (LACOE) staff or have not been submitted at all.

County office staff cite several instances within the first year of operations where WAYS failed to comply with the conditions set forth in the original conditional approval. Some examples include: Management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding internal control over credit card usage, attendance reports, contact information, student information, board minutes, board agendas, board meeting dates, failure to abide by

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conflict of interest laws, and interference in operations from the founder/former executive director, in addition to written and verbal complaints by board members, parents and staff.

Following the conditional approval by LACBOE, the county office staff received written and verbal complaints alleging WAYS engaged in fiscal mismanagement, interference with the board in its fulfillment of fiduciary duties by the founder/former executive director, disbanding of board meetings caused by unruly behavior preventing unfavorable actions of the board, resignation of five of the nine board members in one month citing concerns over conflict of interest, ongoing board member resignations, dissention, verbal abuse of board members by the founder/former executive director and, most recently, her son, the director of operations. In January 2014, three of five board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.

LACOE staff note several irregularities and possible misappropriation of funds within the WAYS charter school organization that oversees three charter school sites. These allegations of fraud involve ongoing conflicts of interest and the mismanagement of charter school funds related to facility leases, related-party transactions between the former executive director who owns two of the properties leased by the school and is related to owners of private businesses that conduct business with the charter school, execution of a vehicle lease without board approval, and a substantial separation of service payment to the former executive director without sufficient supporting documentation.

Governance issues include an ineffective governance structure caused by continued interference by the former executive director through her son and daughter that hold key positions of authority and decision making in the organization, effectively eliminating the governing board's ability to exercise its fiduciary responsibilities and duty of care. Evidence of board meeting cancellations and disruption by the current executive director and the founder's son (director of operations) are corroborated through emails, board minutes and audio recording of board meetings. Prior to the board president's resignation in January 2014, threatening outbursts by the founder's son at a specially scheduled board meeting ended the meeting, after which she obtained a restraining order for her personal protection.

Based on these allegations, the Los Angeles County Office of Education, Charter Schools Division conducted a preliminary investigation, and based on the results of their initial findings, requested assistance from FCMAT pursuant to Education Code Sections 47604.4 and 1241.5(c).

The county office requested FCMAT to provide for the assignment of professionals to study specific aspects of alleged fraud, misappropriation of funds or other illegal fiscal practices that may have occurred in the Wisdom Academy for Young Scientists organization that merit examination.

EC Section 42638(b) requires action by the county superintendent to include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Sufficient evidence exists to demonstrate that WAYS' management and governing board has failed to cooperate with its oversight agency; is engaged with fiscal mismanagement; violates California conflict of interest laws by engaging in related party transactions and self-dealing; and has breached its fiduciary responsibility and duty of care.

Scope and Procedures

The fraud investigation consisted of gathering adequate information regarding specific allegations, establishing an audit plan, and performing various audit test procedures to determine whether fraud occurred, and if so, evaluate the loss, determine who was involved, and determine how it occurred. During the interviews, FCMAT study team members asked questions pertaining to levels of authority to enter into contracts, governing board oversight, financial management policies and procedures, job duties and responsibilities, and questions related specifically to the founder/former executive director's settlement agreement, facility leases, automobile lease, excess fuel purchases and various purchases by selected vendors including the dance studio owned by the founder's daughter.

The primary focus of this review is to provide the Los Angeles County Office of Education with reasonable assurances based on the testing performed that adequate management controls are in place regarding the charter schools' reporting and monitoring of financial transactions and that fraud, misappropriation of funds or other illegal activities have not occurred. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance.

FCMAT utilized fraud risk assessment tools to conduct sample tests of financial transactions, other data and contracts to determine if fraud, misappropriation of funds or other illegal activities have occurred. Testing associated with this review is based upon sample selection and does not include the testing of the complete list of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

Transaction Sampling Analysis

To accomplish the objectives of this audit, a number of audit test procedures were developed to provide an in-depth analysis and understanding of the allegations and potential outcomes. The team had access to the general ledger records from July 1, 2008 through June 30, 2013. Specifically, FCMAT performed audit tests related to general ledger transactions, bank statements, check disbursements, and rent, facility and automobile lease agreements, including the following:

- Review of the charter schools' detailed QuickBooks general ledger records for the most recent five-year period from July 1, 2008 through December 31, 2013.
- Review of bank statements covering the audit period.
- Review of proper authorization and available supporting documentation.
- Review of credit card transactions and payments.
- Analysis of supporting documentation for credit card transactions.
- Review of federal forms W-9, 990 and 1099 over the audit period.
- Review of the charter schools' fiscal policies and procedures handbook.
- Review of the charter schools' petition documents and bylaws.
- Review of the governing board minutes and agendas.
- Analysis of purchases for school materials and supplies.

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- Analysis of the charter schools' compliance with laws and regulations relating to conflict of interest and the Political Reform Act and review of Forms 700.
- Review of the charter schools' internal control process and procedures to determine possible weaknesses in prevention and detection of fraud, misappropriation and/or criminal activity.

Transaction sampling was the method used to evaluate the vendor payments issued by WAYS. To evaluate WAYS' management of expenditure decisions, FCMAT obtained a full copy of the WAYS accounting software, QuickBooks. Using QuickBooks, the team reviewed the WAYS general ledger and vendors over the last five years.

The WAYS chart of accounts general ledger is comprised of 196 accounts. Vendor transactions are accounted for using the charter of accounts recorded in the general ledger to account for transactions in various like-kind groups such as office supplies, books, rent, loans, capital improvement, etc. For example, a typical purchase from Staples would be recorded as supplies and subsequently paid through accounts payable, eventually decreasing the cash account.

The team reviewed all 42 customers and 667 WAYS vendors and scanned each transaction in the QuickBooks software to identify potential individual transactions to be examined further.

An audit risk assessment involves sampling of both customer and vendor transactions. Customer transactions were consistent with audit risk parameters; therefore, no additional transactions were reviewed. However, the team identified 20 of the 667 vendors for an in-depth audit that included 137 individual transactions as demonstrated in the following table below.

WAYS Transaction Sampling	Customers	Vendors	Total
Total Number	42	667	709
FCMAT Team Reviewed	42	667	709
Percent Reviewed	100%	100%	100%
Selected For Detailed Review	-	20	20
Percent Reviewed of Total Number	0%	3%	3%
Detailed Documentation Examined	n/a	137	137

Selected vendor transactions were audited for supporting documentation for paid invoices based on specific criteria and depending on the type of purchase:

- An invoice's appearance, calculations of extended prices and quantities, description of invoice line items, and sales tax calculations
- Invoice payments
- Shipping documents
- Bills of lading and/or packing slips
- Receipt documentation such as notes, description of the business purpose
- Proper authorization including governing board approval, management approval, and conformance to internal accounting policies and procedures

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- Proper coding of the transaction into the chart of accounts general ledger
- Vendor names and check payee names that are supported by valid business license, sales tax licenses and federal Form W-9
- Vendor invoices that present valid business addresses
- Vendors that were issued a federal Form 1099
- Contracts that are valid for the appropriate time period and contain authorized signatures
- Other proper documentation depending on the type of purchase or contract

After reviewing 137 detailed transactions of the 20 vendors selected for detailed review, the following six vendors fit the profile of related parties and/or were business entities that received payments from WAYS business accounts for goods or services:

1. OSE Business Services
2. American Express credit card
3. Godfrey Okonkwo
4. Emeka Enwezor
5. Avatar Technology
6. Toyota Motor Corporation - Lexus purchase and sale

The following findings and recommendations are the result of the audit procedures and analysis performed.

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Findings and Recommendations

Occupational Fraud

The owners, executives, directors, managers and/or employees of an organization may commit occupational fraud, which has three primary classifications: schemes related to asset misappropriation, corruption, and financial statements. Occupational fraud is the most common type of fraud that occurs in school settings.

Asset misappropriation frauds include cash skimming, purchasing fraud, falsifying expense reports and/or forging company checks. Corruption schemes involve an employee(s) using his or her influence in business transactions to obtain a personal benefit that violates that employee's duty to the employer or the organization; conflicts of interest fall into this category. Financial statement fraud includes the intentional misstatement or omission of material information in the financial reports.

Occupational fraud is one of the most difficult types of fraud and abuse to detect; however, the most common method of detection is receiving tips from current and/or former employees, which occurs three times more frequently than any other fraud prevention method for this type of scheme, and accounts for 43.6% of detections overall. According to the 2012 Report to the Nations on Occupational Fraud and Abuse conducted by the Association of Certified Fraud Examiners (ACFE), corruption schemes accounted for approximately one-third of all occupational fraud cases reported, with a median loss of \$250,000.

Based on this study, there is a direct correlation between the perpetrator's position and authority in the organization and the losses incurred. Approximately 43% of fraudsters were employees; 34.3% were managers; 4.2% were "others," and 18.5% were owner/executives. Although the second lowest percentage is from owner/executives, this group generated the largest median loss of \$373,000 out of the 753 cases reported in the United States.

WAYS is a tightly held small public charter school operation founded and primarily operated by one family and close associates. The founder/former executive director selected the board members, which gave her and other family members significant influence over financial decisions that benefited them financially. Even after the founder was removed from her executive director position as a condition of the newly executed charter petition by the county office of education, the founder/former executive director positioned her son, daughter and previous board president to hold key positions in the organization and run the day-to-day operations, and by this action still maintained effective control over the financial affairs of the organization.

This report will demonstrate that there is an integral relationship between appointed board members and related family members and business associates – particularly between the former executive director, her son, daughter, former board president and their associated private businesses and lease agreements – that created an environment that allowed and continues to allow access, opportunity and motivation for occupational fraud to occur.

Internal Control Elements

Internal controls are the principal mechanism for preventing and/or deterring fraud or illegal acts. Illegal acts, misappropriation of assets or other fraudulent activities can include an array of irregularities characterized by intentional deception and misrepresentation of material facts.

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Effective internal control processes provide reasonable assurance that a charter school's operations are effective and efficient, that the financial information produced is reliable, and that the organization operates in compliance with all applicable laws and regulations.

Internal control elements provide the framework for an effective fraud prevention program. An effective internal control structure includes the policies and procedures used by staff, adequate accounting and information systems, the work environment and the professionalism of employees. An effective internal control structure includes the five interrelated components of the control environment: fraud risk assessment, control activities, information and communication, and monitoring.

Internal Control Element	Description
Control Environment	Commonly referred to as "the moral tone of the organization," the control environment includes a code of ethical conduct; policies for ethics, hiring and promotion guidelines; proper assignment of authority and responsibility; oversight by management, the board or an audit committee; investigation of reported concerns; and effective disciplinary action for violations.
Fraud Risk Assessment	Identification and assessment of organization's objectives to establish and develop a strategy to react timely.
Control Activities	The development of policies and procedures to enforce the governing board's directives. These include the actions by management to prevent and identify misuse of the district's assets, including the prevention of override of controls in the system by any employee.
Information and Communication	The establishment of effective fraud communication. This includes ensuring that employees receive information regarding policies and opportunities to discuss ethical dilemmas. Establishing clear lines of communication in an organization to report suspected violations.
Monitoring	Ongoing monitoring that includes periodic performance assessments for fraud deterrence by managers and employees.

Examples of improper internal controls include, but are not limited to, the following:

- Failure to adequately segregate the duties and responsibilities of authorization.
- Failure to limit access to assets or sensitive data.
- Not recording transactions, resulting in lack of accountability and the possibility of theft.
- Unauthorized transactions, resulting in skimming, embezzlement or larceny.
- Lack of monitoring or implementing internal controls by the governing board and management.
- Collusion among employees where little or no supervision exists.

A system of internal controls consists of policies and procedures designed to provide the governing board and management with reasonable assurance that the organization achieves its objectives and goals. Traditionally referred to as *hard* controls, these include segregation of duties, limiting access to cash, management review and approval, and reconciliations. Other types of internal controls include *soft* controls such as management tone, performance evaluations, training programs, and maintaining established policies, procedures and standards of conduct. Controls that have been established must also be implemented and monitored to ensure their effectiveness.

Although WAYS had a fiscal policies and procedures handbook, the organization failed to implement or monitor several of the adopted policies and procedures. Recent board minutes document

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that when board members expressed the need to review and approve certain financial transactions or asked for the back office provider to present the financial statements during open board meetings, management repeatedly ignored these requests. In some cases, management canceled board meetings and caused major disruptions that ended board meetings prematurely.

The internal control environment is a critical component because it establishes the organization's moral tone, commonly referred to as "the tone at the top." The tone at the top is an intangible internal control element that consists of the perception of an organization's employees regarding the ethical conduct displayed by the governing board and executive management.

A strong system of internal controls that consists of all five elements can provide reasonable but not absolute assurance that the organization will succeed in achieving its goals and objectives. The failure to establish adequate internal controls limiting the ability of the founder, family members and other related parties to access assets coupled with a lack of accountability to the governing board created an environment for fraud and misappropriation to occur.

To further demonstrate the lack of effective internal controls, independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these findings have not been addressed by management and the governing board; therefore, these findings are repeated each year. The following table illustrates a complete list of audit findings from 2010-11 through 2012-13 prepared by annual independent auditors.

Audited Financial Statements Schedule of Findings and Questioned Costs for Audit Years 2011, 2012 and 2013

Finding	Description	2011
11-01/3000 - Combined Significant Deficiency Internal control condition	Untimely deposit of cash receipts	Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws and regulations.
11-02/3000 - Combined Significant Deficiency Internal control condition	Bank Reconciliation Over Site	Bank reconciliation was not properly reviewed resulting in inconsistent bank to book balances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor.
11-03/3000 - Combined Significant Deficiency Internal control condition	Accounts Receivable Reconciliation	The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances. Organization has not adequately established written policies and procedures to ensure accounts receivable balance is properly reconciled to subsidiary ledger balances and that differences are investigated and cleared in a timely manner. Could result in material errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

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<p>11-04/3000 - Combined Significant Deficiency Internal control condition</p>	<p>Recording transaction without complete supporting documentation Could be a material misstatement of the financial statement. Organization lacks clear policies and procedures for the approval of all disbursements.</p>
<p>11-05/3000 - Significant Deficiency Internal control condition</p>	<p>Payroll Expense Reconciliation Payroll expenses are not properly reconciled and adjusted in a timely manner. Could be a material misstatement of the financial statements.</p>
<p>11-6/3000 - Significant Deficiency Internal control condition</p>	<p>Written Asset Capitalization Policy Organization does not have a written asset capitalization policy or procedures. This could result in unreliable financial reporting and compliance. Could be a material misstatement of the financial statements.</p>
<p>11-01/3000 - Significant Deficiency Internal control condition</p>	<p>Bank Reconciliation Over Size Bank reconciliation was not properly reviewed resulting in inconsistent bank to book balances. Could result in a material misstatement of the financial statements. Organization lacks adequate procedures to ensure that bank reconciliations are reviewed monthly by a supervisor. Payroll expenses were not consistently reconciled to the general ledger.</p>
<p>11-02/3000 - Significant Deficiency Internal control condition</p>	<p>Payroll Expense Reconciliation Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.</p>
<p>2013-1/3000 Significant Deficiency Internal control condition</p>	<p>Bank Reconciliations Monthly adjustments are made to a "suspense" account. Correcting journal entries at year end were not reconciled or posted into the proper accounts. Questioned cost: \$13,235 posted in suspense accounts. Handwritten procedures to ensure that supporting documentation is provided for all transactions associated with bank accounts. Management officials from the school are not providing information necessary to post correcting journal entries to back office provider.</p>

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<p>2013-2/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Payroll Expense Reconciliations</p>	<p>Payroll expenses were not consistently reconciled to the general ledger resulting in a material misstatement of the financial statements.</p> <p>Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liability.</p>
<p>2013-3/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Year End Accruals and Closing Process</p>	<p>The organization did not record closing transactions for the accounts receivable, accounts payable, prepaid expenses, and capital assets.</p> <p>Effect: Recording differences between unaudited actuals reported to oversight agency and audited financial statements.</p> <p>Material misstatement of the financial statements.</p> <p>Organization has not established clear written policies and procedures for year-end closing activities.</p>
<p>2013-4/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Payroll Documentation</p>	<p>Personnel Action Forms (PAFs) are not complete, in 100% of the PAFs reviewed there were missing approval signatures.</p> <p>Federal Form I-9s were not completed correctly in nine out of 10 forms tested, exposing the organization to risk of noncompliance with I-9 requirements.</p> <p>The organization is at risk for paying individuals that are not approved.</p> <p>The organization has not established adequate procedures for hiring, including required documentation.</p>
<p>2013-5/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Capital Assets</p>	<p>The organization was unable to provide detail of capital assets to support amounts recorded in the books of record.</p> <p>Purchases of capital assets were inappropriately expensed instead of capitalizing these assets appropriately.</p> <p>Inufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements.</p> <p>The organization has not established adequate procedures for tracking capital assets and ensuring that they are appropriately recorded in the financial statements.</p>

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<p>2013-6/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Credit Card Documentation</p>	<p>Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation.</p> <p>Credit cards are used to purchase items and subsequently repaid with a check. The organization is using the credit card statements for supporting documentation without including all receipts for the expenditures.</p> <p>Questioned costs: \$5,858 from sample selected.</p> <p>The organization has not established adequate procedures that require adequate supporting documentation.</p> <p>The organization is exposed to risk of misappropriation of assets.</p>
<p>2013-7/3000 Significant Deficiency</p> <p>Internal control condition</p>	<p>Beginning Net Assets</p>	<p>Net assets were not in agreement with the prior year audited ending net assets. The organization was unable to provide reconciling items to support adjustments to beginning net assets.</p> <p>The organization has not established adequate procedures in place to track prior year adjustments.</p>
<p>2013-8/3000 Significant Deficiency</p>	<p>Inconsistent Reporting</p>	<p>Financial reporting to the oversight agency is based on a fiscal year and to the IRS on a calendar year and should be consistent.</p> <p>IRS regulations require tax returns to be prepared based on the fiscal year of operation.</p>
<p>Federal Award Findings</p>		
	<p>Tracking Expenditures</p>	<p>The organization failed to track expenditures separately for federal awards. This caused major delays with the timing of audit procedures associated with OMB Circular A-133 requirements because management had to identify each individual expenditure separately.</p> <p>Programs involved: National School Lunch Program: \$212,061 Special Education Cluster: \$99,925</p>
<p>State Award Findings</p>		
	<p>Class Size Reduction Program</p>	<p>Form J-7 CSR was prepared using the average monthly enrollment based on the last day of the school month rather than average daily enrollment from the first day of classes through April 15.</p> <p>Questioned costs: Under-reported eligible students by 1 student.</p>

Conflict of Interest

A conflict of interest exists when an individual has a private financial interest in the outcome of a contract or a public decision and does either of the following:

1. Participates in the decision-making process
2. Influences, or attempts to influence, others making a contract or decision

Statutes that govern conflicts of interest include the Political Reform Act, Government Code 1090, Government Code 87100, and Corporations Code Section 5233 for nonprofit organizations. Governing board members and administrators should abstain from all discussions, negotiations and votes that are related to a contract in which they have a personal financial interest by removing themselves from the meeting and ensuring that abstention and departure are recorded in the board minutes. A conflict of interest can still exist with subsequent action on the contract, such as authorizing payment under a contract, negotiating disputes or contract terms; therefore, the governing board member or administrator should abstain from all discussions, negotiations and/or votes related to the contract in which he or she has a personal interest.

The report will demonstrate that conflict of interest exists that allowed the founder/former executive director, family members, and close associates interacting as "vendors" to gain financially.

Political Reform Act – Disclosure, Conflicts of Interest and Enforcement

The Political Reform Act (PRA), Government Code Sections 81000 - 91015, was enacted by Proposition 9 in June 1974. The stated intent of the act was to establish a process for most state and local officials as well as certain designated employees to publicly disclose their personal income and assets as follows:

[a]ssets and income of public officials which may be materially affected by their official actions... [are] disclosed and in appropriate circumstances the officials... [are] disqualified from acting in order that conflicts of interest may be avoided.

The PRA provisions are enforced by the Fair Political Practices Commission (FPPC) and require every state and local governmental agency to adopt a conflict-of-interest code. The commission is the state agency responsible for interpreting the provisions of the law and issuing California Form 700 – Statement of Economic Interests. Because charter school governing board members are considered "public officials" and governing boards are considered "legislative bodies," board members and certain designated individuals must file Form 700 annually, or upon taking office/position. Additionally, a consultant to the organization "who makes, participates in making, or acts in a staff capacity for making governmental decisions" may be required to complete Form 700.

PRA provides an eight-step process to determine whether a conflict of interest exists as follows:

1. Is the individual a public official?
2. Is the public official making, participating in making, or influencing a governmental decision?
3. Does the public official have one of the six qualifying types of economic interests? (An economic interest will be discussed more fully in the next section of this report.)

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4. Is the economic interest directly or indirectly involved in the governmental decision?
5. Will the governmental decision have a material financial effect on the public official's economic interests?
6. Is it reasonably foreseeable that the economic interest will be materially affected?
7. Is the potential effect of the governmental decision on the public official's economic interests distinguishable from its effect on the general public?
8. Despite a disqualifying conflict of interest, is the public official's participation legally required?

The WAYS governing board members, charter school officials and designated employees have filed Form 700. Only one Form 700, by a former board member, declared any financial interest. All the other forms examined showed that these individuals did not declare any financial interest in the schools' affairs or disclosed any conflict of interest that would result in personal financial gain. Consultants that meet the conditions previously identified have not filed Form 700 to date.

The charter petition for WAYS contains a conflict of interest policy that has been approved by the county board of education as a condition of WAYS' petition approval. Board minutes and audio recordings, verbal and written complaints by former board members and direct observations by LACOE staff reveal instances where the founder/former executive director continued to be present and seated at the board table during discussions regarding facility leasehold agreements for her personal properties. Evidence in the board minutes indicate that at least two occurrences transpired when she was no longer employed by WAYS. The termination of her employment was a condition of the petition approved by LACOE.

On September 16, 2011, subsequent to her departure from WAYS, the founder/former executive director was present at the board meeting. She refused to be unseated from the board table during discussions concerning the relocation of WAYS to a property not owned by the founder/former executive director. Individuals at this meeting who supported continued use of her facilities by WAYS schools caused such a disruption that the board meeting was disbanded.

During the September 22, 2011 board meeting one week later, the founder/former executive director was observed by LACOE staff seated at the board table having private conversations with one board member.

The most recent independent audit report noted that facility leasehold agreements for 2013-14 were not approved by the governing board seven months into the new fiscal year, and that the sale of a school vehicle used by the director of operations was not approved by the governing board. Instead, the vehicle, a Lexus, was sold by the founder/former executive director's son in December 2013 without board approval. Shortly after the independent auditors' report, the governing board approved the facility leasehold agreements for 2013-14 and the sale of the director of operations' Lexus.

This report will demonstrate that facility leasehold agreements, leasehold facility improvement, payments made to the private dance studio owned by the founder/former executive director's daughter and vice principal, as well as substantial purchases from a related vendor were not disclosed in accordance with laws and regulations set forth by the FPPC.

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The founder/former executive director and other family members were present and exercised significant influence during board meetings that provided a direct personal financial benefit.

Government Code 1090 – Financial Interest of Public Officials, Officers and Employees

Simply stated, the intent of Government Code 1090 is to prohibit a public official, officer or employee from engaging in a contract in which he or she has a financial interest in both a governmental and personal capacity.

Section 1090 has broad implications, applies to school districts and can also apply to charter schools if included in the charter petition or the memorandum of understanding. Section 1090 provides as follows:

Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

As used in this article, "district" means any agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.

The WAYS charter petition states the governing board has adopted its own conflict of interest policy and will abide by the conflict of interest Government Code 1090.

This report will establish that a business relationship exists between the founder/former executive director and the WAYS schools as evidenced by contracts, lease agreements and other related business as vendors. There is conclusive documentation to support that the founder/former executive director and her family members as well as close business associates have significant personal involvement and financial interest, violating the conflict of interest statutes.

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Related-Party Transactions and Significant Influence

OCI Development Corporation – Building Leasehold Agreements

The current WAYS petition is subject to specific conditions including adherence with conflict of interest laws and regulations. WAYS charter school appealed to LACBOE in the spring of 2011 following a denial by LAUSD Board of Education to renew its petition after five years of operation.

The denial by LAUSD included concerns that WAYS failed to comply with the terms of the charter by allowing the charter school to enter “into a self-dealing transaction” with the founder/former executive director and her privately owned facilities that were leased to two of the three schools. Specifically, WAYS could not provide “evidence that the governing board considered other sites or conducted an independent assessment of lease rates prior to entering into the agreement with the Executive Director.”

In an attempt to address the conflict of interest with the facility lease agreements for the properties occupied by the schools, the founder/former executive director placed the properties in a revocable trust named OCI Development Corporation in 2010-11. It was subsequently determined and concurred by the WAYS legal counsel that transferring the property to a holding company through a revocable trust did not ultimately transfer property ownership under California law and therefore did not resolve the conflict of interest concern.

The WAYS governing board approved the 2012-13 facility leasehold agreements August 3, 2012. These agreements were signed by the former governing board president and current executive director as the “tenant,” and by Dora Obieniu, CEO for OCI Development Corporation.

According to a report on the WAYS charter petition and appeal to LACBOE dated May 10, 2011 by the LACOE Charter School Review Team, it was revealed that WAYS’ governing board failed to disclose that LAUSD had awarded facilities under a Proposition 39 request for facilities on April 1, 2011. Subsequent to the approval for facilities by LAUSD that could have alleviated conflict of interest concerns, WAYS did not respond to LAUSD to indicate acceptance of the offer.

As previously stated in this report, board meetings surrounding the relocation were met with strong opposition by the founder/former executive director and others during open board meetings ultimately exercising significant influence over the decision not to accept the LAUSD offer. WAYS continues to lease the facilities owned by the founder/former executive director through OCI Development Corporation.

WAYS paid \$1,070,921 to the founder/former executive director and her holding company, OCI Development Corporation, for leasehold agreements located at 706 E. Manchester Avenue, Los Angeles, CA and 8778 S. Central Avenue, Los Angeles, CA from the 2007-08 through 2012-13 fiscal years as shown in the following table.

RELATED PARTY TRANSACTIONS

***OCI Development Corporation and Founder/Former Executive Director
Facility Leasehold Payments, 2007-2008 through 2012-13***

Fiscal Year	Payee	Annual Total
2007-08	Founder	\$110,400
2008-09	Founder	169,440
2009-10	Founder	179,560
2009-10	Founder - "Advanced Rent"	30,000
2010-11 (June - January)	Founder	93,245
2010-11 (February - June)	OCI	74,840
2011-12	OCI	226,450
2012-13	OCI	216,986
Grand Total		\$1,100,921

The facility leasehold agreement for 2013-14 was approved by the governing board in January 2014. Lease payments are estimated to be \$223,878 for the current fiscal year and are not included in the table above.

Other general ledger entries from the WAYS financial records show additional rent payments that are listed in the general ledger with no supporting documentation totaling \$115,550:

Lorraine Turner	2007-08 - 2012-13	\$89,350
Wisdom Pre-School	2007-08	2,900
Founder: Recruiting Students	2007-08	2,000
Founder: ERATE Consultancy	2007-08	500
Founder: "Good Faith Offer"	2008-09	10,000
Pre-School Rent	2008-09	10,800
Grand Total		\$115,550

There are three school sites under the WAYS name located in Los Angeles on Manchester Ave, S. Central and Central. Two are owned by the founder/former executive director and one leased with the Salvation Army. In addition, the school on Manchester Avenue pays \$2,400 per year for additional parking spaces. No contracts or lease agreements exist for Lorraine Turner, Wisdom Pre-School or Pre-School Rent. The payment of \$10,000 made to the founder/former executive director for "Good Faith Offer" is unsubstantiated. Other payments for recruiting students and E-Rate consultancy fees paid to the founder/former executive director are questionable.

WAYS' balance sheet dated June 30, 2013 shows leasehold improvements totaling \$341,710 plus \$35,483 in federal E-Rate funding for leasehold improvements to the properties owned by the founder/former executive director.

***Summary of Payments - Facility Leasehold, Rent, and Other Payments,
2007-08 through 2012-13***

Facility Lease Payments	\$1,070,921
Advanced Rent	30,000
Rent and Other Unsubstantiated Payments	\$115,550
Leasehold Improvements	341,710
Leasehold Improvements - E-Rate	35,483
Total	\$1,593,664

FOUNDATIONS AND SIGNIFICANT INFLUENCE

Founder/Former Executive Director – Settlement Agreement

As a condition of approval for WAYS' charter school petition to LACOE in June 2011, the founder/former executive director was to terminate her employment with WAYS and be removed from any association with the school.

Approximately seven months later in a letter dated January 20, 2012, the founder/former executive director asserted claims totaling \$700,000 for money owed including interest accrued and damages but said she would be "content with a settlement of \$350,000 that will help me in the new project (Middle School) that I am currently working to establish."

In a separate letter dated May 21, 2012 three months later, the founder/former executive director revised her claim for \$480,312.90 for unused vacation, sick and personal necessity leave for the entire time of her employment with WAYS commencing July 1, 2008 through June 30, 2011, claiming she took "zero" days off work during this period of time. The accompanying schedule of liabilities showed a calculation that included 150 days of vacation plus 50 days of "accrued time off due for five years" totaling \$97,391.30. No time records or other documentation were supplied to substantiate this claim other than a single typed page identified as Attachment E by the founder/former executive director.

The founder/former executive director claims that she loaned the charter school money from personal savings, mortgaged her personal residence and loaned funds from her private preschool, Wisdom Pre-School.

A review of the QuickBooks records and audited financial statements show a short-term loan on December 18, 2007 from Los Angeles Unified School District and a line of credit from Wells Fargo Bank, both of which were fully repaid, but no mention of any other loans.

On October 26, 2012, the Merle Williamson Foundation, doing business as Wisdom Academy of Young Scientists, entered into a settlement agreement with the founder/former executive director. This agreement was signed by the current executive director and former board president in the amount of \$228,665.38. The breakdown of the final payment is as follows:

Severance pay – one year.	\$112,960.60
Contractual leave and vacation days accrued at the time of separation. Last three years.	\$58,434.78
Lease of a 2004 Toyota Land Cruiser.	57,940.00
Total	\$228,665.38

The employment contract for July 1, 2008 through June 30, 2011 states that the founder/former executive director shall be permitted to be paid upon termination. However, the contract provides that "written documentation of the Executive Director's earned and accrued vacation days" shall be maintained through a third-party vendor providing business services to the schools. According to the business services provider, no vacation or time records were ever provided to its office to support the founder/former executive director's claim for accrued vacation and other leave categories. The settlement agreement does not provide any documentation to support this claim; therefore, FCMAT cannot substantiate that the \$58,434.78 paid for 90 days of vacation leave and 30 days of unused time off was substantiated with independent records by the business services provider in accordance with the employment contract.

RELATED-PARTY TRANSACTIONS

The contract from July 1, 2005 through June 30, 2008 as well as the most current contract states that the executive director shall be provided an automobile vehicle and operating expenses for her use in conducting official business and reasonable personal use during the period of the contract. Attached to the settlement agreement is a closed end motor vehicle 60-month lease agreement identifying the founder/former executive director as the lessee for a new 2004 Toyota Land Cruiser dated December 20, 2004. The gross capitalized cost on the lease agreement is \$57,940, which included extra add-ons:

- Maintenance agreement for \$1,800
- Credit life insurance premium for \$995

The employment contract states that a vehicle shall be provided to her, not that she could enter into a vehicle lease for a luxury vehicle paid by the school and be reimbursed for the lease and extra items prior to her contract. It is unclear if the school had available and/or provided a different vehicle during the contract period.

Professional Liability for Founder/Former Executive Director

Documents from a lawsuit settled against the Merle Williamson Foundation (MWF) for wrongful termination of a former teacher at WAYS against the school show that the founder/former executive director traveled to Omtsha, Nigeria and directed one of the school's teachers to go with her to marry her sister's husband (brother-in-law) for purposes of making the brother-in-law a United States citizen. Although the teacher married the brother-in-law, she ultimately refused to complete the Department of Homeland Security form I-130, Petition for Alien Relative, and brought suit against MWF. On December 4, 2012, a jury found in favor of the teacher plaintiff and subsequent judgment was awarded of \$566,803.

The contract dated July 1, 2008 through June 30, 2011 clearly states that the executive director shall be held harmless and be indemnified "from any and all demands, claims, suits, and legal proceedings brought against the Executive Director in her official capacity as agent and employee of the MWF, provided the incident arose while the Executive Director was acting within the scope of employment." (emphasis added) Clearly this action by the "Executive Director" was not within the scope of employment, was conducted during winter break in Nigeria, and yet the settlement was paid by WAYS charter school.

The Certificate of Marriage document from Federal Republic of Nigeria shows the founder/former executive director's signature as witness to the marriage between the teacher and Joseph Njor Enwezor (the founder/former executive director's brother-in-law) on January 4, 2010. According to staff at LACOE who conducted interviews, these interviews with former teachers and board members indicate many trips to Nigeria to visit a personal residence in that country by the founder/former executive director, yet she asserts that she took "zero" days off during the last five years.

OSE Business Services – Owner, Obiesie Enwezor

The analysis of large increases in purchases of books and supplies during the 2011-12 and 2012-13 fiscal years was attributed to one vendor, OSE Business Services (OSE). OSE is owned by Obiesie Enwezor, who is related to other WAYS vendors: Godfrey Okonkwo, Emeka Enwezor, and DeDe Dance Studio and bears the same last name as the founder/former executive director's brother-in-law, Joseph Njor Enwezor.

CONFLICTS OF INTEREST AND SIGNIFICANT INFLUENCE

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Godfrey Okonkwo is the husband of the founder/former executive director of WAYS and father of the owner of DeDe Dance Studio and vice principal of WAYS and director of operations. (These WAYS relationships are further described in detail later in this report.)

FCMAT compiled all OSE vendor invoices to review and analyze expenditure transactions and spending patterns. Purchases totaling \$158,871 for 20 invoices lacked any supporting documentation for the receipt of materials, supplies and snack food items.

WAYS Back Office Service Provider Warned of Books and Supplies Expenditures Exceeding Budget

During FCMAT's interview of the WAYS back office business services provider on Monday, November 25, 2013, the back office provider stated to the team that the WAYS governing board and management had been advised during a board presentation and in the budget narratives that the books and supplies expenditures "... are expected to be over budget at the end of the year by about \$70,000."

The back office provider presented for the team two samples of WAYS board and management reports for the periods ended January 31, 2013 and again on June 30, 2013 titled "Snap Shot Summary of Financial Condition of the School." These reports showed that the actual expenditures for books and supplies exceeded current budgeted amounts. Even though the WAYS back office provider warned of excessive expenditures, the management of WAYS continued to purchase from OSE.

WAYS Paid \$158,871 to OSE Business Services Over Two Years

The books and supplies category consists of textbooks, books other than textbooks, instructional materials, custodial supplies, automobile expenses, fuel, office supplies, other supplies, classroom furniture and equipment, computers, and other non-capitalized equipment.

During the fiscal years 2011-12 and 2012-13, WAYS paid \$57,533 and \$101,338 respectively to OSE, totaling \$158,871 for the two-year period. Of the combined 2011-2012 and 2012-13 payments to OSE, 98% was accounted for in WAYS' books and supplies expenditures category.

A total of 20 invoices were issued by OSE and paid by WAYS. All invoices were approved by the director of operations - the founder/former executive director's son, along with the current executive director/former board president. Ten of the payments to OSE were issued by cashier's checks and nine of the payments by check. During the interview conducted with both the executive director and director of operations, the director of operations stated that cashier's checks were used because WAYS "... bounced a check and OSE only wanted to be paid by cashier's check."

FCMAT requested copies of the OSE cashier's checks and regular checks, both front and back, from the director of operations and copied the executive director in an email dated Friday, December 13, 2013. One month later, on January 13, 2014, the team received nine of the 10 requested cashier's checks. The missing cashier's check was received on January 21, 2014. Repeated requests to management for the regular check copies were never received and no explanation was provided.

Of the nine copies of the cashier's checks provided to the team, it is not entirely clear that the copies came directly from the bank. The endorsement for OSE Business Services on the reverse side of the cashier's checks is by signature. No account number or other identifying information is provided on the back of these cashier's checks. The OSE cashier's check that was provided on

RELATED-PARTY TRANSACTIONS AND PAYMENTS

January 21, 2014 showed that the check was printed through an online account at <https://oibservices.wellsfargo.com/OIB/PrintImage.jsp>.

Because WAYS executive management failed to provide OSE's regular checks front and back copies as requested by the team, and because OSE cashier's checks did not contain account information identifying the account where funds were deposited, the team is unable to authenticate the OSE payments.

OSE Business Services Irregular Invoices

During the 2011-12 and 2012-13 fiscal years, WAYS received from OSE 20 invoices that were authorized for payment by both the director of operations and executive director and present the following irregularities:

1. Invoices fail to provide a contact phone number.
2. Invoices lack proper authorization to purchase and/or accept OSE merchandise that would authenticate the supplies shipped by OSE to WAYS.
3. Invoices are not accompanied by packing slips identifying the shipping contents and quantities.
4. Invoices fail to identify any "ship to" or delivery address.
5. Invoices fail to present a shipping cost line item, or indicate if there was a charge for shipping.
6. Invoices do not appear professional and consistent and appear to be produced on a spreadsheet.
7. Invoices fail to present consistent per-unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per-unit pricing to the total amount for each inventory line item purchased.
8. Management could not provide an OSE product catalogue for review.
9. The OSE invoices fail to present consistent and clear descriptions of the supplies identified.
10. The OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is a postal service location and is not a warehouse or physical storefront.
11. The address is identical to that of Innovative WAYS Academy, which is owned and operated by the WAYS vice principal, the founder/former executive director's daughter.

The team interviewed the WAYS back office provider on Monday November 25, 2013. During the interview, the back office provider claimed there were repeated requests to WAYS management to provide OSE's approved purchase orders and packing slips in accordance with the back office provider's procedures manual. WAYS management failed to comply with these requests to follow procedures, and failed to provide the requested documentation.

OSE Business Services Address at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 – Related Parties

The audit fieldwork visit on November 13-15, 2013 revealed large quantities of supplies purchased from OSE. During the team's joint interview with the executive director and director of operations, the team was told that none of the WAYS vendors were related. The team made further inquiries regarding any relationship between WAYS management team or family members and OSE. The director of operations said that OSE Business Services was a legitimate business with many customers and that no relationship existed between these two entities.

During the fieldwork, the team visited the OSE address printed on their invoices at 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045. This same address is identified as the mailing address of Innovative WAYS Academy.

The CEO of Innovative WAYS Academy is:

- The founder of DeDe Dance Studio and vice principal of WAYS,
- The daughter of the founder/former executive director of WAYS,
- The sister of WAYS' director of operations, and
- The CEO of DeDe Dance Studio that operates business at the WAYS school site.

The team interviewed the WAYS vice principal, Innovative WAYS Academy founder and CEO, and owner of DeDe Dance Studio on Friday, November 15, 2013 and discussed the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. In her statement to the team, she provided the following information for business operations associated with that address:

1. The 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address was the address used for Innovative WAYS Academy.
2. Stated that she "does not know much about the business side of Innovative WAYS" and said that her mother (founder of WAYS) operated Innovative WAYS Academy and is the most knowledge about its business operations.
3. She does not check the mail at the 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 address. Instead, her mother, the founder/former executive director, is the only person who checks the mail and has the only key to the mailbox at that location.

On December 11, 2013, FCMAT made an inquiry to the director of operations and copied the executive director to verify that 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 is the same address as Innovative WAYS Academy and OSE Business Services, and that the founder/former executive director is the only person that checks the mail and has a key. WAYS management did not provide requested supporting documentation other than to provide invoices from OSE. In an attempt to corroborate the \$158,871 in materials and supplies purchased from OSE and concerns that OSE represented an undisclosed related-party, the team requested the following information to verify a legitimate business address and a warehouse facility with the ability to service numerous customers based on the statement from the director of operations:

- OSE business information documents IRS W9,
- IRS Form 1099 issued by WAYS to OSE,

RELATED-PARTY TRANSACTIONS AND INFORMATION

- OSE's actual physical address and business phone number, and
- Notified the OSE business owner, Obiesie Enwezor, that FCMAT would like to review his supplier purchases to support the products OSE sold to WAYS.

On January 10, 2014, one month after the FCMAT's request for information, the director of operations provided the phone number and email address for OSE but failed to provide the actual physical address. The director of operations could not verify the WAYS vice principal's statements regarding access to the 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045 address, and suggested that the team speak with the founder/former executive director regarding the relationship between OSE and WAYS. He stated during the interview, "I am not aware of any related party business relationships ... I have no expectations for the framework of OSE Business Services and infrastructure."

FCMAT attempted to contact the owner of OSE, Obiesie Enwezor, through a certified return receipt letter dated December 23, 2013 at the address on the invoices (6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045). This letter was returned on January 24, 2014, marked by the US Postal Service as Return to Sender, Unclaimed, and Unable to Forward.

WAYS Failed to Issue an IRS Form 1099 to OSE

FCMAT visited the back office provider to review records and conduct interviews. The team reviewed the IRS Federal Forms 1099 and W-9 files and was unable to locate either form in the back office provider files. Form 1099 is required for unincorporated vendors for payments in excess of \$600 in a calendar year to report miscellaneous income to IRS.

IRS Form W-9 is used to certify that payments made to vendors meet the IRS guidelines. These guidelines are intended to ensure that the taxpayer identification number to report Form 1099 is correct and that the vendor is not subject to backup withholding. Once complete, the W-9 form is signed by the owner or designated person. According to the back office provider, several requests made by staff to WAYS management for OSE's W-9 were unsuccessful.

Subsequent to FCMAT's request on November 29, 2013 for a W-9 from OSE, the director of operations sent a copy of a W-9 prepared by OSE on December 9, 2013 to the back office provider, which was forwarded to the team. The document was dated November 11, 2011.

On December 11, 2013, FCMAT requested the director of operations to provide a copy of Form 1099 issued to OSE but did not receive a response. There is no evidence that Form 1099 was sent either to the OSE or to the IRS. Shortly after FCMAT's request on December 11, 2013 for these documents, the director of operations provided a email from OSE dated December 16, 2013, which stated, "I still have not received a 1099 from you." The team was not provided prior requests or concerns by OSE before December 16, 2013 regarding the issuance of a Form 1099 from the prior two calendar years.

Obiesie Enwezor, owner of OSE, refused to meet with FCMAT; therefore, the team cannot confirm that OSE is a legitimate business that properly reported income and sales taxes totaling \$158,871 from WAYS to the taxing authorities, or that merchandise was actually delivered by OSE and received by WAYS.

OSE Business Services is Not a Resale Company or Store According to OSE

On January 10, 2014, the director of operations sent FCMAT the OSE Fictitious Business Name Statement dated November 2011 and OSE's W-9, Request for Taxpayer Identification Number and Certification, dated November 11, 2011. The OSE business address identified on both forms is 6709 La Tijera Blvd., Suite 274, Los Angeles, CA 90045, the same post office box service center address where the founder/former executive director has possession of the only key.

The first OSE transaction entered into QuickBooks is dated August 17, 2011 as OSE Invoice Number One; however, the team was provided a copy of Invoice Number One that is dated December 5, 2011, approximately four months later.

The 20 OSE invoices for the 2011-12 and 2012-13 fiscal years have 289 inventory items ranging from paper and office supply products to food items, stamps, and small equipment. A summary of the OSE invoice items and price per item calculated by the team is presented in Appendix A. WAYS management was unable to provide any supporting documentation that would attest to the authenticity of the OSE purchases approved by the director of operations and the current executive director.

Each invoice that OSE issued to WAYS includes a total charge at the bottom of each invoice for sales tax on the inventory items purchased, providing evidence that WAYS is purchasing directly from OSE. According to OSE's email dated December 16, 2013, the owner states that OSE does not buy or resell as follows:

"Also, bear in mind that OSE Business Services is not a resale company or store, OSE is a service provider. We do not buy or resale. We provide and coordinate purchasing and delivery services to various agencies."

The owner's statement that OSE is a service provider and is "not in the resale business" is not supported by the presentation of the paid invoices to his company. First, the invoices include charges for California sales taxes. This would only occur if the business was reselling products. Second, none of the invoices state that the amount due is for consulting, service or coordination fees as described in the owner's statement to FCMAT.

FCMAT sent three emails and four voicemails during January 10-13, 2014 in an attempt to meet and clarify the OSE owner's assertion that the business was not a resale business, review records related to invoices sent to WAYS and ask general questions regarding suppliers that were utilized to provide merchandise.

Mr. Enwezor initially responded by saying, "I recognize the situation that you are facing, and I will do everything I can to help." However, on January 13, 2014, Mr. Enwezor sent the following statement declining to meet with the team:

"I understand that you are auditing the school but are you attempting to audit my business also? Under what authorization? For what reason. I am unable to meet with you. Send me your questions and I will respond in the best interest of my company."

Because Mr. Enwezor rescinded his decision to cooperate with the audit and allow inspection of OSE's sales and customer support documents, the following information cannot be confirmed:

- Whether WAYS is OSE's only customer,
- Where OSE obtained the merchandise allegedly sold to WAYS,

RELATED-PARTY TRANSACTIONS

- California State Board of Equalization report of sales tax payments that would assist in confirming the purchase and sale of merchandise,
- Quarterly sales tax reports,
- Documentation supporting OSE's supplier relationships from which OSE provided supplies to WAYS.

In addition, the team cannot audit and/or confirm if any of the alleged 288 OSE inventory items sold to WAYS representing payments of \$158,871 are for actual books and supplies received by the school.

OSE Business Services Product Inventory Sales to WAYS

FCMAT prepared an analysis of the 20 OSE invoices representing 288 inventory items, focused on items that exhibited high volume, and compared those items with other charter schools located in the metropolitan area of Los Angeles of similar size. Pricing was compared to vendors that specialize in office and cleaning supplies as well as snack foods WAYS offered in the after school program.

There are 6,696 per-unit inventory items on the OSE invoices that include cases of copier paper, numerous miscellaneous office supplies, various cleaning supplies and snack foods. In total there are 288 uniquely defined inventory products.

One example of the volume of supplies WAYS purchased from OSE during the 2011-12 and 2012-13 fiscal years is 971 boxes of paper totaling \$41,408.24 and representing 26.1% of the total purchases. Each box of paper contains 10 reams of paper, and each ream of paper contains 500 sheets representing a total of 4,855,000 sheets of paper. Based on the size of WAYS' schools and compared with other charter schools in the Los Angeles area, this is an excessive amount of paper purchased from one vendor over a two-year period of time.

Because this appeared excessive based on the average enrollment of 505 students over a two-year period from 2011-12 through 2012-13, the team compared copier paper purchases with a sample group of elementary charter schools.

The team received information from the seven comparable elementary charter schools listed in the table below. This analysis compares purchases of copier paper from all vendors in the selection group with the WAYS purchases from OSE (even though paper was also purchased from other vendors described later in this report) and based on student enrollment for 2011-12 through 2012-13.

Cases of Copier Paper Purchased per Student, 2011-12 through 2012-13

School	Average Enrollment	No. of Cases Purchased	Cases of Copier Paper per Student
Charter School #1	227	151	0.67
Charter School #2	304	186	0.61
Charter School #3	387	332	0.86
Charter School #4	416	332	0.80
Charter School #5	476	369	0.78
Charter School #6	601	551	0.92
Charter School #7	648	588	0.91
Averaged Totals - All Sample Schools	382	314	0.82
WAYS	505	971	1.92

PERFORMANCE AND SIGNIFICANT INFLUENCE

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On a per student enrollment basis, WAYS averaged 1.92 cases of copier paper purchased per student over the two-year period, which is 2.34 times greater than the .82 average of all seven similar elementary charter schools combined.

The quantity of 971 cases of copier paper allegedly sold to WAYS by OSE is even more significant considering that during FCMAT's fieldwork visit on November 15, 2013, the team attempted to use the WAYS copy machine, which did not contain any copy paper. When the team asked the director of operations' permission to use the copy machine, the director stated, "They use very little paper and it is tightly controlled." He returned with a ream of copy paper that was locked in his office.

The volume of paper purchased and the director of operations' statement that the school uses very little paper do not reconcile. FCMAT anticipated that since WAYS' use of copier paper was tightly controlled, the amount purchased would be significantly lower than that of the seven comparative elementary charter schools sampled, but found the opposite.

OSE Sales Tax Calculations

The OSE invoices each include a line item for sales tax. OSE invoice number three, dated February 25, 2012 in the amount of \$6,172.39, is comprised of OSE inventory sales totaling \$5,625.76 and sales tax stated of \$546.63. The OSE invoice states that the sales tax rate is 8.75%; however, 8.75% of \$5,625.76 is \$492.25 rather than \$546.63, which is a difference of an additional \$54.38 that WAYS paid to OSE for sales tax.

FCMAT reverse calculated what percentage the \$546.63 in sales tax is compared to the total supplies WAYS purchased from OSE and arrived at a rate of 9.72%. In February 2012, the city of Los Angeles sales tax rate was 8.75%, not 9.72%.

Because the OSE invoices present numerous irregularities including the extension of per unit pricing to total charges and the incorrect calculation of sales tax noted above, OSE does not present itself as a legitimate business.

WAYS Purchases Office Supplies from Other Vendors in Addition to OSE, and OSE Inventory Pricing is Higher than Other Compared Vendors

During FCMAT's review of sampled WAYS American Express credit card statements, it was found that several statements were missing vendor receipts and other supporting documentation to support the purchases charged to that account. Without proper receipts, the team was unable to verify individual vendor purchases on the credit card statements.

The sampling showed several purchases for office supplies and other similar products from Staples, Office Max, and Smart & Final including copier paper, three-ring binders, and food snacks. It is apparent from these purchases that OSE was not the exclusive provider of office supplies to WAYS.

The following represent examples of purchases from other vendors with similar OSE merchandise discovered by FCMAT during the in-depth review of WAYS American Express credit card statement receipts compared with OSE's pricing:

RELATED-PARTY TRANSACTIONS

Office Depot - Receipt dated April 30, 2013	Item 675041 - Paper, Copy, AST	\$12.49
Office Depot - Receipt dated April 30, 2013	Item 348037 - Paper, Copy DD	\$41.99
OSE	Case of Paper 8 X 11.5	Ranging from \$35.00 - \$48.99
OSE	Off COPY-20# 8.5 C/6-9	Ranging from \$39.99 - \$48.99
Office Depot - online	Store brand 8.5 X 11, 20#/500 sheets, case of 10 reams	\$43.99
OSE	Office Impressions 92 Bright 20# 8.5 X 11 CASE	\$45.00
Staples - online	Various 8.5 X 11 cases of paper, 92 Bright, 20#	\$26.99 - \$43.99

The OSE invoice items are vague in description; therefore, an absolute comparison of products purchased is impossible. Without clarification from either OSE or WAYS management, FCMAT is unable to determine a reasonable explanation for the large variance in pricing based on OSE's invoices and like kind vendors.

FCMAT identified several OSE invoices with similar inventory items to those of other vendors, such as the Smart & Final receipt dated 04/10/13, inventory description, "Austin Cracker Vrt" at \$8.39, and "Rice Krisp Orig" at \$8.99. When FCMAT calculated the price per unit of the OSE inventory items, the amounts that OSE charged WAYS were varied and much higher. In some cases, OSE charged WAYS more than double the price for the same inventory items that WAYS also purchased from other vendors. Examples include:

1. OSE invoices list "Austin Variety 45 ct," with pricing calculated by FCMAT from \$7 per unit to \$19.99 per unit depending on the month of purchase.
2. OSE invoices list "Rice Crispy," with pricing calculated by FCMAT from \$11.99 to \$19.99 per unit, depending on the month of purchase.
3. Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California, dated 06/15/12, inventory description "1.5 In Better Binde" at \$9.49 per unit. WAYS purchased four units of binders. The OSE invoices vaguely described binders that FCMAT calculated the per unit pricing for as follows: 3" binders at \$30 per unit, 3.5" binders at \$24 per unit, 5" binders at \$24 per unit, Premium View Binders at \$29.99 per unit, and Premium Binder at \$46.00 per unit.

FCMAT searched prices at Staples online at www.staples.com and found 3" Avery Heavy-Duty View Binders with One Touch EZD Rings, item number 318402, Model 79-793 priced at \$9.99 per unit. Because OSE invoice inventory descriptions are not specific and are not identified with an item number, FCMAT cannot determine how these same items are sold by OSE for three times the cost of other vendors.

FCMAT also examined the WAYS vice principal reimbursements, which included receipts from the Staples store location at 3701 W. Santa Rosalia Dr., Los Angeles, California. One Staples receipt dated 11/27/12 contained the inventory description "PENTEL LEAD REFIL" at \$2.79 per unit, and the reimbursement identified a quantity of three. OSE invoices have an inventory item called "Pencil" listed as \$12 per pencil.

OSE business sales documentation for products allegedly sold to WAYS cannot be confirmed because the documentation is limited to a one-sheet invoice from OSE similar to a spreadsheet, with no additional documentation to support the delivery of materials and supplies to WAYS. In addition, OSE has declined requests to meet and provide proof of its sales of merchandise to

CONCLUSIONS AND SIGNIFICANT INFLUENCE

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WAYS. The irregularities described in this report attributable to alleged supplies purchased from OSE raise serious concerns about the OSE and WAYS business relationship and whether OSE actually sold any supplies to WAYS.

The following summarizes the inconsistencies regarding WAYS purchases from OSE identified in this report:

- WAYS purchased 2.34 times more cases of copier paper per student from OSE than the seven comparable elementary schools sampled. Additional purchases of copier paper from other vendors further increases the average of 2.34.
- OSE invoices and other authorization to purchase and accept OSE merchandise that should be used to authenticate the supplies shipped by OSE to WAYS are missing packing slips that identify the shipping contents.
- OSE invoices fail to identify any ship to address or contact phone number.
- OSE invoices fail to present a shipping cost line item or indicate that shipping is waived and not charged.
- OSE invoices do not present a professional and consistent look.
- OSE invoices fail to present any per unit pricing calculating quantities of items purchased and extending the quantity multiplied by the per unit pricing to the total amount for each inventory line item purchased.
- OSE product catalogue was not available for review.
- OSE invoices appear to have been prepared from a spreadsheet program.
- OSE invoices fail to present consistent and clear descriptions of the supplies identified in the invoices.
- OSE address of 6709 La Tijera Blvd., Suite 274, Los Angeles, California 90045 is not a warehouse or store location. This same address is used for other WAYS vendors, including the private middle school previously operated by the vice principal of WAYS. This is the same address where the only key belongs to the founder and former executive director.
- OSE will not allow inspection of its sales and customer documents that would verify if WAYS is the only customer and the location of the warehouse or suppliers.

FCMAT was unable to confirm that OSE has paid \$12,926.35 in sales taxes collected from WAYS to the California State Board of Equalization, or that OSE has a valid California sales tax identification number, because the sales tax number is not printed on OSE's invoices or located on check requests that authorize payment to OSE by the director of operations. FCMAT is unable to audit and confirm that WAYS issued a IRS Form 1099 totaling \$158,871 over the audit time period.

WAYS Audited Financial Statement Reports and Qualified June 30, 2013 Audit Report

FCMAT's findings are consistent with the independent auditor's reports for WAYS for the fiscal years ending June 30, 2012 and June 30, 2013. Both FCMAT and independent auditors find that WAYS has significant internal control conditions and has failed to ensure that adequate internal controls are in place.

RELATED-PARTY TRANSACTIONS AND

The WAYS June 30, 2013 independent auditors report at Finding 2013-6, "Credit Card Supporting Documentation" states:

"The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they are used."

"Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets."

FCMAT has documented in this report that the necessary supporting documentation authenticating OSE Business Services payments was not available for the FCMAT audit. The team is unable to audit and confirm if any of the alleged inventory supplies purchased from OSE totaling \$158,871 actually received, because WAYS and OSE have failed to present the necessary supporting documentation.

The WAYS independent auditor issued its report dated January 15, 2014 on the WAYS financial statements for the year ended June 20, 2013. An integral component of the audit is a report titled Independent Auditor's Report on Internal Controls Over Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.

This report describes various categories of deficiencies in internal controls that may exist. As reported by the independent auditors, a deficiency in internal control exists when a particular control does not allow management or employees in the normal course of business the ability to prevent, detect or correct misstatements in a timely manner. A material weakness presents a deficiency, or a combination of deficiencies, indicating a reasonable possibility that a material misstatement of the financial statements exists that cannot be detected, corrected or prevented in a timely manner. The auditors identified six findings and questioned costs to be classified as material weaknesses. A significant deficiency is a deficiency that is less severe yet represents enough merit to bring to the attention of those charged with governance. The auditors identified three findings that met this particular classification.

Depending on the number and severity of the audit findings, independent audit reports are either unqualified or qualified in accordance with auditing standards contained in the Government Auditing Standards issued by the Comptroller of the United States. These standards require that auditors obtain reasonable assurance about whether the financial statements are free from material misstatement.

When the independent auditors express an opinion regarding the reasonableness of the financial statements, the report is issued as either an unqualified or a qualified audit. A qualified audit report is issued when the auditors believe that the overall presentation of the financial statements does not represent a fair presentation that significant accounting estimates made by management and the overall presentation of the financial statements meet the auditing standards.

The independent auditor's report was qualified because the "audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion." Auditors cited the following in the June 30, 2013 annual audit report:

DEFICIENCIES AND SIGNIFICANT INFLUENCE

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1. The WAYS Independent Auditor's Report was Qualified because WAYS failed to maintain a detail of capital assets or depreciation.
2. The WAYS Independent Auditor's Report on State Compliance was Qualified because WAYS failed to comply with requirements of the class size reduction program and after school education and safety program.
3. WAYS did not meet the state requirement for audits to be completed and sent to the State Controller's Office, California Department of Education, and Los Angeles County Office of Education by the deadline date of December 15, 2013.
4. The WAYS operating facilities lease with OCI Development Corporation (OCI Development Corporation is the holder of the WAYS facilities property on behalf of the founder of WAYS) was entered into in July 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
5. The WAYS operating facilities lease with the Salvation Army was entered into in August 2013; however, as of January 15, 2014, the date of the audit report, the lease agreement has not been approved by the WAYS governing board.
6. In December 2013, WAYS sold a vehicle (Lexus RX350) for \$26,000; however, as of January 15, 2014, the date of the audit report, the payoff of the vehicle and sale of the vehicle has not been approved by the WAYS governing board.
7. The auditors had to amend their audit report because the management of WAYS provided the auditor with incorrect board member names as of June 30, 2013, including the chairperson of the board.
8. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards cited six WAYS deficiencies in internal controls and three significant deficiencies in internal controls. The report also identified three instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.
9. The Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 cited one deficiency in internal control over compliance to be a material weakness in internal control.

WAYS Irregular Van Lease – Vendors Godfrey Okonkwo & Emeka Enwezor

During FCMAT's review of the WAYS disbursement payments to various WAYS vendors, two vendors were identified as each receiving \$4,800 for leasing a van to the charter school. The two

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individuals are the husband of the founder of WAYS, Godfrey Okonkwo, and a vendor identified in the books and accounting records of WAYS as Emeka Enwezor.

Godfrey Okonkwo was paid \$2,400 with WAYS check number 8339, dated January 7, 2011 and \$2,400 with check number 8950, dated June 27, 2011, totaling \$4,800 during the WAYS 2010-11 fiscal year.

Emeka Enwezor was paid \$2,400 with WAYS check number 9513, dated December 9, 2011 and \$2,400 with check number 9625, dated December 9, 2011, also totaling \$4,800 during the WAYS 2011-12 fiscal year.

The WAYS leasing of a van totaling payments over two fiscal years of \$9,600 paid to Godfrey Okonkwo and Emeka Enwezor presents numerous irregularities.

First, during FCMAT's fieldwork at the WAYS back office business provider, the payment documentation for the van payments to Emeka Enwezor was reviewed. Documentation for the van lease payments authorized by the WAYS director of operations show that the van lease agreement and additional back-up documentation for lease was missing even though the back office provider had requested these documents on previous occasions. At the time of the FCMAT fieldwork in November 2013, the WAYS back office service provider still had not received from the WAYS any van lease supporting documentation dating back to the first payment from December 9, 2011 approximately two years later.

According to the WAYS director of operations, the owner of the lease is Emeka Enwezor. The team requested the director, in an email dated November 29, 2013, to supply information to support the van lease agreement and board approval. In an email dated January 10, 2014, the WAYS director of operations replied to FCMAT stating:

"I was able to locate the Van Lease Agreement from 2011-12. However I was unable to locate a signed copy of the agreement. During this year WAYS experienced significant turn-over in the Board of Directors and administration. Many official school documents were kept by those individuals who are no longer associated with WAYS, and have yet to be returned after several requests to do so. I suspect that the signed van lease and Board documentation, if any, may be within those lost documents."

The WAYS back office provider had been requesting van lease supporting documentation from various management personnel of WAYS since at least December 2011. Approximately two years later, the executive team of WAYS failed to provide signed copies of the van lease.

The fiduciary duty of the executive level management of WAYS, which includes the executive director and the director of operations is the safeguarding of assets and proper administration of the financial affairs of WAYS.

It is the fiduciary responsibility of the WAYS executive management team to ensure contracts receive proper authorization by the governing board prior to entering into agreements and to safeguard the school's assets. WAYS' executive management team failed in their fiduciary duty to obtain contracts, failed to have authorized signatures prior to entering into contracts, failed to obtain governing board approval for contracts, and failed to ensure that documents are safeguarded.

IRREGULARITIES AND SIGNIFICANT INFLUENCE

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1. The van lease agreement provided by WAYS presents irregularities.
 - a. The van lease agreement is not signed or dated by either WAYS executive management or Emeka Enwezor,
 - b. The unsigned van lease agreement states, "Lessee may not sublease the vehicle under this contract without Emeka Enwezor prior consent." (sic)

Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, was paid \$4,800 for the use of Emeka Enwezor's van. This violated the sublease provision in the contract.
 - c. The unsigned van lease is undated; therefore, language does not present any date that the lease is entered into; therefore, the team cannot determine when the unsigned van lease was created.
2. The WAYS documentation of the payments for the unsigned van lease is irregular.
 - a. The Emeka Enwezor invoice approved by the director of operations failed to identify an address for the payee. The van invoice is titled "VAN LEASE/RENTAL" and states at the bottom of the invoice, "Make all checks payable to Emeka Enwezor."
 - b. The WAYS check request the team examined approving payment of the unsigned van lease omits the invoice number and address of the payee.

WAYS Related Parties – WAYS Founder/Formal Executive Director, Godfrey Okonkwo, WAYS Director of Operations, WAYS Vice Principal, Emeka Enwezor & Oblesie Enwezor

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-50 contains the disclosure requirements for related party relationships and transactions as follows:

- "Affiliates" of the entity.
- Entities for which investments in their equity securities would be required, absent the election of the fair value option under the Fair Value Option Subsection of Section 825-10-15, to be accounted for by the equity method by the investing entity.
- Trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management.
- Principal owners of the entity and members of their immediate families.
- Management of the entity and members of their immediate families.
- Other parties with which the entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests.

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RELATED-PARTY TRANSACTIONS AND DISCLOSURE

- Other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests. The FASB ASC glossary also defines the terms: affiliate, control, immediate family, management, and principal owners.

The executive management of nonprofit organizations such as WAYS have the responsibility to document in detail and fully disclose to the auditors, governing board, county oversight agencies, and the state for purposes of conflict of interest and full disclosure reporting requirements any and all potential related party transactions to comply with Generally Accepted Accounting Principles (GAAP). Failure to disclose related party transactions may be considered a departure from GAAP that could result in a qualified or adverse audit opinion and the potential for civil and criminal prosecution.

The facts below demonstrate that several related party transactions exist between the founder/former executive director, her family members, vendors and associates.

The team discussed the WAYS van lease payments with the WAYS director of operations while on site at the WAYS offices located at 706 East Manchester Avenue, Los Angeles, California on Thursday, November 14, 2013. The director of operations is the son of Godfrey Okonkwo, and Godfrey Okonkwo is the vendor that received \$4,800 representing van lease payments for a van owned by Emeka Enwezor, who also was paid \$4,800 for the lease of the van.

During the Thursday, November 14, 2013 discussion with the WAYS director of operations, he stated that Godfrey Okonkwo was paid for the van lease in the first year of the lease for the van from Emeka Enwezor, and the second year Emeka Enwezor was paid directly for the van lease. The team inquired whether Emeka Enwezor was related and was told that, "She is a friend of the family and we rent her van ... but she gave the van to the school this year."

The association of the van lease payments establishes that Godfrey Okonkwo, father of the director of operations and husband of the founder/former executive director of WAYS, received payments for the van owned by Emeka Enwezor. Emeka Enwezor, a related party, shares several similar characteristics with Obiesie Enwezor, owner of OSE Business Services, as follows:

1. Obiesie Enwezor and Emeka Enwezor share the same unusual last name of Enwezor.
2. A Social Security number is comprised of three segments: XXX-XX-XXXX. The first segment represents the first three digits known as the area number, the middle segment representing two digits is the group number and the last four digits is known as the serial number. Obiesie Enwezor and Emeka Enwezor share the same area numbers and group numbers. The serial numbers, which are 12 digits apart, indicates that the two Social Security numbers were issued at approximately the same time.
3. Obiesie Enwezor; Emeka Enwezor, the founder/former executive director; Godfrey Okonkwo, the director of operations and the vice principal, share common addresses located at: 4326 Enoro Dr., Los Angeles, CA and 117 W. 112th Street, Los Angeles, CA. Both properties are owned by Godfrey Okonkwo and the founder/former executive director.

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Based on the team's analysis of possible relatives, transactions authorized by the director of operations do not represent an arm's-length transaction. An arm's-length transaction would be evidenced by signed agreements, board approvals, complete and detailed transaction documentation, and comparative contracts.

1. The director of operations is the individual authorizing the check requests and financial transactions for WAYS and the son of the founder/former executive director and son of Godfrey Okonkwo, who was paid \$4,800 by WAYS for a van rented from Emeka Enwezor.
2. Emeka Enwezor is a friend of the Okonkwo family according to the director of operations. Based on the team's research, Emeka Enwezor is related to the Okonkwo family and Obiesie Enwezor, owner of OSE Business Services.
 - a. Emeka Enwezor was paid \$4,800 by WAYS for the van leased to WAYS. WAYS failed to obtain a signed contract and board authorization to lease the van.
 - b. Emeka Enwezor shares addresses owned by Godfrey Okonkwo and the founder of WAYS. This same address is linked to the WAYS director of operations and the WAYS vice principal (brother and sister.)
 - c. Emeka Enwezor also shares the same address as Obiesie Enwezor..
3. OSE Business Services owner Obiesie Enwezor received \$158,871 from WAYS.
 - a. Obiesie Enwezor shares two addresses owned by Godfrey Okonkwo and/or the founder/former executive director, who are related as family and/or address to Obiesie Enwezor, the founder/former executive director, Godfrey Okonkwo, the director of operations, and the WAYS vice principal.
 - b. Obiesie Enwezor has refused to meet with FCMAT to assist the team in substantiating the \$158,871 in alleged supplies sold to WAYS by OSE and the existence of OSE as a legitimate business with customers other than WAYS.
 - c. WAYS failed to issue 1099s to OSE and is missing significant corroborating financial information that FCMAT considers necessary to substantiate the office and food supply items approved by the director of operations for payment to OSE.
 - d. OSE Business Services owner Obiesie Enwezor shares the identical business address location at 6709 La Tijera Blvd, Suite 274, Los Angeles, California 90045 as the WAYS vice principal's own private middle school known as Innovative WAYS Academy.
 - e. According to the WAYS vice principal, the founder/former executive director and mother of both the director of operations and vice principal is the individual who checks the mail and has the key to the OSE and

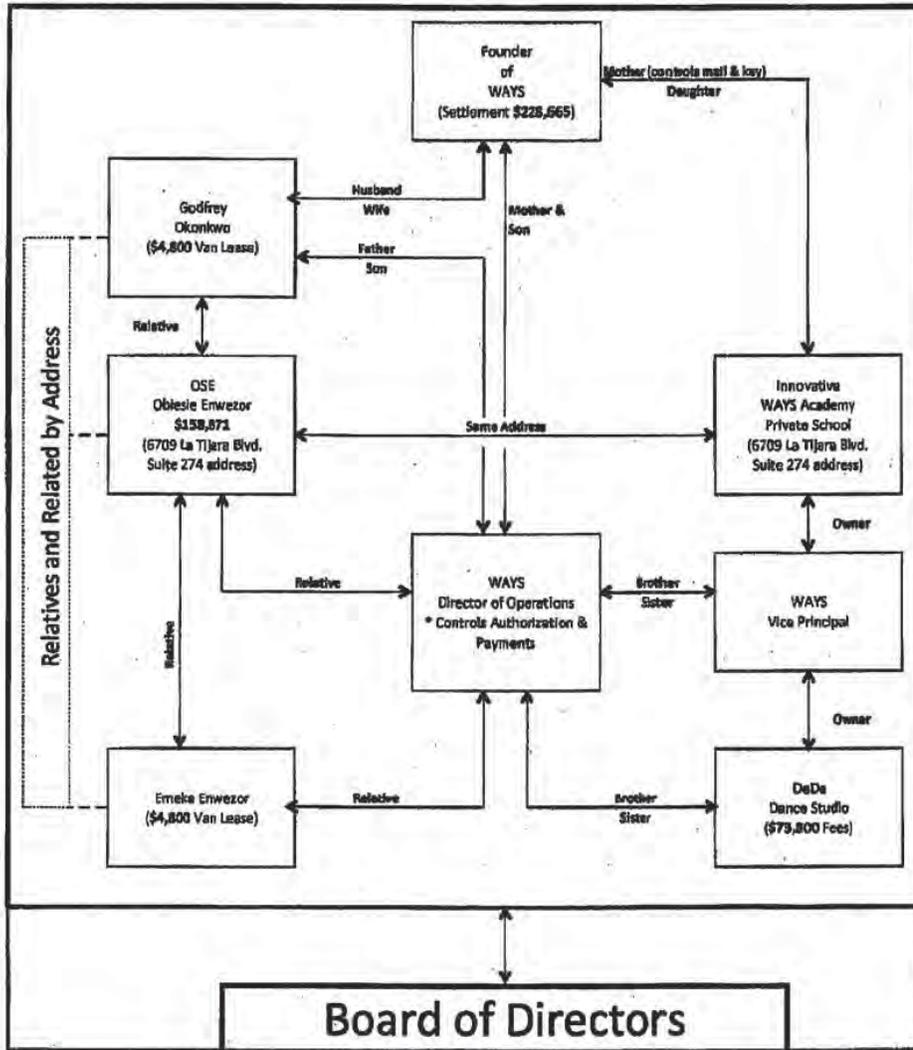
RELATED-PARTY TRANSACTIONS

Innovative WAYS Academy address at 6709 La Tijera Blvd, Suite 274,
Los Angeles, California 90045.

4. The director of operations and WAYS vice principal are brother and sister and are children of the founder/former executive director and Godfrey Okonkwo.
5. LACOE engaged the services of a private investigator following written and verbal complaints that the vice principal of WAYS was working at Innovative WAYS Academy, her private middle school of which she was the executive director. Direct surveillance and video on 16 separate occasions between March 5, 2013 and April 22, 2013 revealed that the WAYS vice principal spent 29.5 hours at her private middle school while employed full time at WAYS.
6. The WAYS vice principal is the owner of Innovative WAYS Academy private middle school, and a non-profit corporation known as DeDe Dance Studio.
 - a. DeDe Dance Studio was paid a total of \$73,800 by WAYS between April 2009 and April 2013.
 - b. The address of DeDe Dance Studio is reported in the DeDe Dance Studio 2010 and 2011 nonprofit tax returns as 706 East Manchester Avenue, Los Angeles, CA, which is the same address as the WAYS primary school site and administrative offices location.
 - c. The director of operations and brother of the WAYS vice principal and owner of DeDe Dance Studio authorized the checks from WAYS totaling \$73,800 that were paid to DeDe Dance Studio.
 - d. During the team interview of the WAYS vice principal on November 15, 2013, she stated that DeDe Dance Studio was paid from the ASES program funds for dance study during the after school program and that 10 volunteers are present for the dance activities. She further stated that there was also a manager present; however, the team did not observe students present in that facility during the fieldwork days. FCMAT also observed postings in the DeDe dance studio indicating that DeDe Dance studio has a check payment policy for payments and nonsufficient funds checks at the studio located at the WAYS property address.
 - e. DeDe Dance Studio is operated at and identifies the business location as the WAYS school site. The team was unable to determine that any offsetting rent for the facility was paid by DeDe Dance Studio to WAYS.
 - f. The DeDe Dance Studio nonprofit tax returns for 2010 and 2011 do not identify any rent paid expense activity, including rent for occupying the same facility as the WAYS school site or for facilities use as DeDe Dance Studio services where dance instruction allegedly occurred at the WAYS school site.

RELATIVES AND RELATED PARTIES AND SIGNIFICANT INFLUENCE

The relationships and related parties are presented in the following table:



WAYS Irregular Purchase and Sale of Lexus

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed WAYS Lexus payments of \$891.94 per month identified in the WAYS accounting records. The WAYS back office service provider stated they had been requesting backup documentation for the Lexus transaction from the director of operations but never have received any.

The back office provider was unable to determine if the Lexus payments were for a leased vehicle or purchase that should be capitalized and depreciated.

RELATED-PARTY TRANSACTIONS

In an email dated Friday, November 29, 2013, FCMAT requested information about the Lexus from the director of operations:

- The original board approval documentation and minutes authorizing the purchase of the Lexus,
- Original Lexus purchase/lease documents,
- The board approval documentation and minutes authorizing the sale of the Lexus,
- The analysis that would have provided the WAYS board establishing the financial profitability, viability, or reasoning for the purchase and subsequent sale of the Lexus,
- Copies of any Lexus payoff documentation,
- Copies of any Lexus proposed sale documentation.

The director of operations replied to the FCMAT November 29, 2013 request for Lexus information in an email dated Friday, January 10, 2014; however, the information provided was incomplete. Based on the information received from the director of operations, FCMAT has determined that the 2011 Lexus RX350 was purchased for \$41,163.45 on August 19, 2012, to be used by the director of operations. The payments of \$891.94 per month started October 3, 2012 for 47 months, at 1.90% annual percentage rate. The WAYS board approval for the purchase of the Lexus dated July 31, 2012 states, "Be it Resolved, that the Board of Directors of this corporation ... authorize the Executive Director or designee to enter into a lease or purchase agreement for a vehicle for school use behalf of said corporation." The current executive director of WAYS issued a letter dated August 6, 2012 authorizing the director of operations to "... lease or purchase a vehicle for school use ..."

The Lexus purchase analysis provided to the team by the director of operations is titled Capital Expense Analysis.

- The Capital Expense Analysis identifies two separate dates, July 2012 and August 2013, and is not attached to the WAYS board minutes or agenda as a document reviewed by the WAYS board.
- The Capital Expense Analysis fails to include any vehicle cost and/or terms of the Lexus and fails to identify that the vehicle is a Lexus only identifying the item as "SUV or Sedan (Vehicle)." Without any cost or terms of the Lexus purchase or specifically identifying the vehicle as a Lexus, the WAYS board may not have had sufficient information to make an informed decision regarding the purchase of the Lexus.
- The Capital Expense Analysis fails to identify if the vehicle will be capitalized as an asset or is a vehicle lease.
- The Capital Expense Analysis states, "Merle Williamson Foundation (MWF) may provide the Administrative Personnel an automobile vehicle and operating expenses for the use of conducting MWF business and reasonable personal use."
 - The WAYS July 31, 2012 minutes omit the authorization to use the Lexus for personal use and omit language in the minutes that MWF or WAYS has agreed to pay for the vehicle and operating expenses.

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- Since the WAYS Board July 31, 2012 minutes and the Capital Expense Analysis wording differ, FCMAT cannot confirm that the Capital Expense Analysis was ever presented to the WAYS board.

The WAYS executive team failed to provide any information about the Lexus purchase to the WAYS back office provider so the back office service provider could properly account for the Lexus as a purchase, which would have resulted in capitalizing the Lexus in accordance with GAAP. The current executive director of WAYS and the director of operations failed to obtain WAYS governing board approval prior to selling the Lexus.

The sale of the Lexus as identified in the Capital Expense Analysis presents significant irregularities:

- a. The vehicle identity is not disclosed as a Lexus.
- b. Failure to disclose any Blue Book and/or fair market values of the Lexus.
- c. Failure to disclose the beginning and ending Lexus odometer reading.
- d. Failure to disclose if the Lexus had been in any accidents, if the maintenance was up to date, and what condition the Lexus was currently in such as excellent, good, fair, or poor condition, all of which are factors in avoiding any potential post sales liabilities.
 - i. Based on the documents provided by WAYS, the team determined that the WAYS management team failed to disclose the Lexus Blue Book values as potentially excellent, \$28,872; very good, \$28,072; good, \$27,172 and fair, \$24,872.
 - ii. The director of operations failed to provide any documentation explaining how the sales value of the Lexus was determined to be sold at \$26,000 rather than at values of good, very good, or excellent.
- e. Failure to disclose the estimated gains or loss on the sale of the Lexus.
- f. Failure to present an amortization schedule showing the principal payments and remaining payoff on the Lexus as of the estimated date of the sale.
- g. Failure to disclose if the sale of the Lexus would be confined to California or sold out of state.

Because the governing board was not provided any specific information as described above, FCMAT cannot determine how the governing board would be able to determine that the sale of the Lexus was a proper transaction for approval.

The WAYS board approval authorized the "vehicle for school use" but did not identify the type of vehicle or that the vehicle was for the explicit use of the director of operations. FCMAT had observed the director of operations using the Lexus as his own personal vehicle. The team's audit of WAYS' American Express credit card statements reveal that vehicle fuel receipts failed to list to which vehicle the fuel receipts were attributable; therefore, the team cannot determine if the fuel receipts were for WAYS vehicles or if WAYS was subsidizing personal fuel costs of WAYS employees and management.

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RELATED-PARTY TRANSACTIONS

The team has determined that the sale of the Lexus resulted in a (\$4,187) loss to WAYS. The purchase price of the Lexus was \$41,163 on August 19, 2012 and the Bill of Sale dated December 17, 2013 states that the Lexus was sold for \$26,000 to an individual in Canada. The Lexus was owned by WAYS for approximately 16 months between August 19, 2012 and December 17, 2013. Depreciation of the vehicle is calculated over five years or 60 months at \$686 per month, and accumulated depreciation over 16 months is calculated as \$10,976.

The approximate net loss of \$4,187 on the sale of the Lexus is calculated as:

- Purchase Price \$41,163
- Less Accumulated Depreciation (\$10,976)
- Book Value \$30,187
- Less Selling Price of \$26,000
- Net Loss on Sale of Lexus (\$4,187)

The sale of the Lexus also resulted in a net loss of cash of \$4,345 because the amount of principal paid down as calculated by FCMAT based on an amortization of 16 months, interest rate of 1.9% is \$10,818. The original purchase price of the Lexus of \$41,163 less the principal paid on the Lexus loan of \$10,818 leaves an approximate payoff balance of \$30,345. The payoff to Toyota Motor Corporation of \$30,345 less the selling price of \$26,000 results in an estimated cash loss of \$4,345.

WAYS Failed to Obtain Governing Board Approved for Purchase of Computers and Issued an Irregular Payment

During FCMAT's meetings and fieldwork in November 2013 at the WAYS back office provider, the team discussed two payments to WAYS vendor Avatar Technology for a \$37,986.51 purchase of computers dated January 23, 2012 and a \$358.75 purchase dated February 10, 2012, totaling \$38,345.26. The back office provider stated that the Avatar invoices received from the director of operations did not include governing board approval documents for this transaction.

The team examined the WAYS check request authorized by the director of operations and the vendor invoice documentation for the \$37,986.51 paid to Avatar, and found several irregularities:

- The January 23, 2012 Avatar invoice stated that the purchase was for 85 "Legerro 13.3" items at \$410 per item, with a total invoice price including sales tax of \$37,540.63.
- The amount authorized by the director of operations to be paid to the computer vendor in the WAYS check request was \$37,986.51.
- The difference between the computer vendor invoice of \$37,540.63 and the amount WAYS paid to the computer vendor of \$37,986.51 is \$445.88.
- The check request authorized for payment by the director of operations identifies an additional amount of \$445.88, which the team believes to be one additional computer.

In an email dated Friday, November 29, 2013, the team requested documentation from the director of operations of the governing board authorization, board agenda identifying the item for action on the agenda or any other documentation to support the purchase of the computers. His reply on Friday, January 10, 2014 states that:

CONCLUSIONS AND SIGNIFICANT INFLUENCE

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"I was unable to locate any Board documentation regarding the purchase of the Avatar Computers. However, I can attest that the Board was fully aware of the purchase before it was executed and after they were purchased. I've attached the newsletter showing our students using the computers."

Based on the information the team received from the director of operations, the team has determined that there are several irregularities concerning the purchase of computers authorized by the director of operations:

1. The WAYS board was not properly notified by the director of operations' decision to purchase computers totaling \$38,345.26.
2. There are no requests for quotes or for proposals.
3. There is no documentation of computers specifications.
4. The authorization for payment to Avatar by the director of operations in excess of the invoiced amount totaling \$445.88 cannot be located.
5. The transaction lacks governing board approval and lacks supporting documentation for payment.
6. The team cannot confirm if the computers presented by the director of operations in a newsletter are in fact the computers purchased from Avatar.

WAYS Automobile Fuel Purchase Irregularities

The team examined WAYS fuel purchases, which consist of receipts for fuel from Costco Gas, Chevron, Shell Oil, Union 76, Exxon Mobil, and Valero gas stations. Over a two-year period from July 1, 2011 through June 30, 2013, according to the WAYS accounting records, the total paid for fuel and mileage reimbursements was approximately \$18,261.

The team calculated that over the two-year period, the amount spent on mileage reimbursement and other non-fuel expenses was approximately \$2,305. Removing the mileage reimbursement and other non-fuel expenses of \$2,305 from the total fuel cost of \$18,261 left a remaining net fuel cost of \$15,956. The team calculated that \$15,956 in fuel purchases during WAYS fiscal years 2011-12 and 2012-13 at an estimated \$3.79 per gallon represents 3,989 gallons ($\$15,956 / \$3.79 \text{ per gallon} = 4,210 \text{ gallons}$) of fuel used or approximately 175 gallons of fuel per month ($4,210 \text{ gallons} / 24 \text{ months} = 175 \text{ gallons per month}$).

The \$3.79 per gallon price was calculated by the team based on fuel cost data from www.gasbuddy.com for the Los Angeles, California area. The price of fuel in Los Angeles at July 2011 was \$3.79/gallon, June 2012 at \$3.60/gallon, and June 2013 at \$3.97/gallon. The average price per gallon between July 2011 and June 2013 was \$3.79 per gallon ($(\$3.79 + \$3.60 + \$3.97) / 3 = \3.79 per gallon).

The non-board approved and unsigned Emeka Enwezor van lease identifies the van as a 1995 Ford model E-350 van. The team researched the fuel economy of a 1995 Ford model E-350 van at www.motortrend.com and found that the van's fuel economy is 13 miles per gallon in the city, and 16 miles per gallon on the highway. Using the fuel economy of the van of 13 miles per gallon and 175 gallons of fuel per month represents that the WAYS vehicles traveled 2,275 miles per month for school business purposes. Students attending WAYS' three charter school sites reside

RELATED-PARTY TRANSACTIONS

in the local neighborhoods and all three school sites are within a mile or two of each other. The mileage of 2,275 per month is excessive based on the location of the students and school sites.

The team was unable to determine if the fuel that WAYS management charged to the WAYS American Express credit cards was for official WAYS school business. Based on the examined fuel receipts, the team was unable to determine if any of the WAYS fuel purchases and fuel usage of an average 175 gallons per month were for personal vehicles or for personal trips because WAYS' accounting for fuel purchases fails to identify in the fuel receipts which vehicle and business purpose each receipt represents.

Failure by the management team of WAYS to document fuel purchases represents accounting irregularities, because the fuel purchases the team examined as reported by the executive management team and paid with the American Express credit card cannot be reconciled to any specific vehicle of WAYS.

WAYS Charter School Summary of Related and Irregular Transactions

The table below is a compilation of payments made through WAYS to the founder/former executive director, family members of the founder and close associates. Many of these payments were authorized by the director of operations and the current executive director (former board president.)

WAYS Charter School Summary of Related and Irregular Transactions	Time Period	Type	Accounting Records Amounts
Founder/Former Executive Director	2007-08 through 2012-13	Facility Leasehold Agreements	\$1,100,921
Founder/Former Executive Director, Loraine Turner, Wisdom Pre-School, Preschool Rent	2007-08 through 2012-13	Rent and Other Unsubstantial Charges	115,550
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements	341,710
Founder/Former Executive Director	2007-08 through 2012-13	Leasehold Improvements - E-Rate	35,483
Founder/Former Executive Director	2004-05	Professional Liability Wrongful Termination Lawsuit	566,803
Founder/Former Executive Director	2012-13	Settlement-Employment Contract	228,665
Director of Operations	2012-13	Avatar-Excess Payment Authorized	446
OSE Business Services	12/21/2011 - 06/27/2013	Alleged Supplies	158,871
DeDe Dance Studio	4/23/2009 - 4/12/2013	Alleged After School Dance	73,800
Godfrey Okonkwo	1/7/2011 - 6/27/2011	Alleged Van Lease	4,800
Emeka Ervazor	12/9/2011	Alleged Van Lease	4,800
Sale of Lexus	12/17/2013	Sale of Lexus	26,000
Fuel Purchases	7/1/2011 - 6/30/2013	Fuel	15,956
Total			\$2,673,805

The above transactions represent significant influence that the WAYS founder/former executive director, family of the founder and close associates had over financial decisions that personally benefitted them. Several of these transactions were authorized for payment by the director of operations, who is the son of the founder/former executive director, and the current executive director (the former board president) and gave these individuals the ability to simultaneously control and benefit from these transactions. The lack of documentation to support transactions

through board approval and records creates the perception of fraud, misappropriation of assets and possible criminal activity.

There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.

Prevention and Detection

As previously mentioned, the internal control environment includes ethical values and integrity displayed by the governing board and management as well as the underlying tone set by the organization's site administrators. The tone of the organization set by management through its words and actions demonstrates to others that dishonest or unethical behavior will not be tolerated. An atmosphere in which employees feel safe to communicate concerns is a fundamental component of a strong and effective internal control environment.

The control environment is an essential element and provides the foundation for other internal controls to be effective in achieving the goals and objectives to prevent and/or deter fraud or illegal acts. Regular external audits are a strong deterrent to mismanagement and fraud, but they cannot serve as the only method of ensuring accountability. It is imperative for the county office and WAYS governing board to review the findings and recommendations of this audit to implement the appropriate internal controls and hold the responsible parties accountable for their actions.

Internal controls clearly are among the most important aspects of any fraud prevention program. Managers are in a position of authority and therefore have a higher standard of care to establish the ethical tone and serve as examples to other employees. Employees with administrative responsibility have a fiduciary duty to the organization in the course of their employment to ensure that those activities are conducted in compliance with all applicable board policies, laws, regulations, and standards of conduct. Management personnel are entrusted to safeguard the charter's assets and ensure that internal controls function as intended. Relatives of employees should not be employed on a permanent or part time basis by the charter where the relative reports directly to the employee or the employee exercises any direct influence with regard to the relative's hiring, salary placement, promotions, evaluations or pay increases.

While the governing board and all employees in the organization have some responsibility for internal controls, the founder/former executive director and family members and close associates holding key administrative positions had a fiduciary duty and responsibility to make certain that the assurances in the charter petition and the governing board fiscal policies and procedures were conducted responsibly and ethically.

Based on the evidence presented to FCMAT, there is sufficient documentation to demonstrate that fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred. There exists a significant material weakness in the charter school's internal control environment, which increases the probability of fraud and/or abuse. These findings should be of great concern to the WAYS governing board and the LACOE governing board and require immediate intervention to limit the risk of fraud and/or misappropriation of assets in the future.

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RELATED-PARTY TRANSACTIONS

In accordance with Education Code Section 42638(b), action by the county superintendent shall include the following:

If the county superintendent determines that there is evidence that fraud or misappropriation of funds has occurred, the county superintendent shall notify the governing board of the charter school, the State Controller, the Superintendent of Public Instruction and the local district attorney.

Recommendation

The county superintendent should:

1. Notify the governing board of WAYS charter school, LACOE's governing board, the State Controller, the Superintendent of Public Instruction, and the local district attorney that fraud, misappropriation of assets or other illegal activities may have occurred.

APPENDICES

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Appendices

Appendix A - Summary of OSE Invoice Items

Appendix B - Study Agreement

LOS ANGELES COUNTY OFFICE OF EDUCATION - WAYS ACADEMY

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APPENDICES



FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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APPENDICES

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.99	Books/Supplies	HP 72XL InkJet Cartridge	0	2	2
\$17.99	Books/Supplies	HEAVY DUTY VIEW	5	0	0
\$20.00	Books/Supplies	#10 SEC ENV	0	3	0
\$18.99	Books/Supplies	3 Hole Punch	0	2	2
			0	1	0
\$9.99	Books/Supplies	3.18 M-M PATCH CABLE	1	0	0
			0	4	4
			0	4	4
\$80.00	Books/Supplies	8.5X11 GLOSS PREM	0	5	0
\$14.58	Books/Supplies	Acco 72585 Jumbo Non-sldd Paper Clips, 10/100 ct	0	0	2
\$14.32	Books/Supplies	AVERY DURA VIEW	3	0	0
\$16.00	Books/Supplies	AVI Cord	0	4	0
\$5.78	Books/Supplies	Ball Pump and Needle	0	4	0
\$24.99	Books/Supplies	BANDAID 185CT	0	3	0
\$9.99	Books/Supplies	BD SWAG 300	0	1	0
\$6.99	Books/Supplies	Bicycle Pokr	0	0	4
\$16.00	Books/Supplies	Canon MX882 Ink Jet Cartridge	0	4	4
\$48.99	Books/Supplies	Cases of Paper 8x11.5	0	60	126
\$36.00	Books/Supplies	Cases of Paper 8x11.5	0	47	0
\$39.99	Books/Supplies	Cases of Paper 8x11.6	0	60	0
\$10.29	Books/Supplies	CLP, BNR, 30PK	0	1	0
\$11.18	Books/Supplies	CLP, PPR, NSKD, J	0	12	0
\$10.98	Books/Supplies	CLPBRD, OD, 3PK	0	3	0
\$63.33	Books/Supplies	College Ruled 8.5 x 11 Case	0	8	0
\$52.49	Books/Supplies	COLORSPASH PENCILS PK/240	14	0	0
\$40.00	Books/Supplies	Copies X 400PGS	0	4	0
\$67.80	Books/Supplies	Crayola Broad Washable Marker Asst 256 ct - Item 958201	0	0	11
\$10.00	Books/Supplies	Crayola Broad Washable Marker Asst 8 ct - Item# 285484	0	0	10
\$9.99	Books/Supplies	Crayola Long Colored Pencils Assorted 12 ct - Item #626637	0	0	10
\$69.99	Books/Supplies	CRAYOLA MARKER CLASSPACK 16CD	6	0	0
\$5.00	Books/Supplies	Crayon	0	10	10
\$25.99	Books/Supplies	CS PASS AROUND PACK CRAYONS	36	0	0
\$15.29	Books/Supplies	CVR, RPT GRPLCK	0	1	0
\$30.99	Books/Supplies	Custom Address Stamp	0	1	1
\$125.00	Books/Supplies	DA LITE LAPTOP CART CHARGER 2PK	0	2	0
\$12.25	Books/Supplies	DIVIDER PLASTIC TABS	0	4	0
\$4.85	Books/Supplies	DIVIDERS STAB	0	2	0
\$1,222.86	Books/Supplies	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME	1	1	0
\$34.99	Books/Supplies	DTR, SLF-JNKXT	0	1	0
\$30.99	Books/Supplies	Easel Pad-Stickable	0	2	0
\$1.19	Books/Supplies	ECONOMY COMPOSITION BOOK	80	0	0
\$1.00	Books/Supplies	Economy Games Misc	0	0	180
\$0.88	Books/Supplies	Economy Games Misc	0	180	0
\$59.99	Books/Supplies	Envelope #9, 2W	0	0	1
\$14.99	Books/Supplies	Envelopes 500ct	0	4	12
\$19.99	Books/Supplies	Envelopes 500ct	0	2	2
\$32.00	Books/Supplies	Exec Fabric Exp F1	0	2	0
\$25.98	Books/Supplies	EXPO D80989 Asst Chisel Tip Low Odor Dry Erase Marker Kit	0	0	12
\$22.70	Books/Supplies	EXPO DRY ERASE 16CT	24	24	0
\$120.00	Books/Supplies	FILE FOLDER	0	2	0
\$14.98	Books/Supplies	FILE FOLDER	0	0	2
\$32.99	Books/Supplies	FILE, CASE, POLY	0	1	0
\$19.99	Books/Supplies	FILE, O/D, 13 PK	0	1	0
\$18.80	Books/Supplies	File Drive	0	0	1
\$36.00	Books/Supplies	First Aid Kit + Refills	0	8	8
\$1.00	Books/Supplies	Fun Dough	0	12	0
\$5.98	Books/Supplies	Geographics Award Certificates Blue Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Gold Border 12 ct	0	0	14
\$5.98	Books/Supplies	Geographics Award Certificates Green Border 25 ct	0	0	4
\$5.98	Books/Supplies	Geographics Award Certificates Red Border 25 ct	0	0	4
\$23.17	Books/Supplies	Green Folder	0	6	6
\$29.99	Books/Supplies	Guestures	0	0	1
\$12.00	Books/Supplies	Hanging File Folder pk	0	2	2
\$5.75	Books/Supplies	HEAVY DUTY VIEW	0	8	0
\$99.97	Books/Supplies	HLPNCHR SWINGLN ELEC	0	1	0
\$82.50	Books/Supplies	HP CB5XL4 Toner All Colors	0	4	4

LOS ANGELES COUNTY OFFICE OF EDUCATION - WAYS ACADEMY

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APPENDICES

SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$30.00	Books/Supplies	Ink CD-226-cy 688852	0	5	0
\$110.00	Books/Supplies	Ink Canon 4pk 687147	0	2	0
\$30.00	Books/Supplies	Ink CII-226-bl	0	5	0
\$30.00	Books/Supplies	Ink Cb-228-ye	0	4	0
\$30.00	Books/Supplies	Ink C4-226-mg	0	1	0
\$25.00	Books/Supplies	Janga	0	0	2
\$3.99	Books/Supplies	JUMBO PENCILS PK/12 NO ERAS	112	0	0
\$3.20	Books/Supplies	JUMBO PENCILS NO ERAS	0	0	58
\$153.98	Books/Supplies	Laser, Mono, TNS	0	0	2
\$19.99	Books/Supplies	Legal Note Pad pk	0	1	1
\$29.99	Books/Supplies	Licence Word	0	0	1
\$40.00	Books/Supplies	MAGIC TAPE	0	2	0
\$40.99	Books/Supplies	MAGIC TAPE	0	4	4
\$12.99	Books/Supplies	Mencala	0	0	4
\$13.00	Books/Supplies	Manila Folder pk	0	4	4
\$11.99	Books/Supplies	Moed Highlighter pk	0	4	4
\$8.00	Books/Supplies	Moed Highlighter pk	0	4	4
\$13.99	Books/Supplies	Number Divider	0	8	8
\$39.99	Books/Supplies	O/I COPY-20# 8.5X11/6-9	60	188	280
\$48.99	Books/Supplies	O/I COPY-20# 8.5X11/6-9	0	0	62
\$48.99	Books/Supplies	O/I COPY-20# 8.5X11/6-9	0	0	10
\$17.38	Books/Supplies	Office Impressions #90 Clasp Envelope 9 X 12 Kraft 100 ct	0	0	4
\$45.00	Books/Supplies	Office Impressions -92 Bright-20# 8.5x11 Case	0	25	0
\$45.00	Books/Supplies	Office Impressions -92 Bright 20# 8.5x11 Case #562633	0	25	0
\$13.00	Books/Supplies	Office Scissor pk	0	8	8
\$19.99	Books/Supplies	Paid Stamp	0	1	1
\$25.28	Books/Supplies	Pendflex Lgl Top Tab Folder 3.74" Manila 150 ct	0	0	1
\$12.00	Books/Supplies	Pencil	0	2	2
\$18.79	Books/Supplies	Pencil Sharpener	0	2	2
\$25.76	Books/Supplies	POST-IT 3X3	0	1	0
\$16.00	Books/Supplies	Post-it pk	0	4	4
\$45.96	Books/Supplies	POST-IT 559 White 25 X 30 Self-Stick Exam Pad	0	0	4
\$16.99	Books/Supplies	Premium Specialty Paper - Blue	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Gold	0	4	0
\$16.99	Books/Supplies	Premium Specialty Paper - Tan	0	4	0
\$29.99	Books/Supplies	PREMIUM VIEW BINDER	0	1	0
\$46.00	Books/Supplies	Premium Binder	0	5	0
\$16.98	Books/Supplies	RED BASELINE JUMBO NEWSPRINT	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR1	40	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR2	16	0	0
\$10.58	Books/Supplies	RED BASELINE JUMBO NEWSPRINT-GR3	16	0	0
\$20.00	Books/Supplies	Scholastic Workbooks K-5	0	100	0
\$231.27	Books/Supplies	Spectrum Ball Pack & Mesh Bag	0	0	2
\$3.39	Books/Supplies	SPLIT KEY RING PK/25	12	0	0
\$40.00	Books/Supplies	SPLS 70 Crate Black	0	4	0
\$25.00	Books/Supplies	STAPLER	0	2	0
\$18.99	Books/Supplies	Stapler Pkg	0	6	8
\$12.99	Books/Supplies	STICK PENS	0	6	0
\$8.49	Books/Supplies	SUNWORKS GW CNSTR PAPER 9X1	96	0	0
\$3.99	Books/Supplies	Swingline 1.4" Standard Staples 5000 ct	0	0	10
\$10.58	Books/Supplies	Red Baseline Ruled Newsprint - Grade 1	0	40	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 2	0	18	0
\$9.40	Books/Supplies	Red Baseline Ruled Newsprint - Grade 3	0	18	0
\$39.99	Custodial Supplies	SHIPLOCK PANELING 8'X4'X.6"	0	4	0
\$25.00	Custodial Supplies	1/2 Fold Seat Cover	0	4	0
\$49.99	Custodial Supplies	12"x10" 6PK TRAY -EATING TRAYS	0	10	10
\$56.00	Custodial Supplies	12-16g Clear Bag	0	0	8
\$23.00	Custodial Supplies	12-16g Clear Bag	0	18	8
\$54.99	Custodial Supplies	16"x12" 6PK TRAY -EATING TRAYS	0	10	0
\$25.00	Custodial Supplies	16g Bln Bag 500ct	0	8	0
\$36.00	Custodial Supplies	55g Industrial Bag 500ct	0	0	12
\$28.99	Custodial Supplies	55g Industrial Bag 500ct	0	24	8
\$70.00	Custodial Supplies	55g Recycled Material Bag 500ct	0	4	0
\$54.99	Custodial Supplies	Antibacterial Hand Soap CS	0	2	12
\$13.99	Custodial Supplies	ALL PURPOSE DRYWALL PATCH ANTI-MOLD	0	1	0
\$28.99	Custodial Supplies	BAR RUNSE	0	4	0

FISCAL CRSS & MANAGEMENT ASSISTANCE TEAM

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APPENDICES

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SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION				2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity	Quantity
\$19.98	Custodial Supplies	BarORinse Disinfectant	0	3	3	
\$10.00	Custodial Supplies	BarORinse Disinfectant	0	12	12	
\$31.12	Custodial Supplies	BAR TWL	0	6	0	
\$10.99	Custodial Supplies	BLACK PLUNGER 18" PLASTIC	1	0	0	
\$46.89	Custodial Supplies	Bkr Hwk Roller Kit	0	0	1	
\$19.99	Custodial Supplies	Brooms 12"	0	0	7	
\$20.00	Custodial Supplies	Broom-Light Weight	0	2	0	
\$24.99	Custodial Supplies	Broom	0	1	1	
\$12.00	Custodial Supplies	Broom	0	4	4	
\$40.00	Custodial Supplies	CAN LINER 566 BLK	0	10	0	
\$4.00	Custodial Supplies	Clorox 1.5G	0	0	0	
\$49.99	Custodial Supplies	12" X 10" 6PK Tray	0	10	0	
\$10.00	Custodial Supplies	Clorox Blech 3PK	0	12	24	
\$16.99	Custodial Supplies	Clorox Blech 3PK	0	0	4	
\$29.99	Custodial Supplies	CLOROX ULTRA GERM	8	0	0	
\$38.99	Custodial Supplies	Clorox Wipes	0	0	12	
\$19.78	Custodial Supplies	Clorox Wipes	0	0	12	
\$19.99	Custodial Supplies	Clorox Wipes	0	8	6	
\$19.94	Custodial Supplies	CO CALLK GUN	0	1	0	
\$19.99	Custodial Supplies	Corn Broom 10"	0	0	3	
\$8.89	Custodial Supplies	Doonstop Solid Brass	0	0	1	
\$40.00	Custodial Supplies	Drywall Package - 100SP Fill	0	1	0	
\$26.99	Custodial Supplies	Dust Pan w/Handle	0	0	5	
\$59.74	Custodial Supplies	Extra Soft BR 2000	0	4	12	
\$19.90	Custodial Supplies	Extra Soft BR 2000	0	10	10	
\$59.74	Custodial Supplies	Extra Soft BR 2001	0	0	4	
\$28.06	Custodial Supplies	Faucet Stem R	0	0	1	
\$17.98	Custodial Supplies	FEBREZELINE OCEANFRSH	0	3	0	
\$17.98	Custodial Supplies	FEBREZELINE TRPCL	0	3	0	
\$19.94	Custodial Supplies	GE ULT SL	0	1	0	
\$17.88	Custodial Supplies	Germ-X Original hand Sanitizer with Pump Top, 67.6 oz	0	0	24	
\$87.98	Custodial Supplies	Gloves Latex Large 100	0	0	1	
\$29.99	Custodial Supplies	H/D SPONGE 12PK	0	1	0	
\$44.99	Custodial Supplies	Hand Towel Single Fold	0	12	0	
\$20.00	Custodial Supplies	Hand Towel Single Fold	0	12	12	
\$19.78	Custodial Supplies	Hard Surface Wipes 4pk	0	0	48	
\$19.99	Custodial Supplies	Husky 9 PC 3AE/MIRC Folding Hex Set	0	0	1	
\$15.67	Custodial Supplies	HVY DEG	1	0	0	
\$24.99	Custodial Supplies	Kleenex	0	36	42	
\$9.99	Custodial Supplies	KNOCKDOWN/SPATULA	0	1	0	
\$49.34	Custodial Supplies	KW TOILET SEAT HDC	0	2	0	
\$69.84	Custodial Supplies	KS 5lg Lids Bed/Bath Satin Nickel	0	0	3	
\$10.00	Custodial Supplies	Lit Bulbs T18"	0	12	0	
\$33.50	Custodial Supplies	Lysol Disinfectant Spray 4/19 oz	0	0	1	
\$30.70	Custodial Supplies	Lysol Disinfecting Wipes, 4/80 ct	0	0	12	
\$39.67	Custodial Supplies	MICROFBR TOWEL	0	8	0	
\$27.96	Custodial Supplies	MIL 2" BRASS RESET COMBINA	1	0	0	
\$25.00	Custodial Supplies	Mop Head	0	12	12	
\$22.50	Custodial Supplies	Mop Head	0	8	0	
\$9.35	Custodial Supplies	Mop Head (Single)	0	0	4	
\$49.99	Custodial Supplies	Natural 400 Single Fold	0	18	54	
\$28.67	Custodial Supplies	Natural 400 Single Fold	0	54	0	
\$45.00	Custodial Supplies	Natural 400 Single Fold	0	8	0	
\$17.97	Custodial Supplies	PAD LOCK	0	2	0	
\$95.00	Custodial Supplies	PALM LIQ ANTIBACT	4	0	0	
\$63.33	Custodial Supplies	PALM LIQ ANTIBACT	0	8	0	
\$10.00	Custodial Supplies	PAPER SEAT COVER	0	28	24	
\$20.00	Custodial Supplies	PineSol Lemon	0	12	24	
\$26.73	Custodial Supplies	PineSol Lemon	0	0	4	
\$39.99	Custodial Supplies	PineSol LEM CS	0	3	0	
\$5.69	Custodial Supplies	PLUNGER CADDY	1	0	0	
\$54.99	Custodial Supplies	Poly Gloves 6PK	0	12	18	
\$38.00	Custodial Supplies	Poly Gloves 6PK	0	18	8	
\$83.96	Custodial Supplies	Schlage Acc Keyed SN	0	0	1	
\$95.99	Custodial Supplies	Soap Hand Anti-Bac 4PK16	0	5	10	
\$39.99	Custodial Supplies	SOFT TOUCH 4000	0	40	20	

LOS ANGELES COUNTY OFFICE OF EDUCATION - WAYS ACADEMY

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APPENDICES

SUMMARY OF OSE INVOICE ITEMS AND PRICE PER ITEM CALCULATION			2011	2012	2013
Price Per	Type	Item	Quantity	Quantity	Quantity
\$39.95	Custodial Supplies	SOFT TOUCH 4000	0	16	0
\$14.11	Custodial Supplies	SOFTSOAP ANTIBACT	1	0	0
\$39.98	Custodial Supplies	SPACKLING	0	1	0
\$25.00	Custodial Supplies	Tissue	0	0	12
\$25.00	Custodial Supplies	Tissue	0	8	6
\$30.00	Custodial Supplies	Tissue	0	8	0
\$49.99	Custodial Supplies	Tissue Bath JJ 2PL 3.75"	0	0	8
\$51.97	Custodial Supplies	TISSUE JUMBO	0	6	0
\$29.24	Custodial Supplies	Tissue4000	0	8	0
\$25.00	Custodial Supplies	Tissue4000	0	6	0
\$30.00	Custodial Supplies	Toilet Paper Jumbo Dispenser	0	2	2
\$39.99	Custodial Supplies	Towels	0	0	8
\$15.67	Custodial Supplies	TOWEL ROLL WHITE	1	0	0
\$36.88	Custodial Supplies	TP HLDR-P8	0	1	0
\$24.99	Custodial Supplies	Tray Liner	0	3	11
\$169.00	Custodial Supplies	Val Ext Minary Sto Wht Paint - 5G	0	0	1
\$169.00	Custodial Supplies	Val Ext Minary Sto Tan Paint - 5G	0	0	1
\$6.47	Custodial Supplies	Well Protec 3-1/4" White	0	0	1
\$29.99	Custodial Supplies	W/P H/E COMBI LCK	0	1	0
\$4.00	Custodial Supplies	CLOROX 1.5G	0	24	0
\$1.92	Custodial Supplies	Clorox Powder 32 oz	0	98	0
\$5.00	Custodial Supplies	PineSol 2G	0	24	0
\$19.99	Custodial Supplies	ANTIFBac Hand Soap 1G	0	10	0
\$10.00	Custodial Supplies	ANTIFBac Hand Soap 1G	0	4	0
\$434.98	F & E	Netgear R6300 AC Router B02.11AC Dual-Band	0	0	1
\$830.25	F & E	Brother 8910DW Printer Dkx	0	0	1
\$368.00	F & E	Brother TN350	0	1	1
\$819.99	F & E	Sunroc SS Drinking Fountain	0	0	1
\$725.87	F & E	Delite Laptop Cart	0	3	0
\$785.00	F & E	DOUBLE-SIDED MAGNETIC MARKBOARD W/WOOD FRAME (6' W X 4' H)	0	0	1
\$849.00	F & E	Franklin Indoor Enclosed Bulletin Board W/Two Doors (5' X 3'H)	0	0	1
\$489.00	F & E	ABC Magnetic Dry Erase Board (6'W X 4' H)	0	0	1
\$50.19	F & E	Programmable Micro Automatic Gate Remote (HomeLink Compatible)	0	0	10
\$4,703.91	F & E	6' x 8" H Freestanding Portable Partition - Nine Panels (16' 9"L)	0	0	1
\$8.85	F & E	Quality Tray 10 X 14	0	0	48
\$125.24	F & E	Quality Cart Black	0	0	3
\$689.99	F & E	Epson EX-51	0	1	1
\$482.37	F & E	ACER Note Book	0	2	0
\$961.25	F & E	Toshiba Laptop	0	1	0
\$1,289.99	F & E	PA Sound System - 2 Wired Mics, 1 Wireless Mic, Mixer	0	1	0
\$1,000.00	F & E	JBL PA System	0	2	0
\$20.00	F & E	Projector Case	0	3	0
\$800.00	F & E	Mackie Thump PA Speakers 15"	0	2	0
\$10.00	Food Supplies	ANIMAL CRACKER	0	11	0
\$7.00	Food Supplies	Austin Variety 45ct	0	10	0
\$12.99	Food Supplies	Austin Variety 45ct	40	254	280
\$16.99	Food Supplies	Austin Variety 45ct	0	24	0
\$17.99	Food Supplies	Austin Variety 45ct	0	0	16
\$19.99	Food Supplies	Austin Variety 45ct	0	24	24
\$12.50	Food Supplies	Austin Zoo	20	0	0
\$12.99	Food Supplies	Austin Zoo	0	18	0
\$12.50	Food Supplies	Cheez It	20	0	0
\$11.99	Food Supplies	Cheez It	0	8	0
\$10.00	Food Supplies	CINNAMON TOAST BAR	0	15	0
\$10.00	Food Supplies	COCOA PUFFS BAR	0	12	0
\$12.99	Food Supplies	Disney Cracker	0	5	5
\$17.99	Food Supplies	Dnr Napkins	0	0	1
\$10.00	Food Supplies	GOLD FISH CRACKERS	0	11	0
\$7.99	Food Supplies	Honey Maid	25	0	0
\$7.99	Food Supplies	Honey Maid	0	25	0
\$8.99	Food Supplies	Honey Maid	0	90	72
\$13.99	Food Supplies	Honey Maid	0	10	0
\$12.99	Food Supplies	Honey Maid	0	18	80
\$12.98	Food Supplies	Honey Maid	0	0	36
\$12.97	Food Supplies	Honey Maid	0	12	0
\$17.99	Food Supplies	Honey Maid	0	0	16

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

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FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM AB139 STUDY AGREEMENT May 20, 2013

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Los Angeles County Office of Education, hereinafter referred to as the COE, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to school districts and county offices of education upon request. Pursuant to the provisions of Education Code Section 1241.5 (b), a county superintendent of schools may review or audit the expenditures and internal controls of any school in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination. The extraordinary audits conducted by the county superintendent shall be focused on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and shall be conducted in a timely and efficient manner.

All work shall be performed in accordance with the terms and conditions of this agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The COE has requested that the team assign professionals to conduct an AB 139 extraordinary audit of the Wisdom Academy for Young Scientists. Per Education Code Section 1241.5 (b), (c), the superintendent has reason to believe that fraud, misappropriation of funds, or other illegal practices may have occurred.

The Wisdom Academy for Young Scientists Charter School conducts business as a California nonprofit organization. In addition to the authority granted under Education Code sections 1241.5 (c) and 47604.3, the county superintendent may conduct an investigation of the charter school based on written complaints by parents or other information that justifies the review.

The primary focus of this review will be to provide the county office with reasonable assurances, based on the testing performed, that adequate management and internal controls are in place for the reporting and monitoring of financial transactions, and that fraud, misappropriation of funds or other illegal activities have not occurred.

APPENDICES

Internal controls include the processes for planning, organizing, directing and controlling program operations, including systems for measuring, reporting and monitoring performance. The receipt of cash and/or cash transactions, payroll, purchasing, and accounts payable are high-risk areas in which potential fraud and issues such as nonexistent employees or vendors, or misappropriation of assets including cash, may be detected. This review's objectives will include evaluation of policies, procedures, internal controls and transactions performed by the charter school.

Testing for this review will be based on sample selections from the current and one prior fiscal year; it will not include all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance regarding the accuracy of the charter school's financial transactions and activity to accomplish the following:

- Prevent internal controls from being overridden by management.
- Ensure ongoing state and federal compliance.
- Provide assurance to management that the internal control system is sound.
- Help identify and correct inefficient processes.
- Ensure that employees are aware of internal control expectations.

The team's review of the Wisdom Academy for Young Scientists will include, but not be limited to, the items below. The team will do the following:

1. Evaluate the charter school's internal control structure, policies and procedures to test transactions and reporting processes to determine if adequate procedures are in place to safeguard assets, including physical objects, charter school data, and intellectual property.

Evaluation of policies and procedures will include the following:

- i. Review compliance with policies and procedures including, but not limited to, those related to human resources, finance, purchasing, granting agencies, and state and federal government programs and funding.
 - ii. Review document and records retention procedures to determine whether the charter school provides reasonable assurance that asset records are safeguarded and transactions are correctly recorded.
2. Evaluate the reliability and integrity of information used for internal management decisions and external agency reports.
 3. Determine if authorization procedures are appropriate and consistently followed. Review administrator and manager approvals and whether signature authority is delegated only to authorized employees.

4. Determine whether proper segregation of duties exists. The team will evaluate personnel, payroll, accounts payable and cash transactions, and will do the following:
 - i. Review the authorization process for cash receipts
 - ii. Determine if protective measures are in place for safeguarding assets, processes and data.
 - iii. Determine whether safe combinations are changed periodically and anytime a staff member who knows the combination terminates employment.
 5. Evaluate reporting processes. The team will do the following:
 - i. Evaluate monitoring and verify that controls are operating properly.
 - ii. Evaluate controls that prevent management from overriding internal controls and thus prevent the potential misappropriation of funds.
 - iii. Evaluate whether clearly established lines of authority and responsibility exist within and between departments for proper review and reporting purposes, and if these are shown on organizational charts.
- B. Services and Products to be Provided**
1. **Orientation Meeting** - The team will conduct an orientation session at the charter to brief management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
 2. **On-site Review** - The team will conduct an on-site review at the charter office and at school sites if necessary; and will continue to review pertinent documents off-site.
 3. **Progress Reports** - The team will inform the COE of material issues as the review is performed.
 4. **Draft Reports** - When appropriate, electronic copies of a preliminary draft report will be delivered to the COE's administration for review and comment on a schedule determined by the team.

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5. **Final Report - Electronic copies of the final report will be delivered to the COE and/or charter following completion of the review. Printed copies are available from FCMAT upon request.**
6. **Follow-Up Support - If requested, the team will meet with the COE and/or charter to discuss the findings and recommendations of the report.**

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | | |
|----|------------------------------|--------------------------------------|
| A. | Julie Auvil, CPA, CMGA | FCMAT Fiscal Intervention Specialist |
| B. | Debi Deal, CFE | FCMAT Fiscal Intervention Specialist |
| C. | Marisa Ploog, CPA, CFE, CGMA | FCMAT Fiscal Intervention Specialist |

Other equally qualified staff or consultants will be substituted in the event one of the above individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8 (d) (1) shall be:

- A. \$800 per day for each FCMAT staff member while on site, conducting fieldwork at other locations, presenting reports, or participating in meetings. The cost of independent consultants will be billed at their actual daily rate.
- B. All out-of-pocket expenses, including travel, meals and lodging.

Based on the elements noted in Section 2A, the total estimated cost of the study will be \$18,000.

- C. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT services may be reimbursed from funds pursuant to EC 1241.5 set aside for this purpose. Other payments, when deemed necessary, are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE COE AND/OR DISTRICT

- A. The charter will provide office and conference room space during on-site reviews.
- B. The charter will provide the following if requested:
 - 1) A map of the local area
 - 2) Existing policies, regulations and prior reports addressing the study request

- 3) Current or proposed organizational charts
- 4) Current and two prior years' audit reports
- 5) Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the charter and sent to FCMAT in an electronic format
- 6) Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository to which the charter shall upload all requested documents.

C. The COE and/or charter's administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The charter shall take appropriate steps to comply with EC 45125.1(c).

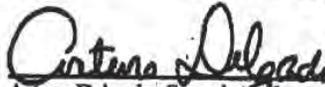
6. **PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for different phases of the study:

<i>Orientation:</i>	<i>To be determined</i>
<i>Staff Interviews:</i>	<i>To be determined</i>
<i>Exit Interviews:</i>	<i>To be determined</i>
<i>Preliminary Report Submitted</i>	<i>To be determined</i>
<i>Final Report Submitted</i>	<i>To be determined</i>
<i>Board Presentation</i>	<i>To be determined</i>

7. **CONTACT PERSON**

Contact person: Alex Cherniss, Assistant Superintendent, Business
 Telephone: (562) 922-6124
 FAX: (562) 922-6678
 E-mail: Cherniss_alex@lacoe.edu


 Arturo Delgado, Superintendent
 Los Angeles County Office of Education
 5-22-13
 Date


 Anthony L. Bridges, CFE
 Deputy Executive Officer
 Fiscal Crisis & Management Assistance Team
 May 20, 2013
 Date

EXHIBIT 17

Wisdom Academy for Young Scientists

FINANCIAL POLICIES and
PROCEDURES HANDBOOK

REVISED: APRIL 30, 2014

FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Executive Director's Finance Committee and make necessary adjustments as needed. The Budget will be in compliance with Generally Accepted Accounting Principles (GAAP), board policy, and finance-related legal requirements. All expenditures will match budget expectations. Revenue from any Federal or State sources will be committed in accordance with all specific federal/state laws or requirements applicable.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also be geared toward achieving the school goals and objectives.

PROCEDURES:

Financial Consultant:

1. Informs the school of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
2. Review the budget and check the calculations and the basis for the calculations.
3. Make revenue estimates in coordination with the Executive Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
4. Prepare a draft budget based on the requests by the Executive Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
5. Meet with the Executive Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the Executive Director's Finance Committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
6. Prepare the final recommended budget based on agreements reached from the meeting with the Executive Director for presentation to the Executive Director's Finance Committee and Board of Directors for approval.
7. Provide the approved budgets to the Principal and other Administrative Staff so they know the budgets they have to work with during the year.
8. Responsible for making sure the budgets are being implemented correctly. This includes working with the Staff to input the budgets into the accounting system to help monitor budgets to actual comparison. Also working with the Administrative

Assistant and Finance Committee Back-Office Provider to answer budget related questions and reporting any problems and proposed solutions to the Executive Director and Executive Director's Finance Committee.

9. Review budget to actual report prepared by Back-Office Provider and make necessary adjustments and narratives or comments before presenting to Executive Director, Executive Director's Finance Committee and Board.
10. Revise the budget for board consideration when there is a material change in the approved budget.

Executive Director:

1. Review the draft budget with the Financial Consultant, making sure that the priorities of the school are reflected in the final budget recommended to the Executive Director's Finance Committee and the Board.
2. Review the monthly budgets to actual comparisons prepared by the Financial Consultant and take any recommended actions as necessary.
3. Recommend any budget adjustments as necessary to the Executive Director's Finance Committee and the Board.
4. Help the Financial Consultant in preparing annual budgets.
5. Back-Office Provider Inform the Financial Consultant of any unbudgeted expenditures seen while reviewing purchase orders.
6. Input the approved budgets in the Accounting system so we can generate budget to actual reports.
7. Approve purchase orders before they are issued to vendors, after checking to make sure there are funds in the budget for cover the order.
8. Prepare monthly budget to actual report for Financial Consultant to review.

POLICY NUMBER TWO: TIME SHEET AND PAYROLL

PAYROLL

All employees on payroll must be hired by the Executive Director and must have worked for the hours being paid, those hours having been properly documented and approved by the Executive Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision-making.

PROCEDURES:

Employee:

1. Punch in time card and fill in the time sheet on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Executive Director prior to beginning of the assignment.
2. No overtime can be worked before obtaining approval from the Executive Director.
3. Salaried employees are required to sign a sign-in log on a daily basis.
4. At the end of each pay period each hourly employee is required to finish completing their time sheet that was being completed on each working day and give them to the Director of Operations for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
5. The properly completed and approved time sheet is put in the box of the Director of Operations no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.
6. If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Director of Operations:

1. Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
2. Collect all the time sheets in your box and any others around the time clock area.
3. Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Executive Director for correction or explanation. Any incomplete or unapproved time sheet should be referred to the Executive Director for completion and approval immediately in time to promptly prepare payroll.
4. Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
5. After verifying that everything is correct and that you have every employee's time sheet, prepare the payroll request for the Financial Consultant.
6. Print the request for the Executive Director to approve for transmission.
7. Forward to Financial Consultant new hire and any other employee change information as you get the information from the employee.
8. After the checks come back from Financial Consultant, verify all the checks to make sure that everything is correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant deductions. If there is anything that appears unusual, inform the Financial Consultant or the Executive Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that no one should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.
9. Maintain each Personnel file containing the following information at a minimum:
 - a) Employment application or resume
 - b) Credentials when applicable
 - c) Date of Employment
 - d) Employment Agreement
 - e) Position, pay rates, and changes therein
 - f) Authorization of payroll deductions
 - g) Earning record for non active employees
 - h) W-4 Form
 - i) I-9 Form
 - j) Termination data when applicable
10. All personnel records are to be kept locked in a locking file cabinet in the business office.
 - a) Payroll deductions are to be recorded properly and paid to the appropriate third parties on a timely basis. Also, all payroll reports to the parties shall be submitted on a timely basis.

Responsibility of Executive Director:

1. Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
2. Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
3. A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
4. The Executive Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
5. Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
6. Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
7. Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.
8. Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.

POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. The Executive Director must approve all purchases. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

1. All purchases must be initiated by completing a purchase order. The Executive Director or Financial Consultant may grant exceptions for purchase of certain small items that are less than \$1000 or in emergency situations.
2. Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Back-Office Provider can be contacted for an answer.
3. The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
4. For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids; purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases and services of \$10,000 or more need to be advertised in a more formal competitive bidding process. Specifications and bidding requirements should include:
 - a) Specifications to be prepared by the administration
 - b) Specifications to be approved by the board
 - c) Specifications to be mailed to any identified potential bidders
 - d) All bids to be submitted in sealed envelopes and plainly marked as indicated in the bid specifications
 - e) Bids to be publicly opened at an announced time, and on a specific date
 - f) The bidder to whom the award is made to be required to enter into a written contract and purchase order.
5. In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion. In such a case copies of the result of the research should be kept on file to be referred to when needed.
6. There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.

7. Director of Operations will issue purchase orders. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is faxed to the Vendor with a return confirmation from the vendor after being approved by the Director of Operations, a copy for the Executive Director's file, copy to the Administrative Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Executive Director and Director of Operations.
8. All purchase orders must be approved by the Executive Director and Director of Operations.
9. When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order may be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order

When the order arrives the Administrative Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Director of Operations with a copy to the Executive Director.

Administrative Assistant:

1. When the original purchase order is received from the Director of Operations, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the Executive Director and Director of Operations, evidenced by their signatures.
2. A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed.
3. The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.
4. The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
5. As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING

1. All contracts must be approved by the Executive Director and Director of Operations. Contracts of up to \$2,999 require at least three phone bids, between \$3,000 and \$9,999 requires three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures. All Contracts exceeding \$25,000 should be signed and approved by the board.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured. The contractor must submit a bill based on the original approved contract. In the event of change orders, they must be pre-approved by the Executive Director.
5. The contractor must provide the school with a completed form W-9, taxpayer identification number, form DE542, Employment Development Department Report of Independent Contractor, at the time of signing the contract.
6. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non-payment of labor and material.
7. Before approving payment, the Executive Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
8. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
9. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.
10. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. The school will evaluate criteria established by the IRS when assigning independent contractor status and issue IRS Form 1099 to independent contractors if compensation is \$600 or more. The consultant contract will include description of services, deliverables, pay rate, time frame, and timeline of payments and reimbursements. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: CHECK REQUESTS

CHECK REQUESTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Check Request.

BACKGROUND:

The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

1. Pick-up mails from the bills mailbox and distribute to various departments where necessary for Check Requests and approval of the bill.
2. Checks the utilities and other general office bills for any error before giving to the Director of Operations for Check Request approval.
3. Double Check Requests and bills to make sure that all the information and documentation is correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the Check Request must be returned to the responsible party so it can be corrected immediately, for timely processing of the Check Request. Check Requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
4. After completing the Check Requests, they must be kept on file pending the time the check or warrant comes back from the Financial Consultant.
5. After all the Check Requests are completed, they should be given to the Director of Operations or Executive Director for approval. A copy of the approved Check Requests should be filed for future reference.
6. Pick up the checks from the Financial Consultant and verify that all the checks were generated and everything related to the check is correct. Then attach a copy of the check to the Check Request, staple them together and complete the payment information on the Check Request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the Executive Director approves the checks.
7. Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log. If it is an unknown person picture identification or drivers license should be reviewed to make sure that it is the right person.

Director of Operations

1. Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.

2. Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
3. Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a Check Request form, attaching the invoice, and copy of the purchase order and a receiving advice or report noted on the purchase order, when applicable. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Administrative Assistant and Executive Director.
4. The Check Request must be processed in a timely manner for payment to prevent incurring collection and other credit problems.

Financial Consultant:

1. The Check Requests are filed in a folder until the scheduled day for input, when they are inputted into the computer system to generate warrants the following day. All the warrant document numbers must be serially numbered, taking time to make sure the first warrant of each batch or day follows the last number as specified in the commercial warrant register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.

Executive Director:

1. Make sure that there is enough cash flow to pay the check being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.
2. Check to see that the checks were written to the same payee as stated on the Check Request and bill.
3. Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.
4. Before signing any check, make sure the documentation is attached and that the Check Request information is completely filled out with prior approvals attached.
5. Checks in excess of \$10,000 of non-recurring items require two signatures, from authorized check signers.

POLICY NUMBER SIX: EMPLOYEE ADVANCE PAYMENTS

EMPLOYEE ADVANCES:

All employee advances must be properly documented and recorded in the school accounting books for the correct amounts, to help facilitate prompt collection of the advance from the employee.

BACKGROUND:

From time to time the school may make advances to its employees for various reasons including payroll checks not received on time, vacation advance, emergency and other extenuating circumstances.

PROCEDURES:

Employee:

- Request in writing to be submitted to the Executive Director for approval.
- Make sure that the emergencies are limited to unusual health bills, death or serious illness in the staff member's immediate family requiring unusual financial outlay, or unusual automobile repairs.
- Substantiating documentation must be provided with the request.
- The amount being requested must not be more than one third of the employee regular or average paycheck for a pay period.
- Repayment must be made over a period not to exceed three months, through payroll deductions beginning with the pay period subsequent to the date of the advance.
- Authentication of the advance, by signing an agreement detailing the terms of the advance, to remain on file.
- Advance is immediately due and payable in full upon the separation or termination of employment.
- The employee must be a regular full time staff member who has served for at least six months.

Executive Director:

1. Determine if there is enough cash flow to accommodate this request considering all the other priorities of the school.
2. Consider the circumstance and the history of this employee as it relates to requests for advance in deciding whether or not to approve the request.
3. Approve or disapprove the request after considering the guidelines for approval of the request.
4. Give a copy of the approval to the Financial Consultant for filing or processing and the Executive Director for communication to the employee.
5. Give a copy of any termination or separation notice to the Financial Consultant to compute final check and complete the separation notice form.
6. To ensure that the employee is qualified for approval for the advance, appropriate required documentation is attached to the request and all other guidelines are followed.
7. Determine if the circumstances surrounding the request are appropriate.
8. Recommend Principal's approval.

Financial Consultant:

- Generate the check from the Revolving Cash Fund for the Executive Director to sign and charging the advance to an employee advance account.
- Complete an agreement between the school and the employee to be signed by the employee and the Executive Director.
- Set up payroll deduction for the advance, beginning the pay period following the date the check was given to the employee.
- File a copy of the check, approved request and agreement in the employee advance file, and employee personnel file.
- Reconcile the Employee Advance account, to make sure that the amount on the account reflects the agreement currently on file.
- Deduct any amount outstanding from the final check to the employee in case of separation or termination.

POLICY NUMBER SEVEN: CORPORATE CREDIT CARDS

Credit Cards secured for the school through our bankers will allow key staff members the flexibility of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials. Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers. The School will use standard procurement procedures whenever possible.

- 1) The Board will authorize Credit Card uses as follows:
 - a) Travel related expenses
 - b) Meeting/conference expenses
 - c) Online purchases where purchase orders are not accepted
 - d) Emergency spending
 - e) Pre authorized expenditures
- 2) The Credit Card holders will be responsible for documenting and justifying all expenditures (school related purpose) and held personally liable if the Credit Card charge is deemed personal or unauthorized.
- 3) Each Credit Card transaction must be supported by an actual receipt containing detail of the item(s) purchased.
9. The cash advance feature CANNOT be activated or used for any reason.
10. The card can be used only for business purchases. No personal use. Personal use includes paying for fuel for a non-company or personal vehicle.
11. The original receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
12. Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
13. Any missing or lost Credit Card must be immediately reported to the Executive Director, and in some cases the bank so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
14. In the unusual instance that a receipt is lost. The cardholder responsible for the lost receipt must complete a Lost Receipt Form, to be approved by the Executive Director.
15. The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the Credit Card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
16. The Financial Consultant and the Executive Director are responsible for ensuring that the Credit Card holders follow these procedures. Any abuse of the Credit Card policies should be reported to the Financial Consultant or the Executive Director.

The school reserves the right to terminate any Credit Card due to abuses including lack of following Credit Card policies and procedures.

17. The Executive Director must approve any expenditure related to any direct benefit of the Credit Card user. No one can approve an expenditure that is for his or her own benefit.
18. The Administrative Assistant must turn in all Credit Card statements to the Financial Consultant. The Administrative Assistant will give each Credit Card holder his or her statements.
19. Credit Card holders will prepare a Check Request for each Credit Card statement with all attached documentation, including original receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

Pre-authorized Credit Card Charges

The card holders may use the credit card for the following pre-authorized categorical expenses, but not limited to:

4200	Books Other Than Text Books	\$900
4300	Materials and Supplies	\$900
4700	Food Supplies	\$900
5600	Repairs	\$900
5900	Communication	\$900

POLICY NUMBER EIGHT: PETTY CASH

The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Director of Operations:

1. The Executive Director has oversight over the implementation of the petty cash policies and procedures.
2. Processes requests for issuance of petty cash after being approved by the Executive Director.
3. Processes replenishment of petty cash on a regular basis.
4. Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the Executive Director.
5. Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
6. When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
7. Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders (Director of Operations):

1. Request for issuance of petty cash from the Executive Director based on a compelling need supported by convincing reasons.
2. The recipient of the petty cash funds must sign the petty cash disbursements log to indicate the receipt of the funds. The paid receipt should be attached to the log. Petty cash box should be locked and secured safely until it is time to replenish the fund. The Petty Cash Fund reconciliation and associated receipts should be attached to the Check Request for replenishment.
3. The Petty Cash account should be reconciled monthly. When the petty cash account is reconciled, the appropriate expense account should be charged in the school's general ledger. Once reconciled, request for replenishment can be processed.
4. Director of Operations should review petty cash transactions and make periodic counts of petty cash fund.
5. The petty cash account may not be used to cash payroll checks or other personal checks.
6. Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
7. The petty cash holder has a personal responsibility for the funds in their possession.
8. Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.

9. Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the Executive Director.
10. Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
11. The Executive Director's signature on the purchase receipt is evidence that the expenditure is approved by the Executive Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
12. When the staff gives the petty cash holder an authentic purchase receipts approved by the Executive Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
13. When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

1. Before requesting for petty cash fund staff must make sure that the expenditure is approved by the Executive Director.
2. Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the Executive Director with the appropriate account number written on the receipt before giving it to the petty cash holder.
3. Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
4. Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a release of liability. This is evidenced by a copy of a paid issuance receipt by the holder of the petty cash.

POLICY NUMBER NINE: ACCOUNT RECONCILIATION

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned. The School's accounting system will be in conformity with the California School Accounting Manual. Accounting methods will follow Generally Accepted Accounting Principles (GAAP) guidelines for nonprofit reporting. All budgets and financial reports will be presented using full accrual accounting in alignment with annual audited financial statements. The school will follow the financial reporting guidelines required by Education Code section 47604.33, 47605(m) and 47604(3).

The school shall make timely deposits of all cash and check receipts on a timely basis, and ensure that supporting documentation is provided for all transactions associated with the bank accounts.

The school will review on a monthly basis all documentation of approval for expenditures and deposits.

Financial Consultant:

1. At mid month and the final week before the close of a month the transactions posted to accounts will be reviewed to ensure that they are posted to the right accounts. Month end adjusting entries must be made at this time (final week) to make sure the financial statements reflect correctly the activities of the month. These reconciliations will be done by the Financial Consultant.
2. On the 5th day following the end of the month, revenue and other balance sheet accounts will be reviewed and reconciled for the final time, by the Executive Director and appropriate adjustments made in the following month's financial report.
3. The reports will be provided to the Executive Director for review and comments on the 7th day following the end of the month.
4. On the 11th day following the end of the month, there will be a meeting between the Executive Director, and the Financial Consultant to review the budget reports for the previous month.
5. On the 14th day following the end of the month complete financial reports will be given to the Executive Director for comments and mailing to Executive Director's Finance Committee to review before their meeting (if necessary). At this point any recommendations will be given by the Financial Consultant for the Principal and the Executive Director's Finance Committee to consider.
6. For year-end closing, which includes reconciliation of revenue and expense items sufficient to record accruals for accounts receivable, accounts payable, prepaid expenses and capital assets.
7. The school will review year-end financial statements to ensure accuracy of reporting. Establish a timeline for closing to ensure no changes are made after submission of financial statements to oversight agencies.

8. Record all adjusting audit entries to reflect audited ending net assets. Reconcile beginning net assets with audited ending net assets from the previous year.
9. After month-end or year-end close, record all adjusting entries in the following month or year.
10. The school will submit the following financial reports to LACOE per Education Code Section 47604.33 and 47604(3):
 - a) On or before June 15, submit a preliminary budget
 - b) On or before December 1, submit the first interim financial report
 - c) On or before March 1, submit the second interim financial report
 - d) On or before August 15, submit a financial unaudited report for the full prior year.
 - e) Respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records.
11. The school will transmit a copy of its annual independent financial audit report for the preceding fiscal year to LACOE, the State Controller's Office, and the California Department of Education by December 15 of each year per Education Code Section 47605(m).

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the Administrative Assistant and given to the Director of Operations periodically for deposit to the bank.

BACKGROUND:

The school will run various programs and fundraisers. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Administrative Assistant:

1. Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
2. Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.
3. Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
4. The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
5. The reception desk for each site should record the cash and checks received on a cash/check receipts log which should include the date of check/cash receipts log which should include the date of check/cash was received, name of the payer, amount, check number and program/department.
6. Make two copies of the checks with one copy to be filed in the program deposits file and another copy in the deposited checks/cash folder.
7. In addition to the program deposits file, set up a separate "deposited checks/cash folder and place all copies of the deposit documents in the file.
8. A copy of cash/check receipts log should be given to the Executive Director on a weekly basis.
9. Three staff persons (Administrative Assistant, Director of Operations, Executive Director) have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Director of Operations or Executive Director). This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
10. The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate). \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.

11. Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Director of Operations so that further investigation can be conducted to resolve the problem.
12. The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
13. The program to be credited with these funds should be noted on the deposit ticket or receipt.
14. The receipts and deposit tickets will be given to the Director of Operations by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Director of Operations:

1. The Director of Operations will review the whole packet to make sure that everything is completed accurately.
2. A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
3. The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
4. Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or Executive Director.
5. By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
6. Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.
7. Adjusting journal entries will be made to reverse the revenue account, replacing it with fees receivable account pending the time the amount is collected from the issuer of the bounced check.
8. Prepare a list of insufficient funds check and provide the office and program staff with copies.
9. Make timely deposits of all cash and check receipts on a timely basis, and ensure that supporting documentation is provided for all transactions associated with the bank accounts.
10. Review on a monthly basis all documentation of approval for expenditures and deposits.

POLICY NUMBER ELEVEN: REVOLVING CASH FUND

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only Check Requests that are needed immediately due to circumstances beyond our control will be disbursed through this system. The bank statements for the revolving cash funds will be reconciled on a monthly basis by the Back Office service provider.

PROCEDURES:

All requests must be made by a Check Request, with all the supporting documents for the approval of the Executive Director. The request will follow the normal procedures for commercial warrant Check Requests. Poor planning will not qualify as a reason for approving this request. Receipts are required immediately after an event for requests of advance deposits.

Executive Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from Director of Operations, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an Revolving Cash Fund check must be directed to the Executive Director.
- Requests should only be entertained from the Executive Director.
- All requests must be checked to make sure all required information is complete before issuing the check. The Executive Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the Revolving Cash Fund account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the Revolving Cash Fund account.
- Reimburse the Revolving Cash Fund no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.

- Reimbursement of Revolving Cash Fund including petty cash must be made to the Executive Director and charged to the respective account numbers already provided before the Revolving Cash Fund checks were generated.
- Do not reimburse any Revolving Cash Fund check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the Revolving Cash Fund amount.

POLICY NUMBER TWELVE: REIMBURSEMENTS

All employee reimbursements must be accompanied by filling out a reimbursement form with attached documentation including receipts and invoices of the reimbursements.

Mileage reimbursements must be accompanied by a form detailing the mileage description with a starting point and ending point. The description will also include the date of the travel and the miles travel for each entry or date. Mileage will be reimbursed at the IRS rate that is applicable at that particular time. **NO REIMBURSEMENTS FOR GAS PURCHASED FOR PERSONAL CAR.** All expenses made by personal payment methods must be pre-approved by the Executive Director of Director of Operations.

All reimbursement forms must be signed by the requester, Administrative Assistant, and approved by the Executive Director.

POLICY NUMBER THIRTEEN: FIXED ASSETS

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding the school's assets in compliance with generally accepted accounting principles, and financial reporting requirements.

1. The current capitalization threshold is \$1000 or more.
2. The management must maintain a permanent property log and depreciation schedule for all fixed assets purchased by the school
 - a) The property log will contain the following information:
 - b) Date of purchase
 - c) Description of the item purchased
 - d) Received by donation or purchase
 - e) Cost or fair market value on the date of receipt
 - f) Donor or funding source
 - g) Funding source restrictions on use or disposition
 - h) Identification/serial number
 - i) Depreciation method
 - j) Vendor name and address
 - k) Warranty period
 - l) Inventory Tag number
 - m) Number of check used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all fixed assets and reconciled to the general ledger. Adjustments for dispositions will be made annually.
4. Fixed assets purchases with federal funds should be disposed of according to federal guidelines
5. Material changes in the status of property and equipment such as changes in location, sale of items, and any purchase or sale of the real estate should be recorded for the management information.

POLICY NUMBER FOURTEEN: RISK MANAGEMENT

The school should maintain an insurance program to protect the school against any losses that may occur due to the many normal and unusual hazards. Insurance policy and coverage should be approved by the Board of Directors, and comply with LACOE's MOU requirements. Insurance certificates should be kept on file in the school's administrative office at all times and available for inspection.

POLICY NUMBER FIFTEEN: DEBT MANGEMENT

The purpose of this policy is to enhance the school's ability to manage its debts in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's ability to continue operation.

1. The Executive Director is responsible for administering and maintaining the school's current obligations under direction of the Board. The Executive Director's Finance Committee should meet with the Executive Director and Board regarding the status of the school's existing debt and to make specific recommendations.
2. No new debt should be incurred without approval of the Board.
3. Advance written notification of all borrowings should be provided to LACOE as per the current MOU requirements.
4. All approved annual budgets should include timely repayments of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
5. Prior to incurring any borrowing, the Executive Director should prepare a financial analysis showing the effect of the borrowing on current and future operations for the Board to make an informed decision.
6. The school should take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.

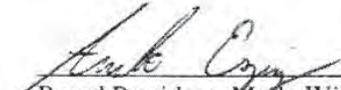
POLICY NUMBER SIXTEEN: CONFLICT OF INTERESTS

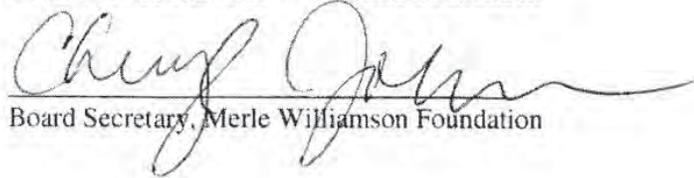
Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall excuse him/herself from the discussion and voting on the matter.

All school officials mentioned in this handbook shall adhere to and maintain compliance with all requirements set forth in the Merle Williamson Foundation Conflict of Interest Policy and the County's Conflict of Interest Policy.

All school officials mentioned in this handbook shall adhere to and maintain compliance with all requirements set forth in Government Code 1090 et. Seq. and the Political Reform Act of 1974.

Signed. this 30th day April 2014.


Board President, Merle Williamson Foundation


Board Secretary, Merle Williamson Foundation

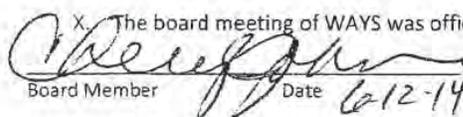
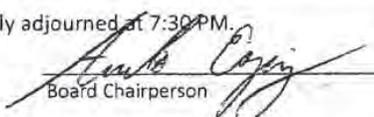
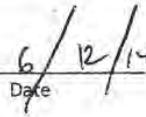
WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Wednesday, April 30, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Wednesday, April 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:22pm.
Location: 705 East Manchester Ave Los Angeles, Ca 90001
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook
Board Members Absent: Maria Garcia
Others in Attendance: Jason Okonkwo, Edward Cabil,
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports/ Oral Communication**
 - a. None
- VII. **Open Session**
 - a. WAYS Financial Policies and Revisions (4/25/14)
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
 - b. WAYS Response to LACOE Superintendent's notice of the FCMAT AB139 recommendation pursuant Ed. Code 1241.5
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
 - c. WAYS 2014-15 School Year Operating Budget – Discussion
 - d. WAYS 2014-15 School Year Special Education Budget - Discussion
 - e. WAYS 2014-15 Title I Budget - Discussion
 - f. 2013-14 School Year Employment Agreements
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
- VIII. **Closed Session**
 - a. Public Employee Performance Evaluation/Employment Title: Executive Director – Discussion, Moved to future board meeting
 - b. Public Employee Performance Evaluation/Employment Title: Director of Operations - Discussion, Moved to future board meeting
 - c. Public Employee Dismissal/Release 1 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item – Discussion, Moved to future board meeting
 - d. Public Employee Dismissal/Release 2 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item - Discussion, Moved to future board meeting
- IX. **Future Agenda Items**
 - a. Public Employee Performance Evaluation/Employment Title: Executive Director
 - b. Public Employee Performance Evaluation/Employment Title: Director of Operations
 - c. Public Employee Dismissal/Release 1 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item
 - d. Public Employee Dismissal/Release 2 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item

X. The board meeting of WAYS was officially adjourned at 7:30 PM.

		
Board Member	Board Chairperson	Date

Wisdom Academy for Young Scientists Public Charter School
Board Meeting
Wednesday, April 30, 2014
5:00 PM
706 East Manchester Avenue – L.A. CA 90001

(Posted April 29, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____
2. Adraine Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Maria Garcia	_____

- IV. Approval of the Board Meeting Minutes – April 25, 2014

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Open Session

- a. WAYS Financial Policies and Revisions (4/25/14) – Action
- b. WAYS Response to LACOE Superintendent's notice of the FCMAT AB139 recommendation pursuant Ed. Code 1241.5 – Discussion and Potential Action
- c. WAYS 2014-15 School Year Operating Budget – Discussion and Potential Action
- d. WAYS 2014-15 School Year Special Education Budget – Discussion and Potential Action
- e. WAYS 2014-15 Title I Budget – Discussion and Potential Action
- f. 2013-14 School Year Employment Agreements – Discussion and Potential Action
- g. Recruitment of Additional Board Members – Discussion

- VIII. Closed Session

- a. Public Employee Performance Evaluation (Employment Title: Executive Director)
 - i. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b))
- b. Public Employee Appointment (Executive Director)
- c. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b) (Director of Operations))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))

- IX. Closed Session Report

- X. Meeting Adjourned

EXHIBIT 18



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

Arturo Delgado, Ed.D.
Superintendent

April 18, 2013

Los Angeles County
Board of Education

*Via First Class Mail, Facsimile to
(323) 752-6644 & (323) 537-8209
E-Mail: edcabil@sbcglobal.net*

Rudell S. Frear
President

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 E. Manchester Ave.
Los Angeles, CA 90001

Rebecca J. Turrentine
Vice President

Douglas R. Boyd

Katie Braude

Dear Mr. Cabil:

Gabriella Holt

WAYS Fiscal Policy Recommendations

Maria Fleza

Thomas A. Saenz

Thank you for submitting the fiscal policy for Wisdom Academy for Young Scientists (WAYS) to our office. We appreciate the school's effort to improve its fiscal management. After thorough review of fiscal policies and procedures, we recommend inclusion of additional measures to strengthen internal control and safeguard assets of WAYS charter school. Please see attachment.

If you have any questions, please contact the Controller's Office at (562) 803-8351.

Sincerely,

Patricia Smith, Executive Director
Business and Finance

PS/ZM: c/c
Attachment

Cc: Zak Memon, Assistant Controller, Controller's Office, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
Judy Higelin, Interim Project Director III, Charter School Office, LACOE

Wisdom Academy for Young Scientists (WAYS)
Recommendations for Inclusion in Fiscal Policy

After reviewing the fiscal policy for WAYS, we recommend the addition and revision of the following procedures:

1. **Policy Number One: Budget Preparation and Implementation Policy**-Ensure the budget is in compliance with Generally Accepted Accounting Principles (GAAP), board policy, and finance-related legal requirements. All expenditures will match budget expectations. Revenue from any Federal or State sources will be committed in accordance with all specific federal/state laws or requirements applicable.
2. **Policy Number Two: Time Sheet and Payroll Procedures**-Designate an employee to maintain personnel files.
 - Each personnel file should contain the following information, at minimum:
 - Employment application or resume
 - A record of background investigation results
 - Date of employment
 - Employment agreement
 - Position, pay rates, and changes therein
 - Authorization of payroll deductions
 - Earning records for non-active employees
 - W-4 Form
 - I-9 Form
 - Termination data, when applicable
 - All personnel files are to be kept locked in a locking file cabinet in the business office.
 - Payroll deductions are to be recorded properly and paid to the appropriate third parties on a timely basis. Also, all payroll reports to third parties shall be submitted on a timely basis.
3. **Policy Number Three: Purchase and Other Procurement Procedures**-Formal bidding procedures will be used for service and other contracts anticipated to cost more than \$10,000 (ten thousand dollars). Specification and bidding requirements should include:
 - Specifications to be prepared by the administration
 - Specifications to be approved by the Board
 - Specifications to be mailed to any identified potential bidders
 - All bids to be submitted in sealed envelopes and plainly marked as indicated in the bid specifications
 - Bids to be publicly opened at an announced time, and on a specific date
 - The bidder to whom the award is made to be required to enter into written contract and purchase order.

4. Policy Number Four: Contracting Policies and Procedures

- The contractor must provide the school with a completed form DE542, Employment Development Department Report of Independent Contractor, at the time of signing the contract
- All contracts that exceed \$25,000 should be signed and approved by the Board
- Line Item no.3-Delete: *"except in cases where an exception is allowed by a Principal"*
- Line Item no. 4-Delete: *"except in cases where the school agrees to cover the contractor as part of terms of the contract"*
- The school will evaluate criteria established by the IRS when assigning independent contractor status and issue IRS Form 1099 to independent contractors if compensation is \$600 or more. The consultant contract will include description of services, deliverables, pay rate, timeframe, and timeline of payments and reimbursements.

5. Policy Number Five: Check Requests Procedures

- Duties of check requester and approver should be segregated.
- P. 7 Bullet no. 2 - *"Check in excess of \$10,000 of non recurring item require two signatures"* - Signatories should be identified.
- Incoming invoices will be logged in by the Administrative Assistant before distributing for approval. Once monthly, the Director of Operations should check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, then reasons for the nonpayment of these invoices should be discussed with the responsible staff member.

6. Policy Number Six: Reimbursements

- Reimbursement forms must be approved by the Executive Director, the supervisor, and signed by the recipient.

7. Policy Number Seven: Use of Corporate Credit Cards and Procedures

- The purpose of issuing a corporate credit card is to increase flexibility for key staff members, and not for the *"convenience"* as stated in the fiscal policy page 7. The school will use the standard procurement procedures whenever possible.
- The Board will authorize the credit card uses as follows:
 - Travel related expenses
 - Meeting/conference expenses
 - Online purchases where purchase orders are not accepted
 - Emergency spending
 - Pre authorized expenditures
- The credit card holders will be responsible for documenting and justifying all expenditures (school-related purpose) and held personally liable if the credit card charge is deemed personal or unauthorized.
- Each credit card transaction must be supported by an actual receipt containing detail of the item(s) purchased.

8. Policy Number Eight: Petty Cash Policies and Procedures

- Petty Cash Holders – Position needs to be identified.
- The recipient of the petty cash funds must sign the petty cash disbursements log to indicate the receipt of the funds. The paid receipt should be attached to the log. Petty cash box should be locked and secured safely until it is time to replenish the fund. The Petty Cash Fund reconciliation and associated receipts should be attached to the check request for replenishment.
- The petty cash account should be reconciled monthly. When the petty cash account is reconciled, the appropriate expense account should be charged in the school's general ledger. Once reconciled, request for replenishment can be processed.
- The Director of Operations should review petty cash transactions and make periodic counts of petty cash fund
- The petty cash account may not be used to cash payroll checks or other personal checks.

9. Policy Number Nine: Financial Reporting Review Procedures – The school's accounting system will be in conformity with the California School Accounting Manual. Accounting method will follow Generally Accepted Accounting Principles (GAAP) guidelines for nonprofit reporting. All budgets and financial reports will be presented using full accrual accounting in alignment with annual audited financial statements. The school will follow the financial reporting guidelines required by Education Code section 47604.33, 47605(m) and 47604(3).

- P.9 Bullet no. 2 – Executive "Consultant" – should be Executive "Director"
- The school will submit the following financial reports to LACOE per Education Code Section 47604.33 and 47604(3):
 - On or before June 15, submit a preliminary budget
 - On or before December 1, submit the first interim financial report
 - On or before March 1, submit the second interim financial report
 - On or before August 15, submit a final unaudited report for the full prior year
 - Respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records.
- The school will transmit a copy of its annual independent financial audit report for the preceding fiscal year to LACOE, the State Controller's Office, and the California Department of Education by December 15 of each year per Education Code Section 47605(m).

10. Policy Number Ten: Program Cash Receipts and Deposit Procedures

- P.10 Bullet no. 3 Three staff persons – Positions need to be identified.
- The reception desk for each school site should record the cash and checks received on a cash/check receipts log which should include the date of check/cash was received, name of the payer, amount, check number and program/department
- Make two copies of the checks with one copy to be filed in the program deposits file and another copy in the deposited checks/cash folder

- In addition to the program deposits file, set up a separate "deposited checks/cash" folder and place all copies of deposit documents in the file
- A copy of cash/check receipts log should be given to the Executive Director on a **weekly** basis

11. Policy Number Eleven: Revolving Cash Procedures

- The bank statements for the revolving cash funds will be reconciled on a **monthly** basis by the Back Office services provider.

12. Recommended New Policy: Policy Number Twelve: Fixed Asset Procedures – The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting, and safeguarding the school's assets in compliance with generally accepted accounting principles, and financial reporting requirements.

- The management must maintain a permanent property log and depreciation schedule for all fixed assets purchased by the school
 - The property log will contain the following information:
 - Date of purchase
 - Description of item purchased
 - Received by donation or purchased
 - Cost or fair market value on the date of receipt
 - Donor or funding source
 - Funding source restrictions on use or disposition
 - Identification/serial number
 - Depreciation Method
 - Vendor name and address
 - Warranty period
 - Inventory tag number
 - Number of check used to pay for the equipment
 - At least annually, a physical inspection and inventory should be taken of all fixed assets and reconciled to the general ledger balance. Adjustments for dispositions will be made annually.
 - Fixed assets purchased with federal funds should be disposed of according to federal guidelines.
 - Material changes in the status of property and equipment such as changes in location, sale of items, and any purchase or sale of the real estate should be recorded for management information.
- 13. Recommended New Policy: Policy Number Thirteen: Risk Management** - The school should maintain an insurance program to protect the school against any losses that may occur due to the many normal and unusual hazards.
- Insurance policy and coverage should be approved by the Board of Directors, and comply with LACOE's MOU requirements

- Insurance certificates should be kept on file in the school's administrative office at all times and available for inspection.

14. Recommended New Policy: Policy Number Fourteen: Debt Management Policy – The purpose of this policy is to enhance the school's ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's ability to continue operation.

- The Executive Director is responsible for administering and maintaining the school's current obligations under direction of the Board. The finance committee should meet with the Executive Director and Board regarding the status of the school's existing debt and to make specific recommendations.
- No new debt should be incurred without approval of the Board.
- Advance written notification of all borrowings should be provided to LACOE as per the current MOU requirements.
- All approved annual budgets should include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
- Prior to incurring any new borrowing, the Executive Director should prepare a financial analysis showing the effect of the borrowing on current and future operations for the Board to make an informed decision.
- The school should take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.

15. Recommended New Policy: Policy Number Fifteen: Conflict of Interest Policy – Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall excuse him /her from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest to be complied with Government Code 1090 *et seq.* and the Political Reform Act of 1974.

EXHIBIT 19

FISCAL POLICY

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Finance Committee and make necessary adjustments as needed.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also help achieve its goals and objectives.

PROCEDURES:

Executive Consultant:

- Informs the School Director of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
- Review the budget and check the calculations and the basis for the calculations.
- Make revenues estimates in coordination with the School Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
- Prepare a draft budget based on the requests by the School Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
- Meet with the School Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the finance committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
- Prepare the final recommended budget based on agreements reached from the meeting with the School Director for presentation to the Finance Committee and Board of for approval.

POLICY NUMBER TWO: TIME SHEET AND PAYROLL POLICIES AND PROCEDURES

PAYROLL

All employees on payroll must be hired by the School Director and must have worked for the hours being paid, those hours having been properly documented and approved by the School Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision making.

PROCEDURES:

Responsibility of the employee:

- Punch in time card and fill in the time sheet on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Principal prior to beginning of the assignment.
- No overtime can be worked before obtaining approval from the Principal.
- Salaried employees are required to sign a sign-in log on a daily basis.
- At the end of each pay period each hourly employee is required to finish completing their time sheet that was being completed on each working day and give them to the Administrative Assistant for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
- The properly completed and approved time sheet is put in the box of the Administrative Assistant no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.

- If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Responsibility of the Administrative Assistant:

- Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
- Collect all the time sheets in your box and any others around the time clock area.
- Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Principal for correction or explanation. Any incomplete or unapproved time sheet should be referred to the School Director for completion and approval immediately in time to promptly prepare payroll.
- Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
- After verifying that everything is correct and that you have every employee's time sheet, sort out using the previous period time report and input into the HRS (see HRS system procedures). Also process the E4 payroll for the pay period, ESA for the 25th and regular monthly payroll for the 10th.
- Print the input information for the School Director to approve for transmission.
- Input new hire and any other employee change information as you get the information from the employee.
- After the checks come back from BBM, verify all the checks to make sure that everything are correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant

deductions. If there is anything that appears unusual, inform the Financial Consultant or a School Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that nobody should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.

Responsibility of School Director:

- Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
- Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
- A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
- The School Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
- Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
- Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
- Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.

- **Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.**

**POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT
POLICIES AND PROCEDURES**

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. All purchases must be approved by the School Director. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

- All purchases must be initiated by completing a purchase order. Exceptions may be granted by the School Director or Executive Consultant for purchase of certain small items that are less than \$100 or in emergency situations.
- Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Staff Consultant can be contacted for an answer.
- The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
- For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids, purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases of \$10,000 or more need to be advertised in a more formal competitive bidding process.
- In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion.

In such a case copies of the result of the research should be kept on file to be referred to when needed.

- There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.
- Purchase orders will be issued by Administrative Assistant. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is given to the Administrative Assistant to fax to the vendor with a return confirmation from the vendor after being approved by the Staff Consultant and the School Director, a copy for the School Director's file, Staff Consultant's file and a copy to the Administrative Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Principal and Staff Consultant.
- All purchase orders must be approved by the Principal and Staff Consultant.
- When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order might be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order (Administrative Assistant)

- When the order arrives the Administrative Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Staff Consultant with a copy to the School Director.

Administrative Assistant:

- When the original purchase order is received from the Staff Consultant, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the School Director and Staff Consultant, evidenced by their signatures.
- A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed. The purchase order is encumbered in the

Accounting system to set aside the funds so it will be available to pay for the bill. The purchase order is unencumbered when we pay the bill.

- The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.
- The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
- As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING POLICIES AND PROCEDURES

1. All contracts must be approved by the School Director and Staff Consultant. Contracts of up to \$2,999 require at least three phone bids, between \$3,000 and \$9,999 requires three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract, except in cases where an exception is allowed by a Principal.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured, except in cases where the school agrees to cover the contractor as part of terms of the contract.
5. The contractor must submit a bill based on the original approved contract for the Principal to approve for payment. In the event of change orders, they must be pre-approved by a Principal or their designee and Staff Consultant.
6. The contractor must provide the school with a completed form W-9, taxpayer identification number, at the time of signing the contract.
7. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non payment of labor and material.
8. Before approving payment, the School Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
9. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
10. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.

11. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: COMMERCIAL WARRANT POLICIES AND PROCEDURES

COMMERCIAL WARRANTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Commercial Warrant.

BACKGROUND:

The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

- Picks up mails from the bills mailbox and distribute to various departments where necessary for check requests and approval of the bill.
- Checks the utilities and other general office bills for any error before giving to the School Director for check request approval.
- Double check requests and bills to make sure that all the information and documentation is correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the check request must be returned to the responsible party so it can be corrected immediately, for timely processing of the check request. Check requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
- The check requests are filed in a folder until the scheduled day for input, when they are inputted into the computer system to generate warrants the following day. All the warrant document numbers must be serially numbered, taking time to make sure the first warrant of each batch or day follows the last number as specified in the commercial warrant register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.

- After inputting each warrant it must be printed and kept on file pending the time the check or warrant comes back from the county.
- After all the check requests are entered in the system a copy of the payments pending district approval report should be printed. This report together with all the check requests and a copy of the appropriation control report should be given to the School Director for approval. A copy of the approved payments should be put on file for future reference.
- Pick up the mail from Bali Business Management the following day and verify that all the warrants were generated and everything related to the warrant is correct. Then attach a copy of the warrant to the check request together with the warrant request earlier printed from the system, staple them together and complete the payment information on the check request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the checks are approved by the check signer.
- Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log, and if it is an unknown person picture-identification or drivers license should be reviewed to make sure that it is the right person.

The Administrative Assistant:

- Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.
- Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
- Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a check request form, and attaching the invoice, copy of the purchase order and a receiving advice or report noted on the purchase order. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Financial Consultant or School Director.
- The check request must be made in a timely manner for payment to prevent incurring collection and other credit problems.

School Director:

- **Make sure that there is enough cash flow to pay the warrants being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.**
- **Check to see that the checks were written to the same payee as stated on the check request and bill.**
- **Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.**
- **Before signing any check, make sure the documentation is attached and that the check request information is completely filled out with prior approvals attached.**
- **Checks in excess of \$2,500 require two signatures.**

POLICY NUMBER SIX: EMPLOYEE ADVANCE POLICIES AND PROCEDURES

EMPLOYEE ADVANCES:

All employee advances must be properly documented and recorded in the school accounting books for the correct amounts, to help facilitate prompt collection of the advance from the employee.

BACKGROUND:

From time to time the school may make advances to its employees for various reasons including payroll checks not received on time, vacation advance, emergency and other extenuating circumstances.

PROCEDURES:

Responsibility of requesting employee:

- Request in writing to be submitted to the School Director for approval.
- Make sure that the emergencies are limited to unusual health bills, death or serious illness in the staff member's immediate family requiring unusual financial outlay, or unusual automobile repairs.
- Substantiating documentation must be provided with the request.
- The amount being requested must not be more than one third of the employee regular or average paycheck for a pay period.
- Repayment must be made over a period not to exceed three months, through payroll deductions beginning with the pay period subsequent to the date of the advance.
- Authentication of the advance, by signing an agreement detailing the terms of the advance, to remain on file.
- Advance is immediately due and payable in full upon the separation or termination of employment.
- The employee must be a regular full time staff member who has served for at least six months.

Responsibility of the Administrative Assistant:

- To ensure that the employee is qualified for approval for the advance, appropriate required documentation is attached to the request and all other guidelines are followed.
- Determine if the circumstances surrounding the request are appropriate and recommend Principal's approval.

Responsibility of School Director:

- Determine if there is enough cash flow to accommodate this request considering all the other priorities of the school.
- Consider the circumstance and the history of this employee as it relates to requests for advance in deciding whether or not to approve the request.
- Approve or disapprove the request after considering the guidelines for approval of the request.
- Give a copy of the approval to the Financial Consultant for filing or processing and the School Director for communication to the employee.
- Give a copy of any termination or separation notice to the Financial Consultant to compute final check and complete the separation notice form.

Responsibility of the Administrative Assistant:

- Generate the check from the Revolving Cash Fund for the School Director to sign and charging the advance to an employee advance account.
- Complete an agreement between the school and the employee to be signed by the employee and the School Director.
- Set up payroll deduction for the advance, beginning the pay period following the date the check was given to the employee.
- File a copy of the check, approved request and agreement in the employee advance file, and employee personnel file.
- Reconcile the Employee Advance account, to make sure that the amount on the account reflects the agreement currently on file.
- Deduct any amount outstanding from the final check to the employee in case of separation or termination.

POLICY NUMBER SEVEN: USE OF CORPORATE CREDIT CARDS AND PROCEDURES

Credit cards secured for the school through our bankers will allow us the convenience of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials.

Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers.

- The cash advance feature **CANNOT** be activated or used for any reason.
- The card can be used only for business purchases. **NO PERSONAL USE.**
- The duplicate receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
- Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
- Any missing or lost credit card must be immediately reported to the Financial Consultant and the Bank, so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
- The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the credit card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
- The Financial Consultant and the School Director are responsible for ensuring that the credit card holders follow these procedures. Any abuse of the credit card policies should be reported to the Financial Consultant or the School Director. The school reserves the right to

terminate any credit card due to abuses including lack of following credit card policies and procedures.

- The School Director must approve any expenditure related to any direct benefit of the credit card user. No one can approve an expenditure that is for his or her own benefit.
- The Administrative Assistant must turn in all credit card statements to the Financial Consultant. The Administrative Assistant will give each credit card holder his or her statements.
- Credit card holders will prepare a check request for each credit card statement with all attached documentation, including receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

POLICY NUMBER EIGHT: PETTY CASH POLICIES AND PROCEDURES

The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Administrative Assistant:

- The Administrative Assistant has oversight over the implementation of the petty cash policies and procedures.
- Processes requests for issuance of petty cash after being approved by the School Director.
- Processes replenishment of petty cash on a regular basis.
- Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the School Director.
- Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
- When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
- Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders

- Request for issuance of petty cash from the School Director based on a compelling need supported by convincing reasons.
- Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
- The petty cash holder has a personal responsibility for the funds in their possession.
- Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.

- Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the School Director.
- Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
- The School Director's signature on the purchase receipt is evidence that the expenditure is approved by the School Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
- When the staff gives the petty cash holder an authentic purchase receipts approved by the School Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
- When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

- Before requesting for petty cash fund staff must make sure that the expenditure is approved by the School Director and there is available funds for that expenditure.
- Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the School Director with the appropriate account number written on the receipt before giving it to the petty cash holder.
- Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
- Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a

release of liability. This is evidenced by a copy of a paid issuance receipt
by the holder of the petty cash.

POLICY NUMBER NINE: ACCOUNT RECONCILIATION POLICIES AND PROCEDURES

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned.

Financial Operations Review-Procedures:

- At mid month and the final week before the close of a month the transactions posted to accounts will be reviewed to ensure that they are posted to the right accounts. Month end adjusting entries must be made at this time (final week) to make sure the financial statements reflect correctly the activities of the month. These reconciliations will be done by the Financial Consultant.
- On the 5th day following the end of the month, revenue and other balance sheet accounts will be reviewed and reconciled for the final time, by the Financial Consultant and appropriate adjustments made in the following month's financial report.
- The reports will be provided to the School Director for review and comments on the 7th day following the end of the month.
- On the 11th day following the end of the month, there will be a meeting between the School Director, and the Financial Consultant to review the budget reports for the previous month.
- On the 14th day following the end of the month complete financial reports will be given to the School Director for comments and mailing to Finance Committee to review before their meeting (if necessary). At this point any recommendations will be given by the Financial Consultant for the Principal and the Finance Committee to consider.

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT POLICIES AND PROCEDURES

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the office and given to the Administrative Assistant periodically for deposit to the bank.

BACKGROUND:

The school will run various programs including meals, after school programs and pass through programs. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Responsibilities of the Office:

- Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
- Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.
- Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
- The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
- Three staff persons have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Finance Consultant or School Director). This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
- The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate). \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.

- Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Financial Consultant and the School Director so that further investigation can be conducted to resolve the problem.
- The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
- The program to be credited with these funds should be noted on the deposit ticket or receipt.
- The receipts and deposit tickets will be given to the Administrative Assistant by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Responsibilities of the Administrative Assistant:

- The Administrative Assistant will review the whole packet to make sure that everything is completed accurately.
- A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
- The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
- Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or School Director.
- By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
- Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.

POLICY NUMBER ELEVEN: COUNTY DEPOSIT POLICIES AND PROCEDURES

LACOE Deposit Procedures

1. Review checks for deposit and appropriate deposit accounts.
2. Prepare deposit forms for approval, copy checks, copy deposit permit.
3. Endorse back of check by writing:

For Deposit Only

The New Design Charter School

4. Transmit PCODE 031, Print page.
5. File copied deposit permit, copied checks, printed PCODE031 transaction, in the Deposits file.
6. Prepare an envelope to send original deposit forms and checks to

**Moses Tanwanseng
School Financial services
LACOE**

ATTN: PCODE031

7. Place the envelope with the deposit into the green mail bag.
8. Verify approval of deposit on PBAS report.
9. File blue deposit slip when returned.
10. Notify Financial Consultant if the deposit was not registered on PBAS report within 2 business days of sending deposit.
11. Notify Financial Consultant if the blue deposit slip is not returned within 10 business days of sending deposit.

POLICY NUMBER 12. REVOLVING CASH FUND POLICY AND PROCEDURES

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only check requests that are needed immediately due to circumstances beyond our control will be disbursed through this system.

PROCEDURES:

- All requests must be made by a check request, with all the supporting documents for the approval of the School Director.
- The request will follow the normal procedures for commercial warrant check requests.
- Poor planning will not qualify as a reason for approving this request.
- Receipts are required immediately after an event for requests of advance deposits.

School Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from budget manager, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an RCF check must be directed to the School Director.
- Requests should only be entertained from the School Director.

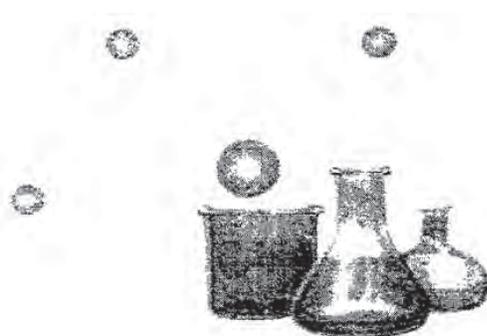
- All requests must be checked to make sure all required information is complete before issuing the check. The School Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the RCF account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the RCF account.
- Reimburse the RCF no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.
- Reimbursement of RCF including petty cash must be made to the School Director and charged to the respective account numbers already provided before the RCF checks were generated.
- Do not reimburse any RCF check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the RCF amount.

Signed, this 18th November 2006.

Board President, Merle Williamson Foundations

Board Secretary, Merle Williamson Foundation

EXHIBIT 20



FISCAL POLICIES AND PROCEDURES HANDBOOK

WISDOM ACADEMY FOR YOUNG SCIENTISTS
FISCAL POLICY

POLICY NUMBER ONE: BUDGET PREPARATION AND IMPLEMENTATION

ANNUAL BUDGET

The school shall annually adopt a budget as a planning tool to implement its strategic plan. The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget through the Finance Committee and make necessary adjustments as needed.

BACKGROUND:

In order to manage the resources of the school, a budget has to be prepared to reflect the priorities of the school, and also help achieve its goals and objectives.

PROCEDURES:

Executive Consultant:

- Informs the Executive Director of the guidelines and procedures for the year's budget process. Provide the management staff with the formats and timelines for preparing the school budget.
- Review the budget and check the calculations and the basis for the calculations.
- Make revenues estimates in coordination with the Executive Director, taking into consideration the state funding, fundraising, investment activities and other income sources.
- Prepare a draft budget based on the requests by the Executive Director taking into account other operating expenses of the school, and all other contractual obligations of the school. This budget will include both capital and operating budgets for the fiscal year.
- Meet with the Executive Director and review the budgets, their assumptions and computations related to both revenue projections and expenditure estimates. In reviewing the budgets for recommendation to the finance committee the priorities of the school, revenue availability and fiscal responsibility must be considered.
- Prepare the final recommended budget based on agreements reached from the meeting with the Executive Director for presentation to the Finance Committee and Board of for approval.
- Provide the approved budgets to the Director of Operations and other Administrative Staff so they know the budgets they have to work with during the year.
- Responsible for making sure the budgets are being implemented correctly. This includes working with the Consultant Accounting Staff to input the budgets into the accounting system to help monitor budgets to actual comparison. Also working with the Director of Operations and Staff Consultant to answer budget related questions and reporting any problems and proposed solutions to the Executive Director and Finance Committee.
- Review budget to actual report prepared by Staff Consultant and make necessary adjustments and narratives or comments before presenting to Executive Director, Finance Committee and Board.
- Revise the budget for board consideration when there is a material change in the approved budget.

Executive Director:

- Review the draft budget with the Executive Consultant, making sure that the priorities of the school are reflected in the final budget recommended to the Finance Committee and the Board.
- Review the monthly budgets to actual comparisons prepared by the Executive Consultant and take any recommended actions as necessary.
- Recommend any budget adjustments as necessary to the Finance Committee and the Board.
- Help the Executive Consultant in preparing annual budgets.

Consultant Bookkeeper:

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Approved: 01312013

- Inform the Executive Consultant of any unbudgeted expenditures seen while reviewing purchase orders.
 - Input the approved budgets in the Accounting system so we can generate budget to actual reports
 - Approve purchase orders before they are issued to vendors, after checking to make sure there are funds in the budget for cover the order.
 - Prepare monthly budget to actual report for Executive Consultant to review.
- POLICY NUMBER TWO: TIME SHEET AND PAYROLL POLICIES AND PROCEDURES**

PAYROLL

All employees on payroll must be hired by the Executive Director and must have worked for the hours being paid, those hours having been properly documented and approved by the Executive Director. The expense must be properly recorded in the accounting records to the correct account to facilitate availability of accurate and timely financial information for management's use in making decisions.

BACKGROUND:

The school hires employees to work on its operations, in order to achieve its objectives. The employees in turn get paid on a timely basis and the information on these costs is made available to school management for decision making.

PROCEDURES:

Responsibility of the employee:

- Punch in time card on a daily basis when you come in for work, when you take lunch or any other absence, when you return back to work on the same day and when you leave for the day. Any specific arrangements outside normal hours should be discussed and approved by the Executive Director prior to beginning of the assignment.
- No overtime can be worked before obtaining approval from the Executive Director.
- Salaried employees are required to sign a sign-in log on a daily basis.
- At the end of each pay period each hourly employee is required to finish completing their time sheet that was generated by the computer system and give them to Administrative Assistant for approval. The employee should make sure they complete the total regular hours, overtime hours, vacation, sick, and other hours worked each day and for the pay period. If you work on more than one job on a regular basis you should complete a time sheet for each job. Just state what hours you worked for each job on the same time sheet if you work more than one job on an irregular basis.
- The properly completed and approved time sheet is put in the box of the Administrative Assistant no later than the date it is due for processing. Delay in submitting the time sheet can affect employee pay date.
- If you are a new employee, make sure that you complete a personnel information package, including a W-4 form that gives us information on your tax status. We cannot give you all the money due you without knowing your tax information. Any information related to direct deposit, tax sheltered annuity or any other voluntary deductions should be given to the Financial Consultant no later than the deadline given to you by the business office. If you are hired after the start of a pay period, you will not be paid until the pay period following the period you started working.

Responsibility of the Administrative Assistant:

- Provide all staff with time sheet, sign-in sheet, time card, due date for time sheet, due date for voluntary deductions set up, time clock and other employee package items necessary to accurately complete information for payroll and benefit accrual.
- Collect all the time sheets in your box and any others around the time clock area.
- Verify that the time recorded on the time sheet corresponds with the time clock records. Any unexplained discrepancies should be reported to the Executive Director for correction or explanation. Any incomplete or unapproved time sheet should be referred to the Executive Director for completion and approval immediately in time to promptly prepare payroll.

- Verify the time sheet to make sure the computations are accurate and that the information and approvals are made by the appropriate persons and write the account numbers where the salaries will be charged on the time sheets.
- After verifying that everything is correct and that you have every employee's time sheet, sort out using the previous period time report and give to the Executive Director for approval and transmittal to the Executive Consultant. Also process the Salaried payroll for the pay period, ESA for the 15th and regular monthly payroll for the 30th.
- Print the input information for the School Director to approve for transmission to Executive Consultant.
- Send new hire and any other employee change information to the Executive Consultant as you get the information from the employee.
- After the checks come back from BBM, verify all the checks to make sure that everything is correct and that the checks appear accurate. Additionally check the payroll reports sent to you to make sure everything balances both to the time reported and other relevant deductions. If there is anything that appears unusual, inform the Financial Consultant or a Executive Director. Put the checks in envelopes ready to be distributed to employees and leave with the receptionist together with a sign-in list. Instruct the receptionist that nobody should pick-up another persons check without written authority to do so. Before the receptionist gives a check to an employee that employee must sign the list provided as evidence that they have received their check.

Responsibility of Executive Director:

- Make sure that the new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form and W-4, Employee Tax Information. The employee should also be given a copy of the employee handbook so they can be aware of the school policies and procedures that affect them.
- Negotiations regarding pay and other benefits should take into consideration the budgetary constraints to make sure that we do not commit to what we cannot pay.
- A personnel action form (PAF) must be completed and given to the Financial Consultant stating how much the employee will be paid, what the effective date is, and what account will be charged for this expense. The PAF and the completed package must be given to the Financial Consultant so that payroll arrangements can be made and personnel file opened for the new employee.
- The Executive Director must make sure the employee follow the school policies and procedures that relate to them. Any infraction should be cured according to school policies and procedures related to employee discipline.
- Make sure that all employees complete a time sheet and give it to them for their approval on a timely basis.
- Ensure that the time sheet as completed by employees reflect their attendance, including breaks and lunch time, before approving the time sheet.
- Make sure that employees are allowed to take breaks in the mornings and in the afternoons and a lunch break for those who work full-time. Generally, rest periods (breaks) are taken every four hours of work and meal periods (lunch) when someone works six or more hours a day.
- Ensure that overtime worked by the employee is approved in advance and that there is enough funding available to cover the overtime and other related costs.

POLICY NUMBER THREE: PURCHASE AND OTHER PROCUREMENT POLICIES AND PROCEDURES

PURCHASES:

The school will purchase the materials needed to implement the plans and strategies set out by the board and the charter in order to achieve its objectives. In making these purchases the school must ensure that the materials being purchased are necessary for running the school. The school will also ensure that economy of resources is exercised in judging whether there is a need to purchase a certain item, as the school has limited resources for many competing

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priorities. The purchase must give the school the best deal (price, quality and other criteria considered), and also ensure that there are funds available to pay for the materials. All purchases must be approved by the Executive Director. The purchase must be documented and recorded in the accounting books.

PROCEDURES:

- All purchases must be initiated by completing a purchase order. Exceptions may be granted by the Executive Director or Executive Consultant for purchase of certain small items that are less than \$100 or in emergency situations.
- Before completing the purchase order the purchaser must assure that there are unencumbered funds budgeted for this purpose and the purchase is being charged to the correct budget category. If there is any question regarding the availability of funds, the Staff Consultant can be contacted for an answer.
- The purchaser must demonstrate, by providing copies of three bids or estimates that the vendor picked provides us with the best deal for the service or product being purchased. (The lowest price may not always be the best deal for the school.)
- For the purpose of getting bids, purchases of \$2,999 or less can be done by phone bids, purchases of between \$3,000 and \$9,999 can be done by written bids on vendor's letterhead. Purchases of \$10,000 or more need to be advertised in a more formal competitive bidding process.
- In cases where a particular vendor is known to give us the best deal, once a year research of prices and services is enough to satisfy this criterion. In such a case copies of the result of the research should be kept on file to be referred to when needed.
- There may also be cases where a vendor is a sole source vendor, which means that the vendor is the only vendor that can supply this product or service. In such an instance it will be impossible to provide bids, but it must be demonstrated that the vendor is the sole source.
- Purchase orders will be issued by Administrative Assistant. The form must be originally filled out, including who to deliver the order to and the account number to which the expenditure is to be charged. The original is given to the Administrative Assistant to fax to the vendor with a return confirmation from the vendor after being approved by the Director of Operations, a copy for the Director of Operations's file, Staff Consultant's file and a copy to the Office Assistant (receiving). All originals and copies of purchase orders must have the signatures of the Director of Operations.
- All purchase orders must be approved by the Director of Operations.
- When the purchaser gets the order they will keep the items in a safe place for use, after making sure that the order received agrees with the purchase order. In certain instances the order might be tracked as to who is using them, so we can allocate them to various programs.

Procedures for Receipt of Order (Office Assistant)

- When the order arrives the Office Assistant compares the quantity on the packing slip, the purchase order and the order received to make sure they agree. If they agree the packing slip will be initialed and sent to the Staff Consultant with a copy to the Director of Operations.

Administrative Assistant:

- When the original purchase order is received from the Director of Operations, it is immediately faxed to the vendor. This will be done after checking to make sure the order is charged to the correct account, and funds are available signified by the approval of the Director of Operations, evidenced by his signatures.
- A copy of the purchase order is kept in an open purchase order file pending the time the order is filled. It is discarded when the invoice for the purchase is processed. The purchase order is encumbered in the Accounting system to set aside the funds so it will be available to pay for the bill. The purchase order is unencumbered when we pay the bill.
- The Administrative Assistant will check incoming orders to make sure they are consistent with the packing slip and the purchase order. The orders will then be stamped or tagged as property of the Wisdom Academy depending on what kind of item it is. Books will be

stamped and equipment will be tagged, while supplies will be inventoried issued as necessary.

- The Administrative Assistant will check all the documentation and make sure they are complete, accurate, and consistent with one another. The Administrative Assistant will also make sure that the correct budget category is being charged and the amount of the bill is computed accurately.
- As part of checking the documentation, the Administrative Assistant will ensure that the invoice being paid is an original invoice, not a copy, and that we are not paying from a statement of account. Please refer to commercial warrant processing for more details on bills processing.

POLICY NUMBER FOUR: CONTRACTING POLICIES AND PROCEDURES

1. All contracts must be approved by the School Director and Staff Consultant. Contracts of up to \$4,999 may require at least three phone bids, between \$5,000 and \$9,999 may require three written bids on contractor's letterhead. Contracts of \$10,000 and above require formal competitive bidding process. For more information, please see purchase procedures.
2. Before approving a contract, it must be determined that funds are available for this purpose and the payment terms clearly and satisfactorily stated in the contract, considering cash flow needs of the school.
3. In the case of a construction contract, the contractor must be licensed by the state board and have the financial capability to execute the contract, except in cases where an exception is allowed by a Principal.
4. The contractor must have workers compensation and other general liability insurance that will name the school as additionally insured, except in cases where the school agrees to cover the contractor as part of terms of the contract.
5. The contractor must submit a bill based on the original approved contract for the Principal to approve for payment. In the event of change orders, they must be pre-approved by a Executive Director or designee.
6. The contractor must provide the school with a completed form W-9, taxpayer identification number, at the time of signing the contract.
7. Before the payment is made for construction contracts, the contractor must provide the school with a lien release as to labor and materials to exempt the school from any legal action including mechanics lien related to non payment of labor and material.
8. Before approving payment, the Executive Director will be certain that the construction was executed satisfactorily (in some cases an expert opinion might be sought to determine this).
9. It is customary to withhold 10% of the contract price until final determination is made on the successful completion of the contract. This will therefore be the practice of the school.
10. A copy of the contract should be filed in the business services office as soon as the contract is signed, to ensure that all documentation is complete and accurate.
11. All independent contractors must be persons that are in business for themselves, set their hours, and are responsible for results and not persons that are normally considered as employees. All other part-time or one-time persons employed by the school should be put on the payroll system, as they are actually employees and not independent contractors. All independent contractors must have a written contract following the procedures outlined above.

POLICY NUMBER FIVE: CHECK REQUESTS POLICIES AND PROCEDURES

CHECK REQUESTS:

All disbursements, except for those made through the Revolving Cash Fund, Payroll System and Petty Cash, must be made through the Check Request.

BACKGROUND:

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The school has a responsibility to process all payments in accordance with generally accepted accounting principles and other government accounting standards in order to discharge its fiduciary responsibilities as delegated by the board of directors.

PROCEDURES:

Administrative Assistant:

- Picks up mails from the bills mailbox and distribute to various departments where necessary for check requests and approval of the bill.
- Checks the utilities and other general office bills for any error before giving to the Director of Operations for check request approval.
- Double check requests and bills to make sure that all the information and documentations are correct. This information and documentation includes payee, account numbers, original invoice (payments cannot be made with a copy of the invoice or statement of account), relevant purchase order and receiving reports, amounts and appropriate approvals. If any information or documentation is inaccurate or incomplete, the check request must be returned to the responsible party so it can be corrected immediately, for timely processing of the check request. Check requests must not be left with anyone for an unreasonably long period of time as to incur the school, credit problems.
- The check requests are sent to Executive Consultant for input into the computer system for payment. All the check numbers must be serially numbered, taking time to make sure the first check of each batch or day follows the last number as specified in the check register. A serial number log must be kept to ensure the numbering system is being adhered to. Each time a number is used it is crossed out to prevent the reuse of the number a second time.
- Pick up the mail from Bali Business Management the following day and verify that all the checks were generated and everything related to the check is correct. Then attach a copy of the check to the check request, staple them together and complete the payment information on the check request. Stamp the documentation as paid and file the whole package in the paid bills folder, after the checks are approved by the check signer.
- Put the checks in an envelope for mailing. If someone has to pick up a check in the office they must sign a log, and if it is an unknown person picture identification or drivers license should be reviewed to make sure that it is the right person.

The Administrative Assistant:

- Make sure that the bill being approved is a bill the school incurred and that those who incurred them are authorized to incur the bill, and that sufficient amounts are available in the budget to pay for the bill.
- Must be sure that services or goods were actually delivered as ordered and the amounts billed are agreed to and the bill was not previously paid and the invoice is not a duplicate or copy.
- Must be sure that the invoice is being charged to the right budget line item (account number and object code). This information must be provided by completing a check request form, and attaching the invoice, copy of the purchase order and a receiving advice or report noted on the purchase order. Any discrepancy between the invoice and the purchase order must be noted on the bill and reported to the Financial Consultant or Director of Operations.
- The check request must be made in a timely manner for payment to prevent incurring collection and other credit problems.

Director of Operations:

- Make sure that there is enough cash flow to pay the checks being requested before approving the bills. This can be accomplished by reviewing the cash balance on the report provided by Financial Consultant.
- Check to see that the checks were written to the same payee as stated on the check request and bill.
- Keep the budget managers or persons who incur expenditures informed about cash flow in case they have to defer incurring certain expenditures, pending improvement in cash flow.

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- Before signing any check, make sure the documentation is attached and that the check request information is completely filled out with prior approvals attached.
- Checks in excess of \$10,000 of non recurring item require two signatures.

POLICY NUMBER SIX: REIMBURSEMENTS

All employee reimbursement check requests must be accompanied by filling out a reimbursement form with attached documentation including receipts and invoices of the reimbursements. Mileage reimbursement check requests must be accompanied by a form detailing the mileage description with a starting point and ending point. The description will also include the date of the travel and the number of miles travelled for each entry or date. Mileage will be reimbursed at the IRS rate that is applicable at that particular time.

POLICY NUMBER SEVEN: USE OF CORPORATE CREDIT CARDS AND PROCEDURES

Credit cards secured for the school through our bankers will allow us the convenience of charging purchases on the account, therefore saving staff the trouble of using their funds to purchase needed materials. Furthermore, it will save the school from cutting many checks for reimbursements. Instead one check will be cut to our bankers.

- The cash advance feature CANNOT be activated or used for any reason.
- The card can be used only for business purchases. NO PERSONAL USE.
- The duplicate receipt must always be turned in to Administrative Assistant, after purchase is made to allow for easy processing of the bills. The account number to be charged must be stated on the receipt.
- Before charging anything to the card, the purchaser must determine what budget line items should be charged for this expenditure and whether the budget item has enough funds in the account to accommodate the charges, considering all other charges previously made to this account. If in doubt about the availability of the funds, please consult the responsible budget manager.
- Any missing or lost credit card must be immediately reported to the Financial Consultant and the Bank, so that security measures regarding cancellation and reissue can be accomplished in time to prevent illegal charges to the account.
- The card can be used to charge things for other staff as long as verification is made as to the availability of funds for the purchase. The card can be used for small purchases that normally require payment before order, it should not be used for items that can be put on purchase orders and billed to us in the normal way. Do not use the credit card in such a way as to circumvent our normal purchase order or billing system. Examples of things that can be charged include airline tickets for training and seminars, books and instructional supplies.
- The Financial Consultant and the Executive Director are responsible for ensuring that the credit card holders follow these procedures. Any abuse of the credit card policies should be reported to the Financial Consultant or the Executive Director. The school reserves the right to terminate any credit card due to abuses including lack of following credit card policies and procedures.
- The Executive Director must approve any expenditure related to any direct benefit of the credit card user. No one can approve an expenditure that is for his or her own benefit.
- The Administrative Assistant must turn in all credit card statements to the Financial Consultant. The Administrative Assistant will give each credit card holder his or her statements.
- Credit card holders will prepare a check request for each credit card statement with all attached documentation, including receipts and account numbers. This will ensure orderly and efficient processing of the bills to avoid the charging of interest.

POLICY NUMBER EIGHT: PETTY CASH POLICIES AND PROCEDURES

The school will maintain a petty cash fund to make it expedient to disburse small purchases that are needed to operate the school business. The items to be disbursed out of these funds are limited to small items of \$25 or less.

PROCEDURES:

Administrative Assistant:

- The Administrative Assistant has oversight over the implementation of the petty cash policies and procedures.
- Processes requests for issuance of petty cash after being approved by the School Director
- Processes replenishment of petty cash on a regular basis.
- Ensures that the replenishment expenditures are supported by authentic purchase receipts approved by the School Director.
- Monitors all the petty cash given to holders to make sure they are replenishing them on a regular basis and remind the holders of the need to replenish the fund so that expenditures can be recorded. If the holder does not have expenditures for several months, this may indicate that the petty cash might not be necessary.
- When a petty cash is originally issued to a holder, it must be logged in a petty cash log; any increases to the petty cash amount must be recorded in the log.
- Petty cash is reimbursed in the same manner as any other reimbursement or bill. In urgent situations, reimbursements can be done from the revolving cash fund.

Petty Cash Holders

- Request for issuance of petty cash from the Executive Director based on a compelling need supported by convincing reasons.
- Makes sure that the petty cash fund in their possession is securely locked in a cabinet at all times, making sure that nobody else has access to the fund.
- The petty cash holder has a personal responsibility for the funds in their possession.
- Issuance of funds to staff who need them must be evidenced by a receipt signed by staff and petty cash issuer.
- Before issuing the funds to the staff the holder must ascertain that the staff is going to spend the money on a budgeted expenditure approved by the School Director.
- Must ensure those given petty cash bring back an authentic receipt approved by the Administrative Assistant with the appropriate account number where the expenditure will be charged.
- The Executive Director's signature on the purchase receipt is evidence that the expenditure is approved by the Executive Director and it is for an expenditure that has been budgeted by the school for this purpose and the goods or services is to be used for a specific school business purpose. The signature also means that there is available balance in the line item to accommodate the expenditure.
- When the staff gives the petty cash holder an authentic purchase receipts approved by the Executive Director, the issuance receipt should be endorsed by the holder as paid and copy of the paid issuance receipt given to the Administrative Assistant. If there is a cash balance returned by the staff it should be reflected on the issuance receipt. The paid issuance receipt should be attached to the purchase receipt.
- When the petty cash is low the holder should fill out the petty cash replenishment form and request for replenishment of the petty cash fund equal to the amount of the purchase receipts in their possession. The total amount of the replenishment and the petty cash on hand should always be equal to the amount originally issued to the holder.

Staff Requesting the Use of Petty Cash:

- Before requesting for petty cash fund staff must make sure that the expenditure is approved by the Executive Director and there is available funds for that expenditure.
- Make sure that a purchase receipt is obtained for the goods or services purchased and the receipt is approved by the Executive Director with the appropriate account number written on the receipt before giving it to the petty cash holder.

- Return any excess cash to the petty cash holder together with the receipt to relieve the staff of the responsibility of the cash originally received.
- Once a staff receives funds from the petty cash holder, the staff is personally responsible for the funds, until they bring back an approved receipt with account numbers plus any left over cash in exchange for a release of liability. This is evidenced by a copy of a paid issuance receipt by the holder of the petty cash.

POLICY NUMBER NINE: FINANCIAL REPORTING REVIEW POLICIES AND PROCEDURES

As part of our internal control procedures, the school will reconcile and review the result of operations to make sure the transactions are charged to the appropriate accounts and that the operations are being executed as planned.

Financial Operations Review-Procedures:

- About the first week of the month through the second week of the month following the end of each month the back office company will reconcile all accounts of the school. In order to do that all deposit and other non disbursement information has to be provide to the company prior to the end of the previous month.
- After reconciling all the accounts include bank reconciliation the Consultant Accountant will prepare all financial reports (Statement of Financial Position or Balance Sheet, Budget report or budget variance report, Statement of Activities and Cash flow actual and projections) for review by the Executive Consultant. After reviewing the report it will be sent to the School for review and transmission to LACOE in time to meet their 15th of the month dateline.
- On the third week following the end of the month the School Management will meet with the Financial Consultant to review the Financial reports including any narrative and analysis reports and recommendations.
- On the day of the board meeting the Finance Committee will meet to review the financial performance of the school and make recommendation to the board for their adoption or approval.
- It is recommended that the school maintain a reserve equal to at least 10% of its previous years expenditures.

POLICY NUMBER TEN: PROGRAM CASH RECEIPTS AND DEPOSIT POLICIES AND PROCEDURES

PROGRAM CASH RECEIPTS:

All programs and other pass through payments will be paid to the office and given to the Administrative Assistant periodically for deposit to the bank.

BACKGROUND:

The school will run various programs including meals, after school programs and pass through programs. Checks and cash are usually received at the reception desk for registration for these events.

PROCEDURES:

Responsibilities of the Office:

- Each parent is issued a receipt (original) when payment is made for any of these programs. Parents who have a history of insufficient funds checks (as provided by Financial Consultant) will be required to pay cash.
- Satellite site receipts will be brought to the main office on a daily basis for safekeeping. The Administrative Assistant will include the amounts received from the satellite site (if any) in their balancing of the total receipts for the school.

- Checks and cash are kept in a secured cabinet locked in a box until deposit is made to the bank.
- The checks must be stamped "for deposit only", using the appropriate stamp for the program bank account, to reduce any risk of loss.
- Three staff persons have access to the key so they can retrieve funds for deposit or store funds collected from parents (under no circumstances should this amount be used for any reason except as approved by the Finance Consultant). This amount is not petty cash and therefore should not be used for that purpose. Please use petty cash fund to pay for small emergency items.
- The office prepares deposit tickets on Tuesdays and Fridays, making sure the total amounts on the deposit tickets agree with the total receipts attached (duplicate) and receipts log book. \$100 from petty cash fund will be left in the cash box for the purpose of making change when payments are received from parents.
- Any discrepancy between the deposit tickets and the attached receipts should be noted and reported to the Financial Consultant and the Executive Director so that further investigation can be conducted to resolve the problem.
- The income log must be compared with the incoming attendance and participation log from the program department, to make sure they agree and explain any discrepancies between them.
- The program to be credited with these funds should be noted on the deposit ticket or receipt.
- The receipts and deposit tickets will be given to the Administrative Assistant by 12 noon for deposit to the bank. A copy of the deposit ticket should be made and kept with the office, showing the signature of the Administrative Assistant as evidence that they have received the amounts listed on the ticket.

Responsibilities of the Administrative Assistant:

- The Administrative Assistant will review the whole packet to make sure that everything is completed accurately.
- A copy of the deposit ticket and duplicate receipts are filed in the program deposits file and the original deposit ticket and the funds are deposited at the bank.
- The deposit receipt from the bank must be attached to the duplicate deposit ticket in the program account file.
- Attendance log or report is compared with duplicate receipts for the respective programs to make sure everything agrees, any discrepancy must be investigated and when necessary reported to Financial Consultant or Executive Director.
- By the middle of the month following the end of a month, bank reconciliation is prepared and any "non sufficient funds" checks identified in a separate report. Letters will be written to the issuers of the checks so they can pay the amounts, plus service charge of \$15 per bounced check.
- Each month after the bank reconciliation or when the program is complete, depending on the program, a check will be generated from the program account to our county account or outside vendor depending on the program requirements.
- Adjusting journal entries will be made to reverse the revenue account, replacing it with fees receivable account pending the time the amount is collected from the issuer of the bounced check.
- Prepare a list of insufficient funds check and provide the office and program staff with copies.

Responsibilities of the Program Staff and Office:

- To make sure that all participants of the program have paid their fees.
- Make sure that a report of attendance or participation log is prepared and a copy given to the Office daily, additionally monthly reports should be prepared and a copy given to the Administrative Assistant (all reports and cash counting will be done by two people).
- Any parent who has insufficient funds for more than twice or does not pay previous insufficient funds check will be required to pay cash in subsequent events or programs.

POLICY NUMBER 11. REVOLVING CASH FUND POLICY AND PROCEDURES

The School will maintain a Revolving Cash Fund to accommodate immediate cash needs that will normally not be met by the commercial warrant system. The school will make all efforts to make all payments through the commercial warrants system. Only check requests that are needed immediately due to circumstances beyond our control will be disbursed through this system.

PROCEDURES:

- All requests must be made by a check request, with all the supporting documents for the approval of the School Director
- The request will follow the normal procedures for commercial warrant check requests.
- Poor planning will not qualify as a reason for approving this request.
- Receipts are required immediately after an event for requests of advance deposits.

Executive Director:

- Approval will be made based on the documentation provided and the compelling reasons why the request must be approved.
- No requests should be approved for convenience as these requests create additional burden and work for the school and circumvents the accounting process and may understate our expenditures.
- No approvals should be made without the request coming from budget manager, who checks the budget availability and the urgency for this request.
- The approved request will be given to the Administrative Assistant for processing.

Financial Consultant:

- All approved requests must be disbursed from the Revolving Cash Fund bank account the same day.
- Any request for an RCF check must be directed to the Executive Director.
- Requests should only be entertained from the Executive Director.
- All requests must be checked to make sure all required information is complete before issuing the check. The Executive Director should be alerted if all the necessary information is not complete.
- Make sure there is available balance in the RCF account before issuing any check. This will be accomplished by keeping a running balance after issue of checks and deposit of check to the RCF account.
- Reimburse the RCF no later than the 25th of every month to make certain that the expenditures are recorded in the correct month to void understanding our financial statements.
- Reimbursement of RCF including petty cash must be made to the Executive Director and charged to the respective account numbers already provided before the RCF checks were generated.
- Do not reimburse any RCF check or petty cash without the required receipts, account number and other required documentation.
- At any given time the bank balance, plus un-reimbursed expenditures, plus petty cash given out must be equal to the RCF amount.

EXHIBIT 21

**STANDARD AGREEMENT TO PROVIDE FOOD SERVICE
BETWEEN A SPONSOR AND A FOOD SERVICE VENDOR**

This agreement ("Agreement") is entered into on 7/18/2012 by and between Wisdom Academy of Young Scientist ("Sponsor") and ROYAL DINING CATERING ("Vendor") for school breakfast and/or lunches.

BACKGROUND

Whereas, it is not within the capability of the Sponsor to prepare specified meals under the National School Lunch Program (NSLP); School Breakfast Program (SBP) and After School Care Snack (ASCS).

Whereas, the facilities and capabilities of the Vendor are adequate to prepare and deliver specified meals to the Sponsor's facility (ies); and

Whereas, the Vendor is willing to provide such services to the Sponsor on a Fixed-Fee contract reimbursement basis.

Therefore, both parties agree as follows:

AGREEMENT

1. Vendor Responsibilities

- 1.1. Food Services: The Vendor agrees to prepare specified meals for delivery inclusive of milk to the site specified in Paragraph 1.2 per the agreed upon menu planning option specified in Paragraph 1.6. The Sponsor has approved the menu, which is incorporated into this Agreement by this reference.
- 1.2. Service Site(s): For the purpose of this Agreement, the Vendor shall make and deliver meals that comply with the NSLP/SBP/ASCS and this Agreement to the food service site at the following location(s):

**Wisdom Academy for Young Scientists – Manchester Site
706 East Manchester Avenue Los Angeles, California 90001
Enrollment: 235**

**Wisdom Academy for Young Scientists – Salvation Army Site
7651 South Central Avenue Los Angeles, California 90002
Enrollment: 245**

**Wisdom Academy for Young Scientists – Kinder School Site
8778 South Central Avenue Los Angeles, California 90002
Enrollment: 40**

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- 1.3. Delivery Requirements: The Vendor shall make deliveries of the meals within the hours and on the days designated below. The Vendor shall make deliveries only to the authorized Site(s) at the following day(s) and time(s):

Deliver 30 minutes prior to Lunch and Breakfast

- 1.4. Price:
Vendor's price for each NSLP (**Lunch**) meal is \$2.85
For each SBP (**Breakfast**) meal is \$1.75
For each ASCS (**Snack**) meal is \$0.75
Prices are based on the written estimate of meals needed that the Sponsor provides, except as provided in Paragraph 1.8. The Price shall be firm for the term of the contract.

- 1.5. Menu Preparation and Approval: Menu items may be adjusted in writing by the mutual consent of both parties. Vendor shall provide the Sponsor, for approval, a proposed 21-days cycle menu for the operational period, at least thirty (30) business days prior to the beginning of the period to which the menu applies. Menu changes by the Sponsor shall be returned to the Vendor no later than two weeks (10) business days prior to the beginning of the month. Any unrevised menu not received two weeks (10) business days prior to the month will be acknowledgement by the Sponsor that they will use the regular menu offering with no changes.

- 1.6. Food Preparation: Vendor shall assure that each meal provided to the Sponsor under this Agreement meets the minimum requirements as to the nutritional content as specified by the approved NSLP Meal Planning Option. This includes the Nutrition Standards set forth in Title 7 Code of Federal Regulations (CFR) Section 210.10. The menu planning option being used is Food-Based Menu Planning.

- 1.7. Recordkeeping: Vendor shall maintain full and accurate records/production worksheets that document: (1) the menus provided to the Sponsor during the term of this Agreement, (2) a listing of all components of each meal, and (3) an itemization of the quantities and portion sizes of each component used to prepare each meal. The Vendor agrees to provide lunch preparation documentation by using yield factors for each food item as listed in the United States Department of Agriculture ("USDA") Food Buying Guide when calculating and recording the quantity of food prepared for each meal. Vendor shall also maintain and make available:

1.7.1. Recipes, Nutrition Facts labels, and any necessary Child Nutrition (CN) labels or product specification sheets related to the menus served;

1.7.2. Such cost records as invoices, receipts or other documentation that exhibit the purchase, or otherwise availability to the Vendor, of the meal components and quantities itemized in the meal production records;

1.7.3. On a daily basis, an accurate count of the number of meals, by meal type, should be prepared for and delivered to the Sponsor. Meal count

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documentation must include the number of meals requested by the Sponsor in writing.

- 1.8. Invoicing: Vendor shall present to the Sponsor an invoice accompanied by reports no later than the 5th day of each month which itemizes the previous month's delivery. The Vendor agrees to forfeit payment for meals which are not ready within one (1) hour of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in this Agreement. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the Sponsor for any excess costs the Sponsor incurs by obtaining meals from another source.
- 1.9. Certifications: Vendor shall provide the Sponsor with a copy of current health certifications for the food service facility in which it prepares meals for NSLP/SBP/ASCS. The Vendor also agrees to notify the Sponsor of the results of any health inspection that is made during the duration of this Agreement. The Vendor shall maintain proper sanitation practices and health standards in conformance with all applicable State and local laws and regulations. The Vendor shall assure that wholesome ingredients are used and that all food is properly stored, prepared, packaged, and transported. In addition, any substance that the food contacts or which is used in conjunction with the food shall be so handled as to assure that it does not become contaminated.
- 1.10. Record Retention: Vendor shall retain all records related to this Agreement in its possession for five (5) years after the expiration of the Agreement. Upon request make all accounts and records pertaining to the Agreement available to the certified public accountant hired by the Sponsor, representatives of the Department of Education, USDA, the US General Accounting Office, and the USDA Office of Inspector General ("OIG") for audits or administrative reviews at a reasonable time and place.
- 1.11. Subcontracting: Vendor shall not subcontract any portion of this Agreement.
- 1.12. Service Quality Control Inspections: Vendor will conduct random service inspections by authorized Vendor representative to ensure meal servers, delivery drivers and meal program adherence to guidelines and contract specification. Vendor retains the right to replace any and all of its employees, if said employee(s) is not conforming to standards set forth by Vendor.
- 1.13. Offer Free and Reduced Meals: Vendor will not offer a la carte food service unless free, reduced price and full price reimbursable meals are offered to all eligible children.
- 1.14. Buy American: Vendor will Buy American domestic commodities and products for school meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (51 percent or more) using agricultural commodities produced in the United States.

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- 1.15. Commodities: Vendor agrees to accept commodities from the Sponsor to be used in the preparation of meals prepared for the NSLP/SBP/ASCS. The Vendor will credit the sponsor the fair market value of the commodities used in the meals less any expenses directly associated with the commodities outside of the vendor's normal course of business. Possible expenses are, but not limited to, pick up, handling, storage and processing. Price reductions will be itemized on the invoice. Until used, all commodities are the property of the agency.
- 1.16. Energy Policy and Conservation Act: Vendor shall meet the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act. (Pub. L. 94-163, 89 Stat. 871.3016.36)(i)(13)
- 1.17. HACCP: Vendor will provide the Sponsor, upon request, evidence of daily worksheets that detail Hazard Analysis and Critical Control Point (HACCP) compliance from receipt to delivery of the finished product.
- 1.18. Servers and Cleaning: If "meal serving" services are provided as per the agreement, Servers will work together with delivery personnel to prepare for meal time and/or to gather all meal delivery tools and items for pick up. Servers shall only be responsible for cleaning serving area on a daily basis. Sponsor shall be responsible for cleaning the eating areas. Due to conflict of interest, Servers will no longer be assigned to schools where the following conditions occur:
1. Their child or relative attend the school where they are assigned
 2. If they also work for the school organization
 3. Two family members cannot be assigned to the same school
 4. Servers meeting these conditions will be given 30 day notice of transfer to another school
- 1.19. Pick Up of Equipment: Vendor request availability on the part of the sponsor to hand over equipment or to allow access to facility in order for vendor to pick daily food service equipment. Estimated time of pick up will be between **12pm** and **3pm** daily.

2. Sponsor Responsibilities

- 2.1. Retain Control of Food Service Program: Sponsor will retain control of the quality, extent, and general nature of the food service, including counting and claiming meals, and ordering and accounting for USDA commodities.
- 2.2. Food Service Operation Conformance: Sponsor will ensure that the food service operation is in conformance with the School's Agreement with the Department of education to participate in Child Nutrition Programs. Sponsor shall be aware of dietary and nutrition guidelines set forth by the USDA before requesting alternate meals such as vegan and vegetarian. Meals that do not comply with federal USDA dietary and nutrition

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guidelines may still be ordered by the Sponsor, however the Sponsor is aware these meals will not be reimbursed by the USDA reimbursement programs. Should the Sponsor decide to order these meals, Sponsor is aware that all responsibility for payment of noncompliant meals, in accordance with the terms of this agreement, falls solely on the Sponsor. Due to lack of clinical supervision at meal site, therapeutic meals such as gluten-free, peanut-free, lactose-free and others will not be offered without Dr. notice and review by our Dietitian.

- 2.3. Financial Responsibility: Sponsor will retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit food service operation.
- 2.4. Signature Authority: Sponsor will retain signature authority on the Child Nutrition Programs agreement. Retain signature authority for the annual Child Nutrition Programs application and by electronically submitting required information to the Department of Education.
- 2.5. Price Control: Sponsor will retain control of the establishment of all prices, including price adjustments, for meals served under the school food service account.
- 2.6. Household Application: Sponsor will review, approve or deny, and verify applications for free and reduced-price school meals in accordance with 7 CFR 245. Provide hearings related to eligibility determinations in accordance with 7 CFR 245.7. Provide hearings related to adverse actions resulting from verification in accordance with 7 CFR 245.6a(e).
- 2.7. Contract Document: Sponsor will prepare all Vendor contract documents.
- 2.8. Program Monitoring: Sponsor will monitor all meals to ensure the food service is in conformance with program regulations.
- 2.9. Unacceptable Meal: Sponsor shall be responsible for informing the Vendor of its reasons for determining that a meal is unacceptable in writing within forty-eight (48) hours of when the meal is delivered to the site. However, the Vendor shall adjust the menus at the request of the Sponsor whenever the Sponsor determines certain items to be unacceptable. Such items can be determined to be unacceptable because of (1) a monotonous diet resulting from items served frequently or the similarity to other items; (2) the nutritional needs of the students; (3) susceptibility to spoilage; and (4) excessive waste resulting from unpopularity of items with students. Except that in the case of spoilage, an adjustment shall be made in such a manner that the children in attendance on the day spoilage is discovered shall receive acceptable meals meeting meal requirements.
- 2.10. Meal Count - Orders and Estimates: Meals are to be ordered no later than 3pm the prior day of service. Errors in meal order counts made by the Sponsor shall be the sole responsibility of the Sponsor. Sponsor will not be able to reduce Sponsor's ordered

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number of meals written on the transportation/production record upon receipt of the delivery if all the meals are complete and wholesome. In Addition, any meals subtracted for faculty or administration shall be the responsibility of the sponsor. No adjustments from vendors invoice shall be made for any reason pertaining to school faculty and administration. Meal order cancelations are to be made 2 days (48 hours) before scheduled delivery. Cancelations made after the 48 hour deadline are subject to full invoice amount. **Daily meals order counts shall not drop below n/a for breakfast and n/a for lunch. Any drop below this number is subject to postponement of service.**

- 2.11. **Sponsor Representative Duties:** Sponsor shall ensure that a Sponsor representative is available at each delivery site, at the specified time on each specified delivery day to receive, inspect, and sign for the requested number of meals. This individual will verify the temperature, quality, and quantity of each meal delivery. The Sponsor assures the Vendor that this individual will be trained and knowledgeable in the record keeping and meal requirements of the NSLP/SBP/ASCS and with local health and safety codes.
- 2.13. **NSLP Compliance:** Sponsor shall assure that the Vendor has a copy of 7 CFR Part 210.10, the Meal Planning Option that is to be followed; and the USDA Team Nutrition Menu Planner and Food Buying Guide; and all other technical assistance materials pertaining to the food service requirements of the NSLP/SBP/ASCS. The Sponsor will, within 24 hours of receipt from the Department of Education/Health & Nutrition, advise the Vendor of any changes in the food service requirements.
- 2.14. **Payment:** Terms are Net 30 for the full amount as presented on the monthly itemized invoice. The Sponsor shall notify the Vendor within 48 hours of receipt of any discrepancy in the invoice. The Sponsor shall pay the Vendor for all meals delivered in accordance with the agreement. Neither the Department of Education nor USDA will assume any liability for payment of the difference between the number of meals prepared and delivered by the Vendor and the number of meals served by the Sponsor that are eligible for reimbursement. In addition, neither the Department of Education nor USDA will be responsible for resolving issues of partial or non-payment per the terms of this agreement. Delays in payment by the Sponsor to the Vendor will be subject to a late fees of 1.5%, to be incurred for every month past due.
- 2.15. **Taxes:** Meals ordered are subject to all applicable taxes.

3. **General Terms**

- 3.1. **Employment:** Vendor shall comply with all applicable Federal, State, and local laws and regulations pertaining to wages, hours, conditions of employment, and nondiscrimination in employment, 7 CFR Section 3016.36 (i)(3). USDA is an Equal Opportunity Provider and Employer.
- 3.2. **Payroll Taxes and Costs:** Vendor shall pay its employees directly and shall withhold and pay all applicable federal and state employment taxes and payroll insurance with respect to its employees, including an applicable income, social security, Medicare and employment taxes, and workers compensation costs.

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3.3. Indemnity:

- 3.3.1. Vendor shall indemnify, defend and hold the Sponsor harmless against any loss of damage (including attorney's fees and costs of litigation) caused by the Vendor's negligent act or omission, theft by the Vendor's employees, or the negligent or intentional acts or omissions of the Vendor's agents or employees. The Vendor shall defend any suit against the Sponsor alleging personal injury or property damage arising out of the transportation of meals or other items to the Site(s) or out of the acts of the Vendor's employees, and any suit alleging bodily injury, sickness, or disease arising out of the consumption of the meals delivered by the Vendor to the Food Service Site(s), and shall be liable for any damages agreed to by the parties or awarded as a result of such litigation.
- 3.3.2. Sponsor shall promptly notify the Vendor in writing of any claims against the Vendor or the Sponsor and, in the event a suit is filed, shall promptly forward to the Vendor all papers in connection therewith. The Vendor shall not incur any expense or make any settlement without the Sponsor's consent. However, if the Vendor refuses or neglects to defend any such suit, the Sponsor may defend, adjust, or settle any such claim, and the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, shall be charged to the Vendor.

3.4. Agreement Modification, Nonperformance or Default:

- 3.4.1. This Agreement constitutes the entire understanding between the Vendor and the Sponsor with respect to the subject matter hereof and there is no other written or oral understandings or agreements with respect hereto. No variation or modification of the Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Sponsor and the Vendor. No assignment or transfer of this Agreement may be made, in whole or in part, without the prior written consent of the Sponsor.
- 3.4.2. The Sponsor may, upon written notice of default to the Vendor, terminate the whole or any part of this Agreement in any one of the following circumstances:
- 3.4.2.1. If the Vendor fails to make delivery of meals, other agreed upon items (i.e. Eating utensils, supplies, storage equipment), or to perform the services within the time specified herein.
- 3.4.2.2. If the Vendor fails to perform any of the other provisions of this Agreement in accordance with its terms and does not correct such failure within 48 hours after requested to do so.

3.5. Duration and Termination:

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- 3.5.1. This Agreement shall become effective 08/14/2012 after both parties sign it and the Department of Education approves it. The Vendor shall provide meals during the period starting on the Effective Date and ending on 05/31/2013. However, either party may, at any time during the life of this Agreement, may terminate this Agreement by giving thirty (30) days notice in writing to the other party of its intention to do so. The Sponsor may terminate this Agreement upon written notice if Vendor fails to fully comply with the terms and conditions. All notices to the Sponsor shall be addressed to the Sponsor at the address listed on the signature page, and all notices to the Vendor shall be addressed to the Vendor at the address listed on the signature page.
- 3.5.2. The Agreement is subject to two (2) one year renewals upon consent of both parties, unless terminated earlier as provided in the paragraph 3.5.1 concerning termination.
- 3.6. Audit: Sponsor shall have the right, at its expense, to inspect the books and records of Vendor to verify its performance and expenses submitted under this Agreement. Inspection shall take place during normal business hours at Vendor's place of business.
- 3.7. Applicable Law: The law of the presiding state shall govern this Agreement.
- 3.8. Unavailability of Funds: The Sponsor may terminate this Agreement, without penalty, if its Governing Board fails to appropriate funds in subsequent fiscal years to support the program that is the subject of this Agreement. The Sponsor shall give the Vendor prompt written notice after it knows that funding will not be available.
- 3.9. Non-Discrimination: Vendor shall not discriminate in either the provision of services, or in employment, against any person because of sex, race, disability, marital or family status, national origin, veteran's status, sexual preference, or religion. Vendor agrees to comply with all applicable federal and state laws, rules, regulations, and executive orders relating to non-discrimination, affirmative action and equal employment opportunity.
- 3.10. Workers Compensation: Vendor shall maintain a system of coverage for workers compensation in conformance with applicable state law covering all of its employees who may be employed in connection with food service provided to the Sponsor.
- 3.11. Insurance: During the term of this Agreement, the Vendor shall maintain insurance policies described below issued by companies licensed in presiding state with a current A.M. Best rating of A: VIII or better. The Vendor shall also name the Sponsor as additionally insured under the liability policy for the duration of the contract. And upon request, the Vendor will provide the Sponsor with a certificate evidencing such insurance coverage.
- 3.11.1. Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not

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limited to, the liability assumed under the indemnification provisions of this Agreement; and

- 3.11.2. Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Vendor's owned, hired, and non-owned vehicles.
- 3.12. Assignment: This Agreement may not be assigned by either party without the prior written consent of the other party.
- 3.13. Construction and Effect: A waiver of any failure under this Agreement shall neither be construed as, nor constitute a waiver of, any subsequent failure. This Agreement supersedes all prior negotiations, representations, or Agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation. The appendixes referred to herein are made part of this Agreement by the respective references to them. This Agreement may be executed in several counterparts, each of which shall be deemed an original.
- 3.14. Amendments to the Agreement: The parties cannot alter any provision in this Agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this Agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the Agreement. The parties must mutually agree, in a written document signed by both parties and attached to this Agreement, amend, add, or delete an Article or Appendix. Any amendment to this Agreement shall become effective at the time specified in the amendment.

4. Vendor Certification Statements

- 4.1. Certificate of Independent Price Determination: Vendor admits that all prices in this Offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor or with any competitor certification regarding non-collusion.
- 4.2. Debarment, Suspension, Ineligibly and Voluntary Exclusion: The Vendor shall sign and submit the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion from participating in Federal contracts/grants/awards.
- 4.3. Certification Regarding Lobbying: The Vendor must submit and sign a certification regarding lobbying. The Vendor states that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative Agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions.

Initials Sponsor



Initials Vendor _____

Page 9

- 4.4. Clean Air Act: The Vendor shall follow all applicable standards, orders, and requirements issued under Section 306 of the Clean Air Act which the United States Congress passed rules to curb pollution. Contractor shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329).
- 4.5. Conflict of Interest: Vendor's signature on this Agreement indicates there is no conflict of interest associated with the award of this Agreement. No one employed by the Sponsor is related to or has any other personal or professional relationship with the Vendor and/or his/her family.

Signature Page

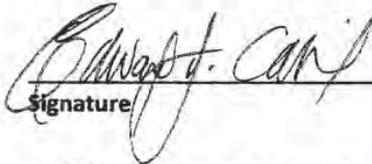
Contract for Wisdom Academy of Young Scientist

Please print, sign, scan and email back.

For the Sponsor:

Edward J. Cabil - Executive Director

Name and Title of Representative



Signature

766 East Manchester Ave.

Mailing Address, Street/PO Box

L.A. CA 90001

Mailing Address, City, State, Zip Code

(323) 752-6655

Telephone

ecabil@sbcglobal.net

Email

August 03, 2012

Date

For the Vendor:

Juan Carlos Saucedo - CEO

Name and Title of Representative

Signature

9525 Cozycroft

Mailing Address, Street/PO Box

Chatsworth CA, 91311

Mailing Address, City, State, Zip Code

818-341-8682

Telephone

econdes@royaldiningfoods.com

gbocato@royaldiningfoods.com

Email

7/18/2012

Date

Initials Sponsor EC

Initials Vendor _____

Page 10

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Tuesday, July 31, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Dorothy Valenti, called this meeting to order at 5:32pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Eleanor Jones, Cheryl Johnson, Karen Hanyes, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden,
Others in Attendance: Jason Okonkwo, Halilu Haruna/Bali Business Management, Edward Cabil, Karen Horowitz
- IV. **Additions to the Agenda**
 - a. Discussion: Travel Reimbursement for Board Members
- V. **Approval of Minutes**
 - a. June 28, 2012 – Amended contract period for Bali Business Management Contract to include period “2011-12 - **Approved 5/0**
- VI. **Reports**
 - a. Board Members – Discussion on changes in staff and new staff
 - b. Executive Director – Oral Report
 - c. Vice Principal(s) – Oral Report
 - d. Director of Operations – Oral Report
 - e. Bali Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Approval of Early Entrance Evaluation for Kindergarten Policy – **Approved 5/0**
 - b. Approval of Royal Dining Contract – **Approved 5/0**
 - c. Approval of Medina’s Proposal for Central Air and Heat System – **Approved 5/0**
 - d. Approval of OCI Development 2012-13 FY Property Lease – **Approved 5/0**
 - e. Approval of Salvation Army 2012-13 FY Property Lease – **Approved 5/0**
 - f. Approval of Amended Executive Director Contract – **Approved 5/0**
 - g. Approval of Revised Fiscal Policy – **Approved 5/0**
 - h. Approval of Resolution to Purchase/Lease a Vehicle for School Business – **Approved 5/0**
 - i. Discussion: Travel Reimbursement for Board Members
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case) – **No Action Taken**
- IX. **Future Agenda Items**
 - a. Amended Fiscal Policy
 - b. Travel Reimbursement for Board Members

X. The board meeting of WAYS was officially adjourned at 7:12 PM.


Secretary of Board
Date 10-26-12


President of Board
Date 10-26-12

EXHIBIT 22



No 0081

1324 Strozier Ave.
South El Monte, CA 91733
(626) 672-5183

Date: 7 30 12

Contractor's License # 879847

Insured & Bonded

PROPOSAL SUBMITTED TO:

NAME WISDOM ACADEMY FOR YOUNG SCIENTISTS
ADDRESS 706 E MANCHESTER AVE L.A
PHONE NUMBER: (323) 253-8907

ADDRESS

We herby propose to furnish the materials and perform the labor necessary for the completion of H.V.A.C (Bund A)

WE WILL INSTALL (1) 5 TON GAS/ELECTRICAL A/C PACK-UNIT
ALL NEW DUCTWORK, VENTS, T-STAT, NEW GAS-LINE
FOR A/C PACK-UNIT. WE WILL PROVIDE FACTORY ROOF-LWB
FOR A/C UNIT.

NOTE: IF ANY PERMITS OR TEST NEEDED EXTRA TO
PROPOSE ALL ELECTRICAL WILL BE DONE BY ELECTRICIAN

WARRANTY 10YR A/C COMPRESSOR 5YR PARTS
20YR HEATEXCHANGER 1YR LABOR

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawing and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$ 10,600⁰⁰)

with payments to be made as follows.
4000.⁰⁰ TO START JOB
6600.⁰⁰ ON 100% OF JOB

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Medina A/C
Per [Signature]

Note—This proposal may be withdrawn by us if not accepted within days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date August 03, 2012

Signature [Signature]
Signature [Signature]



No 0082

1324 Strozier Ave.
South El Monte, CA 91733
(626) 672-5183

Date: 7-30-12

Contractor's License # 879847

Insured & Bonded

PROPOSAL SUBMITTED TO:

NAME WISDOM ACADEMY FOR YOUNG SCIENTISTS
ADDRESS 706 E. MANCHESTER AVE. L.A.
PHONE NUMBER: (323) 253-8907

ADDRESS

We herby propose to furnish the materials and perform the labor necessary for the completion of H.V.A.C (Buely D)

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ALL NEW DUCT-WORK, VENTS, T-STAT, NEW GAS-LINE
FOR A/C PACK-UNIT. WE WILL PROVIDE FACTORY ROOF CURB
FOR A/C PACK-UNIT.

NOTE - IF ANY PERMITS OR TEST NEEDED EXTRA TO
PROPOSAL. ALL ELECTRICAL WILL BE DONE BY ELECTRICAL

WARRANTY 10YRS ON A/C COMPRESSOR 5YR PARTS
2YR HEATEXCHANGER 1YR LABOR

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Respectfully submitted MEDINA'S A/C
Per [Signature]

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Date August 03, 2012

Signature [Signature]
Signature [Signature]

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

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BOARD OF DIRECTORS**

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Secretary of Board
Date 10-26-12


President of Board
Date 10-26-12

EXHIBIT 23

ORIGINAL

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

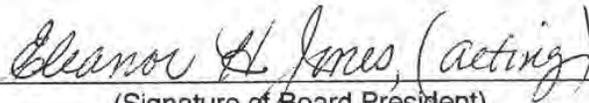
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 22nd day of March, 2013, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to approve Edward Cabil to propose entering an agreement with Total Educational Solutions (Exhibit A) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board President)



Total Education Solutions
CONSULTING AND SERVICES AGREEMENT

This Consulting and Services Agreement ("Agreement") is entered into as of the Commencement Date set forth in Section 1 below by and between Total Education Solutions, Inc. ("TES"), a California corporation, and Wisdom Academy for Young Scientists ("Client").

RECITALS

A. TES engages in the business of providing education and consulting services to nonprofit and for profit education and social services agencies.

B. Client is a Public Charter School that offers educational programs to California students at locations identified on Appendix A hereto (the "Service Locations").

C. Client wishes to engage TES to provide certain services with respect to Client's education and/or social service program (the "Program") and TES wishes to provide such services, pursuant to the terms and conditions set forth below.

AGREEMENT

In consideration of the promises and covenants contained herein, the parties agree as follows:

1. COMMENCEMENT DATE AND TERM

This Agreement shall commence at 12:01 a.m. on March 15, 2013 (the "Commencement Date"), and shall continue until 11:59 p.m. on June 30, 2015 (the "Term").

2. SERVICES TO BE PROVIDED BY TES

During the Term of this Agreement, TES shall provide the services described on Appendix B hereto in connection with the Program (the "Services") to students assigned by Client to the Program and TES shall provide personnel as may be reasonably necessary to provide the Services (the "TES Personnel"), according to the Client's written or electronic Request for Service.

3. ADDITIONAL SERVICES

If Client requests any services from TES in addition to the Services, such additional services will be provided by TES only if the parties have mutually agreed in writing or by electronic request upon the specific additional services, the scope of such additional services, and the additional compensation to TES for such additional services.

4. CALENDAR

Services will not be provided by TES on Client holidays, Client breaks, or TES holidays. Client must provide a copy of school calendar to TES prior to the start of commencement of this Agreement and provide at least 10 business days notice of other school closures to avoid paying TES for missed sessions.

TES observes the following legal holidays: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Cesar Chavez Day, and Memorial Day. If TES holidays do not coincide with Client holidays, make-up services will be offered to Client's students.

5. RECORDS

TES agrees that all files, documents, records, and materials created by TES in the course of providing the Services during the Term of this Agreement, other than TES' internal and business documents, shall be the property of Client. TES agrees that upon expiration or termination of this Agreement for any reason, TES shall deliver such property of Client to Client, subject to Sections 11(c) and 12(e)(ii) below. Both during and after the Term of this Agreement, TES shall be permitted to inspect and/or duplicate, at its own expense, any individual student file or record regarding the Program to the extent necessary to assure proper provision of Services, to meet professional responsibilities to students, to assist in the defense of any claim or threatened claim against TES or TES Personnel, and for the resolution of billing disputes, provided that such inspection or duplication is permitted and conducted in accordance with then applicable legal requirements and then prevailing standards for the confidentiality of student and/or parent records. TES Personnel shall not disclose pupil records to any unauthorized person or entity without the consent required by the Family Educational and Privacy Act (20 U.S.C. §1232g) and any other applicable laws, unless the disclosure is otherwise permitted by law.

6. RESPONSIBILITIES OF CLIENT

(a) Student Records. During the term of this Agreement, Client shall provide TES with such student records, including Individualized Education Programs ("IEP"), as may be reasonably necessary for the proper provision of the Services. In accordance with Federal laws, special education services, such as those provided by TES, cannot be delivered to special education students without IEPs. TES must verify an IEP prior to provision of Services to students. For other students, written or electronic request is required in order to provide non-IEP services.

(b) Notice of Meetings. Client shall provide TES with no less than ten (10) business days advance written notice of any and all meetings involving students in the Program provided by TES such as IEP meetings, etc. For purposes of this Agreement, the term "business days" shall not include Saturdays, Sundays, or holidays.

(c) Compliance with Laws. During the Term of this Agreement, Client shall comply in all respects with all applicable federal and state statutes, laws, regulations, ordinances, and rules relating to its business in general and the provision of special education services in particular.

(d) Compliance with TES Policies. During the Term of this Agreement, Client shall comply in all respects with TES policies and procedures relating to student absences, difficulty contacting/serving students, and service refusal as described on appendix C. TES may modify appendix C from time to time on no less than thirty (30) business days advance written notice to Client.

(e) Facilities. TES will provide Services to Client at Client's facility, and Client shall provide a facility (including space, facilities, furniture and furnishings) reasonably necessary for TES to provide the Services. TES utilizes a web-based database to document services, including student attendance and progress notes. Client shall provide all TES employees assigned to serve Client's students access to an on-site computer with connection to the Internet. The on-site computer does not need to be for the exclusive use of TES employees, and use of Client's computer(s) by TES employees will be solely for documentation purposes. There shall be no charge to TES to utilize Client owned, controlled, or leased sites or facilities and equipment arising from or related to the provision of Services. Additional Client sites or facilities may be added only if the parties have mutually agreed in writing.

(f) Payment. Client shall compensate TES for the Services as provided in Section 9 below.

7. ADDITIONAL RESPONSIBILITIES OF TES

(a) Qualifications, Credentials, Licenses. All TES Personnel will be qualified in all material respects to provide the Services they provide on behalf of TES hereunder. All instructors and therapists provided by TES under this Agreement will meet State of California requirements for providing the Services, such as holding a California credential, certification or license and/or TB test clearance appropriate for providing the requested service. Upon written request, TES shall provide Client with a list of all TES Personnel that will serve students enrolled in the Program. Such a list will identify the credentials/licenses held by each of the TES Personnel. TES shall notify Client within forty-five (45) business days of any change of TES Personnel that are providing Services directly to students under this Agreement. An officer of TES shall certify to Client that TES Personnel providing instruction or therapy services hereunder are trained and accept responsibility as mandated child abuse reporters pursuant to California law, which certification shall accompany the list described in this Section 7(a).

(b) Fingerprinting Requirements. TES shall conduct such criminal background checks of all TES Personnel through the Department of Justice ("DOJ") as required by applicable law and, upon receipt of DOJ clearance, certify to Client that no TES Personnel working with students of Client have been convicted of a violent or serious felony (as defined by applicable law) or are the subject of a criminal action pending upon charges of commission of a violent or serious felony (as defined by applicable law). The list of TES Personnel described in Section 7(a) above shall identify those TES Personnel who have been so cleared by DOJ.

(c) Commencement of Services. TES will contact students and/or the student's parent or guardian if requested to do so by the Client, for the purpose of commencing services to such students within ten (10) business days after written notification from the Client (in one of the manners permitted by Section 16(f) below, which include facsimile and electronic mail). TES shall have (5) business days following such notification to notify Client in writing if TES is unable to commence Services to a student due to type of service requested or because the service requested is not otherwise consistent with the obligations of TES set forth in this Agreement.

(d) Attendance Reporting. TES shall keep accurate records of student attendance and time spent by TES Personnel in providing Services to students in the Program. Copies of such records will be provided to Client on a monthly basis with the invoices described in Section 9 below.

(e) Service Logs. TES Personnel shall maintain auditable logs of Services provided. Such logs will be made available to Client, upon request, within five (5) business days. For purposes of this Agreement, the term "business days" shall not include Saturdays, Sundays or holidays. Should TES not be able to provide such requested Services, TES will notify Client in Writing, within ten (10) calendar days.

(f) Program Monitoring. TES shall comply with Client's reasonable requests for periodic monitoring of student progress. Client shall have access to observe students in the instructional setting, to interview the TES Personnel providing instruction or therapy to Client's students, and to review the progress of such students, provided that TES shall be compensated (in accordance with Section 9) for all time spent by TES Personnel in such interview and review processes.

(g) Progress Reports. For each student assigned to the Program by Client, TES shall provide Client and the applicable Parent(s) with a written progress report which shall identify current levels of performance and suggested goals of such student by agreed upon dates each school year.

(h) Annual Reviews. For each student assigned to the Program by Client, TES shall provide Client and the applicable parent(s) with a written progress report that shall identify current levels of performance and suggested goals of the student at least five (5) business days prior mutually agreed upon dates such as scheduled IEP meetings provided that TES has been

given no less than ten (10) business days advance written notice of such IEP meetings as required by Section 6(b) above.

(i) Compliance with Laws. During the term of this Agreement, TES shall comply in all respects with all applicable federal and state statutes, laws, regulations, ordinances and rules relating to the provision of special education services.

(j) Equal Treatment. TES and its employees shall not discriminate against any person in the provision of services on account of disability, race, color, religion, ethnic origin, age, gender or sexual orientation.

(k) Familiarity with Student Records. TES Personnel shall review and familiarize themselves with student records such as IEPs provided to TES pursuant to Section 6(a) above. TES Personnel shall review and become familiarized with documents provided to TES by Client or otherwise made available to TES relating to the individual needs of students in the Program, including but not limited to evaluations, reports, observations, and family history.

(l) TES Client Information. TES will provide access to specific client information through its online portal, Total View, and hereby grants to Client a non-exclusive license while this Agreement is in effect for the sole and exclusive purpose of fulfilling its obligations to TES and allowing TES to fulfill its obligations under this Agreement. Client acknowledges and agrees that Total View and its related services and information constitute the property of TES and TES Proprietary Information (as defined in Section 15(a) below) and that Client's use of the Total View is subject to Section 15(a) below. Without limiting the generality of the foregoing, Client agrees that (1) access to Total View will be terminated upon the expiration or earlier termination of this Agreement, and (2) Client may not copy or reproduce the information found in Total View, in whole or in part, without the prior written consent of TES (which TES may grant or deny in its sole and absolute discretion). Upon the expiration or termination of this Agreement, Client will cease any further use of Total View except for the information required to be part of official school and pupil records under Federal and State regulations, as allowed by this Section.

8. CORPORATE INFORMATION/CONFLICTS OF INTEREST

TES and Client agree to furnish each other copies of their respective current corporate bylaws and a current list of their respective Boards of Directors and corporate officers. TES and Client mutually agree to take such actions as may be reasonable and necessary to avoid any actual or potential conflicts of interest.

9. COMPENSATION AND METHOD OF PAYMENT

(a) Compensation. In consideration for the TES Services, Client shall compensate TES at the rates set forth on Appendix C, which rates shall be subject to adjustment as provided in Appendix C (the "Service Rates"). Compensation shall be payable by Client on a monthly basis as follows:

(i) Within fifteen (15) business days of the last day of each month during the Term of this Agreement, TES shall submit an invoice to Client for Services provided during such month at the rates described in Appendix C, showing a credit to Client for the amount of the Prepayment for that month, and accompanied by true and complete copies of the attendance and time records described in Section 7(d) above. Each undisputed invoice so delivered shall be due and payable in full by Client within thirty (30) calendar days, subject to paragraph (ii) below.

(ii) If Client has a bona fide, good faith dispute with respect to whether a particular Service identified in a TES invoice hereunder was actually provided in accordance with the terms of this Agreement, Client shall give written notice to TES describing such dispute in reasonable detail within thirty (30) calendar days of the date of such invoice, accompanied by payment in full of all amounts shown on such invoice that are not the subject of the dispute(s) described on such notice. TES and Client shall use their best reasonable good faith efforts to resolve such dispute within the thirty (30) calendar day period following such notice, and Client will provide to TES all student and other records relevant to the disputed charges. If such dispute cannot be resolved within such thirty (30) day period, either TES or Client may terminate this Agreement on not less than forty (40) business days written notice pursuant to Section 12(b) below, and either party, regardless of whether the Agreement is then terminated, shall have the right to submit the dispute to mediation and arbitration in accordance with Section 16(j) below. The failure of Client to notify TES as to any disputed invoice or portion thereof in writing within thirty days pursuant to this subsection shall be a stipulation by Client that the charges therein are accurate and a waiver of any objection to those charges.

(iii) For payments not received within thirty (30) calendar days as described in paragraph (i) above, Client shall pay a late charge of 1% interest on the outstanding balance, compounded monthly. Client also agrees to pay TES all costs incurred in collecting past due amounts, including actual attorney fees, court fees, and dispute resolution fees.

(b) Time for which Compensation is Payable. TES shall be compensated accordance with Appendix C for all time spent by TES Personnel providing Services which consist of instruction or therapy to students in the Program, completion of Progress Reports and Session Progress Notes, and consultation to Client, Client's staff and parents of Program students, and also for time scheduled for such instruction or therapy by Client or the parents of a student in the Program even if the student is not in attendance, unless TES or the affected TES Personnel has been given no less than 24 hours advance notice that the student will not attend or that the scheduled instruction or therapy has been cancelled.

(c) Payment Address. Client will make all payments payable to: Total Education Solutions at 625 Fair Oaks Avenue, Suite 200, South Pasadena, CA 91030, Attn: Accounting Department.

10. INSURANCE

(a) Insurance Obligations of TES. TES shall procure and maintain the following insurance while this Agreement is in effect:

(i) General Liability Insurance General Liability Insurance, including Professional Liability coverage, Sexual/Physical Abuse and Molestation, covering all activities of TES Personnel at Client's facilities in performance of TES' obligations under this Agreement with coverage of not less than One Million Dollars (\$1,000,000) for any incident and Three Million Dollars (\$3,000,000) general aggregate per incident, and Four Million Dollars (\$4,000,000) excess liability policy for a maximum of Seven Million Dollars (\$7,000,000) per total general aggregate limit. TES agrees to provide Client with a Certificate of Insurance.

(ii) Workers' Compensation And Employers' Liability Workers' disability compensation insurance covering each TES employee providing Services to Client hereunder, which insurance shall comply with all applicable legal requirements.

Part A. Statutory Limits

Part B. \$1,000,000/\$1,000,000/\$1,000,000 Employers' Liability

(b) Insurance Obligations of Client. Client shall procure and maintain the following insurance while this Agreement is in effect:

(i) General Liability Insurance General Liability Insurance, including Professional Liability coverage, Sexual/Physical Abuse and Molestation with coverage of not less than One Million Dollars (\$1,000,000) for any incident and Three Million Dollars (\$3,000,000) general aggregate per incident, and Four Million Dollars (\$4,000,000) excess liability policy for a maximum of Seven Million Dollars (\$7,000,000) per aggregate limit.

(ii) Workers' Compensation And Employers' Liability Workers' disability compensation insurance which insurance shall comply with all applicable legal requirements.

Part A. Statutory Limits

Part B. \$1,000,000/\$1,000,000/\$1,000,000 Employers' Liability

11. INDEMNIFICATION

(a) Indemnification by TES. TES shall defend, indemnify, and hold harmless Client and its officers, directors, agents and employees from all liabilities and claims for damages for death, illness, or injury to persons or damage to property (including without limitation, consequential damages) arising from the fulfillment of TES' obligations hereunder and resulting from the negligence or willful misconduct of TES or its agents, employees, or subcontractors.

(b) Indemnification by Client. Client shall defend, indemnify, and hold harmless TES and its officers, directors, agents, and employees from all liabilities and claims for death, illness, or injury arising to persons or damage to property (including, without limitation, consequential damages) arising from Client's operation of its business and resulting from the

negligence or willful misconduct of Client or its agents, employees, or subcontractors (other than TES).

(c) Notice, Cooperation, and Opportunity to Defend. The party entitled to be indemnified under this Section 11 (the "Indemnified Party") shall promptly notify in writing the party required to provide indemnification under this Section 11 (the "Indemnifying Party") of any matter giving rise to an obligation to indemnify and the Indemnifying Party shall defend such claim at its expense with counsel reasonably acceptable to the Indemnified Party, provided that the Indemnifying Party may not settle any such claim without the consent of the Indemnified Party, which consent will not be unreasonably withheld, conditioned, or delayed. The Indemnified Party agrees to cooperate with the Indemnifying Party and to make reasonably available to the Indemnifying Party any records or documents in the possession of the Indemnified Party that are relevant to or necessary to defend such claim. If the Indemnified Party desires to participate in the defense of a claim being defended by the Indemnifying Party, it may do so at its sole cost and expense, provided that the Indemnifying Party shall retain control over such defense. In the event the Indemnifying Party does not defend and resolve such claim, the Indemnified Party may do so without the indemnifying Party's participation, in which case the Indemnifying Party shall pay the expenses of such defense and any settlement, award, or judgment arising therefrom, and the Indemnified Party may settle or compromise such claim without the Indemnifying Party's consent. The failure of any Indemnified Party to give notice as provided herein shall not relieve the Indemnifying Party of its obligations hereunder except to the extent that the Indemnifying Party is actually prejudiced by such failure to give notice.

(d) Without in any way limiting the foregoing, each party shall bear responsibility for receiving, replying to, and/or complying with any audit exceptions or compliance investigations made by any state or federal agencies that are the result of the acts, omissions or conduct of such party or its respective employees or agents.

(e) The provisions of this Section 11 shall expressly survive the expiration or termination for any reason of this Agreement.

12. TERMINATION

(a) Without Cause. Either party may terminate this Agreement, without cause, upon at least sixty (60) business days prior written notice.

(b) Dispute Over Charges. Either party may terminate this Agreement upon no less than forty (40) business days notice as provided in Section 9(a)(ii) above.

(c) For Nonpayment. TES may terminate this Agreement for Client's breach of its obligations to timely pay amounts due to TES under Section 9(a)(i) or 9(b) above, provided that TES gives written notice of such breach and Client does not pay TES the amount due (plus any interest due thereon under Section 9(a)(iii) above) within five (5) business days of such notice.

(d) With Cause. Either party may terminate this Agreement upon the other party's material breach of any term or condition of this Agreement (other than a breach described

in paragraphs (b) or (c) above) by giving not less than twenty (20) business days written notice of termination to the other party.

(c) Effect of Termination. Upon the expiration or termination for any reason of this Agreement,

(i) TES will, within twenty (20) business days of termination, present a final invoice for all TES Services provided through the effective date of termination, which shall be due and payable in full within twenty (20) business days of delivery to Client, subject to Section 9(a)(iii) above.

(ii) TES shall, upon receipt of the payment described in Section 12(e)(i) above, turn over to Client all records of Client maintained by or under the control of TES.

(f) All obligations of the parties, except for those described in this Section 12 and those that, by the express terms of this Agreement, expressly survive its expiration or termination, shall cease.

13. INDEPENDENT CONTRACTORS

The parties hereto acknowledge and agree that the relationship created between TES and Client as a result of this Agreement is strictly that of independent contractors. Nothing contained herein shall be construed as creating a partnership or joint venture relationship between the parties. Each party hereto shall be responsible for all compensation, salaries, taxes, withholdings, contributions, benefits, and worker's disability compensation insurance with respect to all personnel employed or contracted by such party and shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, contractors, representatives and employees, from and against any and all liability, loss, damages, claims, causes of action, and expenses associated therewith (including without limitation attorneys' fees) caused or asserted to have been caused, directly or indirectly, by or as a result of same. The provisions of this Section shall survive the expiration or termination for any reason of this Agreement.

14. NO HIRE AGREEMENT

(a) No Hiring by TES.

(i) TES recognizes that Client's employees are unique and valuable resources of Client who have been trained by Client, that the Services to be provided hereunder are feasible only if TES has access to and interaction with Client's employees under the terms of this Agreement, and that, but for this Agreement, TES would not have access to Client's employees. TES further acknowledges that Client's employees may have certain legal obligations, arising in contract and otherwise, to Client, which may include obligations limiting Client's employees from going to work for a competitor and/or unfairly competing with Client. Accordingly, TES agrees that during the term of this Agreement and for a period of six (6) months following the expiration or termination of this Agreement for any reason (the "No Hire

Period"), neither TES nor any person who serves as an officer, director, employee, or agent of TES during the term of this Agreement ("TES-Affiliated Person") shall, without the advance written consent of Client (which Client may grant or deny in its sole and absolute discretion), hire, employ, or contract with any person(s) employed by Client at any time during the six (6) months preceding such hiring, employment, or contracting, or directly recruit or solicit any such person(s) to become employed by or to contract with TES or any other person or entity, unless TES pays to Client a Recruiting Fee (as defined in Section 14(a)(ii) below) for each such person TES or any TES-Affiliated person hires, employs, or contracts with, or agrees to hire, employ or contract with, during the No Hire Period (herein, a "Hired Client Worker").

(ii) The Recruiting Fee for each Hired Client Worker will be the greater of (A) seven-thousand dollars (\$7,000.00), (B) 10% of the Hired Client Worker's annual salary at the time of termination of his or her employment or contract with Client, or (C) 10% of the total compensation paid by Client to the Hired Client Worker during the twelve (12) months immediately preceding termination of his or her employment or contract with Client. Any Recruiting Fee incurred under this sub-paragraph shall be payable in full by TES within ten (10) calendar days of TES' receipt of written notice from Client setting forth the basis for the imposition of the Recruiting Fee. The parties agree that the damages Client would suffer as a result of TES' hiring, employing, or contracting with any Hired Client Worker would be difficult or impossible to quantify and that the Recruiting Fee constitutes a reasonable, good-faith estimate of those damages, based on all information known and discoverable by the parties as of the date hereof. In the event TES challenges the enforceability of the Recruiting Fee and the Recruiting Fee is held to be unenforceable by a court or arbitrator, generally or with respect to a specific Hired Client Worker, Client shall be entitled to any and all damages or other relief provided in law or in equity, including attorney fees and costs.

(b) No Hiring by Client.

(i) Client recognizes that each of the TES Personnel are unique and valuable resources of TES who have been trained by TES, that the Services to be provided hereunder are feasible only if TES Personnel have access to and interaction with Client and its agents and representatives under the terms of this Agreement, and that, but for this Agreement, Client would not have access to TES' employees. Client further acknowledges that TES Personnel have certain legal obligations, arising in contract and otherwise, to TES, which include obligations not to accept positions with TES' clients without the prior written consent of TES, not to solicit any TES client for employment or a competing business, or otherwise take any action to interfere with the relationship between TES and its clients. Accordingly, Client agrees that during the No Hire Period, neither Client nor any person who serves as an officer, director, employee, or agent of Client at any time during the term of this Agreement ("Client-Affiliated Person") shall, without the prior written consent of TES (which TES may grant or deny in its sole and absolute discretion), hire, employ, or contract with any TES Personnel or any other person(s) employed by TES at any time during the six (6) months immediately preceding such hiring, employment, or contracting, or directly recruit or solicit any such person(s) to become employed by or to contract with Client or any other person or entity, unless Client pays to TES a Recruiting Fee (as defined in Section 14(b)(ii) below) for each such person Client or any Client-

Affiliated Person hires, employs, or contracts with, or agrees to hire, employ, or contract with during the No Hire Period (herein, a "Hired TES Worker").

(b) The Recruiting Fee for each Hired TES Worker will be the greater of (A) seven-thousand dollars (\$7,000.00), (B) 10% of the Hired TES Worker's annual salary at the time of termination of his or her employment or contract with TES, or (C) 10% of the total compensation paid by TES to the Hired TES Worker during the twelve (12) months immediately preceding termination of his or her employment or contract with TES. The Recruiting Fee shall be additional compensation due to TES under Section 9 herein, shall be invoiced to Client in accordance with Section 9, and shall be due and payable in full within ten (10) calendar days, notwithstanding the provisions of Section 9(a)(ii) and subject to the provisions for the payment of interest and collection costs in Section 9(a)(iii). TES shall be entitled to apply all payments received from Client to any unpaid Recruiting Fee prior to any other item of Compensation due to TES under Section 9 herein. The parties agree that the damages TES would suffer as a result of Client's or a Client-Affiliated Person's hiring, employment, or contracting with any Hired TES Worker would be difficult or impossible to quantify and that the Recruiting Fee constitutes a reasonable, good-faith estimate of those damages based on all information known and discoverable by the parties as of the date hereof. In the event Client challenges the enforceability of the Recruiting Fee and the Recruiting Fee is held to be unenforceable by a court or arbitrator, generally or with respect to a specific Hired TES Worker, TES shall be entitled to any and all damages or other relief provided in law or in equity, including attorney fees and costs.

(c) Notification, Costs. Upon a breach of any party's obligations under this Section 14, the non-breaching party shall be entitled to be indemnified by the breaching party from any loss or harm, including without limitation, attorney fees and collection costs, in connection with any breach or enforcement of the breaching party's obligations under this Section 14. Each party will notify the other party in writing immediately upon any breach of this Section 14 of which it is aware.

(d) Equitable Relief and Indemnification. Each party acknowledges that and agrees that due to the unique nature of TES Personnel and the employees of Client, respectively, and the competitively valuable nature of the trade secrets and confidential information of the other party to which its employees and contractors have access and knowledge, any breach of a party's obligations under this Section 14 may allow the breaching party or third parties to compete unfairly with the non-breaching party, resulting in irreparable harm to the non-breaching party that cannot be adequately compensated. Therefore, upon any such breach or any threat thereof, the non-breaching party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law. In addition, upon any breach of any party's obligations under this Section 14, the non-breaching party shall be entitled to be indemnified by the breaching party from any loss or harm, including without limitation, attorney's fees, in connection with any breach or enforcement of the breaching party's obligations under this Section 14. Each party will notify the other party in writing immediately upon any breach of this Section 14 of which it is aware.

(e) Survival. The obligations of the parties under this Section 14 shall expressly survive the expiration or termination for any reason of this Agreement.

15. CONFIDENTIALITY

(a) TES Proprietary Information. Client acknowledges and agrees that TES owns all right, title and interest in and to the TES materials and TES systems used in the performance of the Services hereunder, including, without limitation, all trade secrets, policies, procedures, know how, protocols, policies, operating manuals (expressly including the TES Client Manual), specifications, software, forms, education materials, financial information, as well as additions and modifications thereto developed and/or used by TES in the furtherance of TES operations and in performance of TES' obligations under this Agreement (collectively the "TES Proprietary Information"). Client shall maintain the confidentiality of all such TES Proprietary Information and shall not divulge such information to any third parties both during the term of this Agreement and after its termination except (i) as may be necessary for the discharge of its obligations under this Agreement, and (ii) as required by law. Client shall take reasonable precautions against disclosure of any TES Proprietary Information to unauthorized persons by any of its officers, directors, employees or agents. Client shall not directly or indirectly, without the express prior written permission of TES, use the TES Proprietary Information for any purpose except to the limited extent necessary for the provision of Services under this Agreement. Upon termination of this Agreement for any reason, Client shall cease all use of TES Proprietary Information and shall return to TES all manifestations and copies thereof in Client's possession or control except to the extent Client is allowed continued use of completed forms as set forth in Section 7(i).

(b) Client Proprietary Information. TES acknowledges and agrees that in the course of performance of its obligations under this Agreement, TES will have access to certain information proprietary to Client, which may include but is not limited to trade secrets, policies, procedures, operating manuals, specifications, software, business or strategic plans, budgets, salary information, contractual arrangements or negotiations, financial information, and employee information (collectively, the "Client Proprietary Information"). All of such Client Proprietary Information shall be and remain the property of Client at all times, and TES shall have no right, title or interest therein. TES shall maintain the confidentiality of all Client Proprietary Information and shall not divulge such information to any third parties, except (i) as may be necessary for the discharge of its obligations under this Agreement and (ii) as required by law. TES shall take reasonable precautions against disclosure of any Client Proprietary Information to unauthorized persons by any of its officers, directors, employees or agents. Upon termination of this Agreement for any reason, TES shall cease all use Client Proprietary Information and shall return to Client all manifestations and copies thereof in TES' possession or control except to the extent that the information is retained for TES' internal and business records.

(c) Equitable Relief and Indemnification. Each of the parties acknowledges and agrees that due to the unique nature of its proprietary information there can be no adequate remedy of law for any breach of its obligations hereunder, and that any such breach may allow the breaching party or third parties to unfairly compete with the non-breaching party resulting in irreparable harm to the non-breaching party that cannot be adequately compensated. Therefore, upon any

such breach or any threat thereof, the non-breaching party shall be entitled to temporary, preliminary, and permanent injunctive relief in addition to whatever other remedies it might have at law and equity and to be indemnified by the breaching party from any loss or harm, including without limitation, actual attorney fees, in connection with any breach or enforcement of the breaching party's obligations hereunder or the unauthorized use or release of any such proprietary information. Each party will notify the other party in writing immediately upon the occurrence of any unauthorized release or other breach of which it is aware.

(d) Survival. The obligations of the parties under this Section 15 shall expressly survive the expiration or termination for any reason of this Agreement.

16. MISCELLANEOUS

(a) No Third Party Beneficiaries. The parties intend that the benefits of this Agreement shall inure only to TES and Client and not to any third person.

(b) Entire Agreement. This Agreement, together with all appendices hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof, supersedes all other and prior agreements on the same subject, whether written or oral, and contains all of the covenants and agreements between the parties with respect to the subject matter hereof.

(c) Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. No party may assign this Agreement or the rights, interests or obligations hereunder without the consent of the other party.

(d) Counterparts. This Agreement, and any amendments thereto, may be executed in counterparts, each of which shall constitute an original document, but which together shall constitute one and the same instrument.

(e) Headings. The section headings contained in this Agreement are inserted for convenience only and shall not effect in any way the meaning or interpretation of this Agreement.

(f) Notices. Any notices required or permitted to be given hereunder by either party to the other shall be in writing and shall be deemed delivered: upon personal delivery or delivery by facsimile or electronic mail (provided that, in the case of facsimile the sender shall have obtained electronic or other confirmation of actual delivery, and in the case of electronic mail, the sender shall have delivered to both e-mail addresses identified below and shall not have received an electronic notice of non-delivery); twenty-four (24) hours following deposit with a courier for overnight delivery; or seventy-two (72) hours following deposit in the U.S. Mail via registered or certified mail, postage prepaid, return-receipt requested, addressed to the parties at the following addresses or to such other addresses as the parties may specify in writing:

If to TES: Total Education Solutions
625 Fair Oaks Avenue, Suite 200
South Pasadena, CA 91030
Attention: Julie Anne Hruby, Senior Program Director
Phone: (323) 404-1029 or Facsimile: (323) 622-0750
E-mail: jhruby@TESIDEA.com

If to Client: Wisdom Academy for Young Scientists
706 E Manchester Ave
Los Angeles, CA 90002
Attention: Jason Okonkwo
Director of Operations (Billing)
323-253-8907
mrjason7@gmail.com

Executive Director (Legal Signer)
Edward Cabil
Cell 323-947-8083 Office 323-537-8208
edcabil@shcglobal.net

Vice Principal (Services and Curriculum)
Karen Horowitz
Office 323-537-8208
khhorowitz@verizon.net

Vice Principal (Additional for Services and Curriculum)
Deara Okonkwo
323-253-8972
deara7@gmail.com

(g) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

(h) Waiver, Amendment. No waiver, amendment, or modification of this Agreement shall be effective unless the waiver, amendment, or modification is in writing and signed by the party against whom the waiver, amendment, or modification is to be enforced. Any waiver of any provision of this Agreement shall only be effective for the specific instance and circumstance for which the waiver is given, and the waiver shall not affect the continuing enforceability of that provision in any other instance or circumstance.

(i) Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions will nevertheless

continue in full force and effect, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

(j) Dispute Resolution.

(i) If any dispute, controversy, or claim arises out of or relates to this Agreement, or the breach, termination or validity thereof, the parties agree first to try in good faith to settle the dispute by mediation. If the parties are unsuccessful in their attempt to mediate the dispute, then such dispute will be settled by binding arbitration in accordance with the Commercial Arbitration Rules of JAMS/Endispute. Arbitration shall take place in Los Angeles, California. The parties shall have full rights of discovery in any such arbitration, as set forth in the California Code of Civil Procedure, including Section 1283.05 thereof.

(ii) The parties further expressly agree that if a dispute arises regarding the applicability of arbitration under this clause, then the issue of whether this dispute is subject to arbitration will also be decided by arbitration in accordance with the Commercial Arbitration Rules of JAMS/Endispute, in Los Angeles, California.

(iii) The prevailing party in any arbitration arising out of this Agreement shall be entitled to recover reasonable attorney fees and costs.

(iv) The award of the arbitrator(s) shall be final and binding, and judgment upon the award may be entered in any court of competent jurisdiction. The prevailing party shall be entitled to recovery of reasonable attorney fees and costs in any court proceeding relating to this Agreement or the enforcement or collection of any award or judgment rendered under this Agreement.

(v) Notwithstanding this arbitration agreement, either party may seek and/or obtain injunctive relief (or any other provisional remedy) from any court having jurisdiction over the parties and the subject matter of the dispute (without reference to this arbitration agreement), and nothing in this Agreement shall be deemed or construed as preventing the same. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and reasonable attorney fees.

(k) Further Assurances. The parties shall take such actions and execute and deliver such further documentation as may reasonably be required in order to give effect to the transactions contemplated by this Agreement.

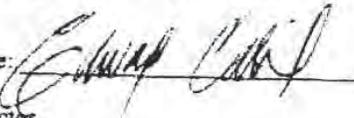
IN WITNESS WHEREOF, the parties have each caused their duly authorized representatives to execute this Agreement as of the Commencement Date.

Total Education Solutions (TES)

Signature: 
Julie Anne Hruby
Senior Program Director

Date: 3/18/13

Wisdom Academy for Scientists (Client)

Legal Signature: 
Edward Cabil
Executive Director

Date: 03/15/13



Appendix A

Service Locations

TES will provide services to Client in the locations identified by Client as listed below, provided that Client shall provide the site (including space, facilities, furniture and furnishings) reasonably necessary for TES to provide the Services, except in cases where, due solely to student circumstances, TES Personnel must provide the Services at a student's residence or other location because it is expressly required by the student's IEP. There shall be no charge to TES to utilize Client owned, controlled or leased sites for provision of services to Client's students. Additional sites may be added only if the parties have mutually agreed in writing.

Locations:

Manchester Campus
706 East Manchester Avenue
Los Angeles, CA 90001

Kinder School
8778 South Central Avenue
Los Angeles, CA 90002

Salvation Army Campus
7651 South Central Avenue
Los Angeles, CA 90001



Appendix B

Services

- I. Case Management and Administrative Services—Upon written or electronic request by Client, manage all special education administrative functions including oversight of the entire special education compliance and service delivery process; obtaining special education records; establishing and monitoring confidential student special education files; monitoring compliance time-lines for 30-day, initial, annual and triennial IEPs; scheduling, convening and running IEP meetings; coordinating with parents, administrators, service providers to ensure adherence to the child's IEP; assisting in the establishment of the Child Find and Student Study Team and Response to Intervention (RTI) process and monitoring compliance with ADA, Section 504, etc.
- II. Professional Development and Training—Upon written or electronic request by Client, TES will develop and/or deliver training programs and/or materials for designated audience including but not limited to general education teachers, special education providers, administrators, and/or parents. Client recognizes that all trainings and related materials constitute property of TES and shall not be duplicated without written consent of TES.
- III. Psychological-Education (PSY) and Assessment Services— Upon written or electronic request by Client, conduct initial assessments, re-evaluations, and triennial evaluations required by federal and state education codes in order to determine child's level of functioning for the development of an initial IEP or to evaluate the child's annual or three year progress on his or her IEP. All assessments conducted by licensed and/or credentialed personnel including School Psychologists, Speech and Language Specialists, Resource Specialists, etc. Written report included.
- IV. Instruction— Upon written or electronic request by Client, provide all special education services, including Resource Specialist Program, Special Day Class and full-inclusion services, to eligible students assigned by Client to TES. TES will work with Client to develop a full continuum of services as appropriate. Services shall include the following:
 - Pre-post testing to establish baseline and progress data.
 - Establishment/monitoring of individual goals and objectives in keeping with the Charter school, the authorizing school district, SELPA and California State Standards as necessary.
 - Daily, weekly, quarterly and/or annual progress reports.

- Individual, small group services.
- Services model delivery based on IEP goals.

V. Designated Instructional Services— Upon written or electronic request by Client, provide all Related Services including Speech and Language Therapy, Occupational Therapy, Physical Therapy, Vision Therapy, services for the Deaf and Hard of Hearing, School Nursing Services to those students of Client eligible therefore and assigned by Client to TES. Services shall include the following:

- Pre-post testing to establish baseline and progress data.
- Establishment/monitoring of individual goals and objectives in keeping with the Charter school, the authorizing school district, SELPA and California State Standards as necessary.
- Daily, weekly, quarterly and/or annual progress reports.
- Individual, small group services.
- Service delivery model based on IEP goals.

VI. Behavioral Intervention Services— Upon written or electronic request by Client, provide an array of behavior intervention services including one to one classroom support as well as specific intervention strategies such as discrete trial training, floor time, play therapy, and sensory-motor therapy for eligible students assigned by Client to TES. Services shall include the following:

- Functional Analysis Assessments
- Pre/post testing to establish baseline and progress data.
- Establishment of Behavior Intervention Plans
- Establishment of individual goals and objectives in keeping with the charter school, the authorizing school district, SELPA and California State Standards as necessary.
- Daily, weekly, quarterly or annual progress reports as required.
- Individual, small group services
- Service delivery model based on IEP goals.

In addition, TES service providers provide the following IEP support services in their area of professional expertise, including:

VII. Compliance Review— Upon written or electronic request by Client, ensures that client meets Federal, state, county, SELPA and local regulations regarding the provision of special education as authorized on each child's IEP; provides an audit of Individual Plans such as Individualized Education Programs (IEP) including review and maintenance of files for all Special Education students in assigned caseload to determine current IEP status, eligibility and compliance needs; obtains missing Individual Plans and related records for Special Education students in assigned caseload; and obtains required parent authorization for assessment and services in assigned caseload.

VIII. Individual Plan Development— Upon written or electronic request by Client, provide administrative services to develop IEPs/ITPs for eligible students in assigned caseload to ensure compliance with state and federal requirements.

- Write quarterly and/or annual progress reports as required.
- Undertake other such Individual Plan development duties as determined by mutual agreement with the charter school.

IX. Individual Plan Meeting Attendance - Attendance by a TES representative at students ITP/IEP meetings for all students assigned to TES, including students assigned to TES for evaluations/assessments as described in above. Attendance by TES special education specialists may include writing of Individual Plans and establishment of individual goals and objectives if instructed in writing by Client.

X. Consultation - Consultation services include in-service training for your general education staff; developing a Child Find and/or Student Success Team model and Response to Intervention (RTI); behavior observation; electronic special education data input; consulting with general education teachers on accommodations in the general education program; consulting with parents or school administrators; consulting on compliance the Individuals with Disabilities Education Act; Parent's Due Process Rights under the Individuals with Disabilities Education Act; the Americans with Disabilities Act; and Section 504, etc.

Special Education Services shall also include Resource Specialist Program, Special Day Class Programs and Designated Instructional Services ("DIS") as necessary, in the reasonable judgment of TES, to meet student needs and legal requirements; provided that if TES, in its reasonable judgment, believes that any student(s) may require such services or other similar services which, in quantity or scope, are beyond the levels of service which are contemplated hereunder or are otherwise cost prohibitive in light of the rates set forth in Appendix D (collectively, "Extraordinary Services"), TES shall identify such student(s) to Client in writing, and Client and TES shall, within fifteen (15) business days of such notice, meet and negotiate in good faith regarding additional compensation to TES for such Extraordinary Services.



Appendix C

Rate Schedule for Wisdom Academy for Young Scientists

Administrative Services	Hourly Rate
IEP Development/Hour	\$125.00
IEP Meeting Attendance/Hour	\$125.00
Consulting	\$125.00
Psych-Educ. Services (PSY) Services	Hourly Rate
Assessment/Hour	\$90.00
IEP Meeting Attendance/Hour	\$90.00
Consulting	\$90.00
Instruction	Hourly Rate
Assessment/Hour	\$55.00
Compliance Review	\$55.00
Service/Hour*	\$55.00
Individual/Hour	\$55.00
IEP Development/Hour	\$55.00
IEP Meeting Attendance/Hour	\$55.00
Consulting	\$55.00
Teacher Assistant/Paraprofessional (General Edu.)	\$25.00
Special Education Aide	\$32.00
Designated Instructional Services**	Hourly Rate
Assessment/Hour	\$85.00
Compliance Review/Hour	\$85.00
Service/Hour*	\$85.00
Individual DIS/Hour	\$85.00
Group DIS/Hour/Student (2-3 students)	\$47.50
IEP Development/Hour	\$85.00
IEP Meeting Attendance/Hour	\$85.00
Consulting	\$85.00
Behavior Intervention Services	Hourly Rate
Behavior Intervention Implementation (BII)/Hour	\$47.00
Behavior Intervention Development/Supervision (BID)/Hour	\$65.00
Board Certified Behavior Analyst (BCBA)/Hour	\$75.00
Additional Services	Hourly Rate
Functional Behavior/Analysis Assessment (FBA/FAA)/Hour	\$125.00
Interpreter/Hour	\$60.00
Translation/Hour	\$60.00
Professional Development/Hour***	\$65.00-\$131.25
Project Based Assignments/Hour***	\$65.00-\$131.25

* Services include but are not limited to: Direct Services, Progress Reports, Parent Communication, SST and/or Electronic Reporting, compliance review.

** Speech and Language Services, Adapted Physical Education, Occupational Therapy/Physical Therapy, School Nurse, Counseling, ERMS, Pupil Services & Attendance, Assistive Technology etc.

***These rates are dependent upon professional conducting the assessment.

(These rates are fully loaded, including Workers Compensation Insurance, Unemployment/Disability Insurance, Professional Liability Insurance, Payroll Taxes and Benefits.)



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Friday, March 22, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Friday, March 22, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **4:52pm**.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Halilu Haruna/Bali Business, Mrs. Teresa Golden
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. January 31, 2013 – Approved 4/0
 - b. February 28, 2013 – Approved 4/0
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report (see handout attached)
- VII. Discussion/Action Items
 - a. Action: Employment of Total Educational Solution – Special Education Services
 - b. Action: Charter Revision to reflect the employment of an Resource Specialist (RSP) Teacher
 - c. Discussion: WAYS Documentary
 - d. Discussion: Resubmission of 6th Grade expansion – WAYS Charter
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Board Sponsored Fundraising
- XI. The board meeting of WAYS was officially adjourned at **6:29pm**.

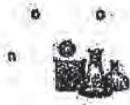
Secretary of Board

Date

President of Board

Date

EXHIBIT 24



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 27, 2014 5:30 PM

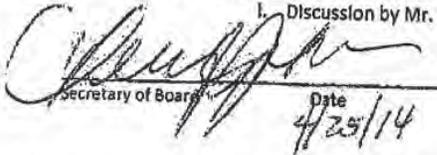
- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 27, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present:** Cheryl Johnson, Dorothy Valenti, Armando Espinoza, Marla Garcia, Adralne Cook
Board Members Absent: Norman Golden, Sandra Davis,
Others in Attendance: Jason Okonkwo, Edward Cabil, Deara Okonkwo, and other Parents and Staff members of Wisdom Academy.
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. Principals Report – See Handouts
 - b. Finance Report – Ball Business Management
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – No action was taken.
- VIII. **Open Session**
 - a. Board Member Recruitment – Discussion and introductions from Prospective Board Members Marla Garcia and Adralne Cook
 - b. Board Member Installations – Marla Garcia and Adralne Cook – Approved 3/0
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - c. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Sandra Davis (the School Site Council has requested resignation or removal of Board Member Sandra Davis) – Approved 5/0
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Marla Garcia
 - II. Oppose – None
 - d. Board Member Resignation – Norman Golden – Approved 5/0
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Marla Garcia
 - II. Oppose – None

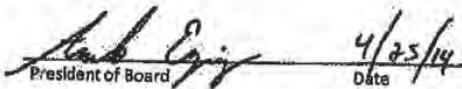

Secretary of Board
Date
4/25/14


President of Board
Date
4/25/14

000680

- e. Election of Officer: Armando Espinoza, Interim Board Chair – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- f. Performance Based Stipends 2013-14 Round One – Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- g. 2013-14 School Year Employment Agreements – Table to future Board Meeting
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- h. Commercial Property Lease 2013-17 – 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabli – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- i. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabli – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- j. Gateway Business Properties - Buyer Representation Agreement – Tabled to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- k. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- l. Adoption of LACOE implemented SIRAS Special Education Information System – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- m. Federal IRS 990 Filing 2012 – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- n. Unaudited Actuals Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- o. First Interim Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- p. Wells Fargo Payroll Systems Agreement - Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- q. Response to Annual Audit findings – Discussion
 - i. Discussion by Jason Okonkwo and Halilu of Ball Business Management regarding changes to WAYS Financial Policies in the future Board Meetings.
- r. Fundraising: Student Store – Discussion
 - i. Discussion by Mr. Cabli


Secretary of Board
Date 4/25/14


President of Board
Date 4/25/14

000681

- s. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - i. Moved to future meeting.
- t. WAYS Board of Directors Training and Retreat – Discussion
 - i. Moved to Future Meeting

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – Moved to future meeting.
 - b. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - c. WAYS Board of Directors Training and Retreat - Discussion
- XI. The board meeting of WAYS was officially adjourned at 8: PM.


Secretary of Board
Date
4/25/14


President of Board
Date
4/25/14

000682

WISDOM ACADEMY FOR YOUNG SCIENTISTS

REPORT TO THE BOARD OF DIRECTORS

Meeting Date:

February 27, 2013

Board Meeting Agenda Item Description:

g. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61)

Recommendation:

Approve the Payment to McGraw Hill (\$163,030.61)

Motion: Johnson Second: Cook Approve: 5/0

Background:

On July 26, 2013, the WAYS Board approved the adoption on the new McGraw Hill textbooks. Currently, WAYS has \$163,030.61 in accounts payable to McGraw-Hill for the textbooks. The approved WAYS budget allows for the payment to be made.

Implication:

By approving the payment to McGraw-Hill, WAYS will disburse and check payment of \$163,030.61 to McGraw-Hill.

Fiscal Impact:

Supplies -Textbooks: \$163,030.61

Prepared by:

Jason Okonkwo

Attachments:

~~Gateway Business Properties Buyer Representation Agreement~~

Notes:



Name WISDOM ACAD FOR YOUNG SCIENTISTS
 Account # 1786437

Statement of Account
 As of: 11/08/13
 Please review and respond to
 Credit Analyst: Upendrik Yadav
 Phone Number: 1-800-645-3045 Ext:83910
 E-Mail: upendrik.yadav@mheducation.com

Invoice Date	Invoice #	P O Number	Due Date	Original Amt	Open Amt	Div	Days late	Class
14-Aug-13	75210510001	MOORE/072213	13-Sep-13	\$ 101,849.22	\$ 101,849.22	McGraw-Hill School Education LLC	56	Invoice
14-Aug-13	75215076001	MATH	13-Sep-13	\$ 15,800.95	\$ 15,800.95	McGraw-Hill School Education LLC	56	Invoice
14-Aug-13	75245837001	MATH	13-Sep-13	\$ 984.56	\$ 984.56	McGraw-Hill School Education LLC	56	Invoice
14-Aug-13	75245838001	MATH	13-Sep-13	\$ 835.79	\$ 835.79	McGraw-Hill School Education LLC	56	Invoice
14-Aug-13	75219718001	MOORE/072213	13-Sep-13	\$ 4,210.38	\$ 4,210.38	McGraw-Hill School Education LLC	56	Invoice
15-Aug-13	75294493001	MATH	14-Sep-13	\$ 5,021.63	\$ 5,021.63	McGraw-Hill School Education LLC	55	Invoice
16-Aug-13	75255358001	MOORE/072213	15-Sep-13	\$ 3,635.19	\$ 3,635.19	McGraw-Hill School Education LLC	54	Invoice
19-Aug-13	75288028001	MATH	18-Sep-13	\$ 1,322.26	\$ 1,322.26	McGraw-Hill School Education LLC	51	Invoice
19-Aug-13	75296773001	MATH	18-Sep-13	\$ 1,322.26	\$ 1,322.26	McGraw-Hill School Education LLC	51	Invoice
19-Aug-13	75280360001	MOORE/072213	18-Sep-13	\$ 3,635.19	\$ 3,635.19	McGraw-Hill School Education LLC	51	Invoice
20-Aug-13	75315752001	MOORE/072214	19-Sep-13	\$ 8,171.74	\$ 8,171.74	McGraw-Hill School Education LLC	50	Invoice
21-Aug-13	75363918001	MATH	20-Sep-13	\$ 4,017.30	\$ 4,017.30	McGraw-Hill School Education LLC	49	Invoice
23-Aug-13	75441090001	MATH	22-Sep-13	\$ 991.70	\$ 991.70	McGraw-Hill School Education LLC	47	Invoice
28-Aug-13	75618320001	MATH	27-Sep-13	\$ 2,644.52	\$ 2,644.52	McGraw-Hill School Education LLC	42	Invoice
29-Sep-13	76078601001	MATH	29-Oct-13	\$ 1,322.26	\$ 1,322.26	McGraw-Hill School Education LLC	30	Invoice
30-Sep-13	76729336001	MATH	30-Oct-13	\$ 1,983.40	\$ 1,983.40	McGraw-Hill School Education LLC	9	Invoice
16-Oct-13	77090916001	MATH	15-Nov-13	\$ 1,322.26	\$ 1,322.26	McGraw-Hill School Education LLC	-7	Invoice
				Total	\$ 163,030.61			

EXHIBIT 25

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

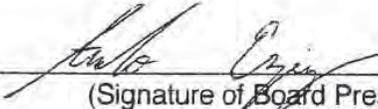
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 25 day of April, 2014, the following resolution was offered, seconded, and adopted:

“Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to authorize the Executive Director to enter the contract with Hill, Morgan, and Associates, LLP to audit year-end June 30, 2014, on behalf of Merle Williamson Foundation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

Merle Williamson Foundation

Wisdom Academy for Young Scientists 2013-14 Fiscal Year Audit Selection Process

Background

The Merle Williamson Foundation governing Board of Director shall adhere to the regulations set forth in the Merle Williamson Foundation Bylaws. One of the Board's primary responsibilities is to select an auditor who has the expertise and knowledge to perform an audit for Wisdom Academy for Young Scientists (WAYS). The Board has developed goals and objectives to help narrow the search to only those CPAs and/or audit firms that have the skills and experience to provide the essential services.

When evaluating a proposal for audit services, the Executive Director and Board will consider the following:

1. The responsiveness to the request for proposal
2. Licensing in the state of California
3. Relevant experience
4. Availability of staff with professional qualifications and technical abilities
5. The results of external quality control reviews (Peer Review)
6. References from other nonprofit clients, and
7. Fee

Request for Proposals

Request Date	Audit Firm Name	Response (Yes or No)	Response Date	Audit Fee(s)	Comments:
4/2/14	Vavrinek, Trine, Day & Co., LLP	Yes	4/2/14	\$8500	Additional \$850 for IRS 990 filing.
4/2/14	Green Hasson & Janks LLP	No			
3/26/14	Wilkinson Hadley King & Co., LLP	Yes	3/27/14	9500	Additional \$900 for IRS 990 filing.
4/2/14	Hill, Morgan and Associates, LLP	Yes	4/3/14	3000	Additional \$500 for IRS 990 filing.

**PROPOSAL FROM
HILL, MORGAN AND ASSOCIATES, LLP
TO PROVIDE AUDITING SERVICES TO
WISDOM ACADEMY FOR YOUNG SCIENTIST
For the year ended June 30, 2014**

HILL, MORGAN AND ASSOCIATES, LLP

Certified Public Accountants

19502 Fariman Drive Carson, CA 90746 Phone (310) 749-1014 Fax (310) 639-0498
9031 Krueger Street, Culver City, CA 90232 Phone (323) 377-4385 Fax (310) 836-5727

Partners
Jeffrey Hill, CPA
Raymond Morgan, CPA

April 3, 2014

To the Board of Directors
Wisdom Academy for Young Scientist
Los Angeles, California

Dear Board Members:

Thank you for your interest in our firm. We are excited about this opportunity to provide auditing services for Wisdom Academy for Young Scientist. In the pages that follow we will introduce the key members of our firm, discuss our background and give you some reasons why we believe that Hill, Morgan and Associates, LLP can be of great benefit to Wisdom Academy for Young Scientist.

Who is Hill, Morgan and Associates, LLP?

We are a firm of Certified Public Accountants licensed under the statute of the State of California with two offices in Los Angeles County. We began operations in February 2003 under the leadership of the firm's two partners Jeffrey Hill and Raymond Morgan. Each of the partners has over 20 years of experience in non-profit auditing and accounting, most of which came from their past employment with a prominent local CPA firm. As a result of this past experience, we are experts in regards to the rules and regulations with respect to generally accepted auditing standards and Government Auditing Standards. In addition, our firm is on the State Controller's list of firms eligible to conduct audits of California charter schools. One of our firm's goals is to provide quality hands-on auditing and accounting services too non-profit organizations.

Page 2

Why should Hill, Morgan and Associates, LLP be selected as your auditors?

Below are several factors as to why we can be of great benefit to Wisdom Academy for Young Scientist.

• **Quality professional services**

The organizational design of Hill, Morgan and Associates, LLP is such that it allows our clients to receive quality professional services. It is not standard practice for CPA firms to utilize a person with over 20 years of experience to be involved with the day-to-day fieldwork of an audit. However, as mentioned above, one of our goals is to provide quality hands on services. As a result, your School receives the benefit of having an efficient audit because there is no learning curve with respect to having a first year or second year staff conducting your audit. In addition, your School will receive quality technical assistance when applicable because we can raise issues noted during the audit fieldwork, immediately discuss those issues with your management team and provide a resolution.

• **Prior experience with similar non-profit organizations**

The partners of Hill, Morgan and Associates, LLP have a significant amount of experience auditing charter schools. Please see the professional reference section on page three. This prior experience will benefit your School in that we can provide quality professional services.

• **Timely and dependable services**

Our firm's track record for providing timely quality services has already been established and can be verified through communication with the professional references included in this proposal. The Partner assigned to this engagement will be accessible to meet face-to-face with your School's Board of Directors and management to resolve audit issues on a year-around basis.

• **Audit fees**

The organizational design of Hill, Morgan and Associates, LLP results in your School receiving more direct audit services for your dollar. This is accomplished because our firm does not have any significant overhead cost. As a result our fees will be competitive or better than what you are currently paying because our fees will not include the overhead costs that are common to other CPA firms.

Page 3

Professional references

Client name/Contact person	Services provided	Years of Experience
NON-PROFIT ORGANIZATIONS:		
Ivy Bound Charter School Kiumars Arzani, Exec. Dir. 818 808-0158	Financial statement audit of a charter school and tax return preparation.	7 years
New Designs Charter School Dr. Yaw Adutwum, Director 213 765-9084 or 323 418-0600	Financial statement audit of two charter schools.	8 years
Los Angeles Brotherhood Crusade, Inc. Charisse Bremond, CEO 323 846-1649	Financial statement audit and tax return preparation.	10 years
Shields for Families, Inc. Norma Mtume, CFO 323 242-5000	Financial statement audit.	9 years
Magnolia Science Academy Mekan Muhammedov, CFO 714 892-5066	Financial statement audit of a several charter schools and tax return preparation.	7 years
Center for Advanced Learning Halilu Haruna, Business Mgr. 310 386-2097	Financial statement audit of a charter school.	6 years

Page 4

Proposed fee structure

Our annual fee to complete the audit and prepare the informational tax returns for Wisdom Academy for Young Scientist is as follows:

<u>Description</u>	<u>Amount</u>
Audit fee	\$ 3,000
Informational tax returns	<u>500</u>
	<u>\$ 3,500</u>

Future audit fees-It is the practice of Hill, Morgan and Associates, LLP to determine audit fees on an annual basis by communicating with the management of our clients. A fee increase or decrease will be directly associated with an increase or decrease in the financial activities of your School which requires us to increase or decrease our audit procedures. We will not change the above stated annual fee unless there is a specific event or activity to cause the change and the management of Wisdom Academy for Young Scientist agrees with the change.

Conclusion

Our firm has been in existence a short period of time; however the professionals that operate Hill, Morgan and Associates, LLP are highly qualified and excited about the possibility of working with Wisdom Academy for Young Scientist.

Please call Jeffrey Hill at (310) 749-1014 if you have any questions.

Sincerely,

Hill, Morgan and Associates, LLP

Hill, Morgan and Associates, LLP

RESUMES

**JEFFREY HILL CPA
HILL, MORGAN AND ASSOCIATES, LLP
Certified Public Accountants**

POSITION: Partner

QUALIFICATION: Jeff is the Co-founder of Hill, Morgan and Associates, LLP. He has over twenty years of experience in auditing and accounting for governmental and non-profit organizations. His past experience in the role of partner include financial and compliance audit engagements on local governments, school districts, HUD Projects, non-profit organizations including churches and pension plans. Jeff has supervised and reviewed the work performed on the above-mentioned engagements for compliance with generally accepted auditing standards and government auditing standards, and he has prepared financial statements in accordance with generally accepted accounting principles. He has also communicated the audit results to City Councils and Board of Directors.

EXPERIENCE:

Government Organizations

City of Compton and Compton Redevelopment School
Housing Authority for the City of Los Angeles
Los Angeles Unified School District
Los Angeles Homeless Services Authority

Non-Profit Organizations

Healthy Oakland, Inc.
King-Chavez Public Schools
Center for Advanced Learning
Magnolia Science Academy

REFERENCES: Available upon request.

EDUCATION: B.S. Degree in Accounting, Loyola Marymount University

PROFESSIONAL

AFFILIATIONS: Member American Institute of Certified Public Accountants

**RAYMOND MORGAN, CPA
HILL, MORGAN AND ASSOCIATES, LLP
Certified Public Accountants**

POSITION: Partner

EXPERIENCE:

December 2004 to Present. Raymond is the Co-founder of Hill, Morgan and Associates, LLP. He has over twenty years of experience in auditing and accounting for governmental and non-profit organizations.

September 2000 to December 2004. Chief Financial Officer at People Coordinated Services. Communicate with all funding sources regarding contract amounts. Supervise the daily financial operations. Review all journal entries. Prepare all income tax returns. Supervise the implementation of new accounting policies and procedures.

October 1997 to August 2000. Senior Auditor at the CPA firm of Simpson and Simpson. Planned and performed audits of various large non-profit organizations including churches. Lead a three-member audit team that performed church audits in Maryland, Arizona and St. Louis. Analyzed the accounting operations and made recommendations to streamline the cash count and deposit process for several churches. Also, prepared monthly compiled financial statements for several churches.

August 1995 to September 1997. Worked as an accountant at American Custom Insurance. Reconciling all policies issued against payments made and investigating the differences. All reinsurance policies were maintained and reconciled on excel spreadsheets.

June 1994 to July 1995. Worked in the payroll department at World Cup USA 1994 processing payroll for the entire staff of 600 employees using ADP payroll system; Worked as an accountant at the Department of Mental Health. Worked specifically on the FEMA project. Helped to implement and refine the compliance procedures for claim submission, review and payment. Received a commendation from the Department for worked done on this project.

November 1989 to August 1993. Client Accountant at the Big Six CPA firm of Ernst & Young. Was responsible for the preparation and payment of all client bills. Prepared weekly payrolls and filed quarterly and annual payroll tax returns. Performed quarterly general ledger reviews and prepared quarterly and annual financial statements on both the cash and accrual basis. Worked closely with Partners and Senior Accounting Managers of both the Tax and Audit departments in order to accomplish these tasks.

REFERENCES: Available upon request.

EDUCATION:

B.S. Degree in Accounting, California State University at Northridge.

*Wisdom Academy for
Young Scientists*

*Response to Request for Proposal
Independent Audit Services
Cost Proposal*

*July 1, 2013 – June 30, 2014
(With Option for the Subsequent Year
Ending June 30, 2015)*



Vavrinek, Trine, Day & Co., LLP
8270 Aspen Street
Rancho Cucamonga, CA 91730

Partner Contact – Matthew S. Miller (909) 466-4410
Fax (909) 466-4431 E-mail: mmiller@vtcdcpa.com

April 2, 2014



Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

VALUE THE DIFFERENCE

April 2, 2014

Jason Okonkwo
Merle Williamson Foundation
dba Wisdom Academy for Young Scientists
706 E Manchester Avenue
Los Angeles, California 90002

Dear Jason,

We are pleased to respond to the Request for Bid Proposal to provide auditing services for the Wisdom Academy for Young Scientists. We feel that Vavrinek, Trine, Day & Co., LLP is the best selection for the Wisdom Academy for Young Scientists. This proposal demonstrates our capability and commitment to serve.

Vavrinek, Trine, Day & Co., LLP provides governmental auditing and specialized accounting services to over 300 governmental agencies. We currently provide auditing services to school districts, charter schools, and community colleges throughout Los Angeles. We understand the requirements, as described in the Request for Bid Proposal, and understand that the Wisdom Academy for Young Scientists desires a timely audit conducted in a professional manner. We are committed to perform our audit work within your specified time frame.

Partner involvement is also key to the audit's success. Your partner in charge of the engagement will spend time at the Wisdom Academy for Young Scientists and will meet with management, the audit committee and the Board as necessary to ensure communication lines remain open, that any outstanding issues are resolved timely, and that the Wisdom Academy for Young Scientists' needs are met.

The proposed estimate of the Request for Bid Proposal to cover the one year period beginning July 1, 2013 and ending June 30, 2014, with an option to extend one more year at the same price. Our proposed fees for auditing services are \$7,500 (or \$8,500 if a single audit is required) for the year ended June 30, 2014 inclusive, including required time to complete said audit. Federal and State tax returns proposed fee of \$950 for the year ending June 30, 2014.

Should you have any questions, please feel free to contact Matthew S. Miller at (909) 466-4410.

Very truly yours,

Matthew S. Miller, Partner
Vavrinek, Trine, Day & Co., LLP

8270 Aspen Street Rancho Cucamonga, CA 91730 Tel: 909.466.4410 Fax: 909.466.4431 www.vtdcpa.com

FRESNO • LAGUNA HILLS • FALD ALTO • PLEASANTON • RANCHO CUCAMONGA • RIVERSIDE • SACRAMENTO

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Friday, April 25, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, April 25, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:00pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
- II. The Director of Operations requested that anyone bearing weapons or arms display evidence of authorization to do so. An Oxnard Police Officer accompanied LACOE staff at this meeting and provided his badge. All members and guests stood and saluted the flag.
- III. Board Members Present : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook
Board Members Absent: Maria Garcia
Others in Attendance: Jason Okonkwo, Edward Cabil, April Mitchell (LACOE), Zak Memon (LACOE), Oxnard Police Officer (Private Security for LACOE Staff)
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. February 27, 2014, March 13, 2014
- VI. Reports/ Oral Communication
 - a. Bali Business Management – Monthly Financial Report (Hand-outs)
 - b. Vice-Principal's Report (Hand-out)
- VII. Open Session
 - a. LACOE Superintendent's report to WAYS board regarding FCMAT. Also LACOE staff Ed. Code section 1241.5 requires that the LACOE superintendent report his findings and recommendations to the governing board of the charter school – Discussion
 - b. Selection of Hill, Morgan, and Associates Independent Audit Firm for year-end June 30, 2014
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
- VIII. Closed Session
 - a. Conference with Real Property Negotiation to retain real property Code 6549568 Negotiator: Cushman & Wakefield; Negotiating parties were: Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings
Negotiation: Updates regarding the above – Discussion
 - b. Conference with Legal Counsel: One Item – Discussion
- IX. Future Agenda Items
- X. The board meeting of WAYS was officially adjourned at 7:31 PM.


Board Member _____
Date 6-12-14


Board Chairperson _____
Date 6/12/14

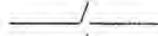
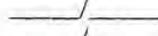
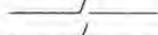
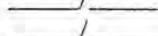
EXHIBIT 26

Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, June 12, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001

(Posted June 10, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

- 1. Cheryl Johnson 
- 2. Adraine Cook 
- 3. Dorothy Valenti 
- 4. Armando Espinoza 
- 5. Maria Garcia 

IV. Approval of the Board Meeting Minutes – April 25, 2014, April 30, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. Public Employee Appointment (Executive Director)
- b. Public Employee Evaluation (Executive Director)
- c. Conference with Legal Counsel – Notice of Violation (one matter, Gov. Code § 54956.9(d)(2))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
- e. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.

VIII. Closed Session Report

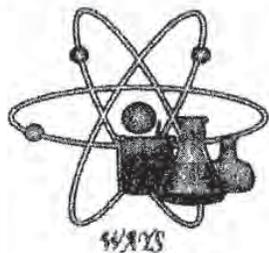
IX. Open Session

- a. Local Control Funding Formula Spending (LCFF) and Local Control and Accountability Plan (LCAP) - Action
- b. 2014-15 School Year Operating Budget - Action
- c. Board Member Elections - Discussion
- d. 2014-15 Board Roster and Calendar - Discussion
- e. Donation awarded by Food 4 Less - Action

X. Meeting Adjourned

Local Control and Accountability Plan

Los Angeles County Office of Education
Wisdom Academy for Young Scientists



July 1, 2014 - June 30, 2017

06/10/2014

revision in progress

§ 15497. Local Control and Accountability Plan and Annual Update Template.

Introduction:

LEA: Los Angeles County Office of Education Contact (Name, Title, Email, Phone Number): Deara Okonkwo, Ed.D., Vice Principal, wayscharter@gmail.com, (323) 752-6655 LCAP Year: 2014

Local Control and Accountability Plan and Annual Update Template

The Local Control and Accountability Plan (LCAP) and annual update template shall be used to provide details regarding local educational agencies' (LEAs) actions and expenditures to support pupil outcomes and overall performance pursuant to Education Code sections 52060, 52066, 47605, 47605.5, and 47606.5.

For school districts, pursuant to Education Code section 52060, the LCAP must describe, for the school district and each school within the district, goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code section 52052, including pupils with disabilities, for each of the state priorities and any locally identified priorities.

For county offices of education, pursuant to Education Code section 52066, the LCAP must describe, for each county office of education-operated school and program, goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code section 52052, including pupils with disabilities, who are funded through the county office of education Local Control Funding Formula as identified in Education Code section 2574 (pupils attending juvenile court schools, on probation or parole, or mandatorily expelled) for each of the state priorities and any locally identified priorities. School districts and county offices of education may additionally coordinate and describe in their LCAPs services provided to pupils funded by a school district but attending county-operated schools and programs, including special education programs.

Charter schools, pursuant to Education Code sections 47605, 47605.5, and 47606.5, must describe goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code section 52052, including pupils with disabilities, for each of the state priorities as applicable and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements currently applicable to charter schools in the Education Code.

The LCAP is intended to be a comprehensive planning tool. LEAs may reference and describe actions and expenditures in other plans and funded by a variety of other fund sources when detailing goals, actions, and expenditures related to the state and local priorities. LCAPs must be consistent with school plans submitted pursuant to Education Code section 64001. The information contained in the LCAP, or annual update, may be supplemented by information contained in other plans (including the LEA plan pursuant to Section 1112 of Subpart 1 of Part A of Title I of Public Law 107-110) that are incorporated or referenced as relevant in this document.

For each section of the template, LEAs should comply with instructions and use the guiding questions as prompts (but not limits) for completing the information as required by statute. Guiding questions do not require separate narrative responses. Data referenced in the LCAP must be consistent with the school accountability report card where appropriate. LEAs may resize pages or attach additional pages as necessary to facilitate completion of the LCAP.

State Priorities

The state priorities listed in Education Code sections 52060 and 52066 can be categorized as specified below for planning purposes, however, school districts and county offices of education must address each of the state priorities in their LCAP. Charter schools must address the priorities in Education Code section 52060(d) that apply to the grade levels served, or the nature of the program operated, by the charter school.

A. Conditions of Learning:

Teacher: degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas used for the pupils they are teaching; pupils have access to standards-aligned instructional materials pursuant to Education Code section 60119; and school facilities are maintained in good repair pursuant to Education Code section 17002(d). (Priority 1)

Implementation of State Standards: implementation of academic content and performance standards adopted by the state board for all pupils, including English learners. (Priority 2)

Course access: pupil enrollment in a broad course of study that includes all of the subject areas described in Education Code section 51210 and subdivisions (a) to (f), inclusive, of Section 51220, as applicable. (Priority 7)

Expelled pupils (for county offices of education only): coordination of instruction of expelled pupils pursuant to Education Code section 48926. (Priority 9)

Transfer youth (for county offices of education only): coordination of services, including working with the county child welfare agency to share information, responding to the needs of the juvenile court system, and ensuring transfer of health and education records. (Priority 10)

B. Pupil Outcomes:

Pupil achievement: performance on standardized tests, score on Academic Performance Index, share of pupils that are college and career ready, share of English learners that become English proficient, English learner reclassification rate, share of pupils that pass Advanced Placement exams with 3 or higher, share of pupils determined prepared for college by the Early Assessment Program. (Priority 4)

Other pupil outcomes: pupil outcomes in the subject areas described in Education Code section 51210 and subdivisions (a) to (i), inclusive, of Education Code section 51220, as applicable. (Priority 8)

C. Engagement:

Parent involvement: efforts to seek parent input in decision making, promotion of parent participation in programs for unduplicated pupils and special need subgroups. (Priority 3)

Pupil engagement: school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, high school expulsions rates. (Priority 5)

School climate: pupil suspension rates, pupil expulsion rates, other local measures including surveys of pupils, parents and teachers on the sense of safety and school connectedness. (Priority 6)

Section 1: Stakeholder Engagement

Meaningful engagement of parents, pupils, and other stakeholders, including those representing the subgroups identified in Education Code section 52062.5, critical to the LCAP and budget process. Education Code sections 52062 and 52063 specify the minimum requirements for school districts; Education Code sections 52068 and 52069 specify the minimum requirements for county offices of education, and Education Code section 47606.5 specifies the minimum requirements for charter schools. In addition, Education Code section 48985 specifies the requirements for translation of objectives.

Instructions: Describe the process used to engage parents, pupils, and the community and how this engagement contributed to development of the LCAP or annual update. Note that the LEA's goals related to the state priority of parental involvement are to be described separately in Section 2, and the related actions and expenditures are to be described in Section 3.

Grading Questions:

- 1) How have parents, community members, pupils, local bargaining units, and other stakeholders (e.g., LEA personnel, county child welfare agencies, county office of education foster youth services programs, court-appointed special advocates, foster youth, foster parents, education rights holders and other foster youth stakeholders, English learner parents, community organizations representing English learners, and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
- 2) How have stakeholders been included in the LEA's process in a timely manner to allow for engagement in the development of the LCAP?
- 3) What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process?
- 4) What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the LEA through any of the LEA's engagement processes?
- 5) What specific actions were taken to meet statutory requirements for stakeholder engagement pursuant to Education Code sections 52062, 52068, and 47606.5, including engagement with representative parents of pupils identified in Education Code section 52062.5?
- 6) In the annual update, how has the involvement of these stakeholders supported improved outcomes for pupils related to the state priorities?

Involvement Process	Impact on LCAP
<p>Section I</p> <p>Wisdom Academy for Young Scientists (Wisdom Academy) is a public charter school for 520 students under Merle Williamson Foundation, a 501(c)(3) non-profit. Wisdom Academy is located in South Los Angeles and serves Kindergarten through fifth grade students. Opened in 2006, Wisdom Academy has quickly gained a strong reputation as an academically high performing school successfully serving a population of students traditionally labeled as underperforming. As a charter school, Wisdom Academy for Young Scientists is authorized by the Los Angeles County Board of Education and the California State Board of Education, and receives public</p>	<p>Section II</p> <p>All stakeholders were notified of the Local Control Accountability Plan and were given an opportunity to participate in the development, review and implementation of the LCAP. Committee concerns about overall student achievement and attendance lead to a commitment to strengthen the following:</p> <ul style="list-style-type: none"> - Full implementation of CCSS as grade span PD and instructional materials and resources - Early intervention for students working at basic, below basic and far below basic such as after school

for local funding to support its operations.

The Local Control and Accountability Plan (LCAP) is a three year plan that must be developed by school districts and submitted along with the budget by July 1 of each year due to the passage of the Local Control Funding Formula (LCFF), part of the State Budget Act (AB 97 and SB 91). The LCAP is a description of the annual goals of each school district, charter school, and county office of education, and describes how each entity will expend its budget to support the district's goals. LCFF replaces the revenue bond funding model and categorical funding, and emphasizes a local determination of how the funds are used, with input by school community stakeholders. The LCAP outlines how the eight state priorities will be addressed, and how the identified student subgroups will be served.

The development of our Local Control Accountability Plan consisted of a collaborative effort amongst diverse stakeholders of the school community. In an effort to engage the school community, Wisdom Academy began by holding four LCAP/LCFF introductory meetings for all stakeholders WAYS community. (Agendas and attendees available upon request.) The meetings were offered at varied times and alternate dates to provide several options for the WAYS community. During the meetings, essential components of LCFF and LCAP were addressed and the school formed a LCAP Committee to begin developing the Plan. Attendees reviewed the state Board of Education approved LCAP template and requirements, and were given copies of the regulations. Supportive resources were viewed (West Ed LCFF/LCAP video). Upon draft development, a survey was conducted along with focus group and interviews to review critical areas of the LCAP. The Board of Directors, School Site Council, District English Learner Advisory Council, Certificated and Classified Staff were also involved in reviewing and supporting the implementation of the LCAP. WAYS used the following quantitative data for the goal setting process: attendance data, suspension/expulsion rates, data on teacher miss-assignment, instructional materials use rate, facility inspection data, CST EIA proficiency rate, CST math proficiency rate, English Learner reclassification rate, Long Term English Learner data, and parent survey data.

supports

Increased emphasis on student attendance and increased opportunities for parent engagement

LCAP Committee synthesized input to include three major goal areas in the LCAP over the next three years.

1. Increase opportunities for academic support to enable all students to achieve proficiency in English Language Arts and Mathematics [result of student achievement data and input from students, parents and teachers]
2. Engage parents and families to support student success in school [result of parent involvement data, and school climate data]
3. Create safe and welcoming learning environments where students attend and are connected to their school [result of stakeholder surveys and school climate data]

Section 2: Goals and Progress Indicators

For school districts, Education Code sections 52060 and 52061, for county offices of education, Education Code sections 52066 and 52067, and for charter schools, Education Code section 47606.5 require(s) the LCAP to include a description of the annual goals, for all pupils and each subgroup of pupils, for each state priority and any local priorities and require the annual update to include a review of progress towards the goals and describe any changes to the goals.

Instructions: Describe annual goals and expected and actual progress toward meeting goals. This section must include specifics projected for the applicable term of the LCAP, and in each annual update year, a review of progress made in the past fiscal year based on an identified metric. Charter schools may adjust the chart below to align with the term of the charter school's budget that is submitted to the school's authorizer pursuant to Education Code section 47604.33. The metrics may be quantitative or qualitative, although LEAs must, at minimum, use the specific metrics that statute explicitly references as required elements for measuring progress within a particular state priority area. Goals must address each of the state priorities and any additional local priorities; however, one goal may address multiple priorities. The LEA may identify which school sites and subgroups have the same goals, and group and describe those goals together. The LEA may also indicate those goals that are not applicable to a specific subgroup or school site. The goals must reflect outcomes for all pupils and include specific goals for school sites and specific subgroups, including pupils with disabilities, both at the LEA level and, where applicable, at the school site level. To facilitate alignment between the LCAP and school plans, the LCAP shall identify and incorporate school-specific goals related to the state and local priorities from the school plans submitted pursuant to Education Code section 64001. Furthermore, the LCAP should be developed with, and input requested from, school site-level advisory groups (e.g., school site councils, English Learner Advisory Councils, pupil advisory groups, etc.) to facilitate alignment between school-site and district-level goals and actions. An LEA may incorporate or reference actions described in other plans that are being undertaken to meet the goal.

Guiding Questions:

- 1) What are the LEA's goal(s) to address state priorities related to "Conditions of Learning"?
- 2) What are the LEA's goal(s) to address state priorities related to "Pupil Outcomes"?
- 3) What are the LEA's goal(s) to address state priorities related to "Engagement"(e.g., pupil and parent)?
- 4) What are the LEA's goal(s) to address locally-identified priorities?
- 5) How have the unique needs of individual school sites been evaluated to inform the development of meaningful district and/or individual school site goals (e.g., input from site level advisory groups, staff, parents, community, pupils; review of school level plans; in-depth school level data analysis, etc.)?
- 6) What are the unique goals for subgroups as defined in Education Code sections 42238.01 and 52052 that are different from the LEA's goals for all pupils?
- 7) What are the specific predicted outcomes/metrics/noticeable changes associated with each of the goals annually and over the term of the LCAP?
- 8) What information (e.g., quantitative and qualitative data/metrics) was considered/reviewed to develop goals to address each state or local priority and/or to review progress toward goals in the annual update?
- 9) What information was considered/reviewed for individual school sites?
- 10) What information was considered/reviewed for subgroups identified in Education Code section 52052?
- 11) In the annual update, what changes/progress have been realized and how do these compare to changes/progress predicted? What modifications are being made to the LCAP as a result of this comparison?

Identified Need and Metric (What needs have been identified and what metrics are used to measure progress?)	Goals			Annual Update: Analysis of Progress	What will be different/improved for students? (based on identified metric)			Related State and Local Priorities
	Description of Goal	Applicable Pupil Subgroup(s) (Identify applicable subgroups (as defined in EC 52052) or indicate "all" for all pupils.)	School(s) Affected (Indicate "all" if the goal applies to all schools in the LEA, or alternatively, all high schools, for example.)		LCAP YEAR Year 1: 2014-15	Year 2: 2015-16	Year 3: 2016-17	
<p><u>Need:</u> To provide and maintain basic services for students and schools (School Climate Data - All Teachers - undifferentiated)</p> <p><u>Metric:</u> Teacher assignments (Williams.)</p>	Maintain the appropriate assignment of highly qualified teachers.	All	All		100% Compliant	100% Compliant	100% Compliant	Basic
<p><u>Need:</u> To provide and maintain basic services for students and school (Survey 100% Compliant)</p> <p><u>Metric:</u> Standards aligned instructional materials (Williams.)</p>	Provide pupil access to standards-aligned instructional materials.	All	All		100% Compliant	100% Compliant	100% Compliant	Basic
<p><u>Need:</u> To provide and maintain basic services for</p>	Maintain school facilities in good repair.	All	All		99% in good or exemplary repair	99% in good or exemplary repair	99% in good or exemplary repair	Basic

<p>Students and schools (Survey - 99% in good or exemplary repair).</p> <p>Metric:</p> <ul style="list-style-type: none"> • SARC Report • Facilities that are safe, clean and in good repair (Williams) 								
<p>Need:</p> <p>To implement CCSS. (Student achievement scores - 79% of students school-wide performed proficient or above in ELA Benchmarks, 83% of students school-wide performed proficient or above in Math Benchmarks)</p> <p>Metric:</p> <ul style="list-style-type: none"> • Lesson Plans • Syllabi/Pacing Plans • Curriculum Maps • Student Work Samples 	Implement the academic content and performance standards adopted by SBE and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	All	All		All lesson plans, syllabi, curriculum maps and student work samples include reference to CCSS.	All lesson plans, syllabi, curriculum maps and student work samples include reference to CCSS.	All lesson plans, syllabi, curriculum maps and student work samples include reference to CCSS.	Implementation of State Standards
<p>Need:</p> <p>To train parents on how to support learning at home and at school. (Parent Surveys - 80% of the responses identified the need for increased parent training)</p> <p>Metric:</p>	Increase percentage of parents trained on academic initiatives by providing a minimum of three workshops annually.	All	All	50% Participation	55% Participation	60% Participation		Parent involvement

<p>Need: Delivery of modules.</p> <p>To increase the number of students who score proficient or above in English Language Arts and Mathematics on the SBAC assessment (Student achievement scores > 79% of students school-wide performed proficient or above in ELA > Benchmarks: 83% of students school-wide performed proficient or above in Math > benchmarks.)</p> <p>Metric:</p> <ul style="list-style-type: none"> • Student Achievement or Benchmarks • Labwork Assessments • Student work • Art (other local arts assessments and next iteration is available) • English Teachers tracking yearly progress (ANAO 1) • English Teachers achieving proficiency in English (ANAO 2) • Reclassification Rate 	<p>Increase students scoring Proficient and above on the CCSS/SBAC benchmark English language arts and Mathematics scores established in 2014-15</p>	<p>All</p>	<p>All</p>		<p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who will advance one language proficiency level per year, as measured by the CELDT will increase by 5%.</p> <p>The percentage of students reclassified will increase by 5% each year.</p>	<p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who will advance one language proficiency level per year, as measured by the CELDT will increase by 5%.</p> <p>The percentage of students reclassified will increase by 5% each year.</p>	<p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who demonstrate grade-level proficiency in ELA (literacy and writing) and Math will increase by 5%</p> <p>The percentage of students who will advance one language proficiency level per year, as measured by the CELDT will increase by 5%.</p> <p>The percentage of students reclassified will increase by 5% each year.</p>	<p>Pupil achievement</p>
<p>Need:</p> <p>To achieve or maintain school attendance rates that support standard learning (student absences rates)</p>	<p>Increase annually the percent of students attending 173-180 days</p>	<p>All; Socioeconomically disadvantaged</p>	<p>All</p>		<p>Attendance Daily Average rate of at least 95%</p> <p>Chronic Absenteeism will decrease by 5%</p>	<p>Attendance Daily Average rate of at least 95%</p> <p>Chronic Absenteeism will decrease by 5%</p>	<p>Attendance Daily Average rate of at least 95%</p> <p>Chronic Absenteeism will decrease by 5%</p>	<p>Pupil engagement</p>

<p>Goal 11 – 93.49%)</p> <p><u>Metric:</u></p> <ul style="list-style-type: none"> • Attendance Rate • Chronic Absenteeism Rate 								
<p><u>Need:</u></p> <p>To decrease number of suspensions and expulsions each year (School Climate Data has increased)</p> <p><u>Metric:</u></p> <ul style="list-style-type: none"> • Suspension/expulsion rates 	<p>Number of suspensions/expulsions will decrease each year.</p>	All	All		<p>Suspensions/expulsions will decrease by 5% each year.</p>	<p>Suspensions/expulsions will decrease by 5% each year.</p>	<p>Suspensions/expulsions will decrease by 5% each year.</p>	School climate
<p><u>Need:</u></p> <p>To provide a broad course of study (survey data - 95% of Parent responses indicated need for a broad course of study)</p> <p><u>Metric:</u></p> <ul style="list-style-type: none"> • Student participation in enrichment programs both at during the school day and/or after school program • Survey Data 	<p>Provide enrichment opportunities to foster the holistic well-being of the child as well as expanding interdisciplinary learning for students.</p>	All	All		<p>100% of students participate in 1 enrichment program, at minimum.</p>	<p>100% of students participate in 1 enrichment program, at minimum.</p>	<p>100% of students participate in 1 enrichment program, at minimum.</p>	Course access

Section 3: Actions, Services, and Expenditures

For school districts, Education Code sections 52060 and 52061, for county offices of education, Education Code sections 52066 and 52067, and for charter schools, Education Code section 47606.5 require the LCAP to include a description of the specific actions an LEA will take to meet the goals identified. Additionally Education Code section 52064 requires a listing and description of the expenditures required to implement the specific actions.

Instructions: Identify annual actions to be performed to meet the goals described in Section 2, and describe expenditures to implement each action, and where these expenditures can be found in the LEA's budget. Actions may describe a group of services that are implemented to achieve identified goals. The actions and expenditures must reflect details within a goal for the specific subgroups identified in Education Code section 52052, including pupils with disabilities, and for specific school sites as applicable. In describing the actions and expenditures that will serve low-income, English learner, and/or foster youth pupils as defined in Education Code section 42238.01, the LEA must identify whether supplemental and concentration funds are used in a districtwide, schoolwide, countywide, or charterwide manner. In the annual update, the LEA must describe any changes to actions as a result of a review of progress. The LEA must reference all fund sources used to support actions and services. Expenditures must be classified using the California School Accounting Manual as required by Education Code sections 52061, 52067, and 47606.5.

Guiding Questions:

- 1) What actions/services will be provided to all pupils, to subgroups of pupils identified pursuant to Education Code section 52052, to specific school sites, to English learners, to low-income pupils, and/or to foster youth to achieve goals identified in the LCAP?
- 2) How do these actions/services link to identified goals and performance indicators?
- 3) What expenditures support changes to actions/services as a result of the goal identified? Where can these expenditures be found in the LEA's budget?
- 4) In the annual update, how have the actions/services addressed the needs of all pupils and did the provisions of those services result in the desired outcomes?
- 5) In the annual update, how have the actions/services addressed the needs of all subgroups of pupils identified pursuant to Education Code section 52052, including, but not limited to, English learners, low-income pupils, and foster youth; and did the provision of those actions/services result in the desired outcomes?
- 6) In the annual update, how have the actions/services addressed the identified needs and goals of specific school sites and did the provision of those actions/services result in the desired outcomes?
- 7) In the annual update, what changes in actions, services, and expenditures have been made as a result of reviewing past progress and/or changes to goals?

A. What annual actions, and the LEA may include any services that support these actions, are to be performed to meet the goals described in Section 2 for ALL pupils and the goals specifically for subgroups of pupils identified in Education Code section 52052 but not listed in Table JB below (e.g., Ethnic subgroups and pupils with disabilities)? List and describe expenditures for each fiscal year implementing these actions, including where these expenditures can be found in the LEA's budget.

Goal	Related State and Local Priorities (Identify specific state priority. For districts and COEs, all priorities in statute must be included and identified; each goal may be linked to more than one priority if appropriate.)	Actions and Services	Level of Service	Annual Update: Review of actions/ services	What actions are performed or services provided in each year (and are projected to be provided in years 2 and 3)? What are the anticipated expenditures for each action (including funding source)?		
					LCAP Year Year 1: 2014-15	Year 2: 2015-16	Year 3: 2016-17
Maintain the appropriate assignment of highly qualified teachers.	Basic	Provide highly qualified teachers and instructional staff. Fully credentialed staff - New teachers participate in BTSA	School-Wide		Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF	Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF	Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF
Provide pupil access to standards aligned instructional materials.	Basic	Textbooks and Instructional Materials	School Wide		Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF
Maintain school facilities to good repair	Basic	Rent, Maintenance, Building and Safety	School-Wide		Facilities: \$500,000 Funding Source: LCFF	Facilities: \$500,000 Funding Source: LCFF	Facilities: \$500,000 Funding Source: LCFF
Implement the academic content and performance standards adopted by SBE and provide services that are available English learners to access Common Core academic content standards and the English language	Implementation of State Standards	Access to Common Core aligned curriculum and materials, Access to Technology, Field Trips, Arts Integration, Accelerated Reader, Professional	School-Wide		Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source:	Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source:	Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source:

Development Standards		Development to Teachers and Instructional Staff Students with disabilities participate in general education to the maximum extent possible. Educational needs in ELA are driven by IEP goals for each student. Centralized programs are available for placement of students with severe special needs who require specialized services.			LCFF	LCFF	LCFF
Increase percentage of students trained on academic initiatives by attending a minimum of three workshops annually	Parent involvement	Services for All Students: Provide parent training, learning opportunities and workshops; topics may include: Supporting Common Core State Standards, literacy at home, positive discipline, homework help, EL Master Plan, requirements and monitoring, and provide parents notification of student ELD placement, progress and reclassification 10% of Common Core State Standards funds for parent involvement in the implementation of Common Core State	School-Wide		\$12,000 Funding Source: LCFF	\$12,000 Funding Source: LCFF	\$12,000 Funding Source: LCFF

Increase students scoring proficient and above on the CCSS/IBAs benchmark English language arts and mathematics scores established in 2014-15	Pupil achievement	Purchasing of Local Assessments, Data Management & Assessment Software	School-Wide		Local Assessments, Data Management & Assessment Software: \$40,000 Funding Source: LCFF	Local Assessments, Data Management & Assessment Software: \$40,000 Funding Source: LCFF	Local Assessments, Data Management & Assessment Software: \$40,000 Funding Source: LCFF
Increase annually the percent of student attending 173-180 days	Pupil engagement	Attendance Awards & Recognition Assemblies, Ceremonies, School Spirit Events	School-Wide		: \$15,000 Funding Source: LCFF	: \$15,000 Funding Source: LCFF	: \$15,000 Funding Source: LCFF
Number of suspensions/e-jections will decrease each year	School climate	Professional Development on topics including: Positive Discipline, Student Engagement, Alternatives to Suspension	School-Wide		: \$10,000 Funding Source: LCFF	: \$10,000 Funding Source: LCFF	: \$10,000 Funding Source: LCFF
Provide enrichment opportunities to foster the academic well-being of the child as well as expanding professional learning for students	Course access	Summer School, Foreign Language Classes, Access to Science Technology Engineering Arts and Mathematics (STEAM) Programs, Character Enrichment Programs which may include: Book Clubs, Doctors' Club, Grammar Club, Mock Trial, Student Council	School-Wide		Summer School Staff, Summer School Teachers, Foreign Language Teacher, Science Teacher, Technology Teacher, Arts Teacher: \$200,000 Funding Source: LCFF	Summer School Staff, Summer School Teachers, Foreign Language Teacher, Science Teacher, Technology Teacher, Arts Teacher: \$200,000 Funding Source: LCFF	Summer School Staff, Summer School Teachers, Foreign Language Teacher, Science Teacher, Technology Teacher, Arts Teacher: \$200,000 Funding Source: LCFF

10. Identify additional annual actions, and the LEA may include any services that support these actions, above what is provided for all pupils (but will serve low income, English learner, and/or foster youth pupils as defined in Education Code section 42238.01 and pupils redesignated as fluent English proficient). The identified actions must include, but are not limited to, those actions that are to be performed to meet the targeted goals described in Section 2 for low-income pupils, English learners, foster youth and/or pupils redesignated as fluent English proficient (e.g., not listed in Table 3A above). List and describe expenditures for each fiscal year implementing these actions, including where those expenditures can be found in the LEA's budget.

Goal (Include and identify all goals from Section 2)	Related State and Local Priorities (from Section 2)	Actions and Services	Level of Service (Indicate if school-wide or LEA-wide)	Annual Update: Review of actions/ services	What actions are performed or services provided in each year (and are projected to be provided in years 2 and 3)? What are the anticipated expenditures for each action (including funding source)?		
					LCAP Year Year 1: 2014-15	Year 2: 2015-16	Year 3: 2016-17
Maintain the appropriate assignment of highly qualified teachers.	Basic	Low income pupils; Foster youth; English learners; Redesignated fluent English proficient pupils; Provide and maintain highly qualified teachers	School-Wide		Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF	Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF	Teachers and Instructional Staff: \$1,150,000 Funding Source: LCFF
Provide pupil access to standards-aligned instructional materials.	Basic	Low income pupils; Foster youth; English learners; Redesignated fluent English proficient pupils; Provide pupil access to standards-aligned instructional materials.	School-Wide		Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF
Maintain school facilities in good repair	Basic	Low income pupils; Foster youth; English learners; Redesignated fluent English proficient pupils; Provide adequate space for instruction and services.	School-Wide		Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF	Textbooks: \$100,000 Funding Source: LCFF

Implement the academic content and performance standards adopted by CBE and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	Implementation of State Standards	Low income pupils: Provide additional supports to increase student achievement. Supports include staffing, professional development, augmentations and recruitment and retention enhancements. Also includes new teacher support and assistance (BTSA).	School-Wide		Staffing, PD: \$20,000 Funding Source: LCFF	Staffing, PD: \$20,000 Funding Source: LCFF	Staffing, PD: \$20,000 Funding Source: LCFF
Implement the academic content and performance standards adopted by CBE and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	Implementation of State Standards	English learners: Implementation of the Elementary English Learner Master Plan	School-Wide		ELD Program: \$70,000 Funding Source: LCFF	ELD Program: \$70,000 Funding Source: LCFF	ELD Program: \$70,000 Funding Source: LCFF
Implement the academic content and performance standards adopted by CBE and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	Implementation of State Standards	Foster youth: Foster Youth Support Plan including augmentations to counselors, psychiatric social workers, psychologists, and pupil services & attendance counselors specifically supporting foster youth. Individualized Learning Plan for each foster	School-Wide		Counselors, Social Workers, Psychologists: \$25,000 Funding Source: LCFF	Counselors, Social Workers, Psychologists: \$25,000 Funding Source: LCFF	Counselors, Social Workers, Psychologists: \$25,000 Funding Source: LCFF

Implement the academic content and performance standards adopted by LCFF and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	Implementation of State Standards	Redesignated fluent English proficient pupils; See English Learner: Actions and Services are located in the English Learner section above and services provide a multi-tiered system of supports for English Learners and struggling readers, inclusive of redesignated fluent English proficient students (RFEPS)	School-Wide		ELD Program: \$70,000 Funding Source: LCFF	ELD Program: \$70,000 Funding Source: LCFF	ELD Program: \$70,000 Funding Source: LCFF
Implement the academic content and performance standards adopted by LCFF and provide services that will enable English learners to access Common Core academic content standards and the English Language Development Standards.	Implementation of State Standards	Low income pupils; Foster youth; English learners; Redesignated fluent English proficient pupils; Services serving All unduplicated populations above; Ensuring the Success of Students with Disabilities; General Fund Support for Special Education services serving all students, inclusive of unduplicated students	School-Wide		Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source: LCFF	Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source: LCFF	Technology, Professional Development to Teachers and Instructional Staff: \$200,000 Funding Source: LCFF
Allocate percentage of parent-transportation academic initiatives by	Parent involvement	Low income pupils; Foster youth; English learners;	School-Wide		Allocation of funding to school sites, leveraged	Allocation of funding to school sites, leveraged	Allocation of funding to school sites, leveraged

providing a minimum of three workshops annually.		Redesignated fluent English proficient pupils: Provide more resources to support parent engagement at the local level: Increase parental engagement, training, and workshops			with other funding sources to improve engagement, training and workshops : \$100,000 Funding Source: LCFF	with other funding sources to improve engagement, training and workshops.: \$100,000 Funding Source: LCFF	with other funding sources to improve engagement, training and workshops.: \$100,000 Funding Source: LCFF
Increase students scoring Proficient and above on the CCSS/SBAC benchmark English Language art- and Mathematics scores established in 2014-15	Pupil achievement	Low income pupils; Foster youth; For low SES pupils: -Resource employee to assist in social/emotional development and provide additional counseling - Additional tutoring, Instructional Assistant - Provide necessary school supplies	School-Wide		Staffing and Materials: \$30,000 Funding Source: LCFF	Staffing and Materials: \$30,000 Funding Source: LCFF	Staffing and Materials: \$30,000 Funding Source: LCFF
Increase students scoring Proficient and above on the CCSS/SBAC benchmark English Language arts and Mathematics scores established in 2014-15	Pupil achievement	English learners; Redesignated fluent English proficient pupils: For English learners: - Provide additional tutoring as needed to increase student achievement in ELA and math. - ELD Curriculum - Technology and software support	School-Wide		For English learners: - Provide additional tutoring as needed to increase student achievement in ELA and math. - ELD Curriculum - Technology and software support: \$35,000 Funding Source: General Funds	For English learners: - Provide additional tutoring as needed to increase student achievement in ELA and math. - ELD Curriculum - Technology and software support: \$35,000 Funding Source: General Funds	For English learners: - Provide additional tutoring as needed to increase student achievement in ELA and math. - ELD Curriculum - Technology and software support: \$35,000 Funding Source: General Funds
Number of suspension/punishments will decrease each year	School climate	Low income pupils; Foster youth; English learners;	School-Wide		Providing socio-behavioral, psychiatric,	Providing socio-behavioral, psychiatric,	Providing socio-behavioral, psychiatric,

		Redesignated fluent English proficient pupils: Focus on School Climate at campuses of highest need, based on unduplicated student concentrations.			behavioral and other supports. Staffing augmentations include Psychiatric Social Workers Psychologists Nurses Restorative Justice Counselors Occupational and Physical Therapists Speech & Language Therapists Admin: \$250,000 Funding Source: LCFF	behavioral and other supports: Staffing augmentations include Psychiatric Social Workers Psychologists Nurses Restorative Justice Counselors Occupational and Physical Therapists Speech & Language Therapists Admin: \$250,000 Funding Source: LCFF	behavioral and other supports. Staffing augmentations include Psychiatric Social Workers Psychologists Nurses Restorative Justice Counselors Occupational and Physical Therapists Speech & Language Therapists Admin: \$250,000 Funding Source: LCFF
Provide enrichment opportunities to foster the holistic well being of the child as well as expanding interdisciplinary learning for students.	Course access	Low income pupils: Provide access to character education programs	School-Wide		Character Education Programs: \$80,000 Funding Source: LCFF	Character Education Programs: \$80,000 Funding Source: LCFF	Character Education Programs: \$80,000 Funding Source: LCFF
Provide enrichment opportunities to foster the holistic well being of the child as well as expanding interdisciplinary learning for students.	Course access	English learners: Provide additional English Language Development Classes	School-Wide		English Language Development Classes: \$12,000 Funding Source: LCFF	English Language Development Classes: \$12,000 Funding Source: LCFF	English Language Development Classes: \$12,000 Funding Source: LCFF
Provide enrichment opportunities to foster the holistic well being of the child as well as expanding interdisciplinary learning for students.	Course access	Foster youth: Provide workshops for building social skills and self-esteem	School-Wide		Social Skills and Self-Esteem Building Programs: \$12,000 Funding Source: LCFF	Social Skills and Self-Esteem Building Programs: \$12,000 Funding Source: LCFF	Social Skills and Self-Esteem Building Programs: \$12,000 Funding Source: LCFF
Provide enrichment opportunities to foster the holistic well being of the child as well as expanding interdisciplinary learning for students.	Course access	Redesignated fluent English proficient pupils: Provide Literacy	School-Wide		Literacy and Grammar Classes: \$12,000	Literacy and Grammar Classes: \$12,000	Literacy and Grammar Classes: \$12,000

Direct and Indirect Learning for students.	and Grammar Classes			Funding Source: LCFF	Funding Source: LCFF	Funding Source: LCFF
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7. Describe the LEA's increase in funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner pupils as determined pursuant to 5 CCR 15496(a)(5). Describe how the LEA is expending these funds in the LCAP year. Include a description of, and justification for, the use of any funds in a districtwide, schoolwide, countywide, or charterwide manner as specified in 5 CCR 15496. For school districts with below 55 percent of enrollment of unduplicated pupils in the district or below 40 percent of enrollment of unduplicated pupils at a school site in the LCAP year, when using supplemental and concentration funds in a districtwide or charterwide manner, the school district must additionally describe how the services provided are the most effective use of funds to meet the district's goals for unduplicated pupils in the state priority areas. (See 5 CCR 15496(b) for guidance.)

For the 2011-12 LCAP year, Wisdom Academy for Young Scientists is receiving approximately \$3,575,405 in Supplemental and Concentration funds. The increased funds have been allocated to school sites to support the actions and services identified in the LCAP. For each school-wide action or service a description and justification of the use has been provided. Due to the nature of our personalized learning program, an intervention specialist will enhance our ability to individualize the intervention process. Further, we have established funds for low-income students to provide additional academic tutoring or other supports as needed. We believe that this approach will have the greatest impact on our low-income population. These funds will directly support our SES population through ELA and Math. Ensure high quality teachers for all students - A portion of the funding is allocated to provide increased compensation to teachers. Providing competitive salaries ensures Wisdom Academy for Young Scientists' ability to attract and retain high quality teachers. This also includes providing comprehensive professional development for teachers.

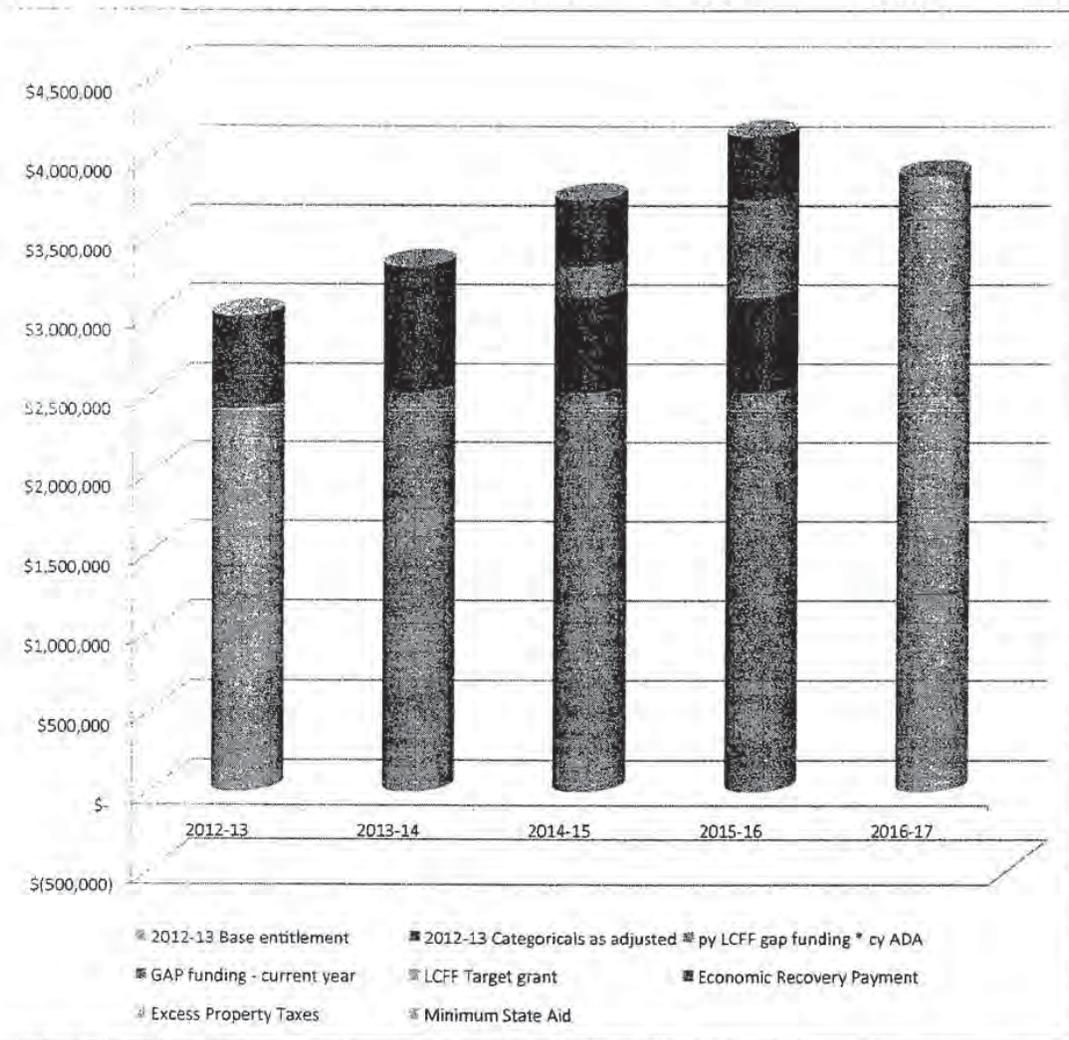
In compliance with the requirements of 5 CCR 15496, demonstrate how the services provided in the LCAP year for low income pupils, foster youth, and English learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils in that year as calculated pursuant to 5 CCR 15496(a)(7). Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year as calculated pursuant to 5 CCR 15496(a). An LFA shall describe how the proportionality percentage is met using a quantitative and/or qualitative description of the increased and/or improved services for unduplicated pupils as compared to the services provided to all pupils.

NOTE: Authority Cited: Sections 42238.07 and 52064, Education Code. Reference: Sections 2574, 2575, 42238.01, 42238.02, 42238.03, 42238.07, 47605, 47605.5, 47606.5, 48926, 52052, 52060-52077, and 64001, Education Code; 20 U.S.C. Section 6312.

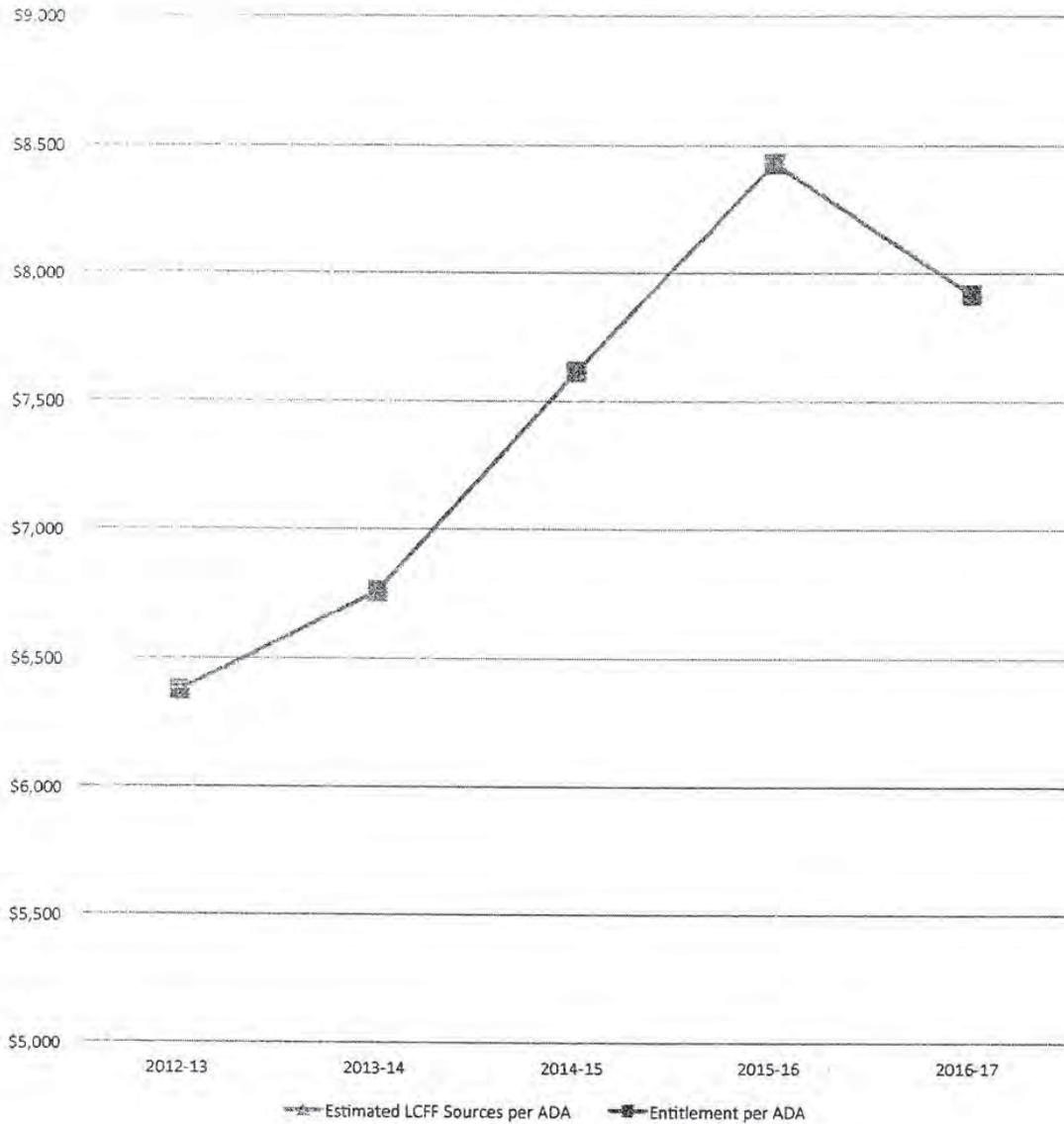
Wisdom Academy for Young Scientists 5/1/14

LOCAL CONTROL FUNDING FORMULA

	2012-13	2013-14	2014-15	2015-16	2016-17
Excess Property Taxes	\$ -	\$ (0)	\$ 0	\$ (0)	\$ 0
Minimum State Aid	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Recovery Payment	\$ -	\$ -	\$ -	\$ -	\$ -
LCFF Target grant	\$ -	\$ -	\$ -	\$ -	\$ 3,881,012
GAP funding - current year	\$ -	\$ 194,409	\$ 419,924	\$ 400,394	\$ -
py LCFF gap funding * cy ADA	\$ -	\$ -	\$ 194,409	\$ 614,333	\$ -
2012-13 Categoricals as adjusted	\$ 584,922	\$ 602,958	\$ 602,958	\$ 602,958	\$ -
2012-13 Base entitlement	\$ 2,410,489	\$ 2,515,614	\$ 2,515,614	\$ 2,515,614	\$ -
Total General Purpose Funding	\$ 2,995,411	\$ 3,312,982	\$ 3,732,906	\$ 4,133,300	\$ 3,881,012
Calculator tab: Recap total LCFF Proof	\$ 2,995,411 TRUE	\$ 3,312,982 TRUE	\$ 3,732,906 TRUE	\$ 4,133,300 TRUE	\$ 3,881,012 TRUE
P2 ADA	469.82	490.31	490.31	490.31	490.31



Wisdom Academy for Young Scientists						5/1/14				
LOCAL CONTROL FUNDING FORMULA										
Estimated LCFF Entitlement per ADA	\$	6,375.66	\$	6,756.91	\$	7,613.36	\$	8,429.97	\$	7,915.42
Net Change per ADA			\$	381.26	\$	856.45	\$	818.81	\$	(514.55)
Net Percent Change				5.98%		12.68%		10.75%		-6.10%

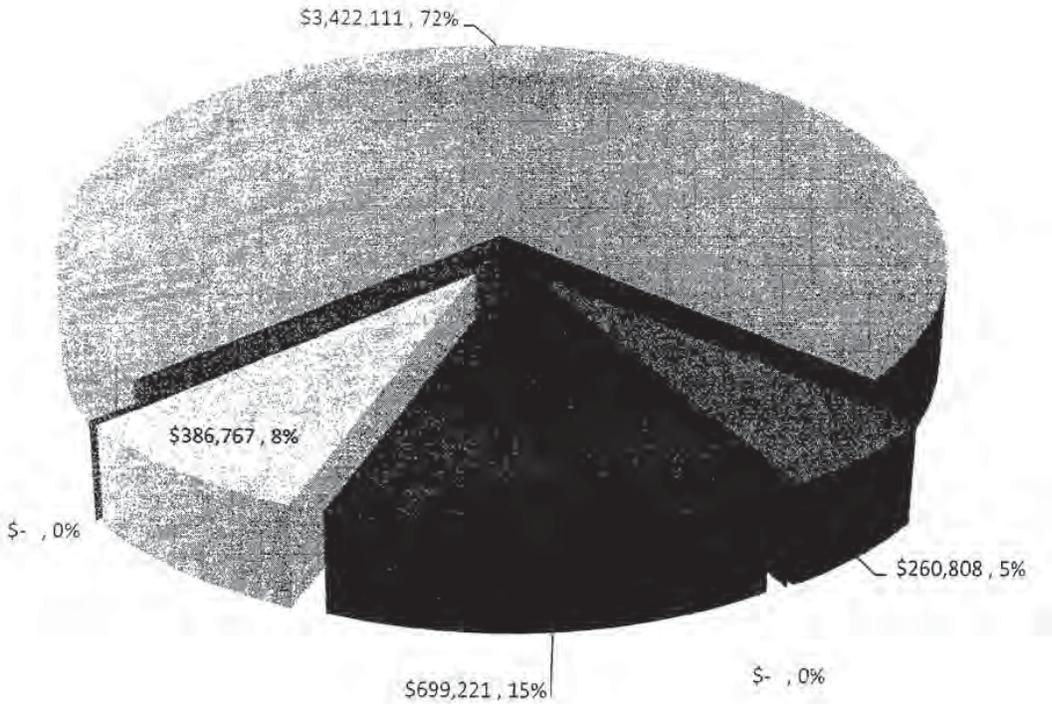


Components of LCFF Target Entitlement

Base Grant	\$	3,422,111
K-3 Grade Span Adjustment	\$	260,808
9-12 Grade Span Adjustment	\$	-
Supplemental Grant	\$	699,221
Concentration Grant	\$	386,767
Add-ons (TIIBG & Transportation)	\$	-
Total	\$	4,768,907

February 10, 2014

Wisdom Academy for Young Scientists	5/1/14
LOCAL CONTROL FUNDING FORMULA	

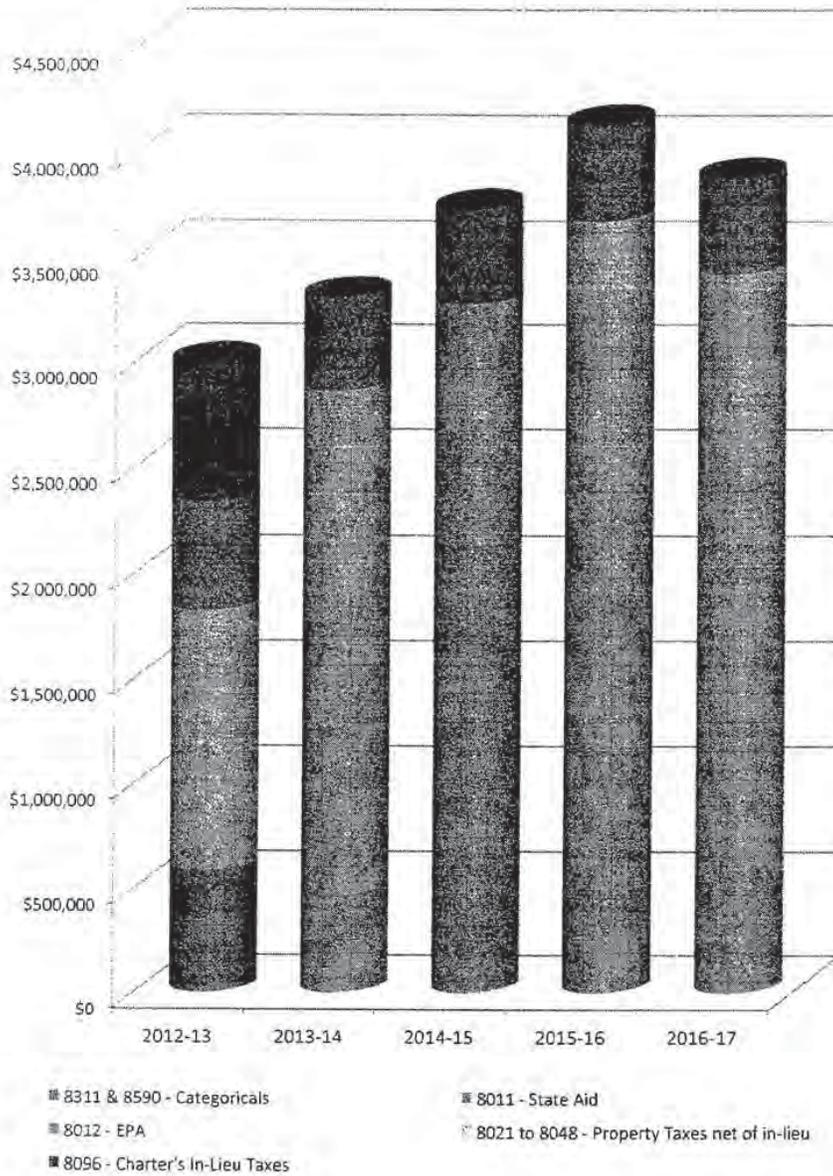


- Base Grant
- K-3 Grade Span Adjustment
- 9-12 Grade Span Adjustment
- Supplemental Grant
- Concentration Grant
- Add-ons (TIIBG & Transportation)

Summary of Funding					
	2013-14	2014-15	2015-16	2016-17	
Target	\$ 4,768,907	\$ 4,810,037	\$ 4,912,270	\$ 3,881,012	
Floor	3,118,572	3,312,981	3,732,905	4,133,299	
CY Gap Funding	194,409	419,924	400,394	-	
ERT	-	-	-	-	
Minimum State Aid	-	-	-	-	
Total Phase-In Entitlement	\$ 3,312,982	\$ 3,732,906	\$ 4,133,300	\$ 3,881,012	

Components of LCFF By Object Code					
	2012-13	2013-14	2014-15	2015-16	2016-17
8011 - State Aid	\$ 1,236,110	\$ 2,860,635	\$ 3,280,559	\$ 3,680,953	\$ 3,428,665
8011 - Fair Share	-	-	-	-	-
8311 & 8599 - Categoricals	584,922	-	-	-	-

Wisdom Academy for Young Scientists						5/1/14
LOCAL CONTROL FUNDING FORMULA						
8012 - EPA	515,579	450,795	450,795	450,795	450,795	450,795
<i>Local Revenue Sources</i>						
8021 to 8048 - Property Taxes net of in-lieu	-	-	-	-	-	-
8096 - Charter's In-Lieu Taxes	658,800	1,552	1,552	1,552	1,552	1,552
TOTAL FUNDING	\$ 2,995,411	\$ 3,312,982	\$ 3,732,906	\$ 4,133,300	\$ 4,133,300	\$ 3,881,012
Excess Taxes	\$ -	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ 0
EPA in excess to LCFF Funding	\$ -	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ (0)



LCFF Entitlement	\$ 2,995,411	\$ 3,312,982	\$ 3,732,906	\$ 4,133,300	\$ 4,133,300	\$ 3,881,012
Excess Taxes	-	(0)	0	(0)	(0)	0
Minimum EPA	-	0	-	0	0	-
Proof Total all Sources	\$ 2,995,411	\$ 3,312,982	\$ 3,732,906	\$ 4,133,300	\$ 4,133,300	\$ 3,881,012

Graphs

TRUE

TRUE

LCFF Calculator v15.1, Table based February 10, 2014

	Wisdom Academy for Young Scientists	5/1/14
LOCAL CONTROL FUNDING FORMULA		

EXHIBIT 27

Meeting Date	Agenda	Minutes
4/30/2011	x	
6/30/2011	x	
8/1/2011	x	
8/10/2011	x	x
8/19/2011	x	
9/16/2011	x	
9/22/2011	x	
10/5/2011	x	(cancelled)
10/8/2011	x	x
10/14/2011	x	x
10/29/2011	x	x
11/3/2011	x	x
11/30/2011	x	x
12/15/2011	x	x
1/20/2012	x	x
2/29/2012	x	x
4/25/2012	x	x
5/24/2012	x	x
6/28/2012	x	x
7/31/2012		x
9/5/2012	x	
9/27/2012	x	x
10/26/2012		x
11/30/2012	x	(cancelled)
1/31/2013	x	x
2/28/2013	x	x
3/22/2013	x	x
4/25/2013	x	x
6/6/2013	x	x
7/26/2013	x	x
8/9/2013	x	(lack of quorum)
8/29/2013	x	x
9/26/2013	x	x
10/9/2013	x	(lack of quorum)
10/24/2013		x
1/30/2014	x	x
2/3/2014	x	x
2/27/2014	x	x
3/13/2014	x	x
3/27/2014	x	(lack of quorum)
4/3/2014	x	x
4/25/2014	x	
4/30/2014	x	
5/20/2014	x	
6/12/2014	x	
6/27/2014	x	(lack of quorum)

7/9/2014	x	
7/30/2014	x	

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Board of Directors Meeting ("Board")

Saturday, April 30, 2011
10:00 AM

- I. Introductions to Board of Governance by community members present
 - A. **Call to Order:** The general board meeting of the governing board of Wisdom Academy for Young Scientists was called to order by President, Ms Loretta at 10:30 am
 - B. **Roll Call:**
 - Present-**Karen Haynes, Loretta McDonald, Adell Walker, Cathy Roby, Oliver Ortega, Parent Representative
 - Absent-**Edward Cabil, Tamara Smith, Charletha Washington
 - Others in Attendance-** Kewndra Okonkwo, Aleka Watson, Liby Eduarte, Helen Sellers, Jonathan Fields, Kandee Lewis, Dorothy Valenti, Alexandra Love, Cristina Santander, Parent, Daniel Santander, student, Ahmad McDaniel, Parent
- II. **Adoption of Agenda:** Evaluation of Executive Director, Board of Directors, Administrative Staff approved at April 11 meeting added to agenda
- III. **Reading of Minutes:** Minutes of the last meeting were read silently; motion to accept by Karen Haynes, seconded by Cathy Roby, motion carried to accept minutes as presented
 - A. **Communications:**
 - LACOE (Los Angeles County Office of Education)- WAYS' April 14th meeting with Charter Division took place at the County office. This was a "Question and Answer" Capacity session. Attendees included Alake Watson, Principal, Adell Walker, Board member, Kendra Okonkwo, Executive Director, Mr. Halilu, Bali Business Management, Loretta McDonald, Board President, Mr. Edward Cabil, Board member. Questions re: conflict of interest, assessment/evaluation, special education, and governance were the order of the day. Meeting lasted approximately 2 hours with Jan Isenberg and staff. Questions re: COI, curriculum, special education, governance and the charter petition were addressed.
 - Notice received from Innovations Charter Division (LAUSD, t.r. Porter) Oversight Team will visit the school during the week. Notice did not indicate for what purpose. School will be closed for spring break. Will notify Ms Porter of school being closed during proposed visit.
 - Notice to resign from the WAYS Board due to personal challenges at this time received from Ms Charletha Washington effective immediately.
 - Members of the WAYS Board, Executive Director and Principal visited Marcus Garvey Charter School to inspect as possible site for New Charter

B. Information Items:

Board Report: Ms Walker, board member, gave report on LACOE's capacity meeting with Jan Isenberg and team. The meeting was held at the county office and lasted approximately 2 hrs. Ms Walker felt the meeting was positive-many questions were asked as stated above. Board members present participated in answering the questions.

New Board Members: In attendance at the meeting are the following persons to join the WAYS governing board: Mr. Jonathan Fields, Ms Dorothy Valenti, Ms Kandee Lewis, and Ms Alexandria Love -- the future WAYS board members addressed the board and audience giving a brief synopsis of education, skill sets, expertise, experience and why they want to become apart of the WAYS family. Each potential member brings a wealth of educational experience, community knowledge, boardroom knowledge and experience, and fundraising acumen. The WAYS BOD and members present welcomed each individual with open arms.

Executive Director's Report: State of the organization --school is still operating well, going through the appeal process at LACOE. Tried one last time to appeal to LAUSD to continue the relationship (Authorizer)--met with new superintendent, Dr. Deasy ; was given information to proceed with appeal process at LACOE. Visit to Marcus Garvey School to inspect for possible site for new charter. School was visited previously by ED and board members. It is felt the Marcus Garvey School site is a good fit for WAYS' new charter. More information and meetings needed to confirm moving forward.

Principal's Report: Ms Alake stated state of the school is solid. Testing will begin soon and she feels the students are ready. Teachers have been working diligently to prepare students all year long. She feels confident the students will do their best on the STAR test. Parent Advocacy is where the school needs help. Parents come to school to see their kids perform--need to become more involved and engaged in their children's work at school and at home. The New Charter Petition is being written by principal and ED and will be submitted to LAUSD the following week,

IV. Closed Session: Closed session was called to order by President, Loretta McDonald at 12:47pm
The following items were discussed in closed session:

- Interim Executive Director
- Leadership Training (New Board Members)
- Corrective Action Plan of Executive Director

Closed session ended at 1:45 PM

V. The WAYS general board meeting called to regular session at 1: 55 PM by president, Loretta McDonald. The following actions were voted upon during the return to general session:

- Board approved Interviewing/Fingerprinting/Hiring of Mr. Michael Cureton as the Interim Executive Director
- Board Approved the Corrective Action Plan and Release of Executive Director
- Board Approved Leadership/Governance Training for new and returning Board members effective immediately

Wisdom Academy for Young Scientist
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Thursday, June 30, 2011
6:00pm

**Instructions for Presentations to the Board by Members of the
Community**

Wisdom Academy for Young Scientist ("Charter School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all community members.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications".
3. "Oral communications" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

I. Preliminary

A. Call to order

Meeting called to order by the Board President at _____

B. Salute the Flag

C. Roll Call

Present/Absent

Edward Cabil	____/____
Jonathan Fields	____/____
Karen Haynes	____/____
Kandee Lewis	____/____
Alex Love	____/____
Loretta McDonald	____/____
Oliver Ortega	____/____
Cathy Roby	____/____
Tamara Smith	____/____
Adell Walker	____/____
Dorothy Valenti	____/____

Others in Attendance

Bali Business Management
Michael Cureton
Jason Okonkwo
Alake Watson

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the **June 16, 2011** board minutes. Board Secretary to provide one copy to each Board Member for Review

IV. Communications

A. Oral Communications: Non-Agenda items: individuals who have submitted a request to speak form will be allowed a three (3) minute presentation regarding non-agenda items. The Oral communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the board will not respond or take action regarding public presentations. However, the Board may give direction to staff members following a presentation.

V. Information Items

1. Board Report
 - Board Structure (# of members)
 - Board Schedule for 2011/2012 School Year
 - Day for Meeting
 - Time of Meeting
 - Contract with Executive Director
2. Parent/Teacher/Student Report
3. Executive Director's Report
 - LACOE Monitoring and Oversight Memorandum of Understanding
 - Salvation Army Property
 - Charter School National Conference
 - Line of Credit
4. Principal's Report
 - State of the School
 - Charter School National Conference
 - Payment for preparation of Charter Petition
5. Director of Operation's Report
 - Contract with Bali Business
 - New Property Lease Agreements for 2011/2012

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Monday, August 1, 2011
3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time slotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others In Attendance

Michael Cureton	____/____
Alake Watson	____/____
Jason Okonkwo	____/____
Ball Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the June 30, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review

- IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Parent/Teacher
- Executive Director
- Principal
- Director of Operations
- Business & Finance

VI. Closed Session

1. Ball Business Management Contract
2. Public Employment
 - a. Principal
 - b. School Administrative Secretary

VII. Action Items

1. Release of Current Board Secretary
2. Reinstatement of Previous Board Secretary
3. Approval of School Administrative Secretary Position
4. Approval of Principal Position and Hiring Process
5. Approval of Board Sergeant at Arms Position
6. Approval of Contract with Charter School Management Corporation
7. Approval of New Property Lease Agreement with The Salvation Army Simon Family Youth and Community Center

VIII. Future Agenda Items

The Board will consider Items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Tuesday, August 10, 2011
3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaed and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Vellint	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Jason Okonkwo	____/____
Ball Business Management	____/____

ii. Additions to the Agenda (Provisions of emergency/Urgency)

000656

III. Approval of Minutes

Approval of the August 1, 2011, board minutes. Board Secretary to provide one copy to each Board Member to review

- IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Parent/Teacher
- Executive Director
- Principal
- Director of Operations
- Business & Finance

VI. Closed Session

- Approval of RPM Construction Contract
- Approve of Properties Lease Agreements with OCI for 706 E. Manchester Ave., Los Angeles, CA 90001 and 8778 S. Central Ave., Los Angeles, CA 90001
- Discuss Possible Move to New School Locations

Action Items

1. Approval of New Property Lease Agreement with Salvation Army Siemon Family Youth Center
2. Discussion of New Food Service Vendor and a New Auditor
3. Interview Top Four (4) Principal Candidates
4. Approval of Tamara Smith's Resignation
5. Evaluations of the Staff/Staff Credentials, Resumes and Job Descriptions
6. Board Notification Letter
7. Clarity Board Attendance Procedures

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

000657

RECEIVED
AUG 10 2011
LAODE
CHARTER SCHOOLS OFFICE



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, August 18, 2011
3:00 PM

The Special Meeting of the WAYS Governing Board was held on Wednesday, August 10, 2011 at the school of Wisdom Academy for Young Scientists. This meeting was called to order by the President, Ms Alex Love, at 3:15 pm. In her seat was the President, Love and also seated was the Secretary, Walker.

Board members present : Ed Cabil, Adell Walker, Loretta McDonald, Alex Love, Cathy Roby, Oscar Ortega. **Board members absent**: Karen Haynes, Tamara Smith, Jonathan Fields, Kandee Lewis (excused absence) Dorothy Valenti

Approval of minutes: Minutes were read silently and pushed back for a quorum to approval. A quorum was reached at 3:35 PM. Minutes were moved with addition, seconded and motion carried.

Interview Process: moved up on agenda

Board interviewed Top four (4) Candidates (as ranked by administration) for Principal of new site—location - Salvation Army – prior to going into closed session. All four candidates were given equal time to address the board, and answer open-ended questions of the evaluation process. A multi comprehensive performance evaluation process— consisting of, "evaluation of written exercise, oral delivery, open-ended questions, and answers session took place. After each candidate interview a discussion relative to criteria and performance indicators were reviewed. A democratic process of voting on each candidate was conducted and the candidate receiving the highest number of votes in ranking order was submitted to administration as first, second, third, and fourth choice. Interviewing process ended.

Closed Session was called to order by the President, Love, at 4:14 PM. At 5:20 PM closed session ended.

Returned to Open Session at 5:30 PM

Oral Communication

Toyer McBride, guest, commented on one of the Candidates for Principal of the new school and why she should be elected. Victoria Hankins, Brenda Peaches, and Brian Sawyers, guests commented on the school being kept in the area. Armando Espinoza, guest, addressed the board relative to becoming a member.

000661

Information Items (Reports)

Board: None

Parent/Teacher: Parent Orientation scheduled for August 22, 2011 at the new site on Central. Information to all parents will be posted on several mediums (website, flyers, etc)

Executive Director: LACOE approved Material Revision Request to expand to Salvation Army 2011-2012 school year. ED recommended approval of RPM Construction Management, Inc proposal made April 2011, at cost \$57,900. Building and Improvement funds available \$76,730. Additionally, recommended the board approve the final lease agreement with Salvation Army and consider approving the draft Property Lease Agreement for Manchester and Central Avenues with OCI. ED Introduced top four Candidates for the Principal's position at the new site. A rating of the candidates was based on multi-screening criteria (written, oral performance, open-ended questioning, and interview).

Principal: Recruitment is top priority to achieve numbers at both sites. WAYS has an enrollment (based upon applications accepted) of 325 and at new site enrollment stands at 157. Currently seeking strong, credentialed teachers experienced working with children in an urban setting. Presently, offered two teachers positions for Kinder and expect to offer a third teacher position. Interview process will commence until all teachers are hired. Curriculum & Instruction materials—appointments made with two reps from textbook companies for review. The board was thanked for being willing to recommend new instructional materials for the school.

Director of Operations: Copy of the RPM construction Management Contract Proposal was submitted total cost \$53,100. Requesting the board make a decision to commence project (ADA Upgrades) to be completed prior to school opening. We must comply with the orders to provide adequate disabled persons access to the facility to remain ADA compliant. A written report was submitted and further information can be viewed upon request.

Business & Finance: Budget status report given by Bali Business Management. A pupil estimate for new or significantly expanding charters (PENSEC) for 2011-2012 fiscal year was submitted. A statement of financial position of WAYS was presented by Bali Business Management giving a total assets accounting of \$1,196,664. A statement of revenue and expenditures was submitted along with 2011-2012 budget. Applied for state facility grant to solve cash flow concerns. School can receive approx \$500,000 in Oct. A Cash Flow Forecast was submitted showing income for 2011-2012 at \$4,085,907. All written reports are available upon request.

Report Out

RPM Construction Contract – not approved at this meeting - moved to next board meeting pending further review
Property Lease Agreement with OCI for 706 E. Manchester and 8778 S. Central moved to next board meeting pending review

New school location moved to future agenda item pending research and evaluation and adoption of fundraising proposal

Action Items

New Property Lease Agreement with Salvation Army--**Approved**

Interview Top Four Principal Candidates – **Approved**

Resignation of Tamara Smith -- **Approved**

Board Notification Letter -- **Approved Pending Bylaws amendments**

Clarify Board Attendance -- **Approved Pending Bylaws amendments**

Food Vendor -- **Approved**

New Auditor --

The board meeting of WAYS was adjourned at 6:30 PM.

Secretary of Board

Date

President of Board

Date

000662

Board Agenda-August 19 2011

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of "Special Meeting" of
Board of Directors

~~Friday, August 19, 2011~~

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community
Wisdom Academy for Young Scientists ("Charter School") welcomes your participation
at the school's Board meetings. The purpose of a
public meeting of the Board of Directors ("Board") is to conduct the affairs of the
school in public. We are pleased you are in attendance and
hope you will visit these meetings often. Your participation assures us of
continuing community interest in our school. To assist you in the
ease of speaking/participating in our meetings, the following guidelines are
provided:

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category of "Oral Communication."

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are not specifically on the agenda;
however, due to public meeting laws (Brown Act), the Board can only listen to your
issue, not respond or take action. These
presentations are limited to three (3) minutes and total time allotted to non-agenda
items will not exceed fifteen (15) minutes.
The Board may give direction to staff to respond to your concern or you may be
offered the option of returning with a citizen
requested agenda item.

4. With regard to items that are on the agenda, you may specify that agenda item on
your request form and you will be given an
opportunity to speak up to (3) minutes when the Board discusses that item.

5. Community members may request ("Community Member Agenda Request Form") that a topic
related to school business be
placed on a future agenda. Once such an item is properly agendaed and publicly
noticed, the Board can respond, interact, and
act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call Present/Absent
Edward Cabil _____/_____
Karen Haynes _____/_____
Loretta McDonald _____/_____
Adell Walker _____/_____
Alex Love _____/_____
Kandee Lewis _____/_____
Jonathan Fields _____/_____
Cathy Roby _____/_____
Dorothy Velinti _____/_____
Oliver Ortega _____/_____

BoardAgenda-August192011

Others in Attendance

Michael Cureton _____/_____
Alake Watson _____/_____
Lawrence Wynder _____/_____
Jason Okonkwo _____/_____
Bali Business Management _____/_____

Page 1

§

II. Approval of Minutes

Approval of the August 10, 2011 board minutes. Board Secretary to provide one copy to each Board Member for Review

III.

Oral Communications: Non-Agenda items-individuals who have submitted a request to speak form will be allowed up to three (3) minutes presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Reports (All Reports submitted to Board in writing)

1. Board 2 min
2. Parent/Teacher 2 min
3. Executive Director 2 min
4. Principal 3 min
5. Director of Operations 3 min
6. Business & Finance 3 min

V. The Board will consider the appointment of Michael Cureton as real property negotiator

VI. The meeting will now convene to closed session to discuss the following matters described in Section VII.

VII. Closed Session

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property:

• 706 Manchester Avenue
• 8778 S Central Avenue
Agency Negotiator: Michael Cureton

Negotiating Parties: Wisdom Academy for Young Scientists (WAYS)

Under Negotiation: price, terms of the agreement

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:1: 1 CASE

VIII. PUBLIC SESSION

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at _____.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

Page 2

000659

BoardAgenda-August192011

IX. Action Items

1. Approval of Lease Agreement for Salvation Army
2. Approval of New Curriculum (Language Arts-Science K-2)
3. Approval of Teacher Work Assignment Payment at Salvation Army
4. Approval of Volunteers Stipend for Salvation Army
5. Approval of RPM Contraction Contract
6. Approval of Board Policy & Procedures Manual
7. Approval of Board Committees--Fundraising & Board Development
8. Letter from Board member

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____
Page 2

8

**Wisdom Academy for Young Scientists
7651 S. Central Avenue
Los Angeles, CA 90001
General Meeting
Board of Directors
Friday, September 16, 2011
3:00 PM**

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Ball Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 19, 2011 board minutes. Board Secretary to provide one copy to each Board Member for Review

IV. Information Item (All Reports)

1. Board
 - a. Fundraising
 - b. Letter from Board Member
 - c. Annual CA Charter School Conference (February 27 – March 2, 2012)
 - d. Facilities Grant Status – updates applications available on-line
 - e. Annual Information Survey – due to CDE
 - f. Class Size Reduction Application – Due September 28, 2012
2. Parent/Teacher
3. Executive Director
 - a. LACOE Updates
 - b. School Openings
 - c. Curriculum and Instruction
4. Principal
 - a. Professional Development
 - b. Start of New School Year
5. Director of Operations
 - a. Los Angeles Department of Building and Safety (LADBS) – Orders to Comply (OTC)
 - b. Facilities Grant
 - c. National School Lunch Program
 - d. After-School Program
6. Business & Finance
 - a. LACOE Monthly Report
 - b. Status of WAYS Finance

V. Oral Communications: Non-Agenda Items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Closed Session

No Items

VII. Discussion Items/Action Items

1. Approval of Corporate Name Change
2. By-Laws – Term Limits/Amendments
3. Appointment of Two Board Committees (Fundraising and Board Development)
4. WAYS Board Policy and Procedures Manual
5. (Revised) Lease for 706 Manchester
6. STEM (How are these fields addressed in the curriculum moving forward)?

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**

Thursday, September 22, 2011
6:00 PM

I. **Instructions for Presentations to the Board by Members of the Community**

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. **Call to Order**

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil
Karen Haynes
Adell Walker
Alex Love
Kandee Lewis
Jonathan Fields
Cathy Roby
Dorothy Velinti
Oliver Ortega

____/____
____/____
____/____
____/____
____/____
____/____
____/____
____/____
____/____

Others In Attendance

Michael Cureton
Alake Watson
Lawrence Wynder
Jason Okonkwo
Bali Business Management

____/____
____/____
____/____
____/____
____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 16, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Executive Director
- Parent/Teacher
- Principals
- Director of Operations
- Business & Finance

VI. Closed Session

1. Investigation of possible corruption/fraud amongst certain board members
2. Investigation of possible misuse of public funds amongst certain board members
3. Excessive exposure to litigation
4. Accusation of Discrimination against employee of WAYS
5. Settlement of previous Executive Director

VII. Discussion/Action Items

1. Release of Current Board Secretary
2. Restructuring of the board
3. Approval of Innovative Ways Academy
4. Approval of Change of the Legal Counsel Services as Retainer
5. Approval of Audit Account Charges by our previous legal counsel
6. Approval of ED resignation
7. Review of Daily Schedule

VIII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Wednesday, October 5, 2011
5:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the August 16, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Information Item (All Reports)

- Board
- Executive Director
- Parent/Teacher
- Principals
- Director of Operations
- Business & Finance

VI. Closed Session

1. Investigation of possible corruption/fraud amongst certain board members
2. Investigation of possible misuse of public funds amongst certain board members
3. Excessive exposure to litigation
4. Accusation of Discrimination against employee of WAYS
5. Settlement of previous Executive Director

VII. Discussion/Action Items

1. Restructuring of the board
2. Approval of Board Members' Resignations
3. Approval of Innovative Ways Academy
4. Approval of Change of the Legal Counsel Services as Retainer
5. Approval of Audit Account Charges by our previous legal counsel
6. Approval of ED resignation

VIII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IX. Meeting Adjourned at _____

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors
Saturday, October 8, 2011
4:30 PM**

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**

A. Call to Order

Meeting called to order by Board Member at _____

B. Roll Call

Present/Absent

Edward Cabil
Karen Haynes
Adell Walker
Alex Love
Kandee Lewis
Jonathan Fields
Cathy Roby
Dorothy Velinti
Oliver Ortega

____/____
____/____
____/____
____/____
____/____
____/____
____/____
____/____
____/____

Others in Attendance

Alake Watson
Lawrence Wynder
Jason Okonkwo
Bali Business Management

____/____
____/____
____/____
____/____

II. Discussion/Action Items

1. Approval of Board Members' Resignations
2. Restructuring of the board
3. Approval of ED resignation

III. Meeting Adjourned at _____

RECEIVED

OCT 10 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

LACOE
CHARTER SCHOOLS OFFICE

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Saturday, October 8, 2011 3:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Saturday, October 8, 2011 at the school of Wisdom Academy for Young Scientists. Board Member, Mr. Edward Cabil, seated in the place of Board Chair in the absence of the Board President and Vice President, called this meeting to order at 5:05pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Edward Cabil, Karen Haynes, Dorothy Valenti.
Board Members Absent: Jonathan Fields and Kandee Lewis
Others in Attendance: Jason Okonkwo/Director of Operations, Haillu Haruna/Bali Business Management, and twelve (12) members of the community including parents of WAYS.
- IV. There were no additions to the agenda.
- V. **Information Items (Reports)**
Board:
 - a. Board Members' Resignations – Several Board Members - including Cathy Roby, Adell Walker, Alex Love, and Oliver Ortega – submitted letters of resignation prior to the Board Meeting held on October 8, 2011 for various reasons. Therefore, there are now five (5) remaining active board members, and three (3) of the (5) active board members present constituted a quorum. Edward Cabil moved to accept the Board Members' resignation letters, Dorothy Valenti second the motion; 3/0 unanimous vote in favor accepting Board Members Resignations.
 - b. Restructuring of the Board – Upon the resignation of the Board President, Treasurer, and Secretary, these offices become vacant and open for nominations. Edward Cabil moved to nominate Dorothy Valenti for Board President, Karen Haynes second the motion; 3/0 unanimous vote in favor electing Dorothy Valenti as Board President. Chairmanship then turned to Dorothy Valenti. Dorothy Valenti motioned to Nominate Karen Haynes for Board Secretary, Edward Cabil second the motion; 3/0 vote in favor of electing Karen Haynes as Board Secretary.
 - c. Executive Director – Executive Director resignation as of September 30, 2011. Dorothy Valenti moved to accept the Executive Director's resignation, Karen Haynes second the motion; 3/0 unanimous vote in favor to accept the Executive Directors resignation.
 - d. Dorothy Valenti made a recommendation that Edward Cabil resign as Board Member and serve as Interim Executive Director. Edward Cabil accepted the recommendation and vote of confidence for the position and proposed further discussion in a later Board Meeting.
- VI. **Action items**
 - a. Acceptance of Board Members' Resignations – Approved
 - b. Office Nomination and Election – Unanimous 3/0 favorable vote for Dorothy Valenti as Board President.
 - c. Office Nomination and Election – Unanimous 3/0 favorable vote for Karen Haynes as Board Secretary.
 - d. Executive Director Resignation - Approved

000711

VII. Installation of New Board Officers/Members

- a. Board Officers were given the Oath of Office, in addition each Officer, President – Dorothy Valenti, Karen Haynes – Secretary, Cheryl Johnson – Board Member, Armando Espinoza – Board Member, and Norman Golden – Board Member, each accepted duties and responsibilities of the office held by raising right hand and swearing to abide.
Transition of leadership took place immediately.

VIII. Oral Communication

- a. Prospective Board Members, Norman Golden, Cheryl Johnson, and Armando Espinoza addressed the Board stating their objectives and background.
b. Parent of WAYS and community member stated that she as well as other parents are pleased with the actions and discussions that took place at the Board Meeting.

IX. The board meeting of WAYS was officially adjourned at 5:25 PM.


Secretary of Board

President of Board

10-10-11

Date

10-14-11

Date

000712

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Friday, October 14, 2011.
6:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Present/Absent

Edward Cabil	____/____
Karen Haynes	____/____
Cheryl Johnson	____/____
Norman Golden	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Armando Espinoza	____/____
Dorothy Velinti	____/____

Others in Attendance

Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 8, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Elect Board Treasurer
2. Procopio, Cory, Hargreaves & Savitch LLP – Assign Procopio to review and resolve conflicts of interest issues
3. Approval of Change of the Legal Counsel Services as Retainer
4. Approval of Legal Services Contact Persons
5. Board Training Schedule

6. Approval of Check Request Policy and Procedures
7. Approval of Board Member Resignation

VI. Closed Session

8. Approval of Interim Executive Director
9. Middleton, Young & Minney LLP (MYM) - Review legal charges and ethical violations.

VII. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

RECEIVED

NOV 04 2011

LACOE
CHARTER SCHOOLS DIVISION

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, October 14, 2011 6:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Friday, October 14, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 6:23pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Norman Golden, Cheryl Johnson
Board Members Absent: Jonathan Fields, Karen Haynes, Kande Lewis, Edward Cabil
Others in Attendance: Jason Okonkwo, Halli Haruna/Ball Business Management. There were no additions to the agenda.
- IV. **Discussion/Action Items**
Board:
 - a. The Meeting Minutes for the October 8, 2011 Board Meeting, approved with no corrections.
 - b. Elect Board Treasurer – Upon the resignation of the Board Treasurer this office became vacant and open for nomination. Dorothy Valenti moved to nominate Armando Espinoza for Board Treasurer, Cheryl Johnson second the motion; 4/0 unanimous Approval
 - c. Procopio LLP to review and resolve the conflicts of interest issues. Moved to Closed Session.
 - d. Cheryl Johnson moved to approve the change in legal services counsel as retainer. Norman Golden second the motion; 4/0 unanimous Approval.
 - e. Approved Legal Services Contacts – Board President, Executive Director, and School Administrator upon authorization from ED. Norman Golden moved to approve the legal services contacts, Cheryl Johnson second the motion; 4/0 unanimous vote in favor of authorized legal services contact persons.
 - f. Board Training Schedule moved to closed session
 - g. Director of Operations informed the Board of a temporary solution to the check request procedure concern. Dorothy Valenti moved to approve the temporary check request procedure, Norman Golden second the motion; 4/0 unanimous Approval
 - h. Board Member resignation – Board Member Edward Cabil submitted his resignation to the Board President, Dorothy Valenti moved to accept his resignation, Norman Golden second the motion; 4/0 unanimous Approval
- V. **Closed Session**
 - a. Called to Order at 6:45pm; Adjourned at 6:56pm
 - b. Edward Cabil as Interim Executive Director – Unanimous 4/0 Approval.
 - c. Review of MYM LLP charges and ethical violations. - Unanimous 4/0 Approval
 - d. Procopio LLP to review and resolve the conflicts of interest issues. Unanimous 4/0 Approval
- VI. **Installation of New Board Officers/Members**
- VII. **Oral Communication**
- VIII. **Future Agenda Items**
 - a. No Items presented at this time.
- IX. The board meeting of WAYS was officially adjourned at 6:57 PM.

Armando Espinoza
 (Acting) Secretary of Board Date 10/29/11
Dorothy Valenti
 President of Board Date 10-27-11

000716

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

**Notice of "Special Meeting" of
Board of Directors**
Saturday, October 29, 2011
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.**
- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**

A. Call to Order
Meeting called to order by the Board President at _____

B. Roll Call **Present/Absent**

Karen Haynes	_____ / _____
Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____
Jonathan Fields	_____ / _____
Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____

Others in Attendance

Edward Cabil	_____ / _____
Alake Watson	_____ / _____
Lawrence Wynder	_____ / _____
Jason Okonkwo	_____ / _____
Bali Business Management	_____ / _____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 14, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

V. Discussion/Action Items

1. Approval of October 14, 2011 Board Meeting Minutes
2. Removal of previous Executive Director from all accounts associated with Wisdom Academy for Young Scientists
3. Approve new authorized bank account signatories.
4. Approval persons authorized to retrieve checks from LACOE
5. Approval of Board Member Resignation

VI. Closed Session

VII. Future agenda Items

The Board will consider Items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

NOV 09 2011

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Saturday, October 29, 2011 4:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Friday, October 14, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:52pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present : Dorothy Valenti, Armando Espinoza, Norman Golden, Karen Haynes
Board Members Absent: Jonathan Fields, Cheryl Johnson
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. Discussion/Action Items
Board:
 - a. The Meeting Minutes for the October 14, 2011 Board Meeting, approved with no corrections.
 - b. Removal of the previous Executive Director, from all accounts associated with Wisdom Academy for Young Scientists. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - c. New authorized bank account signatories – Jason Okonkwo, Edward Cabil, Karen Haynes. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - d. Persons authorized to retrieve checks from LACOE – Jason Okonkwo and Edward Cabil. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
 - e. Acceptance of Board Member, Kande Lewis, resignation. Karen Haynes moved to take a vote, Armando Espinoza second the motion 4/0 unanimous approval.
- V. Closed Session
- VI. Installation of New Board Officers/Members
- VII. Oral Communication
- VIII. Future Agenda Items
 - a. No Items presented at this time.
- IX. The board meeting of WAYS was officially adjourned at 4:58 PM.

Karen Haynes 11-3-2011
Secretary of Board Date

Dorothy Valenti 11-03-2011
President of Board Date

000720

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001
Board of Directors Meeting
Thursday, November 3, 2011
5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
Meeting called to order by the Board President at _____

WAYS

11/03/2011

1

000721

B. Roll Call

Present/Absent

Karen Haynes	_____ / _____
Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____
Jonathan Fields	_____ / _____
Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____

Others In Attendance

Edward Cabil	_____ / _____
Alake Watson	_____ / _____
Lawrence Wynder	_____ / _____
Jason Okonkwo	_____ / _____
Ball Business Management	_____ / _____

II. Additions to the Agenda (Provisions of emergency/Urgency)

III. Approval of Minutes

Approval of the October 29, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Ball Business Management - Finance

V. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Approval of Interim Executive Director's status to permanent.
2. Approval of 2010-11 SY Fiscal Audit

VII. Closed Session

1. Settlement of previous Executive Director.
2. Revisit Of Staff Contracts

VII. Future agenda Items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, November 3, 2011 5:00 PM

- I. The WAYS Governing Board Meeting was held on Thursday, November 3, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 5:30pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present : Dorothy Valenti, Armando Espinoza, Norman Golden, Karen Haynes, Cheryl Johnson
Board Members Absent: Jonathan Fields
Others in Attendance: Jason Okonkwo, Edward Cabil, Alake Watson, Lawrence Wynder
- IV. Oral Communication/Reports
 - a. Executive Director
 - I. Pleased with the student potential and teachers skills.
 - II. Goal – to the school back to a 800+ API
 - III. Achievement Plan – Innovative WAYS program Introduced to help boost student achievement, Focus on grammar, reading, and writing.
Emphasis on integrating technology into the curriculum, and high levels of intellectual exposure.
 - b. Parent/Teacher
 - I. Request to be informed about Board Meetings.
 - II. LACOE/MOU Compliance
 - III. Supplies Requisition
 - IV. Request for "status" of Pay Structure/Scale
 - c. Principals Report
 - I. (Attached)
 - d. Director of Operations
 - I. (Attached)
 - e. Bell Business Management – Finance
 - I. (Attached)
- V. Discussion/Action Items

Board:

 - a. Approval of the October 29, 2011, board minutes. - 5/0 unanimous approval.
 - b. Approval of Interim Executive Director to become permanent. - 5/0 unanimous approval.
 - c. Approval to embark on the 2010-11 SY Fiscal Audit. - 5/0 unanimous approval.
- VI. Closed Session
 - a. Investigation of the settlement of the previous Executive Director - 5/0 unanimous approval.
- VII. Future Agenda Items
 - a. Fundraising.
 - b. Facility Upgrade – HVAC System.
 - c. Possible Salary Schedule for Employees.
 - d. Hiring additional staff.
- VIII. The board meeting of WAYS was officially adjourned at 7:30PM.


Secretary of Board

11-30-11
Date


President of Board

11-30-11
Date

000723

Wisdom Academy for Young Scientists

706 E. Manchester Avenue
Los Angeles, CA 90001

Board of Directors Meeting

Cheesecake Factory
4142 Via Marina - Marina Del Rey, CA 90292

Wednesday, November 30, 2011

6:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

	Present/Absent
Karen Haynes	____/____
Cheryl Johnson	____/____
Norman Golden	____/____
Jonathan Fields	____/____
Armando Espinoza	____/____
Dorothy Valenti	____/____

Others In Attendance

Edward Cabil	____/____
Alake Watson	____/____
Lawrence Wynder	____/____
Jason Okonkwo	____/____
Ball Business Management	____/____

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the November 3, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Ball Business Management - Finance

V. Oral Communications: Non-Agenda items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Fundraising
2. Recruitment and approval of additional Board Members
3. Submission and approval of Wells Fargo Loan Application

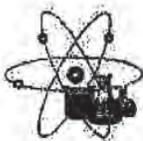
VII. Closed Session

1. Updates Regarding Settlement of Previous Executive Director
2. LACOE's request for Capacity Hearing

VII. Future agenda items

The Board will consider items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

BOARD OF DIRECTORS MEETING

Thursday, November 30, 2011 6:00 PM

RECEIVED

DEC 27 2011

LACOE
CHARTER SCHOOLS OFFICE

- I. The WAYS Governing Board Meeting was held on Wednesday, November 30, 2011 at the Cheesecake Factory in Marina Del Rey, California. Board President, Dorothy Valent, called this meeting to order at 7:05pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valent, Norman Golden, Karen Haynes, Cheryl Johnson
Board Members Absent: Jonathan Fields, Armando Espinoza
Others in Attendance: Haliu Haruna, Jason Okonkwo, Edward Cabil, Eleanor Jones, Alake Watson, and Lawrence Wyndler, WAYS Teachers
- IV. **Oral Communication/Reports**
 - a. **Executive Director**
 - I. Academics: Pleased to announce that after thorough observations, the Innovative WAYS Program will guarantee that WAYS will be one of the leading schools in the nation.
 - II. Finance: Talks with investors regarding loans to fund expansion and strengthening of our educational program.
 - III. Fundraising: ESPN Fundraiser will help fund the purchase and implementation of the Reader Rabbit Program
 - IV. Achievement Plan: Innovative WAYS program introduced to help boost student achievement. Focus on grammar, reading, and writing. Emphasis on integrating technology into the curriculum, and high levels of intellectual exposure.
 - b. **Parent/Teacher**
 - I. Academics: Introduction and description of strategies and techniques to boost student achievement.
 - II. Requests: Salary Scale, Technology – Elmo Cameras, Computers, Updated Libraries.
 - III. Fundraising: Willing to assist in any way.
 - c. **Principals Report**
 - I. Academics: Evidence of learning amongst the students.
 - II. Concerns: Technology – Acquisition of computers, and equipment to strengthen our technology component.
 - III. Request: Response to the request made in the November 3, 2011 Board Meeting.
 - d. **Director of Operations**
 - I. NSLP: Reimbursements – September - \$28,658.07 , October – \$35,313.83
 - e. **Ball Business Management – Finance**
 - I. The school is in superb financial condition.
 - II. Audit: The audit is proceeding flawlessly. It is due on December 15, 2011. I will present it to the Board for review and approval in the next Board Meeting.
- V. **Installation of New Board Officers/Members**
- VI. **Discussion/Action Items**

Board:

 - a. Fundraising – moved to future Board Meeting
 - b. Recruitment and approval of additional Board Members Submission and approval of Wells Fargo Loan Application – Eleanor Jones and Kwell Umolo, New Board Members– Approved 4/0 Decision
- VII. **Closed Session**
 - a. Updates Regarding Settlement of Previous Executive Director – moved to future Board Meeting
 - b. LACOE's request for Capacity Hearing – moved to future Board Meeting
- VIII. **Future Agenda Items**
 - a. Response to teacher and principals report/request
 - b. Submission and Approval of WF Loan Application
- IX. The board meeting of WAYS was officially adjourned at 7:30PM.

Linda Eason 12/15/11
Secretary of Board Date

Dorothy Valent 12-15-11
President of Board Date

000727

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, December 15, 2011
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

			Present/Absent
Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Jonathan Fields	____/____
Armando Espinoza	____/____	Dorothy Valenti	____/____
Eleanor Jones	____/____	Kweli Umojo	____/____

Others in Attendance

Edward Cabil	____/____		
Alake Watson	____/____	Lawrence Wynder	____/____
Jason Okonkwo	____/____	Ball Business Mgmt.	____/____

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the November 30, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Ball Business Management - Finance

V. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

1. Submission and Approval of 2010 – 2011 School Year Fiscal Audit
2. Fundraising

VII. Closed Session

1. Updates Regarding Settlement of Previous Executive Director
2. Discussion and Denial of LACOE's request for Capacity Hearing
3. Discussion and Approval of Executive Director Contract
4. Discussion and Approval of Custodian Contract
5. Discussion about the response to teachers and principals requests made in the 11/3/11 Board Meeting.

VII. Future agenda Items

The Board will consider Items for future Board Meeting Agendas

VIII. Meeting Adjourned at _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001
BOARD OF DIRECTORS MEETING
Thursday, December 15, 2011 4:00 PM

- I. The WAYS Governing Board Meeting was held on Thursday, December 15, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:41pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present: Dorothy Valenti, Armando Espinoza, Norman Golden, Cheryl Johnson, Eleanor Jones
Board Members Absent: Jonathan Fields, Kweli Umojo, Karen Haynes
Others in Attendance: Halilu Haruna, Jason Okonkwo, Edward Cabil, Alake Watson.
- IV. Additions to the Agenda
 - a. Discussion Response to Letter Date 11/28/11 from LACOE – Closed Session
 - b. Discussion Regarding Employee Retro Salary – Closed Session.
- V. Approval of 11/30/11 Minutes – Approved 5/0
- VI. Oral Communication/Reports
 - a. Executive Director
 - I. Discussion regarding ESPN Fundraising.
 - II. Discussion regarding future land acquisition and development.
 - b. Principals
 - I. WAYS received a donation consisting of instructional materials from Crescendo Charter Schools. → WAYS Board will officially accept the donation from Crescendo in a future Board Meeting.
 - II. WAYS Board will officially add the approval of the LEA Plan to the agenda in a future Board Meeting.
 - c. Director of Operations
 - d. Bali Business Management – Finance
 - I. Discussion regarding monthly fiscal reports submitted to LACOE
 - II. WAYS is superb fiscal health despite the series of State Funding deferrals.
 - III. Discussion regarding Wells Fargo Line of Credit
 1. WAYS Board considers the official approval of the Line of Credit from Wells Fargo in Future Board Meeting.
 - e. Community Representative
 - I. Thankful and supportive to the WAYS Board of Directors and staff for their commitment and service in the community.
- VII. Installation of New Board Officers/Members
- VIII. Discussion/Action Items
Board:
 - a. Fundraising – moved to future Board Meeting
 - b. Submission and Approval of 2010 – 2011 School Year Fiscal Audit – moved to future Board Meeting
- IX. Closed Session
 - a. Updates Regarding Settlement of Previous Executive Director – moved to future Board Meeting
 - b. Discussion and Denial of LACOE's request for Capacity Hearing – Denied 5/0
 - c. Discussion and Approval of Executive Director Contract – Approved 5/0
 - d. Discussion and Approval of Custodian Contract – Approved 5/0
 - e. Discussion about the response to teachers and principals requests made in the 11/3/11 Board Meeting. – Approved 5/0
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 6:32PM.


Secretary of Board 12/20/12
Date


President of Board 12/20/12
Date

000729

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Friday, January 20, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and ADA compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaed and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

			Present/Absent
Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Jonathan Fields	____/____
Armando Espinoza	____/____	Dorothy Valenti	____/____
Eleanor Jones	____/____	Kweli Umojo	____/____

Others in Attendance

Edward Cabil	____/____		
Alake Watson	____/____	Lawrence Wynder	____/____
Jason Okonkwo	____/____	Bali Business Mgmt.	____/____

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the December 15, 2011, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

V. Oral Communications: Non-Agenda Items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

VII. Closed Session

1. Real Estate – 100 E 49th Street, Los Angeles, Ca
2. Updates Regarding Settlement of Previous Executive Director
3. Updates Regarding Employee Compensation
4. Release of Employee Contract

VI. Future agenda Items

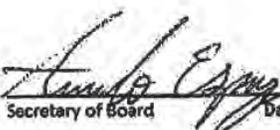
The Board will consider items for future Board Meeting Agendas

VII. Meeting Adjourned at _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001
BOARD OF DIRECTORS MEETING
Friday, January 20, 2012 4:00 PM

- I. The WAYS Governing Board Meeting was held on Thursday, December 15, 2011 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valent, called this meeting to order at 4:55pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present: Dorothy Valent, Armando Espinoza, Norman Golden, Cheryl Johnson, Eleanor Jones
Board Members Absent: Jonathan Fields, Kwell Umcojo, Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Lawrence Wynder.
- IV. Additions to the Agenda
- V. Approval of 12/15/11 Minutes – Approved 5/0
- VI. Oral Communication/Reports
 - a. Executive Director
 - b. Instructional Coach
 - c. Principals
 - d. Director of Operations
- VII. Installation of New Board Officers/Members
- VIII. Discussions/Action Items
Board:
- IX. Closed Session
 - a. Updates Regarding Settlement of Previous Executive Director – Updates in future Board Meeting
 - b. Updates Regarding Employee Compensation – Updates future Board Meeting
 - c. Real Estate – 100 E 49th Street, Los Angeles Ca – Updates in future Board Meetings
 - d. Release of Employee Contract – Approved 5/0
- X. Future Agenda Items
 - a. Updates Regarding Settlement of Previous Executive Director – Updates in future Board Meeting
 - b. Updates Regarding Employee Compensation – Updates future Board Meeting
 - c. Updates Regarding Real Estate – 100 E 49th Street, Los Angeles Ca – Updates in future Board Meetings
- XI. The board meeting of WAYS was officially adjourned at 6:20PM.

RECEIVED
MAR 07 2012
LACOE
CHARTER SCHOOLS OFFICE


Secretary of Board Date 2/29/12


President of Board Date 2-29-12

000732

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, February 29, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

			Present/Absent
Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Jonathan Fields	____/____
Armando Espinoza	____/____	Dorothy Valenti	____/____
Eleanor Jones	____/____	Kwell Umojo	____/____

Others in Attendance

Edward Cabil	____/____		
Alake Watson	____/____	Lawrence Wynder	____/____
Jason Okonkwo	____/____	Ball Business Mgmt.	____/____

ii. Additions to the Agenda (Provisions of Emergency/Urgency)

iii. Approval of Minutes

Approval of the January 20, 2012, board minutes. Board Secretary to provide one copy to each Board Member for review.

iv. Reports/Discussion

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Ball Business Management - Finance

v. Oral Communications: Non-Agenda items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

vi. Discussion/Action Items

- Termination of Board Members: Jonathan Fields and Kwell Umojo.
- Approval of Revised Employee Handbook
- Approval of 2010-11SY Financial Audit

vii. Closed Session

- Communication from LACOE
- Real Estate – 100 E 49th Street, Los Angeles, Ca
- Updates Regarding Settlement of Previous Executive Director
- Updates Regarding Employee Compensation
- Release of Employee Contract

vi. Future agenda Items

The Board will consider items for future Board Meeting Agendas

vii. Meeting Adjourned at _____

RECEIVED

MAY X 4 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Wednesday, February 29, 2012 4:00 PM

- I. The Special Meeting of the WAYS Governing Board was held on Wednesday, February 29, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 6:31pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present:** Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson
Board Members Absent: Jonathan Fields, Karen Haynes, Kwell Umojo, Norman Golden,
Others in Attendance: Jason Okonkwo, Halliu Haruna/Bali Business Management, Edward Cabil
- IV. **Additions to the Agenda**
 - a. Approval of the Revised 2011-12 School Year Budget
- V. **Discussion/Action Items**
 - a. Revised 2011-12 School Year Budget – Approved
 - b. Principal – Written Report Attached, narrated by Jason Okonkwo
 - c. Halliu/Bali Business Management – Financial health and concerns. Request to add Revised Budget to Agenda, urgent.
 - d. Revised 2011-12 School Year Budget – Approved 4/0 Unanimous.
 - e. Termination of Board Members: Jonathan Fields and Kwell Umojo
 - f. Approval of Revised Employee Handbook
 - g. Approval of 2010-11SY Financial Audits.
- VI. **Closed Session**
 - a. Communication from LACOE – discussion only.
 - b. Real Estate – 100 E 49th Street, Los Angeles, Ca – discussion only.
 - c. Updates Regarding Settlement of Previous Executive Director – will be addressed as an action item in future board meeting.
 - d. Updates Regarding Employee Compensation – will be addressed as an action item in future board meeting.
 - e. Release of Employee Contract – Approved 4/0 Unanimous.
- VII. **Oral Communication**
- VIII. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
- IX. The board meeting of WAYS was officially adjourned at 8:57 PM.

Karen Haynes 4-25-12
Secretary of Board Date

Dorothy Valenti 4/25/12
President of Board Date

000737

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, April 25, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

RECEIVED

MAY 04 2012

LACOE
CHARTER SCHOOLS OFFICE

A. Call to Order

Meeting called to order by the Board President at _____

B. Roll Call

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valenti	_____	Eleanor Jones	_____

Present/Absent

Others in Attendance

Edward Cabll	_____	Lawrence Wynder	_____
Alake Watson	_____	Ball Business Mgmt.	_____
Jason Okonkwo	_____		

II. Additions to the Agenda (Provisions of Emergency/Urgency)

III. Approval of Minutes

Approval of the February 29, 2012, board minutes. Board Secretary to provide one copy to each Board Member for review.

IV. Reports/Discussion

- Executive Director
- Principal
- Director of Operations
- Ball Business Management - Finance

V. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

VI. Discussion/Action Items

- a. Resolution to Issue Funds to and from WAYS to LACOE
- b. Development of protocol for communications flow from parents – Board and Vice Versa
- c. Ball Business Management Contract
- d. Propose purchase of real estate and expansion
- e. 2012-13 School Year Staffing and Growth
- f. Resolution to submit material revision of WAYS Charter - to add 6th Grade - to LACOE Board for approval.

VII. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

VI. Future agenda Items

The Board will consider items for future Board Meeting Agendas

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Wednesday, April 25, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Wednesday, April 25, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:35pm.
- II: All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson, Karen Haynes, Norman Golden
Board Members Absent:
Others in Attendance: Jason Okonkwo, Halilu Haruna/Bali Business Management, Edward Cabil, Alake Watson
- IV. **Additions to the Agenda**
 - a. Approval of the Revised 2011-12 School Year Budget
- V. **Approval of Minutes**
 - a. February, 29, 2012 – Approved 6/0 Unanimous
- VI. **Reports**
 - a. Executive Director – Oral Report, See Attachment
 - b. Principal – Oral Report, See Attachment
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Resolution to Issue Funds to and from WAYS and LACOE, discussion by Jason Okonkwo – Approved 6/0 Unanimous
 - b. Development of protocol for communication flow from parents and board and vice versa, discussion by WAYS Board of Directors
 - c. Bali Business Management Contract - will be addressed as an action item in future board meeting.
 - d. Propose purchase of real estate and expansion, discussion by Edward Cabil
 - e. 2012-13 School Year Staffing and Growth, discussion by Edward Cabil and Board of Directors
 - f. Resolution to submit material revision of WAYS Charter - to add 6th Grade - to LACOE Board for approval – Approved 6/0 Unanimous
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)
- IX. **Oral Communication**
- X. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
- XI. The board meeting of WAYS was officially adjourned at 7:43 PM.

Secretary of Board

Date

Dorothy Valenti

President of Board

05/24/12

Date

000740

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, May 24, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

- I. Preliminary Activities**
a. Call to Order

WAYS

05/24/2012

1

000741

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	<input checked="" type="checkbox"/>	Cheryl Johnson	<input checked="" type="checkbox"/>
Norman Golden	<input checked="" type="checkbox"/>	Armando Espinoza	<input checked="" type="checkbox"/>
Dorothy Valenti	<input checked="" type="checkbox"/>	Eleanor Jones	<input checked="" type="checkbox"/>

ii. Others in Attendance

Edward Cabil	<input checked="" type="checkbox"/>	Lawrence Wynder	<input checked="" type="checkbox"/>
Alake Watson	<input checked="" type="checkbox"/>	Bali Business Mgmt.	<input checked="" type="checkbox"/>
Jason Okonkwo	<input checked="" type="checkbox"/>		

d. Approval of the Minutes

i. April 25, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Principal
- d. Director of Operations
- e. Bali Business Management

III. Public Communication: Non-Agenda items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Presentations

- a. Mock Trial Club Demonstration
- b. Doctors Club Demonstration
- c. Science Club Demonstration
- d. Entrepreneurs' Clubs Product Display

V. Discussion/Action Items

- a. Discussion on the 2012-13 School Year Budget
- b. Discussion on the LACOE Board action regarding WAYS taken on May 1, 2012.
- c. Bali Business Management Contract

VI. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, May 24, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, May 24, 2012 at the school of Wisdom Academy for Young Scientists. Board President, Dorothy Valenti, called this meeting to order at 4:00pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present** : Dorothy Valenti, Armando Espinoza, Eleanor Jones, Cheryl Johnson, Karen Haynes, Norman Golden
Board Members Absent:
Others in Attendance: Jason Okonkwo, Halilu Haruna/Bali Business Management, Edward Cabil, Lawrence Wynder, Parents and Teachers of WAYS.
- IV. **Additions to the Agenda**
 - a. Approval of the MOU between Heal the Bay and WAYS
 - b. Approval of WAYS 2012-13 Calendar
- V. **Approval of Minutes**
 - a. April 25, 2012 – Approved 6/0 Unanimous
- VI. **Reports**
 - a. Executive Director – Oral Report
 - b. Principal – Oral Report, See Attachment
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Discussion on the 2012-13 School Year Budget
 - b. Discussion on the LACOE Board action regarding WAYS taken on May 1, 2012.
 - c. Business Management Contract – Denied 6/0. Halilu to revise. Revision to be addressed as an action item in future board meeting. Directive given for WAYS Staff to solicit bids for Business Management Services. Directive given to staff to solicit bids for business management in the next school year.
 - d. Approval of 2012-13 School Year Calendar – Approved 6/0
 - e. Approval of MOU between Heal the Bay and WAYS – Denied 6/0, to be addressed as an action item in future board meeting.
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation
(significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)
- IX. **Oral Communication**
- X. **Future Agenda Items**
 - a. Bali Business Management Proposed Contract
 - b. MOU between Heal the Bay and WAYS
- XI. The board meeting of WAYS was officially adjourned at 6:55 PM.

Karen Haynes 5/24/12 *Dorothy Valenti* 5-24-12
Secretary of Board Date President of Board Date

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Thursday, June 28, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valenti	_____	Eleanor Jones	_____

ii. Others in Attendance

Edward Cabil	_____	Lawrence Wynder	_____
Alake Watson	_____	Ball Business Mgmt.	_____
Jason Okonkwo	_____		

d. Approval of the Minutes

i. May 24, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Principal
- d. Director of Operations
- e. Ball Business Management

III. Public Communication: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Presentations

V. Discussion/Action Items

- a. Approval to Implement the Teacher Salary Table for the 2012-13 School Year.
- b. Approval of the 2012-13 School Year Budget
- c. Approval of the 2012-13 School Year Calendar
- d. Discussion on School Site Classroom Size
- e. Discussion on Recruitment of Students
- f. Approval of Memorandum of Understanding between Heal the Bay and WAYS
- g. Approval of Ball Business Management Contract

VI. Closed Session

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Special Board of Directors Meeting
Tuesday, July 31, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Armando Espinoza	____/____
Dorothy Valenti	____/____	Eleanor Jones	____/____

ii. Others in Attendance

Edward Cabil	____/____	Deara Okonkwo	____/____
Jason Okonkwo	____/____	Karen Horowitz	____/____
Bali Business Mgmt.	____/____		

- d. Approval of the Minutes
 - i. June 28, 2012
- e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Vice Principals
- d. Director of Operations
- e. Bali Business Management

III. Public Communication: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Discussion/Action Items

- a. Approval of Early Entrance Evaluation for Kindergarten Policy ✓
- b. Approval of Royal Dining Contract
- c. Approval of Medina's Proposal for Central Air and Heat System
- d. Approval of OCI Development 2012-13 FY Property Lease ✓
- e. Approval of Salvation Army 2012-13 FY Property Lease ✓
- f. Approval of Amended Executive Director Contract
- g. Approval of Revised Fiscal Policy
- h. Approval of Resolution to Purchase/Lease a Vehicle for School Business

V. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

RECEIVED

DEC 14 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
705 E. Manchester Avenue
Los Angeles, CA 90001
SPECIAL MEETING OF
BOARD OF DIRECTORS
Tuesday, July 31, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Dorothy Valenti, called this meeting to order at 5:32pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present: Eleanor Jones, Cheryl Johnson, Karen Hanyes, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden,
Others in Attendance: Jason Okonkwo, Halli Haruna/Ball Business Management, Edward Cabil, Karen Horowitz
- IV. Additions to the Agenda
 - a. Discussion: Travel Reimbursement for Board Members
- V. Approval of Minutes
 - a. June 28, 2012 - Amended contract period for Ball Business Management Contract to include period 2011-12 - Approved 5/0
- VI. Reports
 - a. Board Members - Discussion on changes in staff and new staff
 - b. Executive Director - Oral Report
 - c. Vice Principal(s) - Oral Report
 - d. Director of Operations - Oral Report
 - e. Ball Business Management - Oral Report, See Attachment
- VII. Discussion/Action Items
 - a. Approval of Early Entrance Evaluation for Kindergarten Policy - Approved 5/0
 - b. Approval of Royal Dining Contract - Approved 5/0
 - c. Approval of Medina's Proposal for Central Air and Heat System - Approved 5/0
 - d. Approval of OCI Development 2012-13 FY Property Lease - Approved 5/0
 - e. Approval of Salvation Army 2012-13 FY Property Lease - Approved 5/0
 - f. Approval of Amended Executive Director Contract - Approved 5/0
 - g. Approval of Revised Fiscal Policy - Approved 5/0
 - h. Approval of Resolution to Purchase/Lease a Vehicle for School Business - Approved 5/0
 - i. Discussion: Travel Reimbursement for Board Members
- VIII. Closed Session
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case) - No Action Taken
- IX. Future Agenda Items
 - a. Amended Fiscal Policy
 - b. Travel Reimbursement for Board Members
- X. The board meeting of WAYS was officially adjourned at 7:12 PM

Secretary of Board

Date

10-26-12

President of Board

Date

10-26-12

000747

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

Notice of Board of Directors Meeting
Wednesday, September 5, 2012
4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabll	_____ / _____	Deara Okonkwo	_____ / _____
Jason Okonkwo	_____ / _____	Karen Horowitz	_____ / _____
Ball Business Mgmt.	_____ / _____		

- d. Approval of the Minutes

I. July 31, 2012

- e. Additions to the Agenda (Provisions of Emergency/Urgency)

ii. Communications:

- a. Board Members
- b. Executive Director
- c. Vice Principals
- d. Director of Operations
- e. Ball Business Management

iii. Public Communication: Non-Agenda Items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

iv. Presentations

v. Discussion/Action Items

- a. Action: Amended Executive Director Contract
- b. Discussion: Board Retreat
- c. Discussion: Travel Reimbursement/Stipend for Board Members

vi. Closed Session

- a. Conference with Legal Counsel: Anticipated Litigation (significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)): (one potential case)

vi. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, September 27, 2012

4:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

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09/05/2012

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RECEIVED

DEC 14 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, September 27, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 4:34pm.
- II. All members and guest stood and saluted the flag.
- III. Board Members Present: Eleanor Jones, Cheryl Johnson
Board Members Present at Teleconference Location: Karen Hanyas, Dorothy Valenti
Board Members Absent: Armando Espinoza, Norman Golden,
Others in Attendance: Jason Okonkwo, Hailei Herrera, Bill Business Management, Edward Cabil, Deara Okonkwo, Karen Horowitz
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. July 31, 2012 -- Moved to next board meeting.
- VI. Reports
 - a. Executive Director -- Oral Report
 - b. Vice Principal(s) -- Oral Report
 - c. Director of Operations -- Oral Report
 - d. ~~Bill Business Management -- Oral Report, See Attachment~~
- VII. Discussion/Action Items
 - a. Action: Amended Executive Director Contract -- Approved 4/0
 - b. Discussion: Board Retreat -- Mrs. Jones will coordinate the Board Retreat and provide updates at next Board Meeting.
 - c. Discussion: Travel Reimbursement/Stipend for Board Members -- Board Members may submit travel reimbursement for Board activities including Board Meetings.
- VIII. Closed Session
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case) -- No Action Taken
 - b. Real Property Negotiation: CONFERENCE WITH REAL PROPERTY NEGOTIATOR (pursuant to Gov. Code § 54956.8) -- No Action Taken
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Amended Fiscal Policy
- XI. The board meeting of WAYS was officially adjourned at 5:48 PM.


Secretary of Board _____ Date _____
10/1 - 12


President of Board _____ Date _____
10-26-12

000752

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, October 26, 2012

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

WAYS

09/05/2012

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000753



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, October 26, 2012 3:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, October 26, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 3:55pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Eleanor Jones, Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Norman Golden
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Deara Okonkwo, Karen Horowitz, Larry Moore, Hallilu Haruna
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. July 31, 2012 – Approved 5/0
 - b. September 27, 2012 – Approved 5/0
- VI. **Reports**
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
- VII. **Discussion/Action Items**
 - a. Action: Amended Fiscal Policy – Moved to Next Board Meeting
 - b. Discussion: Board Retreat – Mrs. Jones will coordinate the Board Retreat and provide updates at next Board Meeting.
 - c. Discussion: Prospective Board Members – Prospective Board Members will be recruited and invited to join the Board.
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case) – In close session the Board considered a claim made against WAYS that presented significant exposure to litigation. With consultation with our legal counsel, the Board authorized the Executive Director to make a settlement offer to the claimant. Action Taken, See Board Resolution attached. – Approved 5/0
- IX. **Oral Communication**
 - a. None
- X. **Future Agenda Items**
 - a. Amended Fiscal Policy
- XI. The board meeting of WAYS was officially adjourned at 5:32 PM.

Eleanor H. Jones 3/Jan '13 *Dorothy Valenti* 1-31-13
Secretary of Board Date President of Board Date

000754

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, November 30, 2012

3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____ / _____	Cheryl Johnson	_____ / _____
Norman Golden	_____ / _____	Armando Espinoza	_____ / _____
Dorothy Valenti	_____ / _____	Eleanor Jones	_____ / _____

ii. Others in Attendance

Edward Cabil	_____ / _____	Deara Okonkwo	_____ / _____
Jason Okonkwo	_____ / _____	Karen Horowitz	_____ / _____
Ball Business Mgmt.	_____ / _____		

- d. Approval of the Minutes

i. October 26, 2012

- e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Communications:

- a. Board Members
- b. Executive Director
- c. Vice Principals
- d. Director of Operations
- e. Ball Business Management

- III. Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

IV. Discussion/Action Items

- a. Action: Amended Fiscal Policy
- b. Action: 2011-12 Unaudited Actual Report – Fiscal Audit
- c. Discussion: Board Activities

V. Closed Session

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, January 31, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agenda'd and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

WAYS

1/25/13

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000761

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valentl	_____	Eleanor Jones	_____

ii. Others In Attendance

Edward Cabll	_____	Deara Okonkwo	_____
Jason Okonkwo	_____	Karen Horowitz	_____
Ball Business Mgmt.	_____		

- d. Approval of the Minutes

i. October 26, 2012

- a. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Public Communication: Non-Agenda items—Individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. Discussion/Action Items

- a. Action: Amended Fiscal Policy
- b. Action: 2011-12 Financial Audit Report
- c. Discussion: Board Activities
- d. Action: Donations Ella Fitzgerald Foundation - Field Trip Expenses; Heal the Bay - \$350; Rotary Club of Korea Town - \$250, Palos Verdes Peninsula - \$500, and Malibu - \$1600.
- e. Action: LACOE Contract #C-13029

IV. Closed Session

- a. Public Employee Release (pursuant to Gov. Code § 54957, subd. (b))(no additional information is required)
- b. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabll, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price.

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, February 28, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valenti	_____	Eleanor Jones	_____

ii. Others in Attendance

Edward Cabil	_____	Deara Okonkwo	_____
Jason Okonkwo	_____	Karen Horowitz	_____
Bali Business Mgmt.	_____		

d. Approval of the Minutes

i. January 31, 2012

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. Public Communication: Non-Agenda Items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. Discussion/Action Items

- a. Discussion: Heal the Bay – Community Park Project
- b. Discussion: 2011-12 Financial Audit Report

IV. Closed Session

- a. Conference with real property negotiator. (pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation) Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price.

VI. Recommendations of future agenda items

The Board will consider items for future Board Meeting Agendas



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WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 28, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, February 28, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 4:21pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Eleanor Jones, Cheryl Johnson, Armando Espinoza, Norman Golden, Dorothy Valenti
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Hallu Haruna/Bali Business, Samyr Codio/Clem Payne Jr., CPA, Stephen Mejia/Heal the Bay
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. January 31, 2013 – Approved 5/0 (with corrections)
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report (see handout attached)
- VII. Discussion/Action Items
 - a. Discussion: Heal The Bay – Community Park Project (see handout attached)
 - b. Discussion: 2011-12 Financial Audit Report (see handout attached)
 - c. Discussion: Communication between LACOE and WAYS
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 6:26pm.

 3/22/13
Secretary of Board Date

 3/22/13
President of Board Date

000766

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Friday, March 22, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.**
- 5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.**
- 6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.**

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Armando Espinoza	____/____
Dorothy Valenti	____/____	Eleanor Jones	____/____

ii. Others in Attendance

Edward Cabil	____/____	Larry Moore	____/____
Jason Okonkwo	____/____	Deara Okonkwo	____/____
Bali Business Mgmt.	____/____	Karen Horowitz	____/____

d. Approval of the Minutes

I. January 31, 2013

e. Additions to the Agenda (Provisions of Emergency/Urgency)

II. **Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. **Reports/Discussion**

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

IV. **Discussion/Action Items**

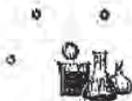
- a. Action: Employment of Total Educational Solution – Special Education Services *4/0 Approved*
- b. Action: Charter Revision to reflect the employment of an Resource Specialist (RSP) Teacher *4/0 Denied*
- c. Discussion: Resubmission of 6th Grade expansion – WAYS Charter
- d. Discussion: WAYS Documentary

V. **Closed Session**

- a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator:
(OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real
Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001)
Under Negotiation: Property negotiation, purchase price.

VI. **Recommendations of future agenda items**

The Board will consider items for future Board Meeting Agendas



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Friday, March 22, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Friday, March 22, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **4:52pm**.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Hallu Haruna/Bali Business, Mrs. Teresa Golden
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. January 31, 2013 – Approved 4/0
 - b. February 28, 2013 – Approved 4/0
- VI. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – Oral Report
 - c. Director of Operations – Oral Report
 - d. Bali Business Management – Oral Report (see handout attached)
- VII. Discussion/Action Items
 - a. Action: Employment of Total Educational Solution – Special Education Services
 - b. Action: Charter Revision to reflect the employment of an Resource Specialist (RSP) Teacher
 - c. Discussion: WAYS Documentary
 - d. Discussion: Resubmission of 6th Grade expansion – WAYS Charter
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Board Sponsored Fundraising
- XI. The board meeting of WAYS was officially adjourned at **6:29pm**.

Secretary of Board

Date

President of Board

Date

000768

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, April 25, 2013

3:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaed and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

WAYS

4/25/13

1

000769

I. Preliminary Activities

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	_____	Cheryl Johnson	_____
Norman Golden	_____	Armando Espinoza	_____
Dorothy Valenti	_____	Eleanor Jones	_____

ii. Others in Attendance

Edward Cabil	_____	Larry Moore	_____
Jason Okonkwo	_____	Deara Okonkwo	_____
Bali Business Mgmt.	_____	Karen Horowitz	_____

d. Approval of the Minutes

i. March 22, 2013

e. Additions to the Agenda (Provisions of Emergency/Urgency)

- II. **Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. **Reports/Discussion**

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management - Finance

IV. **Discussion/Action Items**

- a. Action: WAYS 2013-14 School Year Calendar
- b. Action: Charter Revision to reflect LACOE MOU F and G requirements

V. **Closed Session**

- a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angeles, Ca 90001) Under Negotiation: Property negotiation, purchase price.

VI. **Recommendations of future agenda items**

The Board will consider items for future Board Meeting Agendas



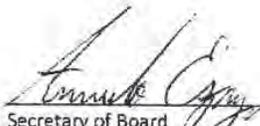
WISDOM ACADEMY FOR YOUNG SCIENTISTS

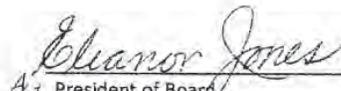
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, April 25, 2013 3:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on **Thursday, April 25, 2013** at the school of Wisdom Academy for Young Scientists. Board Member, **Eleanor Jones**, called this meeting to order at **3:45pm**.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil, Karen Horowitz, Alan Friedenber
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. March 25, 2013 – Approved 4/0
- VI. Reports
 - a. Executive Director – See Handouts
 - b. Vice Principal(s) – See Handouts
 - c. Director of Operations – See Handouts
- VII. Discussion/Action Items
 - a. Action: WAYS 2013-14 School Year Calendar
 - b. Discussion: Charter Revision to reflect LACOE MOU F and G requirements
- VIII. Closed Session
 - a. Conference with real property negotiator.(pursuant to Gov. Code § 54956.8) Negotiator: (OCI Development) Negotiating parties: (Edward Cabil, Merle Williamson Foundation)Real Property: (706 East Manchester Buildings A-E, 8778 South Central Ave Los Angles, Ca 90001) Under Negotiation: Property negotiation, purchase price. – No action
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
 - a. Board Sponsored Fundraising
 - b. Possible New Executive Director
- XI. The board meeting of WAYS was officially adjourned at **4:33pm**.


Secretary of Board
Date 6/6/13


As. President of Board
Date 6/6/13

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting

Thursday, June 6, 2013

5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Manchester Campus, 706 East Manchester Ave. Los Angeles, Ca 90001

Teleconference Location, 44045 15th Street West Lancaster, Ca 93534

WAYS

6/3/13

1

000771

I. Preliminary Activities

a. Call to Order

b. Pledge of Allegiance

c. Roll Call - Present/Absent

i. Board Members

Karen Haynes	____/____	Cheryl Johnson	____/____
Norman Golden	____/____	Armando Espinoza	____/____
Dorothy Valenti	____/____	Eleanor Jones	____/____

ii. Others in Attendance

Edward Cabil	____/____	Larry Moore	____/____
Jason Okonkwo	____/____	Deara Okonkwo	____/____
Bali Business Mgmt.	____/____	Karen Horowitz	____/____

d. Approval of the Minutes

i. April 25, 2013

e. Additions to the Agenda (Provisions of Emergency/Urgency)

- II. **Public Communication:** Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

III. **Reports/Discussion**

- Executive Director
- Parent/Teacher
- Principal
- Director of Operations
- Bali Business Management

IV. **Discussion/Action Items**

- Discussion: Board Sponsored Fundraising
- Action: Teacher Performance Based Stipends 2012-13 FY
- Discussion: LACOE Letter Dated May 2, 2013 Re: Board Meetings
- Discussion: LACOE Letter Dated May 17, 2013 Re: FCMAT Audit
- Discussion: Board Roster and Calendar 2013-14 FY
- Action: Food Service 2013-14 SY - Revolution Foods Proposal
- Discussion: WAYS Budget 2013-14 FY
- Discussion: Certificated Teacher Salary Table 2013-14 FY
- Discussion: School Site Classroom Size
- Action: Memorandum of Understanding between Kedren Community Pre-School Centers and WAYS

V. **Closed Session**

VI. **Recommendations of future agenda items**

The Board will consider items for future Board Meeting Agendas



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, June 6, 2013 5:30 PM

- i. The Regular Meeting of the WAYS Governing Board was held on Thursday, June 6, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:33pm.
- ii. All members and guests stood and saluted the flag.
- iii. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
Board Members Absent: Karen Haynes
Others in Attendance: Jason Okonkwo, Edward Cabil
- iv. Additions to the Agenda
- v. Approval of Minutes
 - a. April 25, 2013 – Approved 5/0
- vi. Reports
 - a. Executive Director – Oral Report
 - b. Vice Principal(s) – See Handouts
 - c. Director of Operations – Oral Report
 - d. Ball Business Management – Oral Report/See Handouts
- vii. Discussion/Action Items
 - a. Discussion: Board Sponsored Fundraising – Mrs. Jones
 - b. Action: Teacher Performance Based Stipends 2012-13 FY – Mr. Cabil – Approved 5/0
 - c. Discussion: LACOE Letter Dated May 2, 2013 Re: Board Meetings – Mr. Cabil
 - d. Discussion: LACOE Letter Dated May 17, 2013 Re: FCMAT Audit – Mr. Cabil
 - e. Discussion: Board Roster and Calendar 2013-14 FY – Mr. Okonkwo
 - f. Action: Food Service 2013-14 SY - Revolution Foods: Proposal – Mr. Cabil – Approved 5/0
 - g. Discussion: WAYS Budget 2013-14 FY – Ball Business Management
 - h. Discussion: Certificated Teacher Salary Table 2013-14 FY – Mr. Okonkwo
 - i. Discussion: School Site Classroom Size – Mr. Cabil, Mr. Okonkwo
 - j. Action: Memorandum of Understanding between Kedren Community Pre-School Centers and WAYS – Mr. Cabil, Mr. Okonkwo -
- viii. Closed Session
- ix. Oral Communication
 - a. None
- x. Future Agenda Items
- xi. The board meeting of WAYS was officially adjourned at 7:38pm.

Secretary of Board

Date

President of Board

Date

000772

Carol Lee Johnson 7/26/2013

Wisdom Academy for Young Scientists

Notice of Board of Directors Meeting (Revised)

Friday, July 26, 2013

4:30 PM - 5:30 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting Location:

Radisson Hotel – LAX 6225 West Century Blvd. Los Angeles, CA 90045

**Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California**

**Regular Board Meeting
Friday, July 26, 2013
4:30 PM to 5:30 PM**

(Posted July 23, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Eleanor Jones	_____ / _____

IV. Approval of the Board Meeting Minutes for June 26, 2013

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. New Business

- a. New Board Member Installations – Action Item
- b. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – Action Item
- c. Adoption of Certificated Teacher Salary Table for School Year 2013-14 – Action Item
- d. Adoption of Textbooks for School Year 2013-14 – Action Item

II. Public Comments on Non-Agenda Items

Individuals who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

III. Recommendations For Future Agenda Items

The Board will consider items for future Board Meeting Agendas

IV. Recess To Board and Staff Retreat



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Friday, July 26, 2013 4:30 PM - 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, July 26, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Dr. Dorothy Valenti, called this meeting to order at 6:06pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present . Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa
- IV. Additions to the Agenda
 - a. Board Members Oath of Allegiance
- V. Approval of Minutes
 - a. June 6, 2013 - Tabled until next Board Meeting
- VI. Reports
 - a. Ball Business Management - Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. New Board Member Installations - Approved 5/0
 - b. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 - Discussion/Tabled until next Board Meeting
 - c. Adoption of Certificated Teacher Salary Table for School Year 2013-14 - Discussion/Tabled until next Board Meeting
 - d. Adoption of Textbooks for School Year 2013-14 - Approved 7/0
 - e. Board Members Oath of Allegiance
- VIII. Closed Session
- IX. Public Communication
 - a. None
- X. Future Agenda Items
 - a. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 - Action
 - b. Adoption of Certificated Teacher Salary Table for School Year 2013-14 - Action
- XI. The board meeting of WAYS was officially adjourned at 7:48pm.

Secretary of Board

Date

President of Board

Date

Carol Lee Miller 9/26/2013

000781

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Friday, August 9, 2013

4:00 PM – 5:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Meeting and Teleconference Location:

706 East Manchester Ave. Los Angeles, Ca 90001

**Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California**

**Regular Board Meeting
Friday, August 9, 2013
4:00 PM to 5:00 PM**

(Posted August 8, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Eleanor Jones	_____ / _____
6. Carol Lee Tolbert	_____ / _____
7. Saundra Davis	_____ / _____
8. Kimberly Daniels, Esq.	_____ / _____

IV. Approval of the Board Meeting Minutes for June 6, 2013

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. New Business

- a. Adoption of the Wisdom Academy for Young Scientists' Budget for FY 2013-14 – Action Item
- b. Adoption of Certificated Teacher Salary Table for School Year 2013-14 – Action Item
- c. Discussion regarding lease and matters with The Salvation Army.

II. Public Comments on Non-Agenda items

Individuals who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

III. Recommendations For Future Agenda Items

The Board will consider items for future Board Meeting Agendas

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, August 29, 2013

706 East Manchester Avenue – L.A. CA 9001

5:00 PM – 6:00 P.M.

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
Regular Board Meeting
Thursday, August 29, 2013
5:00 PM to 6:00 PM

(Posted August 23, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dr. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Eleanor Jones	_____ / _____
6. Hon. Sandra Davis	_____ / _____
7. Hon. Carol Lee Tolbert	_____ / _____
8. Kimberly Daniels, Esq.	_____ / _____

IV. Approval of the Board Meeting Minutes for June 6, 2013 & July 26, 2013

V. Additions to the Agenda *(Provisions of Emergency/Urgency)*

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. New Business

- a. Wisdom Academy for Young Scientists' Budget for 2013-14 Fiscal Year – Action Item
- b. Certificated Teacher Salary Table for School Year 2013-14 Fiscal Year – Action Item
- c. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave. & 8778 South Central Ave. Los Angeles, CA Negotiator – Mr. Edward Cabil – Action Item
- d. Commercial Property Lease 2013-12 Fiscal Year – 7651 South Central Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- f. Updates Regarding LACOE Initiated FCMAT Audit – Discussion Item
- g. Election of Officers
- h. Formation of the Board's Finance & Development Committee

VIII. Recommendations

- a. Approval of the Wisdom Academy for Young Scientists' Budget for 2013-14
- b. Approval of the Certificated Teacher Salary Table for School Year 2013-14
- c. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca.
- d. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 7651 South Central Ave Los Angeles, Ca.
- e. Approval of the 2013-14 Executive Director Contract

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned

Wisdom Academy

8/29/13

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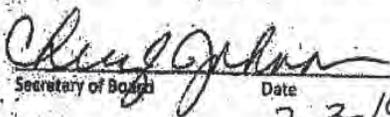
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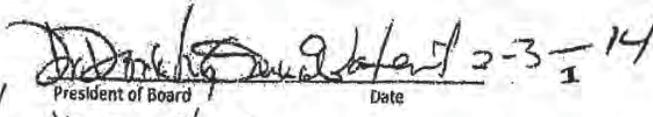
WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, August 29, 2013 5:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, August 29, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Dr. Dorothy Valenti, called this meeting to order at 5:31pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa, Carol Tolbert, Kimberly Daniels, Sandra Davis
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. June 6, 2013 – A motion to approve by Eleanor Jones, second by Sandra Davis, a vote was taken. Approved 7/0
 - b. June 26, 2013 – A motion to approve by Carol Tolbert, second by Norman Golden, a vote was taken. Approved 7/0
- VI. Reports
 - a. Bali Business Management – Oral Report/See Handouts
 - b. Principals Report – Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. Wisdom Academy for Young Scientists' Budget for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0 (Ball Business management to explain line item _____)
 - b. Certificated Teacher Salary Table for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
 - c. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
 - d. Commercial Property Lease 2012-13 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0


Secretary of Board
Date
2-3-14


President of Board
Date
2-3-14
Vice-Chair

000787

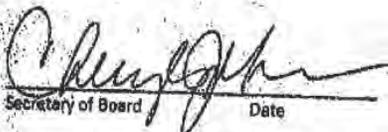
- e. 2013-14 Fiscal Year Executive Director Contract 2013-14 - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- f. Updates Regarding LACOE initiated FCMAT Audit - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- g. Election of Officers - Carol Tolbert was nominated for Board Chair by Eleanor Jones, a vote was taken. Approved 7/0
- h. Formation of the Board's Finance & Development Committee - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0

VIII. Public Communication

- a. None

IX. Future Agenda Items

- X. The board meeting of WAYS was officially adjourned at 9:00pm.


Secretary of Board Date


President of Board Date

2-3-14 Vice-Chair

000669

WISDOM Academy for Young Scientists Public Charter School

Los Angeles, California

Our mission is to create a transformational learning climate, in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Regular Meeting of the Governing Board

Thursday, September 26, 2013

(*Open Session Begins at 5:00pm - Closed Session Begins at 6:00pm)

OPEN SESSION

Meeting Call to Order At: _____ By: _____

Board Member Roll Call – Present/Absent:

<i>Hon. Carol Lee Tolbert, President</i>	_____ / _____
<i>Dr. Dorothy Valenti, Vice President</i>	_____ / _____
<i>Mrs. Kimberly Daniels, Esq.</i>	_____ / _____
<i>Hon. Sandra Davis</i>	_____ / _____
<i>Mr. Armando Espinoza</i>	_____ / _____
<i>Mr. Norman Golden</i>	_____ / _____
<i>Mrs. Cheryl Johnson</i>	_____ / _____
<i>Mrs. Eleanor Jones</i>	_____ / _____

Pledge of Allegiance

Approval of Board Minutes for August 29, 2013

Consent Agenda Items

NONE

OLD BUSINESS

Item 13092609: Election of Governing Board Officers for the 2013-14 School Year:

Item 13092609(a): Election of Governing Board Vice-President requires a Charter change (Action) – Board Member Jones

Item 13092609(b): Election of Secretary (Discussion/Action) – Board President Tolbert Item

13092609(c): Election of Secretary (Discussion/Action) – Board President Tolbert

WISDOM

Item 13092610: Formation of the Board's Finance & Budget Committee - To create the critical infrastructure necessary for sustaining the school's financial health, ensuring transparency, and meeting the Board's fiduciary responsibilities as public officials (Action) – Board President Tolbert

Item 13092611: Certificated Teacher Salary Table for FY 2013-14 (Clarification) – Board President Tolbert

Item 13092612: FPPC Update- Recently, the school is being audited by the Fair Political Practices Commission. (Informational) – Executive Director, Mr. Cabil

Item 13092613: FCMAT Update - The school is currently being audited by LACOE. (Informational/Discussion) – Executive Director, Mr. Cabil

NEW BUSINESS

Item 13092614: Formation of the Board's Teaching and Learning Committee – To ensure that the conditions exist for all students to achieve both academically and developmental. (Action) – Board President Tolbert

Item 13092615: Errors and Omissions (EO) Insurance Policy – The Governing Board, prior to taking any action, must have EO insurance in place to hold individual members – and the Board as a whole - harmless in the execution of its legal duties and responsibilities. Staff is to provide a copy of the current policy. (Informational/Discussion) - Executive Director, Mr. Cabil

Item 13092616: Monthly Budget Update for 2013-14 School Year – (Discussion/Possible Action) - Ball Business Management

Item 13092617: Update on Conflict of Interest – Every school employee – whether certificated or classified -should have signed a Form 700. Everyone doing business with WISDOM Academy should have a signed 'Conflict of Interest' Statement on file. This is standard practice in schools and districts in the State of California. This agenda item is for the purposes of ensuring that it is or will be done. It also needs to be determined if a 'Conflict of Interest' presentation should be provided at an upcoming staff development.

Item 13092618: WISDOM Organization Chart – Delineates employee responsibilities and lines of supervisory authority (Informational/Discussion) - Executive Director, Mr. Cabil

Item 13092619: Request for Charter School Petition Consultant in the amount not to exceed \$8,000. (Discussion/Action) – Executive Director, Mr. Cabil

Item 13092620: Change Vehicle for School Business to Vehicle For Pupil Transportation (Discussion/Action) – Executive Director

Convened To Closed Session At: _____

☐

CLOSED SESSION AGENDA ITEMS

It is the Board's intention to approve Agenda Items 13092901-03. However, in response to the scope of the FCMAT and FPPC Audits, leasers will be required to sign the 'Contractor and Consultant Code of Conduct' Agreement that will be developed by the Executive Director and Board of Directors. The purpose of which is to safeguard against and/or prevent any conflict of interest or appearance of conflict. In the event conflict of interest or unethical conduct is found; the condition must cease to exist prior to fully executing the Lease Agreement. Additionally, any concerns expressed by Board Members must be resolved/addressed prior to the execution of said Lease Agreement. Moreover, the Board recognizes its fiduciary responsibility to ensure that ALL financial transactions be transparent and without favoritism or prejudice.

Real Property Negotiation – CONFERENCE WITH REAL PROPERTY NEGOTIATOR (pursuant to Gov. Code § 54956.8):

Item 13092601: 2013-2014 Lease Agreement with the Salvation Army – The August 12, 2013 meeting with the Salvation Army resulted in a smoother opening of school. Director Tolbert represented the Board. At that meeting she requested from Mortimer Jones that a copy of the 2013-2014 Lease Agreement be made available for the Board's review and/or possible action at its upcoming *meeting on August 29, 2013. (This item was pulled from the August 26, 2013 Board Agenda without approval. No Lease Agreement is currently in place.)*

Item 13092602: 2013-14 Lease Agreement for the school site located at 7651 South Central Avenue, Los Angeles, CA. – For the purposes of reviewing and/or entering into a lease agreement *for the current school year. (This item was pulled from the August 26, 2013 Board Agenda without approval. No Lease Agreement is currently in place.)*

Item 13092603: 2013-14 Lease Agreement for the school site located at 8778 South Central Avenue, Los Angeles, CA. – For the purposes of reviewing and/or entering into a lease agreement *for the current school year. (This item was pulled from the August 26, 2013 Board Agenda without approval. No contract is currently in place.)*

Item 13092604: Personnel - Executive Director *Contract for review and action - (This item was pulled from the August 26, 2013 Board Agenda.)*

Item 13092605: Personnel – Director of Operations Contract for review and discussion

Item 13092606: Personnel – Principal Contract for review and discussion

Item 13092607: Personnel – Assistant-Principal Contract for review and discussion

Item 13092608: Personnel – Administrative Assistant Contract for review and discussion

*Convened To Open Session At: _____

* Actions from Closed Session

Item 13092621: Board Member Recommendations for Future Agenda Items

Motion to Adjourn By _____ Meeting Adjourned At _____

Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
(FOR PUBLIC DISSEMINATION)
September 26, 2013 BOARD MEETING MINUTES

Meeting Location:
706 E. Manchester Ave.
Los Angeles, CA 90001

OPEN SESSION

I. Meeting Called to order at 5:16PM by Board President Tolbert

II. BOARD MEETING ROLL CALL

- C. Tolbert - 5:16pm, *present*
- D. Valenti - *absent*
- K. Daniels - 5:16pm, *present*
- S. Davis - 5:16pm, *present*
- A. Espinoza - 5:51pm, *present*
- N. Golden - 5:16pm, *present*
- C. Johnson - 5:45pm, *present*
- E. Jones - 5:16pm, *present*

III. Pledge of Allegiance

IV. Approval of board meeting minutes for August 29, 2013

- *August minutes unavailable. Item will be moved to October meeting*

V. Consent Agenda Items

- *None*

Item 13092609: Election of governing board officers for the 2013-2014 School Year

Item 13092609(a): Per article 7 section 3 of the bylaws, election of board leadership should be done according to protocol per Jones. Board Member Jones noted that the Office of 'Vice President' was not contained within the Bylaws **Motion to amend the bylaws made by Sandra Davis (amend the bylaws and restructure)- Davis noted the bylaws should be formatted to meet the needs of a charter school!***Amendment to the motion made by Jones: make the amendment to the bylaws retroactive to allow the prior elections to stand. - Unanimous decision to amend the bylaws.

Item 13092609(b): Election of secretary or clerk - this will be pulled and moved to later meeting (moved to October meeting)

***Davis moved to table item to a working session; seconded by Jones; approved unanimously

13092609(c): Repeat of above - ***Motion to table this to a working session: approved **unanimously**

BYLAWS MEETING - a special meeting will be scheduled to amend and revise bylaws as **motioned** by S. Davis. President Tolbert stated that the **CONFLICTS OF INTEREST AND CODE OF CONDUCT ISSUES** could be included.

130926010: Formation of the Financial Budget Committee - we can have up to 4 members **on** this committee and President Tolbert will be providing details on what the responsibilities of the committee are - Motion to accept formation; approved **unanimously**

13092611: Certificated Teacher's Salary Table (clarification) - This will allow for a clean up of the current document as the current document needs some clarification. The document needs **to** highlight the relevant school year and identify the name of the school - no votes needed - not an **action** item

13092612: FPPC Update - Mr. Cabil absent due to illness; Tolbert motioned to table to next **meeting**; Seconded by Davis; approved **unanimously**

13092613: FCMAT Update - Mr. Cabil is absent - Tabled to next meeting; approved **unanimously**

VI. NEW BUSINESS

13092614: Formation of teaching and learning committee - **Davis moved to approve this item**; Daniels seconded; approved **unanimously**.

13092615: E & O Insurance - Mr. Cabil is absent - Motion to table by Tolbert; Davis seconded; approved **unanimously**.

13092616: Monthly budget update by Bali Business Management Unable to address this **item** at this time as presenter has not yet arrived. (President Tolbert learned that contractor was **incorrectly** informed by staff that the meeting was over when it was not. Subsequently contractor did **not** attend.)

13092617: Update on Conflict of Interest – Board discussion; Form 700 and the Conflict of Interest Statement - Should staff have conflict of interest training? Should staff have to sign a code of conduct so that there is no appearance of an existing conflict of interest? - This will be revisited as an **action** item - November meeting.

13092618: Organizational Chart - Tabled to the next board meeting because Executive Director Cabil was out ill; Tolbert moved to table item to October meeting; Seconded by Golden; approved **unanimously**.

13092619: Charter School Petition Consultation - Tabled to the next board meeting because **Executive** Director Cabil was out ill - Moved to October meeting; approved **unanimously**.

13092620: Change of Vehicle classification - Motion to change by Davis; Seconded by Daniels; approved unanimously.

REPORTS OR COMMENTS FROM THE BOARD PRIOR TO THE CLOSED SESSION

First Annual Board Reception - Board members Jones, Golden, Tolbert and Daniels gave **positive** reviews about the Reception. President Tolbert distributed index cards to parents and staff for comments. Comments will be shared with staff.

AUDIENCE INVITATION TO ADDRESS THE BOARD PRIOR TO CLOSE SESSION

There were no comments from the audience.

Meeting Convened To Closed Session at: 6:03PM

CLOSED SESSION

A Conflict of Interest/Code of Conduct should be considered that will better safeguard the staff and board unnecessary exposure or risk.

13092601: Lease Agreement with the Salvation Army - Espinoza recommended we entertain the idea of seeking out a location to purchase (this may be addressed by the development committee per Tolbert)

- Recommendation by Tolbert that Board Member Espinoza be on this exploratory committee.

Item 13092602: 2013-14 Lease Agreement for the school site located at 706 East Manchester Avenue, Los Angeles, CA - Lease Agreement will be tabled to November. Lease Agreement unavailable for review.

Item 13092603: 2013-14 Lease Agreement for the school site located at 8778 South Central Avenue, Los Angeles, CA - Lease Agreement will be tabled to November. Agreement unavailable for review.

The personnel items listed below were for the purposes of review, discussion and possible action:

Item 13092604: *Executive Director Contract* - No contact available; Tabled to October meeting.

Item 13092605: *Director of Operations* - No contact available; Tabled to October meeting.

Item 13092606: *Principal* - No contact available; Tabled to October meeting.

Item 13092607: *Vice-Principal* - No contact available; Tabled to October meeting.

Item 13092608: *Administrative Assistant* - No contact available; Tabled to October meeting.

RECONVENED TO OPEN SESSION AT 6:19PM

Report of Actions Taken in Closed Session:

13092601: Approval of Salvation Army Lease

- a. (Reviewed for late board members) Reporting that we approved the lease agreement for the Salvation Army
- b. (Reviewed for late board members) Finance and Budget Committee - advised late arrivals that this passed
- c. (Reviewed for late board members) Teaching committee - advise late arrivals that this was approved

13092621: Board Member Recommendations for Future Agenda Items -

1. Per Jones - Parents concern with air conditioning and indoor location for children on cold mornings - there is nothing that can be done about this at this time per Jason Okonkwo. Board will find an amicable way to address this issue with concerned parents
2. Board meetings at different locations requested by a parent; roving meetings may be something we should consider going forward.
3. Board meeting minutes requiring signature per Jason Okonkwo. Tolbert and Valenti will address signing issues
4. Recommendation by Tolbert to provide certificates for teachers as well as other ways to incorporate teacher recognition
5. Recommendation by Tolbert to make sure the parents know when the board meetings are. The goal is to be more available to parents
6. One board member slot is available for one parent - parents have been notified to submit applications if interested per Jones
7. Parent involvement - parent involvement plan
8. Principal reports and Vice Principal reports
9. The Single Plan for Student Achievement should be presented to the Board
10. Board members are requesting more trainings for itself, staff and parents
11. The illumination for conducting Special meeting per section 3d above. What are the criteria?
12. Board members are interested in varying positions and roles within the board such as that of Recorder

MEETING ADJOURNED at 6:40PM. Moved by: Board Member Davis. Seconded by: Board Member Daniels.

Future item - Mrs. Jones has submitted her resignation (letter) to Mrs. Tolbert and we will address the resignation at the next meeting. This item was not recorded as it was raised after the meeting was adjourned.

Minutes Approved With/Without Corrections On: _____

(Minutes taken by Board Member Daniels and Prepared for distribution by President Tolbert.)

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, October 9, 2013

6:30 PM – 7:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Los Angeles, California
Special Board Meeting
Wednesday, October 9, 2013
6:30 PM to 7:00 PM**

(Posted October 8, 2013)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	___/___
2. Norman Golden	___/___
3. Dorothy Valenti	___/___
4. Armando Espinoza	___/___
5. Eleanor Jones	___/___
6. Hon. Saudra Davis	___/___
7. Hon. Carol Tolbert	___/___
8. Kimberly Daniels, Esq.	___/___

IV. Approval of the Board Meeting Minutes for August 29, 2013

V. Additions to the Agenda (Provisions of Emergency/Urgency)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. **ANTICIPATED LITIGATION**—One potential Item (pursuant to Gov. Code § 54956.9(d)(2).)
- b. Public Employee Dismissal/Release 1 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item
- c. Public Employee Dismissal/Release 2 (pursuant to Gov. Code § 54957, subd. (b)) – Action Item
- d. Public Employee Performance Evaluation/Employment Title: Executive Director

VIII. Open Session

- a. Acceptance of Board Member resignation and release of membership – Action Item
- b. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item

VIII. Recommendations

- a. Approval of the Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca.
- b. Approval of the 2013-14 Executive Director Contract
- c. Approval to accept the Board Member resignation.

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned

Wisdom Academy

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WISDOM Academy for Young Scientists Public Charter School
Los Angeles, California

(FOR PUBLIC DISSEMINATION)

OCTOBER 24, 2013 BOARD MEETING NOTES

Meeting Location:
706 E. Manchester Ave.
Los Angeles, CA 90001

OPEN SESSION

Meeting Call to Order At: 5:46 PM By: Carol Lee Tolbert (President)

BOARD MEMBER ATTENDANCE (ABSENT/PRESENT)

Hon. Carol Lee Tolbert, President - Present
Dr. Dorothy Valenti, Vice President - Present
Ms. Kimberly Daniels, Esq. - Present
Hon. Sandra Davis - Present
Mr. Armando Espinoza - Present
Mr. Norman Golden - Present
Mrs. Cheryl Johnson - Present (6:15PM)
Mrs. Eleanor Jones - Present - Resignation

- PLEDGE OF ALLEGIANCE -

OPEN SESSION AGENDA ITEMS

I. READING AND APPROVAL OF BOARD MINUTES

A. Board Minutes for August 29, 2013

Action required (Yes/No): Yes
Motion by: Tolbert - motion to accept as amended
Second by: Davis
Number of votes in favor: 6
Number of votes opposed: 0
Motion adopted (Yes/No): Yes
Follow up required (Yes/No): No
Comments: (1) issue with the \$118k line item on the budget that needs further identification and clarification as noted by Armando in prior meeting (2) Exec. Director contract noted in item 'E' should be clarified as there was no contract available for review (3) agenda item 'G' should be adjusted to include Dr. Valenti's election (4) public comment (5) Sandra's name is misspelled (6) item -d- ntoes an incorrect date and should be corrected.

B. Board Minutes for September 26, 2013

Action required (Yes/No): Yes
Motion by: Davis - motion to table since copies are not currently available

Second by: Golden
Number of votes in favor: 6
Number of votes opposed: 0
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): Yes
Comments: Tabled to next meeting in the interest of time by Davis (Moved to
November 2013 meeting

II. CONSENT AGENDA ITEMS

A. Resignation letter from Board member Eleanor Jones (5:50PM)

Action required (Yes/No): No
Motion by: N/A
Second by: N/A
Number of votes in favor: N/A
Number of votes opposed: N/A
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): No
Comments: Certificate provided to Mrs. Jones in appreciation for her dedication and
commitment to the WAYS Board and Charter School

III. NEW BUSINESS

A. **Item 13092615(A): Errors and Omissions Insurance Policy - The Governing Board received the school's insurance policy coverage. The policy is set to expire on November 1. The Board will consider the renewal of policy w/current carrier to prevent any lapse in coverage. (Action/Discussion) - Dufour Insurance Services, LLC**

i. Ms. Dufour's presentation

1. Notes:

- a. November 1st is the renewal deadline
- b. Current liability policy is with Scottsdale
- c. Incident in 2011 create issue with obtaining different and more reasonably priced coverage
- d. See DUFOR Summary of Proposed Insurance
- e. Crime coverage was not on policy last year but has been added this policy term
- f. Need an updated number of teachers for this academic year
- g. \$5 million is standard for a charter school of this size - WAYS insurance has been updated accordingly - (new policy costs the school an addition \$4,000) - Broker has guaranteed full coverage
- h. Workers Comp renews in February 2014 (rating of current policy holder may go down to a B+ so if so she plans to move the policy)
- i.

2. Board Comments:

- a. Davis - Is this the insurance for the charter and the board? The general liability policy covers the school and

board from bodily injury. The Directors and Officers liability policy covers management decisions and governance. The E&O coverage is a part of the Directors and Officers liability insurance

- b. Espinoza - Why did the insurance not cover the 2011 settlement? To be addressed in closed session
- c. Daniels - Break down of coverage/policy limits per claim
- d. Johnson - Do we need to compare other insurers? See materials

Action required (Yes/No): Yes
Motion by: Davis moved to accept coverage
Second by: Daniels
Number of votes in favor: 7
Number of votes opposed: 0
Motion adopted (Yes/No): Yes
Follow up required (Yes/No): No
Comments: None

Meeting Convened To Closed Session At: 6:30PM
Motion to go into closed session by Davis

CLOSED SESSION

A. Insurance Policy Payout Claim

B. The following closed session items are from a special board meeting agenda prepared by/called by board member Armando Espinoza on Tuesday, October 8, 2013 at 6:30 pm for Wednesday, October 9, 2013 at 6:30PM, The meeting was cancelled due to a lack of a quorum.

- a. **1310205:** The anticipated litigation is regarding verbal claims made by the school staff and contractor that a Board Member is making unilateral decisions, without input from a majority of the Board, which risks the potential for legal claims.
- b. **1310206:** As of Friday, October 4, 2013, two employment contracts were terminated prematurely by school staff and require immediate Board action. *(The Board heard the parties involved, but was not able to formally conclude the matter.)*

***A DISRUPTION OCCURRED AT THE END CLOSED SESSION BY AN ADMINISTRATIVE EMPLOYEE. NO OTHER BOARD BUSINESS WAS ABLE TO BE CONDUCTED.**

- c. **13102067:** The employment contract for the ED is normally decided before July 1, 2013, yet is has been postponed repeatedly.

*Convened To Open Session At: _____

OPEN SESSION

IV. LEASE AGREEMENTS

A. OCI Lease Agreement - 706 E. Manchester Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. OCI Lease Agreement - 8778 South Central Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

V. EDUCATION ADMINISTRATIVE STAFF REPORTS

A. Report - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. Report - Vice - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

VI. OLD BUSINESS

A. Item 13092609: Election of Governing Board Officers for the 2013-14 School Year

i. Item 13092609(b): Election of Secretary (Discussion/Action)

B. Item 130926109(A): Formation of the Board's Finance & Budget Committee - To appoint committee members. (Action) - Board President Tolbert

C. Item 13092611: Status on updating the Certificated Teacher Salary Table for FY 2013-14 (Clarification) - Board President Tolbert

D. Item 13092613: FCMAT Update - The school is currently undergoing an audit from LACOE. (Informational/Discussion) - Executive Director, Mr. Cabil

E. Item 13092618: WISDOM Organization Chart - Delineating employee responsibilities and lines of supervisory authority (Informational/Discussion) - Executive Director, Mr. Cabil

F. Item 13092619: Request for Charter School Petition Consultant in the amount

- not to exceed \$8,000. (Discussion/Action) - *Executive Director, Mr. Cabil*
- G. **Item 1310201:** Other required Insurance Policy - The Governing Board received the school's insurance policy coverage. The Board will consider the renewal of policy w/current carrier to prevent any lapse in coverage. (Action/Discussion) - *Dufour Insurance Services, LLC*
 - H. **Item 13092616:** Monthly Budget Update for 2013-14 School Year, and disposition of the unaudited actual financial report for fiscal year ending June 30, 2013 requested from LACOE- (Discussion/Possible Action) - *Bali Business Management*
 - I. **Item 13092614(A):** Formation of the Board's Teaching and Learning Committee - To appoint committee members. (Action) - *Board President Tolbert*
 - J. **Item 1310202:** Adoption of a Revised 2013-14 Board Meeting Calendar. (Action) - *Board President Tolbert*
- VII. **NEW BUSINESS (continued)**
- A. **Item 1310203:** Scheduling A Board Retreat - The Retreat is Fourfold: 1) To establish guiding principles and values that will better enable the Board to conduct the business of the school with transparency, efficiency and civility. 2) To review and update the Board's By-Laws that align with the operation of a public charter school rather than the general purposes of a nonprofit organization. 3) To receive training in areas to be identified by board members. 4) Other development purposes identified by Board members. (Action) - *Board Members*
 - B. **Item 1310204:** Update on the arbitration between LACOE and Wisdom Academy
- VIII. **FUTURE AGENDA ITEMS**
- A. **Item 13092620:** Board Member Recommendations for Future Agenda Items

(THE BOARD WAS UNABLE TO RECONVENE TO OPEN SESSION OFFICIALLY
ADJOURN THE MEETING.)

Motion to Adjourn By _____ Meeting Adjourned At _____

**Agenda items in blue were unable to be addressed by the Board due to the disruption caused by the employee.

(Minutes taken by Board Member Daniels and Prepared for distribution by President Tolbert.)

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, January 30, 2014

5:30 P.M. – 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaed and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, January 30, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted January 29, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ /
2. Norman Golden	_____ /
3. Dorothy Valenti	_____ /
4. Armando Espinoza	_____ /
5. Hon. Saundra Davis	_____ /
6. Hon. Carol Lee Tolbert	_____ /
7. Kimberly Daniels, Esq.	_____ /

IV. Approval of the Board Meeting Minutes - None

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. ANTICIPATED LITIGATION—One potential item (pursuant to Gov. Code § 54956.9(d)(2).)

VIII. Open Session

- a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
– Action Item

a. VIII. Recommendations

- b. Approval of the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis

IX. Recommendations For Future Agenda Items

X. Meeting Adjourned

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, January 30, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, January 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:28pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Cheryl Johnson, Dorothy Valenti, Kimberly Daniels, Armando Espinoza
Board Members Absent: Carol Lee Tolbert, Saundra Davis
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. None
- VI. Reports
 - a. None
- VII. Closed Session
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation.
- VIII. Open Session
 - a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
 - i. Removal of Carol Lee Tolbert as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Kimberly Daniels
 2. Oppose – None
 - ii. Removal of Saundra Davis as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 2. Oppose – Kimberly Daniels
- IX. Oral Communication
 - a. Adrenne Cooks – Oral Report
 - b. Flora Gomez – Oral Report
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 7:41 PM.

Cheryl Johnson Secretary of Board Dr. Dorothy Valenti President of Board 2-3-14 Date
2-3-14 Date vice-chair

000668

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Monday, February 3, 2014

5:30 P.M. – 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
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3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Monday, February 3, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted January 31, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Norman Golden	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Hon. Sandra Davis	_____ / _____
6. Kimberly Daniels, Esq.	_____ / _____

- IV. Approval of the Board Meeting Minutes – August 29, 2013 and January 30, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items**

Individuals of the public who have submitted a Request to Speak form will be allowed 2 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Open Session**

- a. Board Member Resignation Letter– Action
- b. Newly Required Student Fee's Policy – Action
- c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item.
- e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Resolution to sell school vehicle – Action Item
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Single Plan for Student Achievement – Action
- j. Unaudited Actuals Financial Report – Action
- k. Title I Budget 2013-14 – Action
- l. Special Education Budget 2013-14 – Action
- m. After School Education and Safety Program 2013-14 Budget
- n. First Interim Financial Report – Action
- o. Updates Regarding FCMAT Audit – Discussion Item

Recommendations

- a. Approval of Board Member Resignation Letter
- b. Adoption of Student Fee's Policy
- c. Approval of 2013-14 Fiscal Year Executive Director Contract 2013-14 – Action Item
- d. Approval of Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- e. Approval of Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
- f. Approval of Resolution to sell school vehicle – Action Item

- g. Approval of Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – Action
- h. Approval of Wisdom Academy for Young Scientists Annual Financial Audit – Action
- i. Approval of Single Plan for Student Achievement – Action
- j. Approval of Unaudited Actuals Financial Report – Action
- k. Approval of Title I Budget 2013-14 – Action
- l. Approval of Special Education Budget 2013-14 – Action
- m. Approval of After School Education and Safety Program 2013-14 Budget
- n. Approval of First Interim Financial Report – Action
- o. Approval of Updates Regarding FCMAT Audit – Discussion Item

VIII. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL/ANTICIPATED LITIGATION—one item (Gov. Code s. 54956.9(d)(2))

IX. Closed Session report

X. Recommendations For Future Agenda Items

XI. Meeting Adjourned

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Monday, February 3, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Cheryl Johnson, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden, Saundra Davis, Kimberly Daniels
Others In Attendance: Jason Okonkwo, Edward Cabil
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. None
- VI. Reports
 - a. None
- VII. Closed Session
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – **No action was taken.**
- VIII. Open Session
 - a. Board Member Resignation Letter – Kimberly Daniels – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - b. Adoption of Student Fee's Policy – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None

Secretary of Board

Date

President of Board

Date

000675

- f. Resolution to sell school vehicle – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- h. Wisdom Academy for Young Scientists Annual Financial Audit – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- i. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- j. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- k. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- l. Updates Regarding FCMAT Audit – Discussion Item

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- b. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- c. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- d. Updates Regarding FCMAT Audit – Discussion Item

- XI. The board meeting of WAYS was officially adjourned at 7:19 PM.

Secretary of Board

Date

President of Board

Date

000676

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, February 27, 2014

5:30 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, February 27, 2014
5:30 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted February 24, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____
2. Norman Golden	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Hon. Sandra Davis	_____

IV. Approval of the Board Meeting Minutes – February 3, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

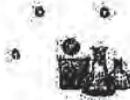
- VII. Closed Session**
 - a. Conference with Legal Counsel/Anticipated Litigation— one Item (Gov. Code s. 54956.9(d)(2))
- VIII. Closed Session Report**
- IX. Open Session**
 - a. Election of Officer: Interim Board Chair - Action
 - b. Performance Based 2013-14 School Year Stipends Round One – Action
 - c. 2013-14 School Year Employment Agreements – Action Item
 - d. Commercial Property Lease 2013-17– 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
 - e. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Action Item
 - f. Gateway Business Properties - Buyer Representation Agreement - Action
 - g. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Action Item
 - h. Adoption of LACOE Implemented SIRAS Special Education Information System - Action
 - i. Federal IRS 990 Filing 2012 – Action
 - j. Unaudited Actuals Financial Report – Action
 - k. First Interim Financial Report – Action
 - l. Updates Regarding FCMAT Audit including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - m. Response to Annual Audit findings – Discussion
 - n. Wells Fargo Payroll Systems Agreement - Action
 - o. WAYS Board of Directors Training and Retreat – Discussion

- p. Board Member Installations – Action
- q. Board Member Resignation Letter – Action
- r. Board Member Recruitment – Discussion
- s. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Sandra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis) – Action Item
- t. Fundraising: Student Store – Discussion

IX. Recommendations For Future Agenda Items

- a. Single Plan for Student Achievement – Action

X. Meeting Adjourned



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90061

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 27, 2014 5:30 PM

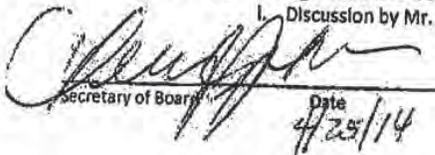
- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 27, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Armando Espinoza, Maria Garcia, Adralne Cook
Board Members Absent: Norman Golden, Sandra Davis,
Others in Attendance: Jason Okonkwo, Edward Cabil, Deara Okonkwo, and other Parents and Staff members of Wisdom Academy.
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. Principals Report – See Handouts
 - b. Finance Report – Ball Business Management
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – No action was taken.
- VIII. **Open Session**
 - a. Board Member Recruitment – Discussion and Introductions from Prospective Board Members Maria Garcia and Adralne Cook
 - b. Board Member Installations – Maria Garcia and Adralne Cook – Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - c. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Sandra Davis (the School Site Council has requested resignation or removal of Board Member Sandra Davis) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
 - d. Board Member Resignation – Norman Golden – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None


Secretary of Board
Date 4/25/14


President of Board
Date 4/25/14

000680

- e. Election of Officer: Armando Espinoza, Interim Board Chair – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- f. Performance Based Stipends 2013-14 Round One – Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- g. 2013-14 School Year Employment Agreements – Table to future Board Meeting
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- h. Commercial Property Lease 2013-17– 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- i. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- j. Gateway Business Properties - Buyer Representation Agreement – Tabled to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- k. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- l. Adoption of LACOE implemented SIRAS Special Education Information System – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- m. Federal IRS 990 Filing 2012 – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- n. Unaudited Actuals Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- o. First Interim Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
- p. Wells Fargo Payroll Systems Agreement - Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- q. Response to Annual Audit findings – Discussion
 - i. Discussion by Jason Okonkwo and Halilu of Ball Business Management regarding changes to WAYS Financial Policies in the future Board Meetings.
- r. Fundraising: Student Store – Discussion
 - i. Discussion by Mr. Cabil


Secretary of Board
Date 4/25/14


President of Board
Date 4/25/14

000681

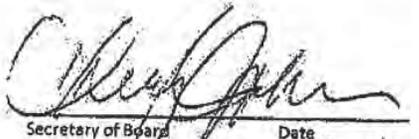
- s. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - i. Moved to future meeting.
- t. WAYS Board of Directors Training and Retreat – Discussion
 - i. Moved to Future Meeting.

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – Moved to future meeting.
 - b. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - c. WAYS Board of Directors Training and Retreat - Discussion
- XI. The board meeting of WAYS was officially adjourned at 8: PM.


Secretary of Board Date
4/25/14


President of Board Date
4/25/14

000682

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting
Thursday, March 13, 2014
6:00 P.M. – 7:00 P.M.
706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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- 6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.**

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, March 13, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted March 12, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____
2. Adriane Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Marla Garcia	_____

IV. Approval of the Board Meeting Minutes – February 27, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Closed Session

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
- b. Conference with Legal Counsel: One Item: Formation of the 706 East Manchester Ave, LLC under the Merle Williamson Foundation (to hold the title of the Manchester Property) – Action

VIII. Closed Session Report

IX. Open Session

- a. Updates Regarding FCMAT Audit including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item

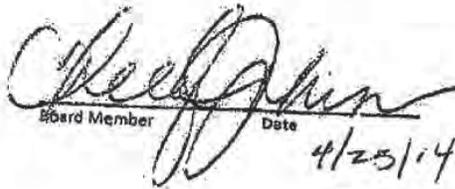
X. Meeting Adjourned

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Thursday, March 13, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, March 13, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 7:00pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
Teleconference: 5641 Locust Ave, Long Beach, California 90806.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present: Cheryl Johnson, Dr. Dorothy Valentl, Armando Espinoza, Adraine Cook
Board Member Absent: Maria Garcia
Others in Attendance: Jason Okonkwo, Edward Cabil, Jimmy Chal of Cushman & Wakefield.
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. February 27, 2014.
- VI. Reports
 - a. None
- VII. Closed Session
 - a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valentl, Adraine Cook
 - ii. Oppose – None
 - b. Conference with Legal Counsel (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valentl, Adraine Cook
 - ii. Oppose – None
- VIII. Open Session
 - a. Updates Regarding FCMAT Audit (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
 - i. In favor – Armando Espinoza, Dorothy Valentl, Adraine Cook
 - ii. Oppose – Cheryl Johnson
- IX. Oral Communication
 - a. None
- X. Future Agenda Items
- XI. The board meeting of WAYS was officially adjourned at 7:48 PM.




 Board Member Date 4/25/14 Board Chairperson Date 4/25/14

000685

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, March 27, 2014

6:00 P.M.– 7:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
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3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, March 27, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted March 24, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

- 1. Cheryl Johnson
- 2. Adralne Cook
- 3. Dorothy Valenti
- 4. Armando Espinoza
- 5. Maria Garcia

IV. Approval of the Board Meeting Minutes – March 13, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL/ANTICIPATED LITIGATION—one item (Gov. Code s. 54956.9(d)(2))

VIII. Closed Session Report

VIII. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

IX. Open Session

- a. LACOE notice to the WAYS Board regarding FCMAT Audit Findings – Discussion

X. Meeting Adjourned

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, April 3, 2014

6:00 P.M.– 7:30 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Thursday, April 3, 2014
6:00 PM to 7:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted April 2, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	____/____
2. Adraine Cook	____/____
3. Dorothy Valenti	____/____
4. Armando Espinoza	____/____
5. Maria Garcia	____/____

- IV. Approval of the Board Meeting Minutes – March 13, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Extension of Escrow period from 45 to 120 days.
- b. Conference with Legal Counsel/ Potential Litigation: One Item

- VIII. Closed Session Report**

- IX. Open Session**

- a. Wells Fargo Commercial Property Finance Application - Action Item
- b. Wilkinson Hadley King & Company, LLP fore-audit the financial statements year-end June 30, 2013
- c. Fiscal Crisis Management Team (FCMAT), to provide fiscal management assistance and professional development training.
- d. Selection of Independent Audit Firm for year-end June 30, 2014

- X. Meeting Adjourned**

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Thursday, April 3, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, April 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:24pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook
Board Member Absent: Maria Garcia
Others In Attendance: Jason Okonkwo, Edward Cabli,
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. March 13, 2014
- VI. Reports/ Oral Communication
 - a. Ball Business Management - Monthly Financial Report (Hand-outs)
 - b. Vice-Principal's Report (Hand-out)
- VII. Closed Session
 - a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Marie Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real property: 706 East Manchester Buildings A-E) Under Negotiation: Extension of Escrow period from 45 to 120 days. - Approved 4/0
 - I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - II. Oppose - None
 - b. Conference with Legal Counsel One Item - Discussion
- VIII. Open Session
 - a. Wells Fargo Commercial Property - Approved 4/0
 - I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - II. Oppose - None
 - b. Wilkinson Hadley King & Company - Financial statements for year-end June 30, 2013 - Approved 4/0
 - I. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - II. Oppose - None
 - c. Fiscal Crisis Management Team (FCMAT), to provide fiscal management assistance and professional development training, Pending On-site Fiscal Services Proposal - Discussion
 - d. Selection of Independent Audit Firm for year-end June 30, 2014 - Discussion
- IX. Future Agenda Items
- X. The board meeting of WAYS was officially adjourned at 7:52 PM.


 Board Member _____ Date 4/25/14

 4/23/14
 Board Chairperson _____ Date

000691

Wisdom Academy for Young Scientists

Notice of Board of Directors Board Meeting

Friday, April 25, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Board Meeting
Friday, April 25, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted April 22, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

- IV. Approval of the Board Meeting Minutes – April 3, 2014**

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Open Session**

- a. LACOE Superintendent's report to WAYS Board regarding FCMAT Audit– LACOE staff Ed. Code section 1241.5 requires that the LACOE superintendent report its findings and recommendations to the governing board of the charter school
- b. Selection of Independent Audit Firm for year-end June 30, 2014 - Action

- VIII. Closed Session**

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates regarding due diligence.
- b. Conference with Legal Counsel/ Potential Litigation: One Item

- IX. Closed Session Report**

- X. Meeting Adjourned**

Wisdom Academy for Young Scientists

Notice of Board of Directors Board Meeting

Wednesday, April 30, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Board Meeting
Wednesday, April 30, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted April 29, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____
2. Adraine Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Maria Garcia	_____

IV. Approval of the Board Meeting Minutes – April 25, 2014

V. Additions to the Agenda (Provisions of Emergency/Urgency)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. WAYS Financial Policies and Revisions (4/25/14) – Action
- b. WAYS Response to LACOE Superintendent's notice of the FCMAT AB139 recommendation pursuant Ed. Code 1241.5 – Discussion and Potential Action
- c. WAYS 2014-15 School Year Operating Budget – Discussion and Potential Action
- d. WAYS 2014-15 School Year Special Education Budget – Discussion and Potential Action
- e. WAYS 2014-15 Title I Budget – Discussion and Potential Action
- f. 2013-14 School Year Employment Agreements – Discussion and Potential Action
- g. Recruitment of Additional Board Members – Discussion

VIII. Closed Session

- a. Public Employee Performance Evaluation (Employment Title: Executive Director)
 - 1. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b))
- b. Public Employee Appointment (Executive Director)
- c. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b) (Director of Operations))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))

IX. Closed Session Report

X. Meeting Adjourned

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Tuesday, May 20, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Tuesday, May 20, 2014**

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted May 19, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	____/____
2. Adraine Cook	____/____
3. Dorothy Valenti	____/____
4. Armando Espinoza	____/____
5. Maria Garcia	____/____

- IV. Approval of the Board Meeting Minutes – April 25, 2014, April 30, 2014

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session

- a. Public Employee Performance Evaluation (Employment Title: Executive Director)
 - i. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b))
- b. Public Employee Appointment (Executive Director)
- c. Public Employee Discipline/Dismissal/Release (Gov. Code § 54957(b) (Director of Operations))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
- e. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.
- f. Conference with Legal Counsel: One Item: Formation of the 706 East Manchester Ave, LLC under the Merle Williamson Foundation (to hold the title of the Manchester Property) – Action

- VIII. Closed Session Report

- IX. Open Session

- a. Consider and Approve the "Assignment And Assumption Of Standard Offer, Agreement And Escrow Instructions For Purchase Of Real Estate" From Merle Williamson Foundation ("WAYS") to 706 East Manchester, LLC – Action

- b. Consider and Approve Lease Agreement between Merle Williamson Foundation (“WAYS”) to 706 East Manchester, LLC as Tenant, and 706 East Manchester, LLC as Landlord – Action

X. Meeting Adjourned

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Thursday, June 12, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting**

Thursday, June 12, 2014

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted June 10, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	____/____
2. Adraine Cook	____/____
3. Dorothy Valenti	____/____
4. Armando Espinoza	____/____
5. Maria Garcia	____/____

- IV. Approval of the Board Meeting Minutes – April 25, 2014, April 30, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**

- a. Public Employee Appointment (Executive Director)
- b. Public Employee Evaluation (Executive Director)
- c. Conference with Legal Counsel – Notice of Violation (one matter, Gov. Code § 54956.9(d)(2))
- d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
- e. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.

- VIII. Closed Session Report**

- IX. Open Session**

- a. Local Control Funding Formula Spending (LCFF) and Local Control and Accountability Plan (LCAP) - Action
- b. 2014-15 School Year Operating Budget - Action
- c. Board Member Elections - Discussion
- d. 2014-15 Board Roster and Calendar - Discussion
- e. Donation awarded by Food 4 Less - Action

- X. Meeting Adjourned**

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Friday, June 27, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Friday, June 27, 2014
6:00 PM**

706 East Manchester Avenue – L.A. CA 90001

(Posted June 24, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**
 - a. Public Employee Appointment (Executive Director)
 - b. Public Employee Evaluation (Executive Director)
 - c. Conference with Legal Counsel – Notice of Violation (one matter, Gov. Code § 54956.9(d)(2))
 - d. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
 - e. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation; Updates

- VIII. Closed Session Report**

- IX. Open Session**
 - a. 2014-15 School Year Operating Budget - Action
 - b. 2014-15 Master Calendar – Action
 - c. 2014-15 Board Roster and Calendar – Action
 - d. 2014-15 Board Retreat – Discussion
 - e. 2014-15 Board Member Elections – Discussion
 - f. 2013-14 School Year Evaluation – Discussion

- X. Meeting Adjourned**

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, July 9, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting**

Wednesday, July 9, 2014

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted July 7, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014

- V. Additions to the Agenda (Provisions of Emergency/Urgency)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session

- a. Public Employee Appointment (Executive Director)
- b. Public Employee Evaluation (Executive Director)
- c. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
- d. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates

- VIII. Closed Session Report

- IX. Open Session

- a. Consider and approve temporary consultant contract
 - i. Board will consider and may take action on contract with former Director of Operations Jason Okonkwo, as temporary independent contractor to assist WAYS with records responsive to LACOE's Notice of Violation, and to assist with transition to new staff
- b. Consider and approve month-to-month employment relationship with Executive Director Ed Cabil
 - i. Board will consider and may take action on extending Mr. Cabil's employment relationship on a month-to-month basis
- c. Consider and approve material terms of 706 East Manchester LLC lease agreement

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, July 23, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists (“Charter School”) welcomes your participation at the school’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
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4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request (“Community Member Agenda Request Form”) that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting**

Wednesday, July 23, 2014

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted July 22, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Board Member Roll Call - Present/Absent**

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014, July 9, 2014**

- V. Additions to the Agenda (Provisions of Emergency/Urgency)**

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items**

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session**
 - a. Public Employee Interviews (Executive Director)
 - b. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
 - c. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates

- VIII. Closed Session Report**

- IX. Open Session**
 - a. Consider and approve back office provider contract
 - i. Board will consider and may take action on contract with Charter School Management Corporation or Charter Impact
 - b. Consider and approve consultant contract
 - i. Board will consider and may take action on a contract with the Celerity Global Development
 - c. Consider and approve material terms of 706 East Manchester LLC lease agreement
 - i. The LLC has or is expected to soon acquire the school site properties. The Board will consider and may adopt material terms for the lease.
 - d. 2014-15 Board Member Appointment – Action

- X. Meeting Adjourned**

Wisdom Academy

7/23/14

2

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, July 30, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Wednesday, July 30, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted July 27, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____
2. Adraine Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Maria Garcia	_____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014, July 9, 2014, July 23, 2014

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda Items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session

- a. Public Employee Appointment (Executive Director)
- b. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2) – Notice of Violation
- c. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates

- VIII. Closed Session Report

- IX. Open Session

- a. Consider and approve back office provider contract
 - i. Board will consider and may take action on contract with Charter School Management Corporation, or Charter Impact, or Bali Business Management
- b. Consider and approve charter school consultant contract
 - i. Board will consider and may take action on a contract with the Celerity Global Development to assist with certain aspects of charter operations
- c. Consider and approve material terms of 706 East Manchester LLC lease agreement
 - i. The LLC has or is expected to soon acquire the school site properties. The Board will consider and may adopt material terms for the lease.
- d. Consider and approve 2014-15 Lease Agreement with Salvation Army

Formatted

- i. The Salvation Army Lease amount has increased significantly due to added fee for use of Gym Space. The Board will consider and may enter into a material lease agreement.

X. **Meeting Adjourned**

EXHIBIT 28

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
June 30, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 12 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 9%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$655,993 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses. The School has made payable \$58,200 on behalf of 706 East Manchester LLC, a single owner limited liability company own by Merle Williamson Foundation. The limited liability company is entering into a contract to buy the property at 706 East Manchester where is the school currently located. The school plan to lease the facility from the limited liability company. The deposit will be paid back by the LLC or applied to future rent.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending June 30, 2014, Net Income (loss) is \$ 418,574 versus budgeted net loss of \$532. The difference is as a result of timing and the receiving of unbudgeted prior year revenue in the current year. Unbudgeted prior year Class Size Reduction and Facilities Grant received in the current year totaled \$ 319,000. The remaining amount is due to LCFF transition funds received in the current year.

REVENUE:

For the period ending June 30, 2014 total revenue \$4,625,231 this is \$450,449k over budgeted revenue for the period due to timing difference and unbudgeted revenue.

EXPENDITURES:

- For the period ending June 30, 2014, total expenses are \$4,206,656. This is \$31,343k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$112,307 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$14,705k over budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$90,956k due to timing differences.

Form 941 for 2014: Employer's QUARTERLY Federal Tax Return
 (Rev. January 2014) Department of the Treasury Internal Revenue Service

970114

Employer identification number (EIN) 71-0919251

Name (not your trade name) MERLE WILLIAMSON FOUNDATION

Trade name (if any) WISDOM ACADEMY FOR YOUNG SCIENTISTS

Address DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS 70
LOS ANGELES CA 90001

OMB No. 1545-0029

Report for this Quarter of 2014
 (Check one)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Instructions and prior-year forms are available at www.irs.gov/form941.

QBMT2901 02/07/14

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4) 1 52

2 Wages, tips, and other compensation 2 502,964.28

3 Federal income tax withheld from wages, tips, and other compensation 3 49,044.00

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages	<u>163,207.39</u>	x .124 =	<u>20,237.72</u>
5b Taxable social security tips		x .124 =	
5c Taxable Medicare wages & tips	<u>530,574.82</u>	x .029 =	<u>15,386.67</u>
5d Taxable wages & tips subject to Additional Medicare Tax withholding		x .009 =	
5e Add Column 2 from lines 5a, 5b, 5c, and 5d			<u>35,624.39</u>
5f Section 3121(q) Notice and Demand – Tax due on unreported tips (see instructions)			
6 Total taxes before adjustments. Add lines 3, 5e, and 5f			<u>84,668.39</u>
7 Current quarter's adjustment for fractions of cents			<u>0.07</u>
8 Current quarter's adjustment for sick pay			
9 Current quarter's adjustments for tips and group-term life insurance			
10 Total taxes after adjustments. Combine lines 6 through 9			<u>84,668.46</u>
11 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or 941-X (SP) filed in the current quarter			<u>84,668.46</u>
12 Balance due. If line 10 is more than line 11, enter difference and see instructions			
13 Overpayment. If line 11 is more than line 10, enter difference		Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.	

▶ You MUST complete both pages of Form 941 and SIGN it. Next ▶

For Privacy Act and Paperwork Reduction Act Notice, see the Payment Voucher.

BAA

Form 941 (Rev. 1-2014)

970214

Form 941 (Rev. 1-2014) Page 2

Name (not your trade name) MERLE WILLIAMSON FOUNDATION	Employer identification number (EIN) 71-0919256
--	---

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15 (Circular E), section 11.

- 14 Check one: Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.
- You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 _____
 Month 2 _____
 Month 3 _____

Total liability for quarter _____ Total must equal line 10.

- You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 15 If your business has closed or you stopped paying wages Check here, and enter the final date you paid wages _____.
- 16 If you are a seasonal employer and you do not have to file a return for every quarter of the year Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See instructions for details.

- Yes. Designee's name and phone number _____

QBMT2902 02/07/14

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS. _____

- No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here

Print your name here Linda Williams

Print your title here Bookkeeper

Date 04/11/2014

Best daytime phone (323) 935-4220

Paid Preparer's Use Only

Check if you are self-employed

Preparer's name _____ PTIN _____

Preparer's signature _____ Date _____

Firm's name (or yours if self-employed) _____ EIN _____

Address _____ Phone _____

City _____ State _____ ZIP code _____

Schedule B (Form 941): Report of Tax Liability for Semiweekly Schedule Depositors

OMB No. 1545-0029

970311

Calendar Year 2014

Department of the Treasury — Internal Revenue Service

Report for this Quarter

Employer identification number 71-0919256

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Name (not your trade name) MERLE WILLIAMSON FOUNDATION

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Enter your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

Month 1

1	9	17	25	
2	10	1,406.08	18	26
3	11		19	27
4	12		20	28
5	13		21	29
6	14		22	30
7	15		23	31
				22,748.74
8	16		24	739.48

Tax liability for Month 1
24,894.30

Month 2

1	9	17	25	
2	10	4,205.68	18	26
3	11	34.26	19	27
4	12		20	28
5	13		21	29
6	14		22	30
7	15		23	31
				22,317.92
8	16		24	

Tax liability for Month 2
29,890.52

Month 3

1	9	17	25	3,217.72
2	10	4,446.04	18	26
3	11		19	27
4	12		20	28
5	13		21	29
6	14		22	30
7	15		23	31
				22,219.88
8	16		24	

Tax liability for Month 3
29,883.64

Fill in your total liability for

(Month 1 + Month 2 + Month 3) for

Form 941 or Form 941-SS.

Total liability for the quarter
84,668.46

BAA For Paperwork Reduction Act Notice, see separate instructions.

483001 01/29/14

Schedule B (Form 941) (Rev. 1-2014)

3:03 PM
07/18/14

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Summary
9120.07 · Wells Fargo - 7545 (NEW MAIN), Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	868,625.33
Cleared Transactions	
Checks and Payments - 114 items	-246,618.57
Deposits and Credits - 5 items	76,995.00
Total Cleared Transactions	<u>-169,623.57</u>
Cleared Balance	<u>699,001.76</u>
Uncleared Transactions	
Checks and Payments - 85 Items	-215,664.95
Deposits and Credits - 2 Items	26,176.03
Total Uncleared Transactions	<u>-189,488.92</u>
Register Balance as of 06/30/2014	<u>509,512.84</u>
New Transactions	
Checks and Payments - 11 Items	-16,445.96
Total New Transactions	<u>-16,445.96</u>
Ending Balance	<u>493,066.88</u>

3:03 PM
 07/18/14

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Detail
 9120.07 · Wells Fargo - 7545 (NEW MAIN), Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						868,625.33
Cleared Transactions						
Checks and Payments - 114 items						
Bill Pmt -Check	3/13/2014	13293	SHERYL CRODDY	X	-21.80	-21.80
Paycheck	4/10/2014	13436	LOPEZ, SOFIA G	X	-493.29	-515.09
Paycheck	4/10/2014	13445	LOPEZ, SOFIA G	X	-383.67	-898.76
Paycheck	4/25/2014	13473	JENKINS II, EDWA...	X	-155.43	-1,054.19
Bill Pmt -Check	5/13/2014	13614	MIKE MONZON	X	-450.00	-1,504.19
Bill Pmt -Check	5/14/2014	13631	Laurel Henry	X	-42.28	-1,546.47
Bill Pmt -Check	5/20/2014	13644	Protection One	X	-779.52	-2,325.99
Bill Pmt -Check	5/20/2014	13645	The Gas Company	X	-8.85	-2,334.64
Bill Pmt -Check	5/22/2014	13721	OLIVIVA SAM	X	-96.77	-2,431.41
Paycheck	5/23/2014	13681	GORDON, RONZE L	X	-399.48	-2,830.89
Bill Pmt -Check	5/27/2014	13733	SchoolOutfitters	X	-1,520.37	-4,351.26
Bill Pmt -Check	5/27/2014	13730	FIRST STUDENT I...	X	-407.25	-4,758.51
Bill Pmt -Check	5/27/2014	13732	RUBENIA APARICIO	X	-61.47	-4,819.98
Bill Pmt -Check	5/29/2014	13748	BALI BUSINESS M...	X	-5,082.58	-9,902.56
Bill Pmt -Check	5/30/2014	13761	REVOLUTION FOO...	X	-26,612.63	-36,515.19
Bill Pmt -Check	5/30/2014	13760	OCJ Development C...	X	-18,656.48	-55,171.67
Paycheck	5/30/2014	13709	Torres, Maria de Lo...	X	-3,594.46	-58,766.13
Paycheck	5/30/2014	13708	SKEEN, ROBIN	X	-3,392.99	-62,159.12
Paycheck	5/30/2014	13701	LAWSON, DANIEL...	X	-3,327.48	-65,486.60
Paycheck	5/30/2014	13712	VARGAS, GRACIE...	X	-2,565.81	-68,052.41
Bill Pmt -Check	5/30/2014	13751	CAMILLE HARRIS	X	-2,160.00	-70,212.41
Bill Pmt -Check	5/30/2014	13758	Loraine Turner	X	-1,750.00	-71,962.41
Bill Pmt -Check	5/30/2014	13767	The Salvation Army	X	-1,512.75	-73,475.16
Bill Pmt -Check	5/30/2014	13755	Laurel Henry	X	-908.38	-74,383.54
Bill Pmt -Check	5/30/2014	13757	LOOKING GLASS ...	X	-817.00	-75,200.54
Bill Pmt -Check	5/30/2014	13772	Teachers On Reserve	X	-566.10	-75,766.64
Paycheck	5/30/2014	13738	Torres, Maria de Lo...	X	-544.30	-76,310.94
Paycheck	5/30/2014	13737	SKEEN, ROBIN	X	-537.30	-76,848.24
Paycheck	5/30/2014	13736	LAWSON, DANIEL...	X	-501.30	-77,349.54
Paycheck	5/30/2014	13739	VARGAS, GRACIE...	X	-501.30	-77,850.84
Bill Pmt -Check	5/30/2014	13770	LOOKING GLASS ...	X	-399.50	-78,250.34
Bill Pmt -Check	5/30/2014	13765	Teachers On Reserve	X	-377.40	-78,627.74
Bill Pmt -Check	5/30/2014	13763	SIR HARRISON	X	-350.00	-78,977.74
Bill Pmt -Check	5/30/2014	13754	LA DWP	X	-246.30	-79,224.04
Bill Pmt -Check	5/30/2014	13750	Budget Disposal Sy...	X	-218.60	-79,442.64
Bill Pmt -Check	5/30/2014	13753	Juan Carlos Arias R...	X	-200.00	-79,642.64
Bill Pmt -Check	5/30/2014	13769	LA DWP	X	-193.19	-79,835.83
Liability Check	5/30/2014	E-pay	United States Treas...	X	-160.66	-79,996.49
Bill Pmt -Check	5/30/2014	13773	The Salvation Army	X	-160.00	-80,156.49
Bill Pmt -Check	5/30/2014	13766	Terminix Processing ...	X	-140.00	-80,296.49
Bill Pmt -Check	5/30/2014	13768	Budget Disposal Sy...	X	-129.80	-80,426.29
Bill Pmt -Check	5/30/2014	13759	MINITA MATHIS	X	-108.32	-80,534.61
Bill Pmt -Check	5/30/2014	13762	SHERYL CRODDY	X	-92.38	-80,626.99
Bill Pmt -Check	5/30/2014	13764	SUNG OK PARK	X	-89.00	-80,715.99
Bill Pmt -Check	5/30/2014	13771	MINITA MATHIS	X	-74.40	-80,790.39
Bill Pmt -Check	5/30/2014	13752	ERIKA BAHENA	X	-52.60	-80,842.99
Bill Pmt -Check	5/30/2014	13756	LIDIANA PORTALE...	X	-44.13	-80,887.12
Liability Check	5/30/2014	E-pay	EDD	X	-10.50	-80,897.62
Bill Pmt -Check	6/3/2014	13775	AMERICAN EXPRE...	X	-9,555.83	-90,453.46
Bill Pmt -Check	6/5/2014	13786	REVOLUTION FOO...	X	-37,503.41	-127,956.86
Bill Pmt -Check	6/5/2014	13781	REVOLUTION FOO...	X	-34,401.55	-162,358.41
Bill Pmt -Check	6/5/2014	13788	A.M. P.M. Building ...	X	-2,000.00	-164,358.41
Bill Pmt -Check	6/5/2014	13795	CHARTER SCHOO...	X	-1,645.00	-166,003.41
Bill Pmt -Check	6/5/2014	13789	OCHIN SECURITY ...	X	-1,452.00	-167,455.41
Bill Pmt -Check	6/5/2014	13783	Scholastic Book Fair	X	-1,313.52	-168,768.93
Bill Pmt -Check	6/5/2014	13787	Scholastic Book Fair	X	-1,013.38	-169,782.31
Bill Pmt -Check	6/5/2014	13796	HIGHER GROUND ...	X	-525.00	-170,307.31
Bill Pmt -Check	6/5/2014	13785	ULINE	X	-302.83	-170,610.14
Bill Pmt -Check	6/5/2014	13780	MINITA MATHIS	X	-300.00	-170,910.14
Bill Pmt -Check	6/5/2014	13792	PODS ENTERPRIS...	X	-217.99	-171,128.13
Bill Pmt -Check	6/5/2014	13790	PODS ENTERPRIS...	X	-217.99	-171,346.12
Bill Pmt -Check	6/5/2014	13791	PODS ENTERPRIS...	X	-217.99	-171,564.11
Bill Pmt -Check	6/5/2014	13778	KAISER FOUNDAT...	X	-197.00	-171,761.11
Bill Pmt -Check	6/5/2014	13797	SUNG OK PARK	X	-170.00	-171,931.11
Bill Pmt -Check	6/5/2014	13776	APPERSON DataLink	X	-159.00	-172,090.11

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Detail
 9120.07 · Wells Fargo - 7545 (NEW MAIN), Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	6/5/2014	13779	MARY LAWSON*	X	-104.60	-172,194.71
Bill Pmt -Check	6/5/2014	13782	SAMMIE ROLLINS	X	-36.00	-172,230.71
Bill Pmt -Check	6/5/2014	13800	The Gas Company	X	-29.72	-172,260.43
Bill Pmt -Check	6/5/2014	13799	The Gas Company	X	-27.28	-172,287.71
Bill Pmt -Check	6/5/2014	13798	The Gas Company	X	-10.15	-172,297.86
Liability Check	6/6/2014	13850	Los Angeles County...	X	-714.63	-173,012.49
Liability Check	6/6/2014	13851	State Disbursement...	X	-187.50	-173,199.99
Liability Check	6/9/2014		QuickBooks Payroll...	X	-5,692.84	-178,892.83
Liability Check	6/10/2014	E-pay	United States Treas...	X	-3,691.66	-182,584.49
Paycheck	6/10/2014	13802	ALVAREZ, JUSTIN...	X	-1,228.98	-183,813.47
Paycheck	6/10/2014	13807	MORALES, LETICIA	X	-1,140.04	-184,953.51
Paycheck	6/10/2014	13803	GORDON, LYDIA N	X	-1,055.09	-186,008.60
Paycheck	6/10/2014	13808	PEREZ, ANITA	X	-963.68	-186,972.28
Paycheck	6/10/2014	13793	HOSKINS, BEVER...	X	-788.90	-187,761.18
Paycheck	6/10/2014	13805	LINCOLN, DEBRA	X	-732.41	-188,493.59
Paycheck	6/10/2014	13849	ARMBRISTER, DO...	X	-609.75	-189,103.34
Paycheck	6/10/2014	13847	GORDON, LYDIA N	X	-602.91	-189,706.25
Paycheck	6/10/2014	13801	DINGLE, JASON	X	-575.33	-190,281.58
Paycheck	6/10/2014	13834	MORALES, LETICIA	X	-526.18	-190,807.76
Paycheck	6/10/2014	13848	DINGLE, JASON	X	-493.29	-191,301.05
Paycheck	6/10/2014	13794	HOSKINS, BEVER...	X	-455.34	-191,756.39
Paycheck	6/10/2014	13846	GORDON, RONZE L	X	-399.48	-192,155.87
Paycheck	6/10/2014	13804	GORDON, RONZE L	X	-350.67	-192,506.54
Paycheck	6/10/2014	13809	SMITH, BRIAN	X	-326.12	-192,832.66
Liability Check	6/10/2014	E-pay	EDD	X	-297.10	-193,129.76
Paycheck	6/10/2014	13833	SMITH, BRIAN	X	-274.05	-193,403.81
Liability Check	6/10/2014	E-pay	EDD	X	-186.81	-193,590.62
General Journal	6/11/2014	215		X	-20,039.01	-213,629.63
Bill Pmt -Check	6/11/2014	13852	DR Rasheeda Hawk	X	-987.00	-214,616.63
Bill Pmt -Check	6/24/2014	13861	BALI BUSINESS M...	X	-5,082.58	-219,699.21
Liability Check	6/24/2014		QuickBooks Payroll...	X	-264.55	-219,963.76
Liability Check	6/24/2014		QuickBooks Payroll...	X	-104.23	-220,067.99
Paycheck	6/25/2014	13856	GORDON, LYDIA N	X	-1,027.69	-221,095.68
Paycheck	6/25/2014	13853	ALVAREZ, JUSTIN...	X	-822.15	-221,917.83
General Journal	6/25/2014	217		X	-625.00	-222,542.83
Paycheck	6/25/2014	13855	DINGLE, JASON	X	-536.57	-223,079.40
Liability Check	6/25/2014	E-pay	United States Treas...	X	-507.34	-223,586.74
Paycheck	6/25/2014	13857	GORDON, RONZE L	X	-126.54	-223,713.28
Liability Check	6/25/2014	E-pay	United States Treas...	X	-88.12	-223,801.40
Liability Check	6/25/2014	E-pay	EDD	X	-32.83	-223,834.23
Liability Check	6/25/2014	E-pay	EDD	X	-8.93	-223,843.16
Liability Check	6/25/2014	E-pay	EDD	X	-5.76	-223,848.92
General Journal	6/25/2014	217		X	-3.00	-223,851.92
Bill Pmt -Check	6/26/2014	13865	Juan Carlos Arias R...	X	-200.00	-224,051.92
Bill Pmt -Check	6/26/2014	13870	SAMMIE ROLLINS	X	-61.14	-224,113.06
Liability Check	6/30/2014		QuickBooks Payroll...	X	-15,487.35	-239,600.41
YTD Adjustment	6/30/2014	13892	MOORE, II, LARRY D	X	-2,976.86	-242,577.27
YTD Adjustment	6/30/2014	13894	ROLLINS, SAMMIE	X	-2,408.65	-244,985.92
YTD Adjustment	6/30/2014	13891	LOPEZ, BERNARD...	X	-1,632.65	-246,618.57
Total Checks and Payments					-246,618.57	-246,618.57
Deposits and Credits - 5 Items						
General Journal	6/4/2014	213		X	47,001.00	47,001.00
General Journal	6/11/2014	214		X	29,222.00	76,223.00
Paycheck	6/25/2014	13859	LAWSON, MARY	X	0.00	76,223.00
Paycheck	6/25/2014	13854	ANARIO, MARYTE...	X	0.00	76,223.00
General Journal	6/25/2014	216		X	772.00	76,995.00
Total Deposits and Credits					76,995.00	76,995.00
Total Cleared Transactions					-169,623.57	-169,623.57
Cleared Balance					-169,623.57	699,001.76

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Detail
 9120.07 · Wells Fargo - 7545 (NEW MAIN), Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 85 Items						
Bill Pmt -Check	9/29/2010	7947	Claude Richardson		-395.00	-395.00
Bill Pmt -Check	3/10/2011	8550	Royal Dining		-16,919.50	-17,314.50
Bill Pmt -Check	5/20/2011	8786	FIRST STUDENT,I...		-328.00	-17,642.50
General Journal	11/30/2011				-583.68	-18,226.18
General Journal	6/30/2012	BALI #2			-714.86	-18,941.04
Bill Pmt -Check	4/12/2013	11573	FIRST STUDENT,I...		-886.58	-19,827.62
Bill Pmt -Check	5/2/2013	11665	INSURANCE FINA...		-2,982.20	-22,809.82
Bill Pmt -Check	5/21/2013	11724	State of California - ...		-150.00	-22,959.82
Bill Pmt -Check	5/24/2013	11726	A. C. E. Airconditio...		-418.10	-23,377.92
Bill Pmt -Check	5/24/2013	11731	EDWARD J CABIL*		-319.25	-23,697.17
Bill Pmt -Check	5/24/2013	11728	Andrew Kennedy		-262.50	-23,959.67
Bill Pmt -Check	5/24/2013	11730	COUNTY OF LOS ...		-100.00	-24,059.67
Bill Pmt -Check	6/25/2013	11905	Budget Rent A Car		-487.20	-24,546.87
Check	6/27/2013	11935	Salvation Army		-12,548.35	-37,095.22
Bill Pmt -Check	6/27/2013	11939	Loraine Turner		-1,450.00	-38,545.22
Paycheck	6/28/2013	11932	JOHNSON, TEREN...		-87.68	-38,632.90
Bill Pmt -Check	7/3/2013	11954	1st PMF Bancorp		-3,125.00	-41,757.90
Bill Pmt -Check	8/1/2013	12031	AMERICAN EXPRE...		-4,283.15	-46,041.05
Bill Pmt -Check	8/6/2013	12038	RUPERTO MARTI...		-108.00	-46,149.05
Bill Pmt -Check	8/30/2013	12148	LACOE*		-2,351.00	-48,500.05
Bill Pmt -Check	9/6/2013	12180	RAPID O PRINT		-45.00	-48,545.05
Bill Pmt -Check	9/12/2013	12194	AMERICAN EXPRE...		-8,142.79	-56,687.84
Bill Pmt -Check	9/12/2013	12193	3S CORPORATION		-1,104.72	-57,792.56
Bill Pmt -Check	9/26/2013	12305	Avatar Technology		-899.25	-58,691.81
Bill Pmt -Check	10/1/2013	12332	The Salvation Army		-12,548.35	-71,240.16
Paycheck	10/4/2013	12352	CARTER, STACEY		-2,820.65	-74,060.81
Paycheck	10/4/2013	12349	CARTER, STACEY		-774.78	-74,835.59
Bill Pmt -Check	10/25/2013	12462	Budget Disposal Sy...		-218.60	-75,054.19
Bill Pmt -Check	11/1/2013	12508	JUSTINE ALVAREZ		-50.24	-75,104.43
Bill Pmt -Check	11/18/2013	12569	DAIRYLAND AUTO		-365.79	-75,470.22
Bill Pmt -Check	11/26/2013	12666	KAREN HOROWITZ*		-90.95	-75,561.17
Bill Pmt -Check	12/10/2013	12844	FIRST STUDENT,I...		-407.26	-75,968.43
Bill Pmt -Check	12/23/2013	12828	Salvation Army		-13,857.57	-89,826.00
Bill Pmt -Check	1/23/2014	12923	LACOE*		-45.00	-89,871.00
Bill Pmt -Check	1/31/2014	12998	LA DWP		-60.84	-89,931.84
Bill Pmt -Check	2/6/2014	13042	FIRST STUDENT,I...		-1,056.90	-90,988.74
Bill Pmt -Check	2/6/2014	13044	FIRST STUDENT,I...		-1,056.90	-92,045.64
Bill Pmt -Check	2/14/2014	13079	DORIAN SHIVER		-5.00	-92,050.64
Bill Pmt -Check	2/24/2014	13151	Laurel Henry		-56.60	-92,107.24
Bill Pmt -Check	3/3/2014	13194	HEATHER VENNES		-159.44	-92,266.68
Bill Pmt -Check	3/13/2014	13284	KAREN HOROWITZ*		-27.99	-92,294.67
Paycheck	4/25/2014	13482	LOPEZ, SOFIA G		-443.96	-92,738.63
Paycheck	4/25/2014	13474	LOPEZ, SOFIA G		-345.30	-93,083.93
Bill Pmt -Check	5/6/2014	13567	JON VAN LEUVEN		-52.23	-93,136.16
Paycheck	5/9/2014	13606	LOPEZ, SOFIA G		-422.03	-93,558.19
Paycheck	5/9/2014	13598	LOPEZ, SOFIA G		-306.94	-93,865.13
Bill Pmt -Check	5/14/2014	13633	MARY VEN		-34.37	-93,899.50
Bill Pmt -Check	5/20/2014	13642	Hicks Trophy & Eng...		-1,460.64	-95,360.14
Bill Pmt -Check	5/22/2014	13722	WES VELKER		-100.00	-95,460.14
Paycheck	5/23/2014	13671	LOPEZ, SOFIA G		-493.29	-95,953.43
Paycheck	5/23/2014	13684	LOPEZ, SOFIA G		-383.67	-96,337.10
Bill Pmt -Check	6/5/2014	13784	Sprint		-84.45	-96,421.55
Bill Pmt -Check	6/5/2014	13777	Franca Bowman		-43.50	-96,465.05
Paycheck	6/10/2014	13806	LOPEZ, SOFIA G		-542.62	-97,007.67
Paycheck	6/10/2014	13845	LOPEZ, SOFIA G		-422.04	-97,429.71
Paycheck	6/25/2014	13858	PEREZ, ANITA		-285.02	-97,714.73
Paycheck	6/25/2014	13860	LOPEZ, SOFIA G		-263.08	-97,977.81
Bill Pmt -Check	6/26/2014	13875	REVOLUTION FOO...		-39,585.61	-137,563.42
Bill Pmt -Check	6/26/2014	13869	REVOLUTION FOO...		-32,823.94	-170,387.36
Bill Pmt -Check	6/26/2014	13878	TOTAL EDUCATIO...		-10,905.00	-181,292.36
Bill Pmt -Check	6/26/2014	13868	Procopio, Cory Har...		-5,983.00	-187,275.36
Bill Pmt -Check	6/26/2014	13874	LA DWP		-469.42	-187,744.78
Bill Pmt -Check	6/26/2014	13883	LA DWP		-459.85	-188,204.63
Bill Pmt -Check	6/26/2014	13881	Sprint		-446.08	-188,650.71
Bill Pmt -Check	6/26/2014	13873	INSURANCE FINA...		-365.84	-189,016.55
Bill Pmt -Check	6/26/2014	13871	Vision Service Plan		-358.00	-189,374.55

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Detail
9120.07 · Wells Fargo - 7545 (NEW MAIN), Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	6/26/2014	13872	Budget Disposal Sy...		-218.60	-189,593.15
Bill Pmt -Check	6/26/2014	13867	NATIONAL ELEME...		-175.00	-189,768.15
Bill Pmt -Check	6/26/2014	13885	LA DWP		-168.30	-189,936.45
Bill Pmt -Check	6/26/2014	13866	LA DWP		-158.07	-190,094.52
Bill Pmt -Check	6/26/2014	13864	Budget Disposal Sy...		-129.80	-190,224.32
Bill Pmt -Check	6/26/2014	13876	TANYA CASTRO		-126.06	-190,350.38
Bill Pmt -Check	6/26/2014	13879	LA DWP		-93.99	-190,444.37
Bill Pmt -Check	6/26/2014	13877	The Gas Company		-23.01	-190,467.38
Bill Pmt -Check	6/26/2014	13884	LA DWP		-5.36	-190,472.74
Bill Pmt -Check	6/26/2014	13882	The Gas Company		-3.67	-190,476.41
YTD Adjustment	6/30/2014	13893	OKONKWO, JASO...		-5,010.74	-195,487.15
YTD Adjustment	6/30/2014	13886	OKONKWO, DEAR...		-4,398.82	-199,885.97
YTD Adjustment	6/30/2014	13889	VAN LEUVEN, JON...		-3,532.64	-203,418.61
YTD Adjustment	6/30/2014	13888	PORTALES-BLAIR...		-3,190.13	-206,608.74
YTD Adjustment	6/30/2014	13887	CABIL, EDWARD J		-2,881.86	-209,490.60
YTD Adjustment	6/30/2014	13890	CASTRO, TANYA L		-2,719.14	-212,209.74
Bill Pmt -Check	6/30/2014	13900	Regional Employee ...		-1,802.46	-214,012.20
Bill Pmt -Check	6/30/2014	13898	The Salvation Army		-1,512.75	-215,524.95
Bill Pmt -Check	6/30/2014	13901	Terminix Proceing ...		-140.00	-215,664.95
Total Checks and Payments					-215,664.95	-215,664.95
Deposits and Credits - 2 items						
General Journal	6/30/2011		The Treasurer of St...		8,921.11	8,921.11
General Journal	7/1/2011				17,254.92	26,176.03
Total Deposits and Credits					26,176.03	26,176.03
Total Uncleared Transactions					-189,488.92	-189,488.92
Register Balance as of 06/30/2014					-359,112.49	509,512.84
New Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	7/16/2014	13896	Loraine Turner		-1,750.00	-1,750.00
Bill Pmt -Check	7/17/2014	13930	ALEXANDER VALU...		-2,500.00	-4,250.00
Liability Check	7/18/2014	To Print	United States Treas...		-7,540.04	-11,790.04
Liability Check	7/18/2014	To Print	EDD		-1,641.92	-13,431.96
Paycheck	7/18/2014	13932	GORDON, LYDIA N		-863.26	-14,295.22
Paycheck	7/18/2014	13934	ALVAREZ, JUSTIN...		-767.34	-15,062.56
Paycheck	7/18/2014	13933	DINGLE, JASON		-671.25	-15,733.81
Liability Check	7/18/2014	E-pay	United States Treas...		-413.10	-16,146.91
Liability Check	7/18/2014	13931	State Disbursement...		-258.35	-16,405.26
Liability Check	7/18/2014	E-pay	EDD		-27.00	-16,432.26
Liability Check	7/18/2014	To Print	United States Treas...		-13.70	-16,445.96
Total Checks and Payments					-16,445.96	-16,445.96
Total New Transactions					-16,445.96	-16,445.96
Ending Balance					-375,558.45	493,066.88

Expanded Business Checking

Account number: 8225587545 ■ June 1, 2014 - June 30, 2014 ■ Page 1 of 6



MERLE WILLIAMSON FOUNDATION
706 E MANCHESTER AVE
LOS ANGELES CA 90001-3633

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Business Bill Pay	<input checked="" type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input checked="" type="checkbox"/>

Activity summary

Beginning balance on 6/1	\$868,625.33
Deposits/Credits	76,995.00
Withdrawals/Debits	- 246,618.57
Ending balance on 6/30	\$699,001.76
Average ledger balance this period	\$763,491.78

Account number: 8225587545

MERLE WILLIAMSON FOUNDATION

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

Your account is linked to the following for Overdraft Protection:

- Commercial Loan - XXXXXX5754000000026

Account number: 8225587545 ■ June 1, 2014 - June 30, 2014 ■ Page 2 of 6



Transaction history

Date	Check Number	Check Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/2	13736	Cashed Check		501.30	
6/2	13701	Cashed Check		3,327.48	
6/2	13748	Check		5,082.58	
6/2	13708	Check		3,392.99	
6/2		Check		2,565.81	
6/2	13751	Check		2,160.00	
6/2	13758	Check		1,750.00	
6/2	13733	Check		1,520.37	
6/2	13738	Check		544.30	
6/2	13737	Check		537.30	
6/2		Check		501.30	
6/2	13730	Check		407.25	
6/2	13681	Check		399.48	
6/2	13753	Check		200.00	
6/2	13759	Check		108.32	
6/2	13764	Check		89.00	
6/2	13771	Check		74.40	
6/2	13756	Check		44.13	845,419.32
6/3		Bank Originated Debit		625.00	
6/3	13755	Check		908.38	
6/3	13754	Check		246.30	
6/3	13769	Check		193.19	
6/3		IRS Usataxpymt 060314 225455420351401 Merle Williamson Found		160.66	
6/3	13721	Check		96.77	
6/3	13631	Check		42.28	
6/3	13645	Check		8.65	843,138.09
6/4		Pass-Through Bus EFT Paymnt 140603 xxxxx1322 Rm*IV*Nclb3440**47001\	47,001.00		
6/4	13761	Check		26,612.63	
6/4	13772	Check		566.10	
6/4	13765	Check		377.40	
6/4	13763	Check		350.00	
6/4	13750	Check		218.60	
6/4	13768	Check		129.80	861,884.56
6/5	13757	Check		817.00	
6/5	13793	Check		788.90	
6/5	13794	Check		455.34	
6/5	13770	Check		399.50	
6/5		Employment Deyel Edd Eftpmt 060414 2115652512 Merle Williamson Found		10.50	859,413.32
6/6	13760	Check		18,656.48	
6/6	13775	Check		9,555.83	
6/6	13709	Check		3,594.46	
6/6	13788	Check		2,000.00	
6/6	13789	Check		1,452.00	
6/6	13766	Check		140.00	
6/6	13782	Check		36.00	823,978.55
6/9		Online Dep Detail & Images		3.00	
6/9	13786	Check		37,503.41	
6/9	13781	Check		34,401.55	
6/9		Intuit Payroll S Quickbooks 140609 xxxxx9258 Merle Williamson Found		5,692.84	
6/9	13767	Check		1,512.75	
6/9	13847	Check		602.91	
6/9	13778	Check		197.00	
6/9	13773	Check		160.00	743,905.09
6/10	13833	Cashed Check		274.05	
6/10	13809	Cashed Check		326.12	
6/10	13802	Check		1,228.98	

Account number: 8225587545 ■ June 1, 2014 - June 30, 2014 ■ Page 3 of 6



Transaction history (continued)

Date	Check Number	Check Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/10	13801	Check		575.33	
6/10	13848	Check		493.29	
6/10	13785	Check		302.83	
6/10	13732	Check		61.47	740,643.02
6/11		Pass-Through Bus EFT Paymnt 140610 xxxxx1322 Rmr*IV*Lcss3514**29222\	29,222.00		
6/11	13783	Check		1,313.52	
6/11	13787	Check		1,013.38	
6/11	13851	Check		714.63	
6/11	13849	Check		609.75	
6/11	13780	Check		300.00	
6/11	13797	Check		170.00	
6/11	13473	Check		155.43	765,588.31
6/12		Withdrawal Made in A Branch/Store		20,039.01	
6/12		IRS Usatapymt 061214 225456320531933 Merle Williamson Found		3,891.66	
6/12	13808	Check		963.68	
6/12		Employment Devel Edd Eftpmt 061114 1377716480 Merle Williamson Found		297.10	
6/12	13792	Check		217.99	
6/12	13790	Check		217.99	
6/12	13791	Check		217.99	
6/12		Employment Devel Edd Eftpmt 061114 2038485792 Merle Williamson Found		186.81	739,756.08
6/13	13445	Check		383.67	
6/13	13850	Check		187.50	
6/13	13779	Check		104.60	
6/13	13762	Check		92.38	
6/13	13293	Check		21.80	738,968.13
6/16	13803	Check		1,055.09	
6/16	13796	Check		525.00	
6/16	13804	Check		350.67	737,035.37
6/17	13805	Cashed Check		732.41	
6/17	13436	Check		493.29	735,809.67
6/18	13776	Check		159.00	
6/18	13800	Check		29.72	
6/18	13799	Check		27.28	
6/18	13798	Check		10.15	735,583.52
6/19	13752	Check		52.60	735,530.92
6/24	13856	Check		1,027.69	
6/24	13852	Check		987.00	
6/24		Intuit Payroll S Quickbooks 140624 xxxxx9256 Merle Williamson Found		264.55	
6/24		Intuit Payroll S Quickbooks 140624 xxxxx9256 Merle Williamson Found		104.23	733,147.45
6/25		Pass-Through Bus EFT Paymnt 140624 xxxxx1322 Rmr*IV*Tprin3599**772\	772.00		
6/25	13855	Check		536.57	
6/25		IRS Usatapymt 062514 225457620052917 Merle Williamson Found		507.34	
6/25		IRS Usatapymt 062514 225457620098618 Merle Williamson Found		88.12	
6/25		Employment Devel Edd Eftpmt 062414 xxxxx0864 Merle Williamson Found		32.83	
6/25		Employment Devel Edd Eftpmt 062414 xxxxx7648 Merle Williamson Found		8.93	
6/25		Employment Devel Edd Eftpmt 062414 1844246784 Merle Williamson Found		5.76	732,739.90
6/26	13614	Cashed Check		450.00	
6/26	13853	Check		822.15	731,467.75
6/27	13861	Check		5,082.58	
6/27	13892	Check		2,976.66	

Sheet Seq = 0121548
 Sheet 00002 of 00003

Account number: 8225587545 ■ June 1, 2014 - June 30, 2014 ■ Page 4 of 6



Transaction history (continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/27	13795	Check		1,645.00	
6/27	13870	Check		61.14	721,702.17
6/30		Intuit Payroll S Quickbooks 140630 xxxxx9256 Merle Williamson Found		15,487.35	
6/30	13894	Check		2,408.65	
6/30	13891	Check		1,632.65	
6/30	13807	Check		1,140.04	
6/30	13644	Check		779.52	
6/30	13834	Check		526.18	
6/30	13846	Check		399.48	
6/30	13865	Check		200.00	
6/30	13857	Check		126.54	699,001.76
Ending balance on 6/30					699,001.76
Totals			\$76,995.00	\$246,618.57	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
	6/2	2,565.81	13758	6/2	1,750.00	13791	6/12	217.99
	6/2	501.30	13759	6/2	108.32	13792	6/12	217.99
13293	6/13	21.80	13760	6/6	18,656.48	13793	6/5	788.90
13436 *	6/17	493.29	13761	6/4	26,612.63	13794	6/5	455.34
13445 *	6/13	383.67	13762	6/13	92.38	13795	6/27	1,645.00
13473 *	6/11	155.43	13763	6/4	350.00	13796	6/16	525.00
13614 *	6/26	450.00	13764	6/2	89.00	13797	6/11	170.00
13631 *	6/3	42.28	13765	6/4	377.40	13798	6/18	10.15
13644 *	6/30	779.52	13766	6/6	140.00	13799	6/18	27.28
13645	6/3	8.65	13767	6/9	1,512.75	13800	6/18	29.72
13681 *	6/2	399.48	13768	6/4	129.80	13801	6/10	575.33
13701 *	6/2	3,327.46	13769	6/3	193.19	13802	6/10	1,228.98
13708 *	6/2	3,392.99	13770	6/5	399.50	13803	6/16	1,055.09
13709	6/6	3,594.46	13771	6/2	74.40	13804	6/16	350.67
13721 *	6/3	98.77	13772	6/4	566.10	13805	6/17	732.41
13730 *	6/2	407.25	13773	6/9	160.00	13807 *	6/30	1,140.04
13732 *	6/10	61.47	13775 *	6/6	9,555.83	13808	6/12	963.68
13733	6/2	1,520.37	13776	6/18	159.00	13809	6/10	326.12
13736 *	6/2	501.30	13778 *	6/9	197.00	13833 *	6/10	274.05
13737	6/2	537.30	13779	6/13	104.60	13834	6/30	526.18
13738	6/2	544.30	13780	6/11	300.00	13846 *	6/30	399.48
13748 *	6/2	5,082.58	13781	6/9	34,401.55	13847	6/9	602.91
13750 *	6/4	218.60	13782	6/6	36.00	13848	6/10	493.29
13751	6/2	2,160.00	13783	6/11	1,313.52	13849	6/11	609.75
13752	6/19	52.60	13785 *	6/10	302.83	13850	6/13	187.50
13753	6/2	200.00	13786	6/9	37,503.41	13851	6/11	714.63
13754	6/3	246.30	13787	6/11	1,013.38	13852	6/24	987.00
13755	6/3	908.38	13788	6/6	2,000.00	13853	6/26	822.15
13756	6/2	44.13	13789	6/6	1,452.00	13855 *	6/25	536.57
13757	6/5	817.00	13790	6/12	217.99	13856	6/24	1,027.69

Account number: 8225587545 ■ June 1, 2014 - June 30, 2014 ■ Page 5 of 6



Summary of checks written (continued)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
13857	6/30	126.54	13870 *	6/27	61.14	13892	6/27	2,976.86
13861 *	6/27	5,082.58	13891 *	6/30	1,632.65	13894 *	6/30	2,408.65
13865 *	6/30	200.00						

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 06/01/2014 - 06/30/2014	Standard monthly service fee \$20.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
- Minimum daily balance	\$8,000.00	\$699,001.76 <input checked="" type="checkbox"/>
- Average ledger balance	\$16,000.00	\$763,492.00 <input checked="" type="checkbox"/>
- Combined balances in linked accounts, which may include	\$16,000.00	<input checked="" type="checkbox"/>
- Minimum daily balances in Expanded Business Checking and business savings accounts		
- Combined balances in linked accounts, which may include	\$32,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in Expanded Business Checking and business savings accounts		

www

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Transactions	114	300	0	0.50	0.00
Total service charges					\$0.00

Did you know that you can review your safe deposit box information through Wells Fargo Business Online Banking? Sign on to business online banking at wellsfargo.com/biz and go to your account summary page to review details.

3:05 PM
07/16/14

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Reconciliation Summary

9120.10 · Citibank - 203369640, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	71,116.47
Cleared Transactions	
Checks and Payments - 1 Item	-20.00
Deposits and Credits - 2 Items	<u>500,051.04</u>
Total Cleared Transactions	<u>500,031.04</u>
Cleared Balance	<u>571,147.51</u>
Register Balance as of 06/30/2014	571,147.51
Ending Balance	571,147.51

Citibank CBO Services 276
P.O. Box 769018
San Antonio, Texas 78245

001/R1/04F013

MERLE WILLIAMSON FOUNDATION
WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. MANCHESTER AVE
LOS ANGELES CA 90001

000
CITIBANK, N. A.
Account
203369640
Statement Period
Jun 1 - Jun 30, 2014
Relationship Manager
US SERVICE CENTER
1-877-528-0990

Page 1 of 2

CitiBusiness® ACCOUNT AS OF JUNE 30, 2014

Relationship Summary:

Checking -----
Savings -----
Checking Plus ----- **\$571,147.51**

SERVICE CHARGE SUMMARY FROM MAY 1, 2014 THRU MAY 31, 2014

Type of Charge	No./Units	Price/Unit	Amount
CITIBUSINESS IMMA # 203369640			
Average Daily Collected Balance			\$606,528.87
DEPOSIT SERVICES OFFICIAL CHECK	2	10.0000	20.00
Total Charges for Services			\$20.00
Net Service Charge			\$20.00

Charges debited from account # 203369640

SAVINGS ACTIVITY

CitiBusiness IMMA
203369640

Date	Description	Beginning Balance:	Ending Balance:
		\$71,116.47	\$571,147.51
		Debits	Credits
06/10	DEPOSIT		500,000.00
06/10	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	20.00	
06/30	INTEREST EARNED		51.04
	Total Debits/Credits	20.00	500,051.04

Interest earned year to date \$556.84

Your CitiBusiness IMMA Account Rates							
For Balances of:	\$0	\$25,000	\$50,000	\$100,000	\$500,000	\$1,000,000	\$10,000,000
	to	to	to	to	to	to	
	\$24,999	\$49,999	\$99,999	\$499,999	\$999,999	\$9,999,999	and over
6/01 - 6/30	0.050%	0.100%	0.100%	0.150%	0.150%	0.150%	0.100%

MERLE WILLIAMSON FOUNDATION
WISDOM ACADEMY FOR YOUNG SCIENTISTS

Account 203369640 Page 2 of 2
Statement Period: Jun 1 - Jun 30, 2014

001/R1/04F013

CUSTOMER SERVICE INFORMATION

IF YOU HAVE QUESTIONS ON:

Insured Money Market

YOU CAN CALL:

877-528-0990*
(For Speech and Hearing
Impaired Customers Only
TDD: 800-945-0258)

YOU CAN WRITE:

Citibank, N.A.
P.O. Box 790184
St Louis, MO 63179

For change in address, call your account officer or visit your branch.

* To ensure quality service, calls are randomly monitored.

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Form **941 for 2014: Employer's QUARTERLY Federal Tax Return**
(Rev. January 2014) Department of the Treasury — Internal Revenue Service

970114

Employer identification number (EIN) 71-0919256

Name (not your trade name) MERLE WILLIAMSON FOUNDATION

Trade name (if any) WISDOM ACADEMY FOR YOUNG SCIENTISTS

Address DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS 70
LOS ANGELES CA 90001

OMB No. 1545-0029

Report for this Quarter of 2014
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Instructions and prior-year forms are available at www.irs.gov/form941.

QBMT2901 02/07/14

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

- 1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4) . . . 1 8
- 2 Wages, tips, and other compensation 2 413,708.23
- 3 Federal income tax withheld from wages, tips, and other compensation 3 39,062.00
- 4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1		Column 2
5 a Taxable social security wages	<u>166,106.57</u>	x .124 =	<u>20,597.21</u>
5 b Taxable social security tips		x .124 =	
5 c Taxable Medicare wages & tips	<u>433,600.53</u>	x .029 =	<u>12,574.42</u>
5 d Taxable wages & tips subject to Additional Medicare Tax withholding		x .009 =	

- 5 e Add Column 2 from lines 5a, 5b, 5c, and 5d 5 e 33,171.63
- 5 f Section 3121(q) Notice and Demand — Tax due on unreported tips (see instructions) 5 f _____
- 6 Total taxes before adjustments. Add lines 3, 5e, and 5f. 6 72,233.63
- 7 Current quarter's adjustment for fractions of cents 7 -0.07
- 8 Current quarter's adjustment for sick pay 8 _____
- 9 Current quarter's adjustments for tips and group-term life insurance 9 _____
- 10 Total taxes after adjustments. Combine lines 6 through 9 10 72,233.56
- 11 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or 944-X (SP) filed in the current quarter 11 72,233.56
- 12 Balance due. If line 10 is more than line 11, enter difference and see instructions 12 _____

13 Overpayment. If line 11 is more than line 10, enter difference Check one: Apply to next return. Send a refund.

▶ You MUST complete both pages of Form 941 and SIGN it.

Next ▶

For Privacy Act and Paperwork Reduction Act Notice, see the Payment Voucher.

BAA

Form 941 (Rev. 1-2014)

970214

Form 941 (Rev. 1-2014) Page 2

Name (not your trade name) MERLE WILLIAMSON FOUNDATION	Employer identification number (EIN) 71-0919256
--	---

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15 (Circular E), section 11.

14 Check one: Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 _____
Month 2 _____
Month 3 _____

Total liability for quarter _____ Total must equal line 10.

You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

15 If your business has closed or you stopped paying wages Check here, and

enter the final date you paid wages _____.

16 If you are a seasonal employer and you do not have to file a return for every quarter of the year Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See instructions for details.

Yes. Designee's name and phone number _____

QBMT2902 02/07/14

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS. _____

No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

► Sign your name here _____

Print your name here Linda D Williams

Print your title here Bookkeeper

Date 07/21/2014

Best daytime phone (323) 935-4220

Paid Preparer's Use Only

Check if you are self-employed

Preparer's name _____

PTIN _____

Preparer's signature _____

Date _____

Firm's name (or yours if self-employed) _____

EIN _____

Address _____

Phone _____

City _____ State _____

ZIP code _____

Schedule B (Form 941): Report of Tax Liability for Semiweekly Schedule Depositors

OMB No. 1545-0029

970311

Calendar Year 2014

Department of the Treasury — Internal Revenue Service

Report for this Quarter

Employer identification number 71-0919256

1: January, February, March

Name (not your trade name) MERLE WILLIAMSON FOUNDATION

2: April, May, June

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Enter your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

3: July, August, September

4: October, November, December

Month 1

1	9	17	25	2,816.08
2	10	3,213.42	18	26
3	11	19	27	
4	12	20	28	
5	13	21	29	
6	14	22	30	22,219.86
7	15	23	31	
8	16	24		

Tax liability for Month 1
28,249.36

Month 2

1	9	2,463.62	17	25
2	10	18	26	
3	11	19	27	
4	12	20	28	
5	13	2,017.00	21	29
6	14	22	30	23,854.70
7	15	3,821.72	23	31
8	16	24		

Tax liability for Month 2
32,157.04

Month 3

1	9	17	25	595.46
2	10	3,691.66	18	26
3	11	19	27	
4	12	20	28	
5	13	21	29	
6	14	22	30	7,540.04
7	15	23	31	
8	16	24		

Tax liability for Month 3
11,827.16

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶

Total liability for the quarter
72,233.56

Total must equal line 10 on Form 941 or Form 941-SS.

WISDOM ACADEMY FOR YOUNG SCIENTISTS	
STATEMENT OF FINANCIAL POSITION	
As of June , 2014	
ASSETS	
CURRENT ASSETS:	
Cash	\$ 1,099,397
Accounts receivable	585,119
Accounts receivable-Restricted Programs	70,874
Other assets	68,992
Total current assets	1,824,383
PROPERTY AND EQUIPMENT:	
Leasehold improvements-Erate	35,483
Leasehold improvements	346,655
Furniture & fixtures	141,990
Equipment - Computers	37,987
Less: accumulated depreciation	(85,093)
Total property and equipment	477,022
Prepaid expenses	20,424
Due From Foundation-	58,200
Total assets	\$ 2,380,029
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Cash Overdraft	-
Accounts payable	\$ 74,705
Deferred Revenue	59,927
Payroll and related liabilities	78,812
Loans Payable	100
Total current liabilities	213,544

NET ASSETS					
Net assets-beginning		1,747,910			
Increase/(decrease) in net assets		418,574			
Total net assets		2,166,484			
Total liabilities and net assets		\$ 2,380,028			
		0			

WISDOM ACADEMY FOR YOUNG SCIENTISTS	
STATEMENT OF FINANCIAL FUND BALANCE	
AS OF June 30, 2014	
FUND BALANCE - Beginning, July 1, 2013	1,747,910
INCREASE/(DECREASE) IN NET ASSETS	418,574
FUND BALANCE - End, May 31, 2014	2,166,484

	12		YTD Actuals 6/30/2104	YTD Budget	\$ Variance	Total Budget	Budget Remaining	
	Current Period Actuals 6/30/2104	Current Period Budget						
A. REVENUES								
REVENUE LIMIT SOURCES								
Education Protection Account	133,085		529,046					
General Purpose-State Aid-CY	(83,880)		1,253,711	0				
General Purpose-State Aid-PY			(131,735)					
Total Principal Apportionment	49,206	150,822	1,651,022	1,809,860	(158,838)	1,809,860	0	
FEDERAL REVENUES								
Title I	38,966	16,667	22,299	247,529	200,000	47,529	200,000	(47,529)
Title II		1,191	(1,191)	722	14,297	(13,575)	14,297	13,575
Title IV	0	0	0	0	0	0	0	0
Child Nutrition		30,833	(30,833)	133,993	370,000	(236,007)	370,000	236,007
Other Federal Revenues		0	0	(1,667)	0	(1,667)	0	1,667
GOALS 2000		0	0	0	0	0	0	0
Public Charter School Program		0	0	0	0	0	0	0
Facilities Incentive Grant		0	0	0	0	0	0	0
Education Jobs Fund		0	0	0	0	0	0	0
Other Federal Revenues/Prior Year		0	0	0	0	0	0	0
Special Education IDEA		0	0	0	0	0	0	0
Other Auth Transfer In		0	0	0	0	0	0	0
OTHER STATE REVENUES								
Special Education AB602	40,926	16,712	24,213	201,399	200,548	851	200,548	(851)
Categorical Block Grant	21,248	26,989	(5,741)	211,364	323,869	(112,505)	323,869	112,505
Economic Impct Aid	13,379	0	0	160,550	0	160,550	0	(160,550)
Child Nutrition-State		1,224	(1,224)	32,706	14,682	18,024	14,682	(18,024)
PE Teachers Incentive		0	0	17,666	0	17,666	0	(17,666)
Art and Music Block Grant		0	0	0	0	0	0	0
After School Education and Safety		9,375	(9,375)	119,437	112,500	6,937	112,500	(6,937)
Class Size Reduction	147,453	14,695	132,759	156,366	176,334	(19,968)	176,334	19,968
Class Size Reduction-PY				62,118		62,118		
State Lottery	5,572	5,706		76,979	68,468	8,511	68,468	(8,511)
Charter School Facilities		0	0	0	0	0	0	0
estimated number of qualifying units		0	0	0	0	0	0	0
Charter School Facilities Grant-CY		18,333		123,895	220,000	(96,105)	220,000	96,105
Charter School Facilities Grant-PY				256,938		256,938		
All Other Revenues	4,972	535	4,438	171,130	6,415	164,715	6,415	(164,715)
Other Auth Transfer In		0	0	116,543		116,543		

OTHER LOCAL REVENUES								
In lieu of Property Tax-CY	82,121	52,897	29,324	732,714	634,767	97,947	634,767	(97,947)
In lieu of Property Tax-PY				138,824		138,824		
Fundraising		0	0	11,560	0	11,560		(11,560)
Other Local Income		1,920	(1,920)		23,042	(23,042)	23,042	23,042
Interest	52	0	0	989	0	989		(989)
Miscellaneous		0	52	279	0	279		(279)
All Other Local Revenue		0	0	0	0	0		0
Grants/Donations (Annual Campaign)		0	0	0	0	0		0
Grants/Donations (Capital Campaign)		0	0	0	0	0		0
Grants/Donations (Endowment)		0	0	0	0	0		0
Prior Year Revenue		0	0	0	0	0		0
TOTAL OTHER LOCAL REVENUES								
Grants/Donations for operating/programs			0	2,174	0	2,174		
Other Local Revenues			0			0		
TOTAL REVENUES								

B. EXPENDITURES								
CERTIFICATED SALARIES								
Teachers' Salaries		87,279	(87,279)		1,047,353	(1,047,353)	1,047,353	1,047,353
Substitute Salaries	10,661	1,444	9,218	1,126,690	17,325	1,109,365	17,325	(1,109,365)
Counselor Salaries		0	0		0	0		0
Suspense		0	5,193		0	0		0
School Administrators' Salaries	9,888	25,496	(15,608)	162,204	305,950	(143,746)	305,950	143,746
Other certificated salaries				7,918	0	7,918		0
Personal/Vacation Buyback			0			0		0
TOTAL CERTIFICATED SALARIES	20,549	114,219	(11,689)	1,288,904	1,353,253	(143,746)	1,353,253	1,244,507
CLASSIFIED SALARIES								
		0						
Instructional Aides		21,447	(21,447)		257,360	(257,360)	257,360	220,972
Classified Support Salaries	3,286	417		97,142	5,000	92,142	5,000	
Classified Administrator	9,333	9,833	(500)	107,733	118,000	(10,267)	118,000	10,267
Instructional Planning		0	0		0	0		
Clerical /Office Salaries	21,959	14,070	7,889	280,882	168,835	112,047	168,835	(112,047)
Maintenance & Operations Salaries		0	0		0	0		0
Food Service Salaries		0	0		0	0		0
Other Classified Salaries	6,671	0	6,671	127,373	0	127,373	0	(127,373)
Before School Salaries			0		0	0		
After School Salaries			0		0	0		
Parent-Community Outreach			0		0	0		0
Personal/Vacation Buyback			0			0		0
TOTAL CLASSIFIED SALARIES	41,248	45,357	(3,110)	515,237	351,835	(163,625)	351,835	108,234
EMPLOYEE BENEFITS								
Strs	1,326	9,423	(8,097)	99,702	113,077	(13,375)	113,077	13,375
Pers		0			0	0	0	0
Oasdi - Regular	2,619	2,633	(14)	38,979	31,595	7,384	31,595	(7,384)
Oasdi - Medicare	894	2,721	(1,827)	27,575	32,652	(5,077)	32,652	5,077
Health & Welfare Benefits	660	12,839	(12,179)	176,275	154,063	22,212	154,063	(22,212)
Unemployment Insurance	196	8,180	(7,985)	28,894	98,163	(69,269)	98,163	69,269
Workers' Compensation	1,505	5,425	(3,921)	20,523	65,104	(44,581)	65,104	44,581
Other Benefits	6	0	6	280	0	280	0	(280)
TOTAL EMPLOYEE BENEFITS	7,204	41,221	(34,017)	484,654	494,654	(102,425)	494,654	102,425
BOOKS & SUPPLIES								
					0			
Textbooks		15,583	(15,583)	156,936	187,000	(30,064)	187,000	30,064
Books & Other Than Textbooks		417			5,000	1,179	5,000	(1,179)
Instructional Materials & Supplies	1,166	2,500	(1,334)	72,715	30,000	42,715	30,000	(42,715)
Office Supplies	740	833	(93)	16,587	10,000	6,587	10,000	(6,587)
Other Supplies	1,250	2,500	(1,250)	7,426	30,000	(22,574)	30,000	22,574
Non-capitalized Equipment	300	583	(283)	29,197	7,000	22,197	7,000	(22,197)
Food Supplies	567	833	(266)	4,663	10,000	(5,333)	10,000	5,333
TOTAL BOOKS & SUPPLIES	4,023	10,256	(6,266)	282,937	274,000	(9,064)	274,000	10,000

SERVICES, OTHER OPERATING EXP.							
Payroll Expenses		0		1,075	0	1,075	
Suspense		0		12,224	0	12,224	
Travel & Conferences	1,337	417	920	18,524	5,000	13,524	(13,524)
Dues and Membership	128	583		2,838	7,000	(4,162)	7,000
Insurance	1,607	3,750	(2,143)	33,154	45,000	(11,846)	45,000
Utilities & Housekeeping	6,043	4,167	1,877	82,991	50,000	32,991	50,000
Rentals,Leases & Repairs	17,899	34,303	(16,405)	417,125	411,640	5,485	411,640
Assemblies		38			450	(450)	450
Pupil Transportation	525	833	(308)	16,114	10,000	6,114	10,000
Advertisement/Recruitment		267		4,122	3,206	917	3,206
Student Activities	17,949	3,333	14,616	80,244	40,000	40,244	40,000
FingerPrinting		33		992	400	592	400
Printing and Reproduction		75		3,286	901	2,384	901
LACOE Expense Reimbursement		837	(837)	5,144	10,040	(4,896)	10,040
Sub Teacher-Instr consultant		833	(833)	42,995	10,000	32,995	10,000
Non-Instructional Consultants		0	0	639	0	639	
Instructional Consultants	987	4,167	(3,180)	68,901	50,000	18,901	50,000
Consultant-Food Services	144,315	30,000	114,315	324,936	360,000	(35,064)	360,000
Business Consultant	5,083	5,000	83	64,144	60,000	4,144	60,000
Contractual Services	4,763	474	4,289	5,588	5,687	(100)	5,687
Special Ed Consultants	7,224	8,333	(1,110)	94,302	100,000	(5,698)	100,000
LAUSD Sepecial Ed Costs		637	(637)	(1,198)	7,647	(8,845)	7,647
Prior year operating expenses	(130,640)	4,005	(134,645)	(1)	48,064	(48,065)	48,064
Technology Consultant				400	0	400	
Fingerprints-Phys Xray other Empl Cost		178			2,134	(2,134)	2,134
Professional Development	1,645	417	1,228	21,951	5,000	16,951	5,000
Prior Period adjustment		0	0		0	0	0
Sales Tax		0		501	0	501	
Property Taxes				12,823		12,823	
Other Operating Expenses	16,455	3,372		16,455	40,466	(24,011)	40,466
Banks Fees and Charges	886	102		2,518	1,227	1,290	1,227
Fees & Other Charges	689	471		1,915	5,655	(3,740)	5,655
Permits I License		0		2,755	0	2,755	
Legal & Audit	5,983	2,666	3,317	54,830	31,994	22,836	31,994
Permits & Licenses		631			7,568	(7,568)	7,568
Fundraising activities /expenses		1,155		12,108	13,865	(1,757)	13,865
Website Development/Maintenance		0		13,579	0	13,579	
LAUSD Expense Reimbursement	656			7,266	0	7,266	
Software Program		0		7,946	0	7,946	
Communications	446	2,694	(2,248)	24,608	32,324	(7,716)	32,324
Postage (UPS, Fedex, US Mail)	71	417	(346)	3,433	5,000	(1,567)	5,000
CAPITAL OUTLAY							
Building and Improvements		1,667	(1,667)	715	20,000	(19,285)	20,000
Capitalized Equipment		1,500	(1,500)		18,000	(18,000)	18,000
Furnitures		0	0	5,657	0	5,657	0
OTHER OUTGO							
District Oversight Fees		0					0
Debt Service - Interest		3,631	(3,631)	20,374	43,568	(23,194)	43,568
Auto Lease Expense		2,500	(2,500)		30,000	(30,000)	30,000
Other Transfer Out				6,268	0	6,268	
				116,543		116,543	

Net Income/(Loss)	226,821	(44)	226,805	418,574	(532)	419,106	4,468	75,950
Change in Net Assets	226,821	(44)	226,865	418,574	(532)	419,106	4,468	75,950

Widom Academy for Young Scientists						
Estimated Cash Flow for FY13-14						
		CY Budget	Jul 13	Aug 13	Sep 13	13-Oct
	Opening Balance		895,596.54	898,144.85	462,028.71	469,915.58
Income	Revenue	4,174,782.00				
	Cash Received		961,159.11	363,156.86	400,780.00	373,417.66
	Estimated Gen Purpose					
	Estimted Property Tax					
	Estimated Fed					
	Estimted SpEd					
	Estimated Facility Grant					
	Transfer from Saving Account to Main					
Expense						
	Total 100-199 · CERTIFICATED PERSONNEL SALARIES	1,370,628.00	16,250.82	124,451.69	133,007.69	126,617.36
	1000 - Payroll Expenses					
	Total 200-299 · CLASSIFIED PERSONNEL SALARIES	544,195.00	26,378.01	35,767.32	50,345.08	60,407.33
	Total 300-399 · EMPLOYEE BENEFITS	494,654.00	11,442.06	26,802.41	32,974.47	42,384.73
	Total 4000 · BOOKS & SUPPLIES	279,000.00	10,320.22	18,811.02	25,157.01	14,547.69
	Suspense Account		0.00	3,062.60	0.00	0.00
	Total 5000 · SERVICES & OTHER OPERATING EXPE	1,370,268.00	304,308.78	120,192.38	70,774.80	149,265.97
	Total 6000 · CAPITAL OUTLAY	38,000.00	200.00	270.00	0.00	3,900.00
	TOTAL OTHER OUTGO	73,568.00				
	7619 · Other Interfd Transfer Out		0.00	0.00	0.00	0.00
Total Expense		4,170,313.00	368,899.89	329,357.42	312,259.05	397,123.08
	Net Income	4,469.00				
	Other Withdrawals		589,710.91	469,915.58	80,634.08	121,109.77
	Cash Balance End of Month		898,144.85	462,028.71	469,915.58	325,100.39

					Estimated	Estimated	Estimated	
Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	June 14	July
325,100.39	231,461.10	107,333.88	343,952.88	271,105.57	189,264.64	438,863.69	717,566.64	717,566.64
298,011.18	545,635.66	549,828.33	422,309.09	558,561.22	529,237.22	471,208.60	77,195.00	489,808.00
						300,000.00		
130,268.83	122,906.36	124,265.48	122,699.90	127,764.07	120,470.32	127,559.12	20,549.06	
					72.50	89.90	23.20	
59,210.82	55,917.67	36,041.33	59,956.58	62,395.34	53,715.33	71,747.04	41,248.45	
30,513.33	31,133.93	41,287.54	53,142.10	25,850.42	24,181.19	65,312.07	7,204.45	
19,887.31	2,121.35	7,404.12	9,829.61	174,177.33	2,856.28	4,570.18	4,023.22	
0.00	20,100.73	0.00	-5,653.73	0.00				
156,140.18	437,582.84	103,570.86	255,106.80	250,214.99	78,342.55	143,469.42	135,005.42	
-4,370.00	0.00	640.00	75.14	0.00		5,656.92		
						15,901.00		
0.00	0.00		0.00	0.00				
391,650.47	669,762.88	313,209.33	495,156.40	640,402.15	279,638.17	434,305.65	208,053.80	
						58,200.00		
231,461.10	107,333.88	343,952.88	271,105.57	189,264.64	438,863.69	717,566.64	509,512.84	1,207,374.64

Ordinary Income/Expense			Jul 13
Deposits	Cash Received		961,159.11
Expense			
suspense			12,698.00
100-199 · CERTIFICATED PERSONNEL SALARIES			
1100 · Teachers Salaries	1,047,353.00		0.00
Substitute Salaries	17,325.00		
1300 · Certificated Supervisor & Admin	305,950.00		16,250.82
1900 · Other Certificated Salaries			0.00
Total 100-199 · CERTIFICATED PERSONNEL SALARIES	1,370,628.00		16,250.82
1000 · Payroll Expenses			11.60
200-299 · CLASSIFIED PERSONNEL SALARIES			
2200 · Classified Support Salaries	257,360.00		2,916.67
2300 · Classified Supervisor's and Adm	5,000.00		8,906.67
2400 · Clerical, Technical & Office	118,000.00		11,058.67
2500 · Classified-Extra Duty/Stipend			0.00
2900 · Other Classified	168,835.00		3,496.00
Total 200-299 · CLASSIFIED PERSONNEL SALARIES	549,195.00		26,378.01
300-399 · EMPLOYEE BENEFITS			
3101 · STRS - Certificated	113,077.00		1,065.63
3301 · OASDI -	31,595.00		1,635.43
3302 · MEDICARE	32,652.00		618.00
3401 · Health Insurance	154,063.00		8,123.00
3402 · Health Dependent Insurance-Cert			0.00
3501 · SU1	98,163.00		0.00
3601 · Workers Compensation	65,104.00		0.00
3901 · Other Benefits			0.00
300-399 · EMPLOYEE BENEFITS - Other			0.00

Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	TOTAL	Variance
363,156.86	400,780.00	373,417.66	258,485.18	332,791.22	507,901.51	351,104.32	534,573.92	4,083,369.78	
-35.85	0.00	-7,469.46	-2,579.49	-14,450.00	0.00	0.00	0.00	-11,836.80	11,836.80
108,209.78	116,765.78	102,793.85	114,026.92	106,328.45	108,023.57	113,124.65	118,188.82	887,461.82	159,891.18
								0.00	17,325.00
16,241.91	16,241.91	16,241.91	16,241.91	16,241.91	16,241.91	9,575.25	9,575.25	132,852.78	173,097.22
0.00	0.00	7,581.60	0.00	336.00	0.00	0.00	0.00	7,917.60	-7,917.60
124,451.69	133,007.69	126,617.36	130,268.83	122,906.36	124,265.48	122,699.90	127,764.07	1,028,232.20	342,395.80
68.19	318.31	73.95	58.00	120.39	75.40	58.00	105.85	889.69	
8,706.66	8,706.66	8,706.66	8,706.66	12,252.00	8,706.66	8,706.66	8,706.66	76,115.29	181,244.71
8,906.67	8,906.67	8,906.67	8,906.67	8,906.67	8,906.67	8,906.67	8,906.67	80,160.03	-75,160.03
13,305.99	26,745.25	29,351.50	30,254.49	24,857.50	15,279.50	31,805.75	26,358.75	209,017.40	-91,017.40
0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.26	145.26	-145.26
4,848.00	5,986.50	13,442.50	11,343.00	9,901.50	3,148.50	10,537.50	18,278.00	80,981.50	87,853.50
35,767.32	50,345.08	60,407.33	59,210.82	55,917.67	36,041.33	59,956.58	62,395.34	446,419.48	102,775.52
9,963.28	9,995.46	9,952.62	10,152.38	9,585.32	9,596.02	9,046.02	9,831.39	79,188.12	33,888.88
2,215.71	3,491.75	3,872.31	3,902.74	3,443.90	2,292.91	3,945.41	3,880.55	28,680.71	2,914.29
2,310.69	2,645.19	2,703.16	2,736.07	2,581.04	2,313.74	2,637.85	2,741.77	21,287.51	11,364.49
10,094.72	15,074.01	22,068.16	12,588.52	14,417.00	4,053.93	2,069.17	1,638.64	90,127.15	63,935.85
0.00	0.00	0.00	0.00	0.00	13,153.00	25,567.00	0.00	38,720.00	-38,720.00
2,218.01	1,761.26	796.79	1,126.67	996.48	9,876.32	7,627.74	2,538.61	26,941.88	71,221.12
0.00	0.00	2,982.18	0.00	0.00	0.00	2,137.03	5,210.35	10,329.56	54,774.44
0.00	6.80	9.51	6.95	5.29	1.62	6.98	9.11	46.26	-46.26
0.00	0.00	0.00	0.00	104.90	0.00	104.90	0.00	209.80	-209.80

			Total 300-399 · EMPLOYEE BENEFITS	494,654.00	11,442.06
			4100 · Textbooks	187,000.00	0.00
			4200 · Books Other than Textbooks	5,000.00	0.00
			4300 · Materials and Supplies		
			4310 · Instructional Materials	30,000.00	406.98
			4320 · Custodial Supplies		0.00
			4340 · Fuel, Oil and Tires		56.29
			4350 · Office Supplies	10,000.00	1,688.49
			4360 · Food Staff Meetings		0.00
			4390 · Other Supplies	30,000.00	0.00
			4300 · Materials and Supplies - Other		0.00
			4400 · Non-capitalized Equipment		
			4410 · Classroom Furniture & Equip	7,000.00	539.55
			4420 · Computers		7,628.91
			4700 · Food Supplies	10,000.00	0.00
			Total 4000 · BOOKS & SUPPLIES	279,000.00	10,320.22
			5000 · SERVICES & OTHER OPERATING EXPE		
			Suspense Account		0.00
			5200 · Travel & Conference	5,000.00	0.00
			5300 · Dues & Membership	7,000.00	0.00
			5400 · Insurance - Liability	45,000.00	0.00
			Total 5500 · Operations and Housekeeping Ser	50,000.00	4,031.70
			Total 5600 · Rentals,Leases,Repairs & Noncap	411,640.00	6,638.00
			Assemblies	450.00	
			5812 · Pupil Transportation	10,000.00	0.00
			5830 · Advertisement & Recuitment	3,206.00	0.00
			5831 · Student Activities	40,000.00	0.00
			5832 · Printing and Reproduction	901.00	0.00
			5836 · Fingerprinting	2,534.00	0.00
			5840 · LACOE - Expense Reimbursement	10,040.00	0.00
			5842 · Sub Teacher- Instr. Consultants	10,000.00	160.00

26,802.41	32,974.47	42,384.73	30,513.33	31,133.93	41,287.54	53,142.10	25,850.42	295,530.99	199,123.01
0.00	0.00	0.00	0.00	0.00	0.00	0.00	156,936.39	156,936.39	30,063.61
0.00	0.00	0.00	0.00	0.00	6,094.22	84.46	0.00	6,178.68	
								0.00	
8,893.43	5,491.17	5,891.93	14,938.66	-1,018.58	610.69	5,009.51	2,302.60	42,526.39	
36.43	3,484.41	2,669.83	1,443.92	2,164.23	13.12	707.78	3,937.68	14,457.40	
263.21	319.91	587.06	975.48	0.00	75.77	1,142.63	602.60	4,022.95	
1,072.14	2,729.64	738.78	1,200.87	325.86	0.00	1,437.53	3,767.12	12,960.43	
0.00	0.00	0.00	0.00	540.36	0.00	0.00	341.30	881.66	
21.32	150.00	517.99	465.10	61.54	185.32	521.32	2,110.80	4,033.39	25,966.61
1,709.56	1,998.72	3,893.28	363.12	0.00	80.00	111.45	1,101.00	9,257.13	
								0.00	
0.00	10,546.00	0.00	0.00	0.00	345.00	29.86	2,854.88	14,315.29	
4,959.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,588.41	
1,855.43	437.16	248.82	500.16	47.94	0.00	785.07	222.96	4,097.54	5,902.46
18,811.02	25,157.01	14,547.69	19,887.31	2,121.35	7,404.12	9,829.61	174,177.33	282,255.66	61,932.68
3,062.60	0.00	0.00	0.00	20,100.73	0.00	-5,653.73	0.00	17,509.60	-17,509.60
1,545.15	1,662.87	2,602.03	5,861.51	0.00	-1,667.49	0.00	7,021.10	17,025.17	-12,025.17
0.00	0.00	0.00	2,710.00	0.00	0.00	0.00	0.00	2,710.00	4,290.00
5,964.40	78.00	0.00	20,005.03	16,005.36	-17,298.91	1,972.63	1,606.84	28,333.35	16,666.65
7,448.90	5,773.64	7,650.67	7,373.35	8,911.37	7,391.15	5,292.93	7,056.98	60,930.69	-10,930.69
20,313.37	1,347.34	46,268.48	37,163.42	100,533.12	36,121.99	51,587.48	38,865.24	338,838.44	72,801.56
								0.00	450.00
1,209.39	525.70	1,871.42	871.42	936.60	1,232.26	3,656.70	2,611.01	12,914.50	-2,914.50
0.00	0.00	0.00	4,000.00	0.00	0.00	122.37	0.00	4,122.37	-916.37
0.00	2,740.00	9,172.92	1,001.00	443.52	8,160.00	8,362.60	15,140.19	45,020.23	-5,020.23
0.00	1,095.10	979.69	372.40	0.00	53.41	0.00	180.58	2,681.18	-1,780.18
256.00	480.00	96.00	96.00	0.00	64.00	0.00	0.00	992.00	1,542.00
0.00	0.00	0.00	1,841.00	1,500.00	0.00	1,803.00	0.00	5,144.00	4,896.00
0.00	4,603.26	3,204.75	6,679.25	9,208.01	8,219.74	1,370.06	3,568.47	37,013.54	-27,013.54

.85,014.50	85,014.50	68,070.06	533,630.06	-38,976.06
10,021.20	10,021.20	10,021.20	187,000.00	0.00
			6,178.68	-1,178.68
			0.00	0.00
			42,526.39	-12,526.39
			14,457.40	-14,457.40
			4,022.95	-4,022.95
			12,960.43	-2,960.43
			881.66	-881.66
8,655.54	8,655.54	8,655.54	30,000.00	0.00
			9,257.13	-9,257.13
			0.00	0.00
			14,315.29	-7,315.29
			12,588.41	-12,588.41
1,967.49	1,967.49	1,967.49	10,000.00	0.00
20,644.23	20,644.23	20,644.23	344,188.34	-65,188.34
			17,509.60	-17,509.60
			17,025.17	-12,025.17
1,430.00	1,430.00	1,430.00	7,000.00	0.00
5,555.55	5,555.55	5,555.55	45,000.00	0.00
0.00	0.00	0.00	60,930.69	-10,930.69
24,267.19	24,267.19	24,267.18	411,640.00	0.00
150.00	150.00	150.00	450.00	0.00
			12,914.50	-2,914.50
			4,122.37	-916.37
			45,020.23	-5,020.23
			2,681.18	-1,780.18
514.00	514.00	514.00	2,534.00	0.00
1,632.00	1,632.00	1,632.00	10,040.00	0.00
			37,013.54	-27,013.54

				5850 · Non-Instructional Consultants		0.00
				5851 · Instructional Consultants	50,000.00	3,000.00
				5852 · Consultants - Food Services	360,000.00	1,425.00
				5853 · Business Consultant	60,000.00	5,082.58
				5854 · Contractual Services	5,687.00	0.00
				5856 · Special Ed Consutant	100,000.00	1,035.00
				5857 · Prior Year Operating Expense	48,064.00	116,542.90
				5858 · Technology Consultant		0.00
				5863 · Professional Development	5,000.00	3,473.20
				5870 · Sales Tax		0.00
				5890 · Other Serv & Operating Expenses	40,466.00	0.00
				5891 · Bank Fees & Charges	1,227.00	43.50
				5892 · Fees & Other Charges	5,655.00	0.00
				5893 · Permits & Licenses	7,568.00	465.00
				5894 · Legal & Audit	31,994.00	0.00
				5895 · Fundraising Activities/Expenses	13,865.00	0.00
				5896 · Website Development/Maintenance		0.00
				5898 · LAUSD-Special Ed Costs	7,647.00	0.00
				5899 · Software Program		0.00
				Total 5800 · Pro/Con Srvc & Operating Expens		131,227.18
				5865 · Prior Period Adjustment		14,096.40
				5900 · Communications		
				5910 · Telephone		360.60
				5915 · Internet		99.90
				5920 · Postage & Delivery	5,000.00	428.86
				5900 · Communications - Other	32,324.00	1,300.00
				Total 5900 · Communications		2,189.36
				Total 5000 · SERVICES & OTHER OPERATING EXPE	1,370,268.00	291,599.18 00
				6000 · CAPITAL OUTLAY		
				6170 · Land Improvements		200.00
				6200 · Building & Improvements	20,000.00	0.00
				6000 · CAPITAL OUTLAY - Other	18,000.00	0.00
				Total 6000 · CAPITAL OUTLAY	38,000.00	200.00

279.00	0.00	0.00	0.00	0.00	0.00	250.00	110.00	639.00	-639.00
5,050.00	12,000.00	10,200.00	13,250.00	7,680.00	1,800.00	1,288.00	2,280.00	56,548.00	-6,548.00
0.00	0.00	0.00	0.00	118,228.87	0.00	34,355.46	29,556.35	183,565.68	176,434.32
5,082.58	5,385.20	5,572.58	0.00	10,165.16	0.00	10,165.16	5,082.58	46,535.84	13,464.16
0.00	0.00	0.00	825.00	0.00	0.00	0.00	0.00	825.00	4,862.00
310.68	1,545.00	8,913.75	0.00	11,005.00	8,728.75	17,402.50	26,067.50	75,008.18	24,991.82
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116,542.90	-68,478.90
0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	400.00	-400.00
13,031.35	400.00	375.00	400.00	0.00	45.00	1,945.00	0.00	19,669.55	-14,669.55
0.00	0.00	0.00	500.64	0.00	0.00	0.00	0.00	500.64	-500.64
0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00	39,866.00
30.00	39.50	140.96	464.08	68.50	32.00	245.95	564.70	1,629.19	-402.19
229.25	0.00	6.00	-25.43	0.00	195.00	317.45	503.75	1,226.02	4,428.98
0.00	0.00	0.00	1,322.00	0.00	1,295.00	0.00	137.88	3,219.88	4,348.12
2,887.34	0.00	899.00	7,013.00	1,605.00	4,172.00	9,370.00	5,292.96	31,239.30	754.70
3,436.00	278.94	1,767.28	788.04	788.04	1,421.53	967.98	1,656.80	11,104.61	2,760.39
0.00	0.00	5,384.00	0.00	0.00	3,579.00	0.00	0.00	8,963.00	-8,963.00
0.00	0.00	0.00	0.00	0.00	-1,198.00	0.00	0.00	-1,198.00	8,845.00
7,945.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,945.79	-7,945.79
39,747.38	29,092.70	48,583.35	39,398.40	161,628.70	38,399.69	92,022.23	92,752.77		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,096.40	
646.51	878.75	1,417.40	2,839.37	1,509.76	1,074.67	844.31	989.80	10,561.17	
1,346.40	266.18	39.90	336.14	68.00	0.00	4,991.16	2,862.24	10,009.92	
703.82	559.69	29.50	200.27	24.84	0.00	240.18	1,174.68	3,361.84	1,638.16
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	31,024.00
2,696.73	1,704.62	1,486.80	3,375.78	1,602.60	1,074.67	6,075.65	5,026.72	25,232.93	
120,160.04	70,456.49	156,661.48	158,661.67	451,912.45	103,495.46	255,048.80	250,109.14	1,185,252.31	244,916.11
270.00	0.00	450.00	-920.00	0.00	0.00	0.00	0.00		
0.00	0.00	1,725.00	-1,725.00	0.00	640.00	75.14	0.00	715.14	19,284.86
0.00	0.00	1,725.00	-1,725.00	0.00	0.00	0.00	0.00	0.00	18,000.00
270.00	0.00	3,900.00	-4,370.00	0.00	640.00	75.14	0.00	715.14	37,284.86

			639.00	-639.00
			56,548.00	-6,548.00
58,811.44	58,811.44	58,811.44	360,000.00	0.00
4,488.05	4,488.05	4,488.05	60,000.00	0.00
1,620.67	1,620.67	1,620.67	5,687.00	0.00
8,330.61	8,330.61	8,330.61	100,000.00	0.00
			116,542.90	-68,478.90
			400.00	-400.00
			19,669.55	-14,669.55
			500.64	-500.64
13,288.67	13,288.67	13,288.67	40,466.00	0.00
			1,629.19	-402.19
1,476.33	1,476.33	1,476.33	5,655.00	0.00
1,449.37	1,449.37	1,449.37	7,568.00	0.00
251.57	251.57	251.57	31,994.00	0.00
920.13	920.13	920.13	13,865.00	0.00
			8,963.00	-8,963.00
2,948.33	2,948.33	2,948.33	7,647.00	0.00
			7,945.79	-7,945.79
			0.00	0.00
			14,096.40	-14,096.40
			0.00	0.00
			10,561.17	-10,561.17
			10,009.92	-10,009.92
546.05	546.05	546.05	5,000.00	0.00
10,341.33	10,341.33	10,341.33	32,324.00	0.00
			25,232.93	-25,232.93
138,021.29	138,021.29	138,021.28	1,599,316.17	-229,048.17
6,428.29	6,428.29	6,428.29	20,000.00	0.00
6,000.00	6,000.00	6,000.00	18,000.00	0.00
12,428.29	12,428.29	12,428.29	38,000.00	0.00

				7000 - Other Outgo		
				7299 - Supervisorial Oversight Fees	43,568.00	0.00
				Debt Service-Interest	30,000.00	
				7439 - Auto Lease Expense		0.00
				TOTAL OTHER OUTGO	73,568.00	
				7619 - Other Interfd Transfer Out		0.00
				Total Expense	4,175,313.00	225,163.13

2,351.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,351.00	41,217.00
								0.00	30,000.00
0.00	891.94	31,270.96	-11.06	0.00	0.00	-25,884.30	0.00	6,267.54	
								8,618.54	71,217.00
0.00	0.00	0.00	0.00	0.00	116,542.90	0.00	0.00	116,542.90	
268,102.29	256,304.72	332,505.24	328,988.98	504,410.23	382,873.75	387,228.91	368,445.33	3,363,567.22	1,059,644.98

13,739.00	13,739.00	13,739.00	43,568.00	0.00
10,000.00	10,000.00	10,000.00	30,000.00	0.00
			6,267.54	-6,267.54
23,739.00	23,739.00	23,739.00	79,835.54	-6,267.54
			116,542.90	-116,542.90
515,853.87	515,853.87	410,301.33	4,805,576.30	-630,263.30

Ordinary Income/Expense		Jul 13	Aug 13	Sep 13
Income				
8000-89 · REVENUE				
	SUSPENSE	0.00	0.01	0.00
	8000-89 · REVENUE - Other	0.00	0.00	0.00
Total 8000-89 · REVENUE		0.00	0.01	0.00
8000 · Principal Apportionment				
	8012 · Education Protection Account	0.00	0.00	0.00
Total 8000 · Principal Apportionment		0.00	0.00	0.00
8100-82 · Federal Revenue				
	8220 · Child Nutrition Programs	0.00	0.00	0.00
	8221 · Title 1	0.00	0.00	0.00
	8222 · Title II	0.00	0.00	52,922.00
	8226 · Prior-Year Federal Revenue	0.00	0.00	0.00
Total 8100-82 · Federal Revenue		0.00	0.00	52,922.00
8300-85 · Other State Revenue				
	8311 · Special Education-AB602	0.00	0.00	0.00
	8545 · Facility Reimbursement	0.00	0.00	0.00
	8546 · Core Academic	0.00	0.00	0.00
	8547 · After School Education & Safety	0.00	0.00	73,125.00
	8549 · Mandated Cost Reimbursement	0.00	0.00	0.00
	8555 · Charter SchI FacilityGrant-PY	0.00	0.00	0.00
	8566 · PE Teachers Incentive Grants	0.00	0.00	0.00
	8589 · Child Nutrition - State	0.00	0.00	0.00
	8590 · Other State Revenue	0.00	0.00	0.00
Total 8300-85 · Other State Revenue		0.00	0.00	73,125.00
860-898 · Other Local Income				
	8660 · Interest Income	1.65	36.04	82.33

		Oct 13	Nov 13	Dec 13	Jan 14
Ordinary Income/Expense					
Income					
	8000-89 · REVENUE				
	SUSPENSE	0.00	0.00	0.00	0.00
	8000-89 · REVENUE - Other	0.00	0.00	0.00	0.00
	Total 8000-89 · REVENUE	0.00	0.00	0.00	0.00
	8000 · Principal Apportionment				
	8012 · Education Protection Acc	0.00	0.00	0.00	-5,815.08
	Total 8000 · Principal Apportionment	0.00	0.00	0.00	-5,815.08
	8100-82 · Federal Revenue				
	8220 · Child Nutrition Programs	0.00	0.00	64,500.87	69,491.89
	8221 · Title I	0.00	0.00	0.00	14,283.86
	8222 · Title II	0.00	-52,200.00	0.00	0.00
	8226 · Prior-Year Federal Reven	0.00	0.00	-1,667.49	0.00
	Total 8100-82 · Federal Revenue	0.00	-52,200.00	62,833.38	83,775.75
	8300-85 · Other State Revenue				
	8311 · Special Education-AB602	0.00	0.00	0.00	54,319.27
	8545 · Facility Reimbursement	0.00	82,597.00	0.00	0.00
	8546 · Core Academic	0.00	104,903.00	0.00	0.00
	8547 · After School Education &	0.00	-22,711.89	10,281.36	13,298.59
	8549 · Mandated Cost Reimburs	0.00	6,577.00	0.00	0.00
	8555 · Charter Schl Facility Grant	0.00	0.00	0.00	0.00
	8566 · PE Teachers Incentive Gr	0.00	0.00	0.00	10,364.70
	8589 · Child Nutrition - State	0.00	0.00	2,077.55	30,628.42
	8590 · Other State Revenue	0.00	0.00	0.00	0.00
	Total 8300-85 · Other State Revenue	0.00	171,365.11	12,358.91	108,610.98
	860-898 · Other Local Income				
	8660 · Interest Income	93.23	105.40	110.98	111.10

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		Feb 14	Mar 14	TOTAL
Ordinary Income/Expense				
Income				
8000-89 · REVENUE				
	SUSPENSE	0.00	0.00	0.01
	8000-89 · REVENUE - Other	0.00	0.00	0.00
Total 8000-89 · REVENUE		0.00	0.00	0.01
8000 · Principal Apportionment				
	8012 · Education Protection Acc	0.00	0.00	-5,815.08
Total 8000 · Principal Apportionment		0.00	0.00	-5,815.08
8100-82 · Federal Revenue				
	8220 · Child Nutrition Programs	0.00	0.00	133,992.76
	8221 · Title I	0.00	0.00	14,283.86
	8222 · Title II	0.00	0.00	722.00
	8226 · Prior-Year Federal Reven	0.00	0.00	-1,667.49
Total 8100-82 · Federal Revenue		0.00	0.00	147,331.13
8300-85 · Other State Revenue				
	8311 · Special Education-AB602	0.00	0.00	54,319.27
	8545 · Facility Reimbursement	0.00	0.00	82,597.00
	8546 · Core Academic	0.00	0.00	104,903.00
	8547 · After School Education &	0.00	0.00	73,993.06
	8549 · Mandated Cost Reimburs	0.00	0.00	6,577.00
	8555 · Charter Schl FacilityGrant	0.00	256,938.00	256,938.00
	8566 · PE Teachers Incentive Gr	0.00	0.00	10,364.70
	8589 · Child Nutrition - State	0.00	0.00	32,705.97
	8590 · Other State Revenue	0.00	129.48	129.48
Total 8300-85 · Other State Revenue		0.00	257,067.48	622,527.48
860-898 · Other Local Income				
	8660 · Interest Income	100.39	111.05	752.17

Ordinary Income/Expense			
Income			
8000-89 · REVENUE			
		SUSPENSE	
		8000-89 · REVENUE - Other	
Total 8000-89 · REVENUE			
8000 · Principal Apportionment			
		8012 · Education Protection Acc	
Total 8000 · Principal Apportionment			
8100-82 · Federal Revenue			
		8220 · Child Nutrition Programs	
		8221 · Title I	
		8222 · Title II	
		8226 · Prior-Year Federal Reven	
Total 8100-82 · Federal Revenue			
8300-85 · Other State Revenue			
		8311 · Special Education-AB602	
		8545 · Facility Reimbursement	
		8546 · Core Academic	
		8547 · After School Education &	
		8549 · Mandated Cost Reimburs	
		8555 · Charter Schl Facility Grant	
		8566 · PE Teachers Incentive Gr	
		8589 · Child Nutrition - State	
		8590 · Other State Revenue	
Total 8300-85 · Other State Revenue			
860-898 · Other Local Income			
		8660 · Interest Income	

			Jul 13	Aug 13	Sep 13
		8671 · Miscellaneous	0.00	0.00	0.00
		8672 · Fundraising	0.00	0.00	0.00
		8780 · In Lieu Property Tax	-2,088.15	0.00	0.00
		8782 · Donations & Scholarships	0.00	0.00	0.00
		8984 · Grant	0.00	0.00	0.00
		Total 860-898 · Other Local Income	-2,086.50	36.04	82.33
		8919 · Other Auth Interfd Transfer In	0.00	0.00	0.00
		Total Income	-2,086.50	36.05	126,129.33
		Gross Profit	-2,086.50	36.05	126,129.33
		Expense			
		suspense	12,698.00	-35.85	0.00
		100-199 · CERTIFICATED PERSONNEL SALARIES			
		1100 · Teachers Salaries	1,047,353.00	0.00	108,209.78
		Substitute Salaries	17,325.00		
		1300 · Certificated Supervisor &	305,950.00	16,250.82	16,241.91
		1900 · Other Certificated Salaries	0.00	0.00	0.00
		Total 100-199 · CERTIFICATED PERSONNEL SALARIES	1,370,628.00	16,250.82	124,451.69
		1000 · Payroll Expenses		11.60	68.19
		200-299 · CLASSIFIED PERSONNEL SALARIES			
		2200 · Classified Support Salaries	257,360.00	2,916.67	8,706.66
		2300 · Classified Supervisor's a	5,000.00	8,906.67	8,906.67
		2400 · Clerical, Technical & Offic	118,000.00	11,058.67	13,305.99
		2500 · Classified-Extra Duty/Stipend		0.00	0.00
		2900 · Other Classified	168,835.00	3,496.00	4,848.00
		Total 200-299 · CLASSIFIED PERSONNEL SALARIES	549,195.00	26,378.01	35,767.32
		300-399 · EMPLOYEE BENEFITS			
		3101 · STRS - Certificated	113,077.00	1,065.63	9,963.28

		Oct 13	Nov 13	Dec 13	Jan 14
	8671 · Miscellaneous	0.00	279.00	0.00	0.00
	8672 · Fundraising	974.03	0.00	3,552.74	0.00
	8780 · In Lieu Property Tax	-10,734.49	0.00	0.00	0.00
	8782 · Donations & Scholarships	0.00	0.00	0.00	1,086.66
	8984 · Grant	0.00	1,000.00	0.00	0.00
	Total 860-898 · Other Local Income	-9,667.23	1,384.40	3,663.72	1,197.76
	8919 · Other Auth Interfd Transfer In	0.00	0.00	0.00	116,542.90
	Total Income	-9,667.23	120,549.51	78,856.01	304,312.31
	Gross Profit	-9,667.23	120,549.51	78,856.01	304,312.31
	Expense				
	suspense	-7,469.46	-2,579.49	-14,450.00	0.00
	100-199 · CERTIFICATED PERSONNEL SALARIES				
	1100 · Teachers Salaries	102,793.85	114,026.92	106,328.45	108,023.57
	Substitute Salaries				
	1300 · Certificated Supervisor &	16,241.91	16,241.91	16,241.91	16,241.91
	1900 · Other Certificated Salaries	7,581.60	0.00	336.00	0.00
	Total 100-199 · CERTIFICATED PERSONNEL SALARIES	126,617.36	130,268.83	122,906.36	124,265.48
	1000 · Payroll Expenses	73.95	58.00	120.39	75.40
	200-299 · CLASSIFIED PERSONNEL SALARIES				
	2200 · Classified Support Salaries	8,706.66	8,706.66	12,252.00	8,706.66
	2300 · Classified Supervisor's a	8,906.67	8,906.67	8,906.67	8,906.67
	2400 · Clerical, Technical & Office	29,351.50	30,254.49	24,857.50	15,279.50
	2500 · Classified-Extra Duty/Stip	0.00	0.00	0.00	0.00
	2900 · Other Classified	13,442.50	11,343.00	9,901.50	3,148.50
	Total 200-299 · CLASSIFIED PERSONNEL SALARIES	60,407.33	59,210.82	55,917.67	36,041.33
	300-399 · EMPLOYEE BENEFITS				
	3101 · STRS - Certificated	9,952.62	10,152.38	9,585.32	9,596.02

		Feb 14	Mar 14	TOTAL	
	8671 · Miscellaneous	0.00	0.00	279.00	
	8672 · Fundraising	31.60	1,095.00	5,653.37	
	8780 · In Lieu Property Tax	0.00	0.00	-12,822.64	
	8782 · Donations & Scholarships	0.00	87.64	1,174.30	
	8984 · Grant	0.00	0.00	1,000.00	
	Total 860-898 · Other Local Income	131.99	1,293.69	-3,963.80	
	8919 · Other Auth Interfd Transfer In	0.00	0.00	116,542.90	
	Total Income	131.99	258,361.17	876,622.64	
	Gross Profit	131.99	258,361.17	876,622.64	
	Expense				
	suspense	0.00	0.00	-11,836.80	
	100-199 · CERTIFICATED PERSONNEL SALARIES				
	1100 · Teachers Salaries	113,124.65	118,188.82	887,461.82	159,891.18
	Substitute Salaries				
	1300 · Certificated Supervisor &	9,575.25	9,575.25	132,852.78	
	1900 · Other Certificated Salaries	0.00	0.00	7,917.60	
	Total 100-199 · CERTIFICATED PERSONNEL SALARIES	122,699.90	127,764.07	1,028,232.20	
	1000 · Payroll Expenses	58.00	105.85	889.69	
	200-299 · CLASSIFIED PERSONNEL SALARIES				
	2200 · Classified Support Salaries	8,706.66	8,706.66	76,115.29	
	2300 · Classified Supervisor's a	8,906.67	8,906.67	80,160.03	
	2400 · Clerical, Technical & Office	31,805.75	26,358.75	209,017.40	
	2500 · Classified-Extra Duty/Stip	0.00	145.26	145.26	
	2900 · Other Classified	10,537.50	18,278.00	80,981.50	
	Total 200-299 · CLASSIFIED PERSONNEL SALARIES	59,956.58	62,395.34	446,419.48	
	300-399 · EMPLOYEE BENEFITS				
	3101 · STRS - Certificated	9,046.02	9,831.39	79,188.12	

		8671 · Miscellaneous	
		8672 · Fundraising	
		8780 · In Lieu Property Tax	
		8782 · Donations & Scholarships	
		8984 · Grant	
	Total 860-898 · Other Local Income		
	8919 · Other Auth Interfd Transfer In		
	Total Income		
	Gross Profit		
	Expense		
	suspense		
	100-199 · CERTIFICATED PERSONNEL SALARIES		
		1100 · Teachers Salaries	53297.06
		Substitute Salaries	
		1300 · Certificated Supervisor &	
		1900 · Other Certificated Salaries	
	Total 100-199 · CERTIFICATED PERSONNEL SALARIES		
	1000 · Payroll Expenses		
	200-299 · CLASSIFIED PERSONNEL SALARIES		
		2200 · Classified Support Salaries	
		2300 · Classified Supervisor's a	
		2400 · Clerical, Technical & Office	
		2500 · Classified-Extra Duty/Stip	
		2900 · Other Classified	
	Total 200-299 · CLASSIFIED PERSONNEL SALARIES		
	300-399 · EMPLOYEE BENEFITS		
		3101 · STRS - Certificated	

				Jul 13	Aug 13	Sep 13	
			3301 · OASDI -	31,595.00	1,635.43	2,215.71	3,491.75
			3302 · MEDICARE	32,652.00	618.00	2,310.69	2,645.19
			3401 · Health Insurance	154,063.00	8,123.00	10,094.72	15,074.01
			3402 · Health Dependent Insurance-Cert		0.00	0.00	0.00
			3501 · SUI	98,163.00	0.00	2,218.01	1,761.26
			3601 · Workers Compensation	65,104.00	0.00	0.00	0.00
			3901 · Other Benefits		0.00	0.00	6.80
			300-399 · EMPLOYEE BENEFITS - Other		0.00	0.00	0.00
			Total 300-399 · EMPLOYEE BENEFITS	494,654.00	11,442.06	26,802.41	32,974.47
			4100 · Textbooks	187,000.00	0.00	0.00	0.00
			4200 · Books Other than Textbo	5,000.00	0.00	0.00	0.00
			4300 · Materials and Supplies				
			4310 · Instruc	30,000.00	406.98	8,893.43	5,491.17
			4320 · Custodial Supplies		0.00	36.43	3,484.41
			4340 · Fuel, Oil and Tires		56.29	263.21	319.91
			4350 · Office	10,000.00	1,688.49	1,072.14	2,729.64
			4360 · Food Staff Meetings		0.00	0.00	0.00
			4390 · Other	30,000.00	0.00	21.32	150.00
			4300 · Materials and Supplies - Othe		0.00	1,709.56	1,998.72
			4400 · Non-capitalized Equipment				
			4410 · Classr	7,000.00	539.55	0.00	10,546.00
			4420 · Computers		7,628.91	4,959.50	0.00
			4700 · Food Supplies	10,000.00	0.00	1,855.43	437.16
			Total 4000 · BOOKS & SUPPLIES	279,000.00			
			5000 · SERVICES & OTHER OPERATING EXPE				
			Suspense Account		0.00	3,062.60	0.00
			5200 · Travel & Conference	5,000.00	0.00	1,545.15	1,662.87
			5300 · Dues & Membership	7,000.00	0.00	0.00	0.00

		Oct 13	Nov 13	Dec 13	Jan 14
	3301 · OASDI -	3,872.31	3,902.74	3,443.90	2,292.91
	3302 · MEDICARE	2,703.16	2,736.07	2,581.04	2,313.74
	3401 · Health Insurance	22,068.16	12,588.52	14,417.00	4,053.93
	3402 · Health Dependent Insura	0.00	0.00	0.00	13,153.00
	3501 · SUI	796.79	1,126.67	996.48	9,876.32
	3601 · Workers Compensation	2,982.18	0.00	0.00	0.00
	3901 · Other Benefits	9.51	6.95	5.29	1.62
	300-399 · EMPLOYEE BENEFITS -	0.00	0.00	104.90	0.00
		42,384.73	30,513.33	31,133.93	41,287.54
	4100 · Textbooks	0.00	0.00	0.00	0.00
	4200 · Books Other than Textbo	0.00	0.00	0.00	6,094.22
	4300 · Materials and Supplies				
	4310 · Instruc	5,891.93	14,938.66	-1,018.58	610.69
	4320 · Custod	2,669.83	1,443.92	2,164.23	13.12
	4340 · Fuel, C	587.06	975.48	0.00	75.77
	4350 · Office	738.78	1,200.87	325.86	0.00
	4360 · Food S	0.00	0.00	540.36	0.00
	4390 · Other	517.99	465.10	61.54	185.32
	4300 · Materi	3,893.28	363.12	0.00	80.00
	4400 · Non-capitalized Equipmen				
	4410 · Classr	0.00	0.00	0.00	345.00
	4420 · Comp	0.00	0.00	0.00	0.00
	4700 · Food Supplies	248.82	500.16	47.94	0.00
	Total 4000 · BOOKS & SUPPLIES				
	5000 · SERVICES & OTHER OPERATING EXPE				
	Suspense Account	0.00	0.00	20,100.73	0.00
	5200 · Travel & Conference	2,602.03	5,861.51	0.00	-1,667.49
	5300 · Dues & Membership	0.00	2,710.00	0.00	0.00

		Feb 14	Mar 14	TOTAL
	3301 · OASDI -	3,945.41	3,880.55	28,680.71
	3302 · MEDICARE	2,637.85	2,741.77	21,287.51
	3401 · Health Insurance	2,069.17	1,638.64	90,127.15
	3402 · Health Dependent Insurat	25,567.00	0.00	38,720.00
	3501 · SUI	7,627.74	2,538.61	26,941.88
	3601 · Workers Compensation	2,137.03	5,210.35	10,329.56
	3901 · Other Benefits	6.98	9.11	46.26
	300-399 · EMPLOYEE BENEFITS -	104.90	0.00	209.80
	Total 300-399 · EMPLOYEE BENEFITS	53,142.10	25,850.42	295,530.99
	4100 · Textbooks	0.00	156,936.39	156,936.39
	4200 · Books Other than Textbo	84.46	0.00	6,178.68
	4300 · Materials and Supplies			
	4310 · Instruc	5,009.51	2,302.60	42,526.39
	4320 · Custod	707.78	3,937.68	14,457.40
	4340 · Fuel, C	1,142.63	602.60	4,022.95
	4350 · Office	1,437.53	3,767.12	12,960.43
	4360 · Food S	0.00	341.30	881.66
	4390 · Other	521.32	2,110.80	4,033.39
	4300 · Materi	111.45	1,101.00	9,257.13
	4400 · Non-capitalized Equipmen			
	4410 · Classr	29.86	2,854.88	14,315.29
	4420 · Comp	0.00	0.00	12,588.41
	4700 · Food Supplies	785.07	222.96	4,097.54
	Total 4000 · BOOKS & SUPPLIES			
	5000 · SERVICES & OTHER OPERATING EXPE			
	Suspense Account	-5,653.73	0.00	17,509.60
	5200 · Travel & Conference	0.00	7,021.10	17,025.17
	5300 · Dues & Membership	0.00	0.00	2,710.00

			Jul 13	Aug 13	Sep 13	
		5400 · Insurance - Liability	45,000.00	0.00	5,964.40	78.00
		Total 5500 · Operations and Hou	50,000.00	4,031.70	7,448.90	5,773.64
		Total 5600 · Rentals,Leases,Rep	411,640.00	6,638.00	20,313.37	1,347.34
		Assen	450.00			
		5812 · Pupil T	10,000.00	0.00	1,209.39	525.70
		5830 · Advert	3,206.00	0.00	0.00	0.00
		5831 · Studer	40,000.00	0.00	0.00	2,740.00
		5832 · Printin	901.00	0.00	0.00	1,095.10
		5836 · Finger	2,534.00	0.00	256.00	480.00
		5840 · LACOE	10,040.00	0.00	0.00	0.00
		5842 · Sub Te	10,000.00	160.00	0.00	4,603.26
		5850 · Non-Instructional Consultant		0.00	279.00	0.00
		5851 · Instruc	50,000.00	3,000.00	5,050.00	12,000.00
		5852 · Consu	360,000.00	1,425.00	0.00	0.00
		5853 · Busine	60,000.00	5,082.58	5,082.58	5,385.20
		5854 · Contra	5,687.00	0.00	0.00	0.00
		5856 · Specia	100,000.00	1,035.00	310.68	1,545.00
		5857 · Prior Y	48,064.00	116,542.90	0.00	0.00
		5858 · Technology Consultant		0.00	0.00	0.00
		5863 · Profes	5,000.00	3,473.20	13,031.35	400.00
		5870 · Sales Tax		0.00	0.00	0.00
		5890 · Other	40,466.00	0.00	0.00	0.00
		5891 · Bank F	1,227.00	43.50	30.00	39.50
		5892 · Fees &	5,655.00	0.00	229.25	0.00
		5893 · Permit	7,568.00	465.00	0.00	0.00
		5894 · Legal	31,994.00	0.00	2,887.34	0.00
		5895 · Fundra	13,865.00	0.00	3,436.00	278.94
		5896 · Website Development/Mainte		0.00	0.00	0.00
		5898 · LAUSD	7,647.00	0.00	0.00	0.00
		5899 · Software Program		0.00	7,945.79	0.00
		Total 5800 · Pro/Con Srvc & Operating Expens		131,227.18	39,747.38	29,092.70

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	Oct 13	Nov 13	Dec 13	Jan 14
5400 · Insurance - Liability	0.00	20,005.03	16,005.36	-17,298.91
Total 5500 · Operations and Hou	7,650.67	7,373.35	8,911.37	7,391.15
Total 5600 · Rentals,Leases,Rep	46,268.48	37,163.42	100,533.12	36,121.99
Assen				
5812 · Pupil T	1,871.42	871.42	936.60	1,232.26
5830 · Adver	0.00	4,000.00	0.00	0.00
5831 · Studer	9,172.92	1,001.00	443.52	8,160.00
5832 · Printin	979.69	372.40	0.00	53.41
5836 · Finger	96.00	96.00	0.00	64.00
5840 · LACOE	0.00	1,841.00	1,500.00	0.00
5842 · Sub Te	3,204.75	6,679.25	9,208.01	8,219.74
5850 · Non-In	0.00	0.00	0.00	0.00
5851 · Instruc	10,200.00	13,250.00	7,680.00	1,800.00
5852 · Consu	0.00	0.00	118,228.87	0.00
5853 · Busine	5,572.58	0.00	10,165.16	0.00
5854 · Contra	0.00	825.00	0.00	0.00
5856 · Specia	8,913.75	0.00	11,005.00	8,728.75
5857 · Prior Y	0.00	0.00	0.00	0.00
5858 · Techn	0.00	0.00	0.00	0.00
5863 · Profes	375.00	400.00	0.00	45.00
5870 · Sales	0.00	500.64	0.00	0.00
5890 · Other	0.00	0.00	0.00	600.00
5891 · Bank F	140.96	464.08	68.50	32.00
5892 · Fees &	6.00	-25.43	0.00	195.00
5893 · Permi	0.00	1,322.00	0.00	1,295.00
5894 · Legal	899.00	7,013.00	1,605.00	4,172.00
5895 · Fundra	1,767.28	788.04	788.04	1,421.53
5896 · Websi	5,384.00	0.00	0.00	3,579.00
5898 · LAUSD	0.00	0.00	0.00	-1,198.00
5899 · Softwa	0.00	0.00	0.00	0.00
Total 5800 · Pro/Con Srvc & Ope	48,583.35	39,398.40	161,628.70	38,399.69

	Feb 14	Mar 14	TOTAL
5400 · Insurance - Liability	1,972.63	1,606.84	28,333.35
Total 5500 · Operations and Hou	5,292.93	7,056.98	60,930.69
Total 5600 · Rentals,Leases,Rep	51,587.48	38,865.24	338,838.44
Assen			
5812 · Pupil T	3,656.70	2,611.01	12,914.50
5830 · Adver	122.37	0.00	4,122.37
5831 · Studer	8,362.60	15,140.19	45,020.23
5832 · Printin	0.00	180.58	2,681.18
5836 · Finger	0.00	0.00	992.00
5840 · LACOE	1,803.00	0.00	5,144.00
5842 · Sub Te	1,370.06	3,568.47	37,013.54
5850 · Non-In	250.00	110.00	639.00
5851 · Instruc	1,288.00	2,280.00	56,548.00
5852 · Consu	34,355.46	29,556.35	183,565.68
5853 · Busine	10,165.16	5,082.58	46,535.84
5854 · Contra	0.00	0.00	825.00
5856 · Specia	17,402.50	26,067.50	75,008.18
5857 · Prior Y	0.00	0.00	116,542.90
5858 · Techn	400.00	0.00	400.00
5863 · Profes	1,945.00	0.00	19,669.55
5870 · Sales	0.00	0.00	500.64
5890 · Other	0.00	0.00	600.00
5891 · Bank F	245.95	564.70	1,629.19
5892 · Fees &	317.45	503.75	1,226.02
5893 · Permi	0.00	137.88	3,219.88
5894 · Legal	9,370.00	5,292.96	31,239.30
5895 · Fundra	967.98	1,656.80	11,104.61
5896 · Websi	0.00	0.00	8,963.00
5898 · LAUSD	0.00	0.00	-1,198.00
5899 · Softwa	0.00	0.00	7,945.79
Total 5800 · Pro/Con Srvc & Ope	92,022.23	92,752.77	672,852.40

			Jul 13	Aug 13	Sep 13
		5865 · Prior Period Adjustment	14,096.40	0.00	0.00
		5900 · Communications			
		5910 · Telephone	360.60	646.51	878.75
		5915 · Internet	99.90	1,346.40	266.18
		5920 · Postag 5,000.00	428.86	703.82	559.69
		5900 · Comm 32,324.00	1,300.00	0.00	0.00
		Total 5900 · Communications	2,189.36	2,696.73	1,704.62
	Total 5000 · SERVICES & OTHER OPERATING EXPE		1,370,268.00	158,182.64	80,778.53
					39,659.17
		6000 · CAPITAL OUTLAY			
		6170 · Land Improvements	200.00	270.00	0.00
		6200 · Building & Improvements 20,000.00	0.00	0.00	0.00
		6000 · CAPITAL OUTLAY - Other 18,000.00	0.00	0.00	0.00
		Total 6000 · CAPITAL OUTLAY	38,000.00	200.00	270.00
					0.00
		7000 · Other Outgo			
		7299 · Supervisorial Oversight F 43,568.00	0.00	2,351.00	0.00
		Debt Service-Interest 30,000.00			
		7439 · Auto Lease Expense	0.00	0.00	891.94
		TOTAL OTHER OUTGO	73,568.00		
		7619 · Other Interfd Transfer Out	0.00	0.00	0.00
	Total Expense		4,175,313.00	225,163.13	268,102.29
					256,304.72
		Net Ordinary Income	-227,249.63	-268,066.24	-130,175.39

		Oct 13	Nov 13	Dec 13	Jan 14
	5865 · Prior Period Adjustment	0.00	0.00	0.00	0.00
	5900 · Communications				
	5910 · Telephone	1,417.40	2,839.37	1,509.76	1,074.67
	5915 · Internet	39.90	336.14	68.00	0.00
	5920 · Postage	29.50	200.27	24.84	0.00
	5900 · Comm	0.00	0.00	0.00	0.00
	Total 5900 · Communications	1,486.80	3,375.78	1,602.60	1,074.67
	Total 5000 · SERVICES & OTHER OPERATING EXPE	106,591.33	115,887.49	308,781.88	64,021.10
	6000 · CAPITAL OUTLAY				
	6170 · Land Improvements	450.00	-920.00	0.00	0.00
	6200 · Building & Improvements	1,725.00	-1,725.00	0.00	640.00
	6000 · CAPITAL OUTLAY - Other	1,725.00	-1,725.00	0.00	0.00
	Total 6000 · CAPITAL OUTLAY	3,900.00	-4,370.00	0.00	640.00
	7000 · Other Outgo				
	7299 · Supervisorial Oversight F	0.00	0.00	0.00	0.00
	Debt Service-Interest				
	7439 · Auto Lease Expense	31,270.96	-11.06	0.00	0.00
	TOTAL OTHER OUTGO				
	7619 · Other Interfd Transfer Out	0.00	0.00	0.00	116,542.90
	Total Expense	332,505.24	328,988.98	504,410.23	382,873.75
	Net Ordinary Income	-342,172.47	-208,439.47	-425,554.22	-78,561.44

		Feb 14	Mar 14	TOTAL
	5865 · Prior Period Adjustment	0.00	0.00	14,096.40
	5900 · Communications			
	5910 · Teleph	844.31	989.80	10,561.17
	5915 · Intern	4,991.16	2,862.24	10,009.92
	5920 · Postag	240.18	1,174.68	3,361.84
	5900 · Comm	0.00	0.00	1,300.00
	Total 5900 · Communications	6,075.65	5,026.72	25,232.93
	Total 5000 · SERVICES & OTHER OPERATING EXPE	151,297.19	152,329.65	1,177,528.98
	6000 · CAPITAL OUTLAY			
	6170 · Land Improvements	0.00	0.00	0.00
	6200 · Building & Improvements	75.14	0.00	715.14
	6000 · CAPITAL OUTLAY - Other	0.00	0.00	0.00
	Total 6000 · CAPITAL OUTLAY	75.14	0.00	715.14
	7000 · Other Outgo			
	7299 · Supervisorial Oversight F	0.00	0.00	2,351.00
	Debt Service-Interest			
	7439 · Auto Lease Expense	-25,884.30	0.00	6,267.54
	TOTAL OTHER OUTGO			
	7619 · Other Interfd Transfer Out	0.00	0.00	116,542.90
	Total Expense	387,228.91	368,445.33	3,054,022.58
	Net Ordinary Income	-387,096.92	-110,084.16	-2,177,399.94

EXHIBIT 29

INDEPENDENT CONTRACTOR CONSULTING AGREEMENT
Merle Williamson Foundation dba Wisdom Academy for Young Scientists

THIS INDEPENDENT CONTRACTOR CONSULTING AGREEMENT (hereinafter "Agreement") is entered into by and between Merle Williamson Foundation dba Wisdom Academy for Young Scientists (hereinafter "School") and Jason Okonkwo (hereinafter "Consultant"), effective July 1, 2014.

RECITALS

A. SCHOOL is a non-profit corporation organized under the laws of the State of California to operate a charter school in the State of California.

B. Consultant is very experienced in operating a charter school. SCHOOL is retaining Consultant to provide services to SCHOOL as set forth below.

C. SCHOOL wishes to retain Consultant to provide such services to SCHOOL.

AGREEMENT

In consideration of the promises and of the mutual covenants contained herein, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Independent Contracting Agreement and Services. SCHOOL hereby engages Consultant, and Consultant hereby accepts such an engagement upon the terms and conditions set forth herein. It is expressly understood between the parties that Consultant is an independent contractor and not an employee of SCHOOL. Consultant shall perform the following services: administrative support services. Consultant assumes full responsibility for the performance of his/her duties under the terms of this Agreement. SCHOOL acknowledges that it does not and will not control or direct Consultant with regard to the manner or means in which Consultant performs his/her duties under this Agreement. SCHOOL shall simply have the right to approve or disapprove the final products and/or services provided by Consultant and shall have the right to set deadlines for the completion of products and/or services pursuant to this Agreement. Consultant shall not be responsible for reporting to any officer, employee or agent in carrying out the services to be performed by him/her under the terms of this Agreement.

2. Effective Date and Term. The effective date of this Agreement shall be July 1, 2014, and the term of this Agreement shall begin on the effective date and shall remain in effect until DATE, unless terminated pursuant to section 16.

3. Confidentiality.

a. Confidential Information in General. During the course of this Agreement, Consultant may have access to Confidential Information of SCHOOL, its employees, and certain third parties such as customers and vendors. "Confidential Information" is information, which is not generally known to the public and, as a result, is of economic benefit to SCHOOL in the conduct of its business. SCHOOL and Consultant agree that Confidential

Information shall include, but not be limited to, all information developed or maintained by SCHOOL and/or its employees and and/or vendors and comprising the following items, whether or not such items have been reduced to tangible form (e.g., physical writing): contract terms, lesson plans, education plans, business development techniques, processes, inventions, development, equipment, prototypes, methods, databases, consulting agreements, product research, sales, marketing and strategic plans, programming plans, advertising and promotion plans, products and "availability" information, existing and developing software products, source code, object code, technical documentation, flow charts, test results, models, data, research, formulas, ideas, trade names, service marks, slogans, forms, student lists, business forms, marketing programs and plans, business plans and strategies, layout and design, financial structure, operational methods and tactics, cost information, the identity of students or vendors of SCHOOL, accounting procedures, details, and any document, record or other information of SCHOOL relating to the above. Confidential Information include not only information belonging to SCHOOL or its customers and/or vendors, which existed before the date of this Agreement but also information developed by Consultant for SCHOOL or its customers and/or vendors during the time period that Consultant has provided services to SCHOOL, the term of this Agreement, and thereafter.

b. Restriction on Use of Confidential Information. Consultant shall not disclose to any third party or parties during or after the term of this Agreement, without the prior written consent of SCHOOL, any information relating to SCHOOL, its employees, customers, and/or vendors, or information regarding the affairs or operations of SCHOOL, including SCHOOL's Confidential Information. Consultant agrees that his use of Confidential Information is subject to the following restrictions during the time period that SCHOOL has retained Consultant, the term of this Agreement, and for an indefinite period thereafter so long as the Confidential Information has not become generally known to the public.

i. Nondisclosure. Consultant will not publish or disclose or allow to be published or disclosed, Confidential Information to any person who is not an employee of SCHOOL unless such disclosure is necessary to the performance of Consultant's obligations under this Agreement.

ii. Surrender Upon Termination of Agreement. Upon termination of this Agreement for any reason, Consultant will surrender to SCHOOL all documents and materials in his possession and/or control which contain Confidential Information. Consultant further agrees to return any and all other documents, materials, computer disks, or other items or property provided to Consultant by SCHOOL during the term of this Agreement upon the termination of this Agreement for any reason.

iii. Prohibition Against Unfair Competition. Consultant will not use any Confidential Information to engage in competition with SCHOOL at any time during the term of this Agreement or after the termination of this Agreement for any reason.

c. Solicitation of Employees.

i. Information About Employees. Consultant may be, or may have been, called upon to work closely with employees of SCHOOL in performing services under this Agreement. All information about such employees which becomes known to Consultant during the course of this Agreement, and which is not otherwise known to the public, including compensation or commission structure, is Confidential Information of SCHOOL and shall not be used by Consultant in soliciting employees of SCHOOL at any time during or after termination the termination of this Agreement.

ii. Solicitation of Employees Prohibited. During the term of this Agreement and for one (1) year following the termination of this Agreement, Consultant shall not, directly or indirectly ask or encourage any employee(s) of SCHOOL to leave their employment with SCHOOL, or solicit any employee(s) of SCHOOL for employment elsewhere. Consultant further agrees that he shall make any subsequent employer aware of this non-solicitation obligation.

d. Violations of Confidential Information, Solicitation and Written Material Clauses. Consultant agrees and acknowledges that the violation of any of the provisions contained in section 3 hereof would cause irreparable injury to SCHOOL, that the remedy at law for any violation or threatened violation thereof would be inadequate, and that SCHOOL shall be entitled to temporary and permanent injunctive relief or other equitable relief from a court of competent jurisdiction without the necessity of proving actual damages.

4. Compensation. SCHOOL shall pay Consultant for services performed pursuant to this Agreement, according the pay schedule attached as Exhibit "A."

5. Materials/Equipment/Costs. All materials and equipment needed by Consultant to carry out the services to be performed by him under this Agreement, shall be furnished by Consultant at his own expense.

6. Consultant's Obligation to Pay Taxes. All compensation called for under this Agreement will be paid without deductions or withholdings, and will be accompanied by a Form 1099 at year end. As an independent contractor, Consultant agrees that he/she will be responsible for the reporting and payment of any state and/or federal income tax or other withholdings on the compensation provided for his/her services under this Agreement. In addition, Consultant shall fill out and execute the form W-9 which is attached as Exhibit "B."

7. General Liability Insurance. Consultant expressly acknowledges and understands that SCHOOL shall have no obligation to provide general liability insurance for Consultant or his employees.

8. Corporate/Business Responsibilities/Workers' Compensation Insurance. Consultant shall be responsible for performing all duties incident to operating a business and/or corporation, including, but not limited to, obtaining all necessary licenses and paying all applicable taxes. Consultant expressly acknowledges and understands that SCHOOL shall have no obligation to provide workers' compensation insurance, unemployment insurance, health insurance or any employee benefits of any nature for Consultant. Consultant agrees to hold

harmless and indemnify SCHOOL for any and all claims arising out of any injury, disability or death of Consultant.

9. Other Activities. Consultant shall be permitted to engage in other activities for other businesses during the term of this Agreement, so long as he performs his duties pursuant to this Agreement.

10. Successors and Assigns. The rights and obligations of SCHOOL under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of SCHOOL. Consultant shall not be entitled to assign any of his rights or obligations under this Agreement without the prior written consent of an authorized officer of SCHOOL.

11. Governing Law. This Agreement shall be interpreted, construed, governed and enforced in accordance with the laws of the State of California.

12. Entire Agreement/Amendments. This Agreement reflects the only, sole and entire agreement between the parties relating in any way to the subject matter hereof. No statement, promise or different representations have been made which in any way form a part of or modify this Agreement. No amendment or modification of the terms or conditions of this Agreement shall be valid unless in writing and signed by the parties hereto.

13. Separate Terms. Each term, condition, covenant or provision of this Agreement shall be viewed as separate and distinct, and in the event that any, such term, covenant or provision shall be held by a court of competent jurisdiction to be invalid, the remaining provisions shall continue in full force and effect.

14. Waiver. A waiver by either party of a breach of any provision or provisions of this Agreement shall not constitute a general waiver or prejudice the other party's right otherwise to demand strict compliance with that provision or any other provisions in this Agreement.

15. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and sent by mail to Consultant at an address provided by Consultant, or hand delivered to Consultant, or to its principal office, in the case of the SCHOOL.

16. Termination. SCHOOL or Consultant each reserve the right to terminate this Agreement for any reason, upon 30 days written notice of termination.

17. Arbitration of Disputes. With the exception of any claims related to injunctive relief, which may be heard by a court of competent jurisdiction, all claims for monetary damages between the parties to this Agreement shall be resolved by binding arbitration under the commercial rules of JAMS in San Diego, California. Such arbitration shall be conducted in San Diego, California, before a single arbitrator selected through the usual and customary procedures of JAMS.

a. Any demand for arbitration shall be in writing and must be made within the time required by applicable law.

b. The arbitrator shall be a former or retired judge or attorney with at least ten years experience.

c. At the election of either party, the arbitration proceedings may be transcribed by a court reporter at the expense of the electing party and a written transcript may be provided to the arbitrator.

d. The arbitrator shall be requested to make factual findings and render a statement of decision, explaining the legal and factual basis for the award.

e. Final decisions by the arbitrator shall be rendered within ninety days from the date the arbitration hearings are completed.

f. The prevailing party shall be entitled to an award by the arbitrator of costs reasonably incurred in connection with the arbitration, including witness fees and expert witness fees, unless the arbitrator for good cause determines otherwise. Each party shall be responsible for its own attorneys' fees.

g. Costs and fees of the arbitrator shall be borne equally between the parties initially, but the arbitrator shall be requested to order restitution of such costs and fees by the non-prevailing party, unless the arbitrator for good cause determines otherwise.

h. The award or decision of the arbitrator shall be final, and binding, and may be entered as a judgment in any court of competent jurisdiction, in accordance with applicable law.

i. The provisions of Title 9 of Part 3 of the California Code of Civil Procedure, including section 1283.05, and successor statutes, permitting expanded discovery before the arbitration hearing, shall be applicable to all disputes which are arbitrated pursuant to this Agreement, provided, however, that the discovery limits in California Code of Civil Procedure section 94 shall be deemed applicable, to limit the scope and extent of such discovery.

18. Surrender of Documents Upon Termination of Agreement. Upon termination of this Agreement for any reason, Consultant will surrender to SCHOOL all documents and materials in his/her possession or control which contains SCHOOL confidential information. Consultant further agrees to return any and all other documents, materials, computer disks, or other items or property provided to Consultant by SCHOOL during the term of this Agreement upon the termination of this Agreement for any reason.

19. Counterparts. This Agreement may be executed in counterparts and, if so executed, each such counterpart shall have the force and effect of an original. A facsimile signature shall have the same force and effect as an original signature.

IN WITNESS HEREOF, the parties have executed this Agreement as of the date set forth above.

CONSULTANT:

Dated: June __, 2014

Jason Okonkwo

MERLE WILLIAMSON FOUNDATION DBA
WISDOM ACADEMY FOR YOUNG SCIENTISTS:

Dated: June __, 2014

By: _____

Title: _____

101806830.1

FIRST AMENDMENT TO AT-WILL EMPLOYMENT AGREEMENT

This FIRST AMENDMENT TO AT-WILL EMPLOYMENT AGREEMENT ("Amendment") is entered into by and between Edward Cabil ("Employee") and the Merle Williamson Foundation, the holder and operator of The Merle William Foundation dba The Wisdom Academy for Young Scientists, a California public charter school ("School"). It amends the terms of the Employment Agreement entered into by Employee and the School on or about February 3, 2014 for the term from July 1, 2013, to June 30, 2014 ("Agreement").

The Parties hereby agree to amend the Agreement as follows:

Work Schedule

The Employee will continue to be employed on the same terms as conditions as set forth in the Agreement on an at-will basis after June 30, 2014. Neither party has an expectation that the employment relationship will continue for any set period of time. Either party may terminate the employment relationship at any time and for any reason, with or without cause and with or without notice.

Work Year

There shall be no specific number of days that must be worked. Instead, Employee will be a full-time exempt employee who will be expected to continue to devote the time and energies necessary to fulfill the job requirements as under the existing Agreement.

Benefits

Employee shall be entitled to paid time off and leave for illness at the same amount per year of employment as set forth in the Agreement. However, this leave shall accrue on a pro-rated basis.

Employee Signature

Date

MERLE WILLIAMSON FOUNDATION APPROVAL:

Dated

Authorized MWF Representative

This Employment Agreement is subject to ratification and approval by the Governing Board of Merle Williamson Foundation.

Exhibit A

EXHIBIT A
Compensation

Term of Agreement: Completion of Services

Rate: \$100 per hour.

Work product to be delivered by Contractor (Check boxes as applicable, and set forth details as desired in space provided):

Oral recommendations/reports

Written reports

Daily

Weekly

Monthly

Upon Completion

Other: Bi-weekly

Exhibit B

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting**

Wednesday, July 9, 2014

6:00 PM

706 East Manchester Avenue – L.A. CA 90001

(Posted July 7, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014

- V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session

- a. Public Employee Appointment (Executive Director)
- b. Public Employee Evaluation (Executive Director)
- c. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2))
- d. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates

- VIII. Closed Session Report

- IX. Open Session

- a. Consider and approve temporary consultant contract
 - i. Board will consider and may take action on contract with former Director of Operations Jason Okonkwo, as temporary independent contractor to assist WAYS with records responsive to LACOE's Notice of Violation, and to assist with transition to new staff
- b. Consider and approve month-to-month employment relationship with Executive Director Ed Cabil
 - i. Board will consider and may take action on extending Mr. Cabil's employment relationship on a month-to-month basis
- c. Consider and approve material terms of 706 East Manchester LLC lease agreement

- i. The LLC has or is expected to soon acquire the school site properties. The Board will consider and may adopt material terms for the lease.
- d. 2014-15 School Year Operating Budget - Action
- e. 2014-15 Master Calendar – Action
- f. 2014-15 Board Roster and Calendar – Action
- g. 2014-15 Board Retreat – Discussion
- h. 2014-15 Board Member Elections – Discussion
- i. 2013-14 School Year Evaluation – Discussion

X. Meeting Adjourned

EXHIBIT 30

Wisdom Academy for Young Scientists

Notice of Board of Directors Special Board Meeting

Wednesday, July 30, 2014

6:00 P.M.

706 East Manchester Avenue – L.A. CA 90001

i. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members, and are posted in accordance with the Ralph M. Brown Act and American Disabilities Act compliance.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set-aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. Requests for disability-related modification of accommodation may be made by a person with a disability to the Executive Director by notifying the main office by 12pm of the day school is in operation prior to the date and time of the Board Meeting.

**Wisdom Academy for Young Scientists Public Charter School
Special Board Meeting
Wednesday, July 30, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001**

(Posted July 27, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____
2. Adraine Cook	_____
3. Dorothy Valenti	_____
4. Armando Espinoza	_____
5. Maria Garcia	_____

- IV. Approval of the Board Meeting Minutes – May 20, 2014, June 14, 2014, July 9, 2014, July 23, 2014

- V. Additions to the Agenda *(Provisions of Emergency/Urgency)*

- VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

- VII. Closed Session
 - a. Public Employee Appointment (Executive Director)
 - b. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2) – Notice of Violation
 - c. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates

- VIII. Closed Session Report

- IX. Open Session

- a. Consider and approve back office provider contract
 - i. Board will consider and may take action on contract with Charter School Management Corporation, or Charter Impact, or Ball Business Management
- b. Consider and approve charter school consultant contract
 - i. Board will consider and may take action on a contract with the Celerity Global Development to assist with certain aspects of charter operations
- c. Consider and approve material terms of 706 East Manchester LLC lease agreement
(LLC The LLC has or is expected to soon acquire the school site properties. The Board will consider and may adopt material terms for the lease.
- d. Consider and approve 2014-15 Lease Agreement with Salvation Army

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- i. The Salvation Army Lease amount has increased significantly due to added fee for use of Gym Space. The Board will consider and may enter into a material lease agreement.

X. **Meeting Adjourned**

EXHIBIT 31

MERLE WILLAMSON FOUNDATION
DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A CALIFORNIA NON-PROFIT ORGANIZATION)
AUDITED FINANCIAL STATEMENTS
FOR THE TWELVE MONTH ENDED JUNE 30, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Not-for-Profit Organization)

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Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

Board of Directors of
Merle Williamson Foundation, dba
Wisdom Academy for Young Scientists
Los Angeles, California

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying statement of financial position of Wisdom Academy for Young Scientists (WAYS) (a California not-for-profit organization), as of June 30, 2012, and the related statements of activities and changes in net assets, and cash flows for the twelve months period then ended. These financial statements are the responsibility of Wisdom Academy for Young Scientists' management. My responsibility is to express an opinion on these financial statements based on my audit. The prior year summarized comparative information has been derived from the organization's 2011 financial statements and, in my report dated December 14, 2011, I expressed an unqualified opinion on those financial statements.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Educational Agencies. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that our audit provides a reasonable basis for our opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2012, and the changes in its net assets and cash flows for the twelve months period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated December 31, 2012 on my consideration of **Wisdom Academy for Young Scientists'** internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

My audit was conducted for the purpose of forming an opinion on the financial statements of **Wisdom Academy for Young Scientists**. The accompanying schedule of federal awards required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the additional supplementary information section is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Clein Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF FINANCIAL POSITION
 June 30,

ASSETS	<u>2012</u>	<u>2011</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 49,188	\$ 513,331
Accounts receivable - Sponsoring Districts (Note 3)	27,961	
Accounts receivable - (Note 3)	1,256,875	525,547
Due from former Executive Director (Note 13)	10,120	
Security deposits	30,911	
Prepaid expenses	18,870	45,756
Total current assets	<u>1,393,925</u>	<u>1,084,634</u>
FURNITURE, EQUIPMENT AND IMPROVEMENTS:		
Furniture and equipment (Note 4)	141,990	77,221
Computers and equipment (Note 4)	37,987	
Leasehold improvements (Note 4)	275,783	197,312
Leasehold improvements - ERate (Note 4)	35,483	35,483
Less: accumulated depreciation (Note 4)	<u>(85,093)</u>	<u>(53,691)</u>
Total furniture, equipment and improvements	<u>406,150</u>	<u>256,325</u>
Total assets	<u>\$ 1,800,075</u>	<u>\$ 1,340,959</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 62,724	\$ 56,732
Settlement payable - (Note 11)	228,665	
Due to Sponsoring District		5,470
Credit card payable	4,480	5,303
Payroll liabilities	27,172	29,125
Total current liabilities	<u>323,041</u>	<u>96,630</u>
LONG - TERM LIABILITIES:		
Line of credit - Wells Fargo (Note 9)	250,000	
Total liabilities	<u>573,041</u>	<u>96,630</u>
NET ASSETS		
Unrestricted	1,284,221	1,249,799
Temporarily restricted - (deficit)	<u>(57,187)</u>	<u>(5,470)</u>
Total net assets	<u>1,227,034</u>	<u>1,244,329</u>
Total liabilities and net assets	<u>\$ 1,800,075</u>	<u>\$ 1,340,959</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the twelve month ended June 30,

	2012			2011
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND SUPPORT:				
General purpose block grant	\$ 1,634,727	\$	\$ 1,634,727	\$ 982,763
Categorical block grant	276,279		276,279	211,468
Private contributions	2,304		2,304	8,446
Federal income		411,510	411,510	262,704
In-lieu property taxes	558,869		558,869	353,049
In-lieu property taxes - prior year			-	8,304
Fundraising income	2,736		2,736	9,259
Special education		186,214	186,214	204,578
Other state income	688,296		688,296	472,125
Other local income	6,284		6,284	143,789
Interest income	653		653	1,488
Net assets released from restrictions	649,441	(649,441)	-	-
Total revenue and support	3,819,589	(51,717)	3,767,872	2,657,973
EXPENSES:				
Certificated salaries	1,273,808		1,273,808	833,752
Classified salaries	407,908		407,908	277,200
Fringe benefits	355,384		355,384	172,429
Settlement payment - (Note 11)	228,665		228,665	
Books and supplies	161,609		161,609	126,532
Contract services and other expenses	941,264		941,264	766,181
Occupancy, repairs, and rental	391,331		391,331	193,612
Fundraising expenses	390		390	9,600
Depreciation	31,402		31,402	19,081
Other outgo	2,520		2,520	15,314
Total expenses	3,794,281	-	3,794,281	2,413,701
Increase (decrease) in net assets	25,308	(51,717)	(26,409)	244,272
Net assets, beginning of the year	1,249,799	(5,470)	1,244,329	1,006,531
Prior year adjustments (Note 15)	9,114		9,114	(6,474)
Net assets, end of the year	\$ 1,284,221	\$ (57,187)	\$ 1,227,034	\$ 1,244,329

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
STATEMENT OF CASH FLOW
 For the twelve month ended June 30,

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Changes in net assets	\$ (26,409)	\$ 244,272
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	31,402	19,081
Prior period adjustments	9,114	(6,474)
Changes in operating assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable - sponsoring district	(27,961)	53,977
Accounts receivable	(731,328)	(157,346)
Due from former executive director	(10,120)	
Security deposits	(30,911)	
Prepaid expenses	26,886	(11,698)
Increase (decrease) in liabilities:		
Accounts payable	5,993	(18,400)
Due to Sponsoring District	(5,470)	5,470
Settlement payable	228,665	
Other liabilities	(823)	5,303
Payroll liability	(1,954)	18,918
Net cash provided by operating activities	<u>(532,916)</u>	<u>153,103</u>
Cash flows from investing activities:		
Purchase of computers and improvements	(181,227)	(62,308)
Net cash used by investing activities	<u>(181,227)</u>	<u>(62,308)</u>
Cash flows from financing activities:		
Proceed from line of credit - Wells Fargo	250,000	
Net cash provided by (used in) financing activities:	<u>250,000</u>	
Net increase (decrease) in cash	(464,143)	90,795
Cash and cash equivalents - beginning of the year	<u>513,331</u>	<u>422,536</u>
Cash and cash equivalents - end of the year	<u>\$ 49,188</u>	<u>\$ 513,331</u>
Supplemental Disclosures:		
Cash paid for interest expense	<u>\$ 1,319</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 1 - ORGANIZATION

NATURE OF BUSINESS

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of approximately 520 students located in South Los Angeles, serving kindergarten through fifth grade education. Opened in 2006, WAYS serve a population of students traditionally labeled as underperforming or high-risk students. As a charter school, WAYS was created under the approval of the Los Angeles Unified School District and the California State Board of Education, and receives public per-pupil funding to help support its operations. On June 30, 2011, Wisdom Academy for Young Scientists' charter expired and was not renewed with the Los Angeles Unified School District.

Effective July 1, 2011, Wisdom Academy for Young Scientists was chartered under the authority of the Los Angeles County Board of Education (LACOE).

WAYS was granted the Accreditation of Commission for Schools of the Western Association of Schools and Colleges. The term of the accreditation will run through June 30, 2013. WAYS is economically dependent on federal and state funding provided through the Los Angeles County Board of Education.

In 2011-2012, WAYS scored 716 on the Academic Performance Index (API).

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - continued

The summary of Significant Accounting Policies of WAYS is presented to assist in understanding the organization's financial statements. The financial statements and notes are representations of WAYS' management, who are responsible for their integrity and objectivity.

WAYS accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's "California School Accounting Manual". WAYS conforms to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Statements Presentation

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements of FASB ASC 958-205, (prior authoritative literature: SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*). Accordingly, WAYS' financial statements are present on the following three classes of net assets: (a) unrestricted net assets, (b) temporarily restricted net assets, and (c) permanently restricted net assets.

Temporarily restricted and permanently restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class.

Revenue Recognition

Amounts received from the California Department of Education are recognized as revenue by WAYS based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Cash and Cash Equivalents

For purposes of the statement of cash flow, WAYS considered all liquid investments with a maturity three months or less to be cash equivalents.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Basis of Accounting

The financial statements of WAYS have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Accounts Receivable

WAYS accounts receivable consists of amounts due from government sources only. No allowance for doubtful accounts has been established as WAYS deems all amounts to be fully collectible.

Contributions and Contributed Services

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor as required by SFAS No. 116, "Accounting for Contributions Received and Contributions Made." Amounts received that are designated for specific use in future periods are reported as temporarily restricted. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets for expenditure.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of financial statements and the reported revenues and expenses during the year. Accordingly, actual results could differ from those estimates.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES - (continued)

Equipment and Improvements

Equipment and improvements are recorded at cost. All property, equipment and improvements with a value of \$1,000 or greater and a useful life of 1 year or more are capitalized. Improvements are depreciated under a straight-line method over their estimated useful lives of 20 years. Equipment is depreciated under straight-line method over the estimated useful life of five to seven years. The depreciation expense for the year ended June 30, 2012 is \$31,402.

Income Taxes

WAYS is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, and exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision has been made for income taxes.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with WAYS' financial statements for the twelve months period ended June 30, 2011, from which summarized information was derived.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
 Twelve Months Period ended June 30, 2012

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2012, reported as follows:

General purpose block grant	\$ 697,820
Los Angeles Unified School District	27,961
Special Education	151,044
Categorical grant	28,790
Class size reduction	64,314
Child nutrition - federal	38,088
Child nutrition	67,185
Facility grant	184,983
After school grant	39,375
Total	\$ 1,299,560

NOTE 4 - EQUIPMENT AND IMPROVEMENTS

Below is the summary of the changes in fixed assets owned by Wisdom Academy for Young Scientists for the year ended June 30, 2012:

Description	Balance at 7/1/2011	Additions (deletions)	Balance at 6/30/12
Leasehold improvements	\$ 197,312	\$ 78,471	\$ 275,783
Leasehold improvements - ERate	35,483		35,483
Computer and equipment		37,987	37,987
Furniture and equipment	77,221	64,769	141,990
Total fixed assets	310,016	181,227	491,243
Accumulated depreciation	(53,691)	(31,402)	(85,093)
Net fixed assets	\$ 256,325	\$ 149,825	\$ 406,150

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 5 - DONATED SERVICES

No amounts have been reflected in the accompanying financial statements for donated services inasmuch as no objective basis was available to measure the value of such services; however, some volunteers have donated their time to WAYS.

NOTE 6 - RECONCILIATION OF ANNUAL FINANCIALS

The schedule on page 17 were prepared by WAYS for the Los Angeles Unified School District.

NOTE 7 - COMMITMENTS

As such, WAYS entered into a twelve-month agreement for its main facility located on 706 East Manchester Avenue, L.A., CA with OCI Development Corporation. Monthly lease payments began at \$13,052. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$156,627 for the year ended June 30, 2012.

At the same time, WAYS entered into a twelve-month agreement with OCI Development Corporation for the property located at 8778 Central Avenue, L.A., CA. Monthly lease payments began at \$4,367. The agreement requires annual rent rate to increase by 3.0% each year. The lease will expire in June 2012. Payments made on this facility lease totaled \$52,404 for the year ended June 30, 2012.

WAYS entered into a five-year lease agreement for a facility for additional occupancy and parking near its main facility. The lease commenced in December 2007. Monthly lease payments are \$1,450 for the duration of the lease. The lease will expire in December 2012. Payments made on the facility lease totaled \$17,400 for the twelve months ended June 30, 2012.

WAYS entered into a twelve-month agreement with The Salvation Army for the property located at 7651 South Central Avenue, L.A., CA. The lease commenced in August 2011. Monthly lease payments began at \$13,492. The lease will expire in July 2012. Payments made on this facility lease totaled \$136,413 for the year ended June 30, 2012.

The future minimum lease payments due for the next year are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2013	\$ 379,632

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS
Twelve Months Period ended June 30, 2012

NOTE 8 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS). WAYS is not eligible to participate in Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

WAYS contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and WAYS is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2011-12 is 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS

WAYS' contributions to STRS and PERS for this fiscal year are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>STRS</u> <u>Required</u> <u>Contribution</u>	<u>STRS</u> <u>Percent</u> <u>Contributed</u>
2012	\$96,379	100%

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTES TO FINANCIAL STATEMENTS

NOTE 9 – LINE OF CREDIT – WELLS FARGO

WAYS obtained a revolving line of credit with Wells Fargo Bank that allows WAYS to borrow up to a maximum of \$250,000. As of June 30, 2012, WAYS had \$250,000 outstanding on the line of credit. The line of credit matures on February 15, 2013. The interest rate on the line of credit is 5%.

Total interest charge to expense for the year ended June 30, 2012 was \$1,319.

As December 31, 2012, WAYS outstanding line of credit balance was paid in full.

NOTE 10 - RELATED PARTIES TRANSACTIONS

A related party is one which controls, exercises significant influences over, or is significantly influenced by a group or member in making financial, and operating decisions, along with any group member, is subject to common control or significant influence.

DeDe Dance Studio, a non-profit organization, provided after school program service to WAYS. WAYS' assistant principal is the executive director of the DeDe Dance Studio and is related to the WAYS' Director of Operations. During the year ended June 30, 2012, DeDe Dance Studio received payments of \$36,000 from WAYS.

As of December 31, 2012, DeDe Dance Studio corporate status is suspended with the California Secretary of State.

NOTE 11 – SETTLEMENT WITH FORMER EXECUTIVE DIRECTOR

On October 26, 2012, WAYS and the former executive director entered into a settlement agreement and mutual release of claims. WAYS paid the former executive director a sum of \$228,665.38 to settle all claims arising or any way relating to the dispute. In consideration, the former executive director release and discharge WAYS from all cause of action relating to the dispute.

Because the proposed settlement was initiated by letters dated January and May 2012 and as such was related to the June 30, 2012 year end. The amount of \$228,665.38 is recognized on the June 30, 2012 statement of financial position as a liability and the statement of activities as a payroll related transaction.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

NOTE 12 – PENDING CLAIMS AND LITIGATION

On April 12, 2011, WAYS has been named in a wrongful employment termination by Plaintiff, who was a former teacher at WAYS. The stated cause of action for wrongful termination is violation of the Labor Code section 1102.5.

A trial was recently held and on December 4, 2012, the jury found in favor of the Plaintiff. A judgment was entered in the amount of \$566,803 against the school.

December 31, 2012, management has brought post-trial motion and is contesting the verdict on the grounds that the Plaintiff did not present sufficient evidence to overcome the substantial evidence establishing she was terminated for legitimate, non-retaliatory reasons. The motion is scheduled to be heard in Los Angeles County Superior Court on January 17, 2013. Pending the hearing on this motion, the process to satisfy the existing monetary judgment has not been initiated.

NOTE 13 – DUE FROM FORMER EXECUTIVE DIRECTOR

Prepaid rent in the amount of \$10,120 was paid in the fiscal year 2009-10 to the former executive director. The executive director was also the organization landlord. The prepaid amount was not subsequently earned through the period ending of 6/30/12 and therefore due back to WAYS.

NOTE 14 – SUBSEQUENT EVENTS

WAYS has evaluated subsequent events through December 31, 2012, the date which the financial statements were available to be issued.

WAYS entered into two one-year lease agreements for educational facility located on 706 East Manchester Avenue and 8778 Central Avenue. The lease will commence on July 2012, and ending on the 30th day of June 2013. Monthly lease payments for each property are \$13,559 and \$4,467.

In addition, WAYS entered into a one-year lease with the Salvation Army on 7651 Central Avenue. The monthly lease payments are \$12,548. The lease will commence on August 2012, and ending on July 2013.

NOTE 15 - Prior Period Adjustments

Miscellaneous adjustments to the prior period resulted primarily from correction to petty cash, payable and prepaid expenses.

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
(A California Non-Profit Organization)

SUPPLEMENTARY INFORMATION SECTION

The notes are an integral part of the preceding financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**RECONCILIATION OF ANNUAL FINANCIAL
 REPORT WITH AUDITED FINANCIAL STATEMENTS
 For the year ended June 30, 2012**

	<u>2012</u>
June 30, 2012 unaudited financial report fund balances (net assets)	<u>\$ 1,197,837</u>
Adjustments and Reclassifications:	
Increasing (Decreasing) the Fund Balance (Net Assets)	
Cash in bank	16,346
Accounts receivable	239,892
Other assets	
Prepaid expenses	17,089
Property and equipment	33,576
Accumulated depreciation	(31,404)
(Increase) decrease in liabilities:	
Accounts payable	(8,639)
Settlement Payable	(228,665)
Rounding	2
Current Loans	
Net adjustments and reclassifications	<u>38,197</u>
June 30, 2012 Audited Financial Statement Fund Balance	<u><u>\$ 1,236,034</u></u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF INSTRUCTIONAL MINUTES
Twelve Months Period ended June 30, 2012

	<u>Requirement</u>	<u>Reduced</u>	<u>Actual</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarden	36,000	33,531	64,800	180	In compliance
Grade 1 through 3	50,400	46,944	64,800	180	In compliance
Grade 4 through 5	54,000	50,297	64,800	180	In compliance

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF AVERAGE DAILY ATTENDANCE

Twelve Months Period ended June 30, 2012

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Classroom Based</u>	<u>Total</u>	<u>Classroom Based</u>	<u>Total</u>
Kindergarten	84.45	84.45	84.51	84.51
Grade 1 through 3	226.73	226.73	215.93	215.93
Grade 4 through 5	138.30	138.30	130.33	130.33
ADA Totals	449.48	449.48	430.77	430.77

WISDOM ACADEMY FOR YOUNG SCIENTISTS

NOTES TO SUPPLEMENTARY INFORMATION
Twelve Months Period ended June 30, 2012

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

B. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 For the year ended June 30, 2012

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA number	Contract period	Expenditures
UNITED STATES DEPARTMENT OF EDUCATION/			
Pass through State Department of Education/			
Title I	84.010	7/1/11-6/30/12	\$ 127,246
Charter School Facilities Incentive Grant	84.282D	7/1/11-6/30/12	<u>37,684</u>
Total United States Department of Education			<u>164,930</u>
UNITED STATES DEPARTMENT OF AGRICULTURE			
Pass through State Department of Education Child Nutrition/ Fiscal Services			
Child Nutrition - Federal	10.555	7/1/11-6/30/12	<u>296,287</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 461,217</u>

The accompanying notes are an integral part of these financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

*NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Twelve Months Period ended June 30, 2012*

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Wisdom Academy for Young Scientists and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

ORGANIZATION STRUCTURE

Twelve Months Period ended June 30, 2012

Wisdom Academy for Young Scientists (#839) was formed as charter pursuant to Education Code Section 47600 under an agreement with Los Angeles Unified District granted in July, 2006.

WAYS' vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

School Board		
Name	Term on Board Expires	Board
Karen Haynes	June 30, 2013	Secretary
Dr. Dorothy Valenti	June 30, 2014	Chairperson
Norman Golden	June 30, 2014	Member
Armando Espinosa	June 30, 2014	Member
Cheryl Johnson	June 30, 2014	Member
Eleanor Jones	June 30, 2014	Member

Administration	
Edward Cabil	Executive Director
Jason Okonkwo	Director of Operations

Clem Payne, Jr.
CERTIFIED PUBLIC ACCOUNTANT

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards***

Board of Directors
Merle Williamson Foundation, dba.
Wisdom Academy for Young Scientists (WAYS)
Los Angeles, California

I have audited the financial statements of Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012, and have issued our report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Wisdom Academy for Young Scientists (WAYS) is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered Wisdom Academy for Young Scientists' internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Wisdom Academy for Young Scientists' internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

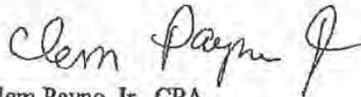
**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance With *Government Auditing Standards* -
*continued***

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. I consider the deficiencies described in the accompany schedule of findings and questioned costs to be significant deficiencies that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Finding and Questioned Costs as Finding 11-01/30000 and 11-02/30000. Wisdom Academy for Young Scientists' response to the findings identified in my audit is described in the accompanying Schedule of Findings and Questioned Costs. I did not audit Wisdom for Young Scientists' response and, accordingly, I express no opinion on it.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Wisdom Academy for Young Scientists'** financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, the Los Angeles County of Education, the California Department of Education, the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

Clem Payne, Jr.
 CERTIFIED PUBLIC ACCOUNTANT

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors
Wisdom Academy for Young Scientists
 Los Angeles, California

I have audited the financial statements of the Wisdom Academy for Young Scientists (WAYS) as of and for the year ended June 30, 2012 and have issued my report thereon dated December 31, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. I have also audited the WAYS' compliance with the requirements specified in the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2011-12*, published by the Education Audit Appeals Panel, applicable to the WAYS' statutory requirements identified below for the year ended June 30, 2012. Compliance with the requirements referred to above is the responsibility of the WAYS' management. My responsibility is to express an opinion on the WAYS' compliance based on our audit.

The auditing standards referred to above require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the state laws and regulations applicable to the items in the schedule below occurred. An audit includes examining, on a test basis, evidence about the WAYS' compliance with those requirements and performing such other procedures as were considered necessary in the circumstances. I believe that my audit provides a reasonable basis for our opinion. My audit does not provide a legal determination of the WAYS' compliance with those requirements.

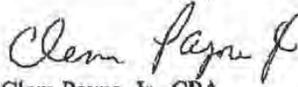
In connection with the audit referred to above, I selected and tested transactions and records to determine the WAYS' compliance with the state laws and regulations applicable to the following items:

<u>State Compliance Procedures for Charter Schools:</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Class Size Reduction Program		
General Requirements	7	Not Applicable
Option One Classes	3	Not Applicable
Option Two Classes	4	Not Applicable
Only One School Serving Grades L-3	4	Not Applicable
After School Education and Safety Program:		
General Requirements	4	Yes
After School	5	Yes
Before School	6	Not Applicable
Contemporaneous Records of Attendance	3	Yes
Mode of Instruction	1	Yes
Non-classroom – Based Instructions/ Independent Study	15	Not Applicable
Determination of Funding for Non-class Based Instructions	3	Not Applicable
Annual Instructional Minutes – Classroom Based	4	Yes

The term "Not Applicable" is used above to mean either that WAYS did not offer the program during the current fiscal year or that the program applies only to a different type of local education agency.

In my opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its state programs for the fiscal year ended June 30, 2012.

This report is intended solely for the information and use of the Wisdom Academy for Young Scientists' Board of Directors, management, the Los Angeles County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.



Clem Payne, Jr., CPA
Altadena, California
December 31, 2012

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Twelve Months Period ended June 30, 2012

A. Summary of Auditors' Results

1. Financial Statements

Type of auditors' report issued:	Unqualified
Internal control over financial reporting:	
One or more material weaknesses identified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
One or more significant deficiencies identified are not considered to be material weaknesses?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Noncompliance material to financial statement noted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

2. State Awards

Internal control over state programs:	
Material weaknesses identified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Significant deficiencies identified not considered to be material weaknesses?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type of auditor's report issued on compliance for same programs:	Unqualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2012

Significant Deficiencies

Finding 11-01/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized:

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of over site over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom for Young Scientists will continue the audit recommendation. WAYS will implement policies and procedures that will require an explanation for any difference between the reconciled cash balance and the related general account balance. An employee or officer who does not have custody or access to cash and who does not record cash related transaction will review monthly bank reconciliation and authorize any correcting entries as applicable.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
June 30, 2012

Significant Deficiencies:

Finding 11-02 /30000

Deficiency in Internal Control Condition – Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

**STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
June 30, 2011**

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-01 /30000

Deficiency in Internal Control Condition – Untimely Deposit of Cash Receipts

Criteria

Effective Internal control over cash receipts ensures that all funds are timely deposited in the bank and are properly recorded in the appropriate general account.

Condition

An examination of cash receipts disclosed an incident where a check received was not deposited or recorded timely.

Questioned Costs

None

Context

There were no effect on the current financial statement because the funds were deposited in the proper period.

Effect

Untimely deposit of cash receipts risk the mismanagement of funds (either fraud or loss), misstatement of revenue, receivable or cash, and possible noncompliance with contracts, or laws & regulations.

Cause

A customer's check that was placed in a desk draw was inadvertently over looked and not deposited timely.

Recommendation

The Organization should ensure that all funds are deposited timely. Mail should be open by an employee that restrict endorses all checks, prepares deposited slip and forward a copy of deposit slips and check received to accounting for recording. Monthly bank reconciliation should always compare deposit reported per bank to recorded deposit.

Organization's Response

Wisdom Academy For Young Scientists will establish procedures and over site that will ensure that all cash receipts are deposited and recorded timely.

Current Status

Cash receipts appears to be deposited timely.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-02/30000

Deficiency in Internal Control Condition – Bank Reconciliation Over Site

Criteria

Proper internal controls dictate that a supervisor or officer of the organization should review bank reconciliation to ensure that reconciliation is performed in a timely manner and any necessary adjustment is properly authorized.

Condition

Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances and lack of oversight over the bank reconciliation process.

Questioned Costs

None

Context

All material cash transactions were properly reconciled and recorded in the general ledger.

Effect

If the cash reconciliation process does not ensure that all reconciling items are properly identified and recorded, a transaction material to the cash account might not be recorded properly, resulting in a material misstated financial statements.

Cause

The Organization has not established adequate procedures to ensure that bank reconciliations were reviewed monthly by a supervisor who should compare the reconciled cash balance to the general ledger cash account balance, review and research all reconciling items and authorize any correcting entries needed.

Recommendation

The Organization should establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures that will require an employee or officer who does not have custody or access to cash and who does not record cash related transaction to review monthly bank reconciliation and authorize any correcting entries as applicable.

Current Status

Procedures were established to review bank reconciliation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS –(Continued)

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-03 /30000

Deficiency in Internal Control Condition – Account Receivable Reconciliation

Criteria

Effective internal control over financial reporting necessitate that accounts receivable subsidiary ledger balances should be reconciled to the general ledger account balance and reconciling items should be investigated and cleared in a timely manner.

Condition

The accounts receivable general ledger balance was not reconciled to the accounts receivable subsidiary ledger balances.

Questioned Costs

None

Context

The differences noted were not material to the current year financial statements.

Effect

Not reconciling accounts receivable general ledger account balance to the accounts receivable subsidiary ledger balances could result in materially errors or possible fraudulent activities going undetected resulting in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure that the general ledger accounts receivable balance is properly reconciled to subsidiary ledger balances and that difference are investigated and cleared in a timely manner.

Recommendation

The Organization should establish clear policy and procedures to ensure that general ledger control account balances are properly reconciled to subsidiary ledger balances and that any differences be investigated and cleared in a timely manner.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures regarding reconciling general ledger control accounts balances to subsidiary ledger balances. Such procedures will include proper review and supervision.

Current Status

Procedures were developed to compare and review general ledger activity.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

Combined Significant Deficiencies that Resulted in a Material Weakness

Finding 11-04 /30000

Deficiency in Internal Control Condition – Recording Transaction Without Complete Supporting Documentation

Criteria

Effective internal controls over cash disbursements requires that adequate supporting documentation be attached or otherwise matched to all check requests processed for payment and that such supporting documentation be the basis for recording in financial records.

Condition

During the examination it was noted that supporting documentation for several disbursements were not complete.

Questioned Costs

None

Context

Once notified about the missing documents, the Organization located the proper supporting documentations which were either misfiled or unfiled at that time. As such, there were no effect on the current year financial statements

Effect

Lack of complete supporting documentation could result in payments made for goods or services not received, duplicate payments or payments that are incorrect or fraudulent. In addition records could be lost destroyed, misused or altered to the detriment of the Organization. The results could be material misstated financial statements

Cause

The Organization has not adequately established written policies and procedures and over site to ensure that all check requests are accompanying by proper and complete supporting documentation.

Recommendation

The Organization should establish clear policies and procedures for the approval of all check request and all check requests should be supported by proper and complete documentation.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures requiring complete supporting documentation for all check requests.

Current Status

Procedures were established that requiring adequate supporting documentation.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued

Significant Deficiencies:

Finding 11-05 /30000

Deficiency in Internal Control Condition – Payroll Expense Reconciliation

Criteria

A good internal control system uses reconciliation for significant general ledger accounts as a mechanism to verify accuracy, determine validity of purpose and allowableness of recorded transactions.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

The payroll expense reconciling items were not material for the current year financial statements.

Effect

If payroll expenses are not properly reconciled and adjusted in a timely manner, unresolved discrepancies could result in materially misstated financial statements.

Cause

The Organization has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses.

Recommendation

The Organization should establish clear policies and procedures to reconcile payroll expenses monthly and an independent person should perform the reconciliation. The reconciliation should be in writing and approved by management.

Organization's Response

Wisdom Academy For Young Scientists will develop policies and procedures to reconcile payroll expenses on a regular basis. Management will review and monitor the payroll expense reconciliation.

Current Status

Procedures established to review and compare payroll activity to general ledger accounts.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS – Continued
Significant Deficiencies:

Finding 11-06 /30000

Deficiency in Internal Control Condition – Written Asset Capitalization Policy

Criteria

Written capitalization policies and procedures for property and equipment are essential in order to systematically and accurately record, classified and document costs incurred from acquiring property, equipment and other long lived assets

Condition

The Organization has no written asset capitalization policies or procedures. As such, costs were expensed in the in the financial records that should have been capitalized and depreciated over lives in excess on one year.

Questioned Costs

None

Context

In reviewing cost related to leasehold improvement, it was determine that leasehold improvement expenditures were classified as repairs and maintenance expense. The examination indicated that the classification was incorrect because the improvement was deemed to be of benefit to the Organization for more than one year and the amount was sufficient enough to warrant capitalization. The amount was not considered material to the current financial statements.

Effect

Lack of written policies and procedures that consistently define and set asset capitalization threshold and valuation, systematically classify and accurately recorded asset acquisition could result in unreliable financial reporting and compliance with applicable laws and regulations.

Cause

The Organization has not adequately established policies and procedures to ensure that fixed assets are properly capitalized and classified in the financial records.

Recommendation

The Organization should establish policies and procedures that ensure that fixed assets are properly capitalized and classified in the financial records.

Organization's Response

Wisdom Academy For Young Scientists will implement policies and procedures to systematically and accurately record, classify and document costs incurred for property, equipment and other long lived assets.

Current Status

Organization to follow LEA procedures.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS - Continued

C. Federal Award Findings and Questioned Costs

NONE

D. State Award Findings and Questioned Costs

NONE

WISDOM ACADEMY FOR YOUNG SCIENTISTS
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
June 30, 2010

Audit findings are identified as one or more of the following six categories:

<u>Five Digit Code</u>	<u>Finding Categories</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
50000	Federal Compliance
60000	Miscellaneous

Findings: None noted.

Questioned Costs: None noted

EXHIBIT 32

MERLE WILLIAMSON FOUNDATION

DBA: WISDOM ACADEMY FOR YOUNG SCIENTISTS

Financial Statements and Supplemental Information

Year Ended June 30, 2013

Version 2

WISDOM ACADEMY FOR YOUNG SCIENTISTS
Financial Statements and Supplemental Information
Year Ended June 30, 2013

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P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report

To the Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

Report on Financial Statements

We have audited the accompanying financial statements of Wisdom Academy for Young Scientists, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

Wisdom Academy for Young Scientists did not maintain a detail of capital assets or depreciation. As a result we are unable to obtain sufficient appropriate audit evidence about the balances recorded in capital assets. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Wisdom Academy for Young Scientists as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by *Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying additional supplementary information, as required by the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2014 on our consideration of Wisdom Academy for Young Scientists' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Wisdom Academy for Young Scientists' internal control over financial reporting and compliance.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 29, 2014

FINANCIAL STATEMENTS

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Financial Position
 June 30, 2013

ASSETS

Current Assets

Cash and cash equivalents	\$ 185,082
Accounts receivable	1,330,545
Prepaid expenditures	<u>32,325</u>
Total Current Assets	<u>1,547,952</u>

Noncurrent Assets

Capital assets, net	<u>436,315</u>
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Other Assets

Deposits	<u>30,911</u>
Total Other Assets	<u>30,911</u>

TOTAL ASSETS	<u>\$ 2,015,178</u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 152,249
Accrued payroll liabilities	<u>12,428</u>
Total Current Liabilities	<u>164,677</u>

Total Liabilities	<u>164,677</u>
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Net Assets

Unrestricted	1,850,501
Temporarily restricted	<u>-</u>
Total Net Assets	<u>1,850,501</u>

TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,015,178</u>
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The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Activities
 Year Ended June 30, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT			
Revenue			
State aid, charter school general purpose grant	\$ 1,236,199	\$ -	\$ 1,236,199
State aid, education protection account	515,580	-	515,580
Payments in lieu of property taxes	658,800	-	658,800
Federal revenue	-	505,490	505,490
Other state revenue	503,188	704,606	1,207,794
Interest	958	-	958
Other local revenue	60,735	-	60,735
Total Revenues	<u>2,975,460</u>	<u>1,210,096</u>	<u>4,185,556</u>
Net assets released from restrictions:			
Grant restrictions satisfied	<u>1,210,096</u>	<u>(1,210,096)</u>	<u>-</u>
TOTAL REVENUE AND SUPPORT	<u>4,185,556</u>	<u>-</u>	<u>4,185,556</u>
EXPENSES			
Certificated salaries	1,064,504	-	1,064,504
Classified salaries	571,532	-	571,532
Taxes and employee benefits	294,016	-	294,016
Books and supplies	179,307	-	179,307
Rentals, leases and repairs	409,226	-	409,226
Consultants	849,650	-	849,650
Other operating expenditures	147,977	-	147,977
Debt service interest	12,352	-	12,352
Depreciation expense	33,525	-	33,525
TOTAL EXPENSES	<u>3,562,089</u>	<u>-</u>	<u>3,562,089</u>
CHANGE IN NET ASSETS	623,467	-	623,467
NET ASSETS, BEGINNING OF YEAR	<u>1,284,221</u>	<u>(57,187)</u>	<u>1,227,034</u>
ADJUSTMENT TO BEGINNING NET ASSETS (Note 1)	<u>(57,187)</u>	<u>57,187</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u>\$ 1,850,501</u>	<u>\$ -</u>	<u>\$ 1,850,501</u>

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Statement of Cash Flows
 Year Ended June 30, 2013

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 623,467
Depreciation	33,525
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
(Increase) Decrease resulting from changes in assets:	
Accounts receivable	(45,709)
Due from related entity	10,120
Prepaid expenses	(13,455)
Increase (Decrease) resulting from changes in liabilities:	
Accounts payable	85,045
Accrued payroll liabilities	(14,744)
Settlement payment	(228,665)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>449,584</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of capital assets	<u>(63,690)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(63,690)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on line of credit	<u>(250,000)</u>
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>(250,000)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	135,894
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>49,188</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 185,082</u>

The accompanying notes to the financial statements are an integral part of this statement.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements

Year Ended June 30, 2013

A. Organization and Summary of Significant Accounting Policies

Organization

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (the Academy) was organized on September 12, 2006 as a charter school pursuant to California Education Code §47600 under a charter agreement with Los Angeles Unified School District in July, 2006. Effective July 1, 2011, the Academy was charter under the authority of the Los Angeles County Office of Education (LACOE). The Academy operates under a locally elected Board form of government and provides educational services to grades K-5 as mandated by the State and/or Federal agencies.

The Academy is a California public charter academy organized for the purpose of providing rigorous academic environment to a population of students traditionally labeled as underperforming or high-risk students. The Academy's vision is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) No. 958, Financial Statements of Not-for-Profit Organizations. Under ASC No. 958, the Academy is required to report information regarding its financial position and activities according to three classes of net assets:

- Unrestricted net assets represent expendable funds available for operations, which are not otherwise limited by donor or grant restrictions.
- Temporarily restricted net assets consist of contributed funds or grants subject to donor or grant imposed restrictions contingent upon specific performance of a future event or a specific passage of time before the Academy may spend the funds.
- Permanently restricted net assets are subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

The Academy had no permanently restricted net assets during the year.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Academy considers all highly liquid debt equity instruments purchased with an original maturity of three months or less to be cash equivalents.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Investments

The Academy's method of accounting for investments, in accordance with generally accepted accounting principles, is the fair value method. Fair value is determined by published quotes. Changes in fair value of investments results in increases or decreases in unrealized fair values of equity investments. Adjustments to fair values are reflected as unrealized gain/loss on investments in the accompanying statement of activities.

Accounts Receivable

Accounts receivable arise in the normal course of operations. It is the policy of management to review the outstanding accounts receivable at year end, as well as bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. No allowance was considered necessary as management believes that all amounts are collectible.

Capital Assets

Property and equipment are recorded at cost, or estimated fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the accounts in the year of disposal, and any resulting gain or loss is included in the Academy's earnings. Management has elected to capitalize and depreciate all assets costing \$1,000 or greater and a useful life of 1 year or more. All other assets are charged to expense in the year incurred. The Academy's policy is to evaluate the remaining lives and recoverability in light of the current conditions. It is reasonably possible that the Academy's estimate to recover the carrying amount of the property and equipment will change. Estimated useful lives range from one to fifty years depending on the asset.

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition or when resources are received by the Academy prior to the Academy meeting the requirements for legal claim to the resources.

In subsequent periods, when both revenue recognition criteria are met or when the Academy has legal claim to the resources, the liability for unearned revenue is removed from the statement of financial position and revenue is recognized.

Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any restrictions.

All donor or grant restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

Contributed Materials and Services

Contributed materials are recorded at their fair market value where an objective basis is available to measure their value. Such items are capitalized or charged to operations as appropriate. The Academy receives services donated by volunteers in carrying out the Academy's operations. The services do not meet the criteria as contributions and are, therefore, not recognized in the financial statements.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contribution of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Academy reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Academy reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Block Grant Revenues and Payments in Lieu of Property Taxes

The Academy's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes two block grants based on statewide charter school rates multiplied by the Academy's average daily attendance (ADA) as reported at the Second Principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the Academy, which is funding in lieu of property taxes. The balance is paid from the state General Fund, in the form of the General Purpose Block Grant and the Categorical Block Grant.

Advertising

Advertising costs are expensed when incurred.

Income Taxes

The Academy is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The Academy is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The Academy may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2013, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The Academy follows provisions of uncertain tax positions as addressed in ASC 958. The Academy recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2013.

The Academy files informational and income tax returns in the United States and in the state of California. The federal income tax and informational returns are subject to examination by the Internal Revenue Service for three years after the returns are filed. State and local jurisdictions have statutes of limitation that generally range from three to five years.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued

Year Ended June 30, 2013

Subsequent Events

In preparing these financial statements, the Academy has evaluated events and transactions for potential recognition or disclosure through January 29, 2014, the date the financial statements were available to be issued.

B. Cash and Cash Equivalents

Cash in Bank

The Academy's cash (\$185,082 as of June 30, 2013) is held in financial institutions which are either insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor or certain non-interest bearing accounts that are fully insured by the FDIC. As of June 30, 2013, the Academy did not have any cash that was exposed to uninsured deposit risk.

C. Accounts Receivable

As of June 30, 2013 accounts receivable consisted of:

Federal Government:

Federal Grants	\$ 118,459
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State Government:

General Purpose Block Grant	460,031
Categorical Block Grant	34,889
Education Protection Account	515,580
Lottery Revenue	40,372
Other State Grants	128,037

Local Sources:

In lieu of Property Taxes	10,875
Other Local Sources	22,302

Total	<u>\$ 1,330,545</u>
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WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

D. Prepaid Expenses

Prepaid expenses at June 30, 2013 consist of prepaid rent in the amount of \$32,325.

E. Deposits

Deposits at June 30, 2013 consist of security deposits for facilities in the amount of \$30,911.

F. Capital Assets

As of June 30, 2013 capital assets consisted of:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Leasehold improvements	\$ 311,266	\$ 63,690	\$ -	\$ 374,956
Equipment	37,987	-	-	37,987
Furniture and fixtures	<u>141,990</u>	<u>-</u>	<u>-</u>	<u>141,990</u>
Total capital assets	491,243	63,690	-	554,933
Less accumulated depreciation	<u>(85,093)</u>	<u>(33,525)</u>	<u>-</u>	<u>(118,618)</u>
Capital assets, net	<u>\$ 406,150</u>	<u>\$ 30,165</u>	<u>\$ -</u>	<u>\$ 436,315</u>

G. Accounts Payable

As of June 30, 2013 accounts payable consisted of:

Vendors payable	\$ 20,647
Food services	130,639
Other liabilities	<u>963</u>
Total	<u>\$ 152,249</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

H. Operating Leases

On December 1, 2012 the School entered into a lease agreement with Elder T. Turner for use of facilities. The agreement does not contain a purchase option and does not meet the requirements for capitalization. As such, the lease has not been recorded on the statement of financial position. The agreement provides for monthly payments of \$1,750 for a period of 60 months. The agreement contains a termination clause providing for cancellation after a specified number of days written notice to the lessor, but it is unlikely that the School will cancel the agreement prior to the expiration date. Future minimum lease payments under the agreement are as follows:

Year Ended June 30,	Lease Payments
2014	\$ 21,000
2015	21,000
2016	21,000
2017	21,000
2018	<u>8,750</u>
Total	<u>\$ 92,750</u>

I. Functional Expenses

As of June 30, 2013 functional expenses consisted of:

	Program Services	Management and General	Total
Certificated salaries	\$ 1,064,504	\$ -	\$ 1,064,504
Classified salaries	90,803	480,729	571,532
Taxes and employee benefits	207,622	86,394	294,016
Books and supplies	94,700	84,607	179,307
Rentals, leases and repairs	368,303	40,923	409,226
Consultants	592,632	257,018	849,650
Other operating expenditures	-	147,977	147,977
Debt service interest	-	12,352	12,352
Depreciation expense	<u>23,468</u>	<u>10,057</u>	<u>33,525</u>
Total expenses	<u>\$ 2,442,032</u>	<u>\$ 1,120,057</u>	<u>\$ 3,562,089</u>

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
 Year Ended June 30, 2013

J. Commitments and Contingencies

State and Federal Allowances, Awards, and Grants

The Academy has received federal and state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement will not be material. As a result, no liability has been accrued.

Sick Leave

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulate sick leave. Employees, therefore, are never paid for any sick leave balance at termination of employment or any other time. Therefore, it is not appropriate to accrue the value of the accumulated sick leave.

K. Employee Retirement System

Qualified employees are covered under multiple-employer defined benefit pension plan by an agency of the State of California. Certificated employees are members of the State Teachers' Retirement System (CalSTRS). The risks of participating in this multi-employer plan are different from single-employer plan in the following aspects:

1. Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.
2. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
3. If the School chooses to stop participating in some of its multi-employer plans, the School may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The Academy's participation in this plan for the fiscal year ended June 30, 2013, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2013 and 2012 is for the plan's year-end at June 30, 2012 and June 30, 2011, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Pension Fund	Plan Number	Year Ended June 30		Pending/Implemented	Year Ended June 30			Employees Participating	Surcharge Imposed
		2012	2011		2013	2012	2011		
CalSTRS	NPA	Yellow	Yellow	No	\$ 85,865	\$ 96,379	\$ 71,650	24	No

NPA - Not publicly available

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued
Year Ended June 30, 2013

CalSTRS:

The Academy contributes to the State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2013 active plan members were required to contribute 8% of their salary and the employer contribution rate was 8.25% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The Academy made contributions as noted above. For the year ended June 30, 2013 the State contributed \$55,094 on behalf of the Academy.

L. Adjustment to Beginning Net Assets

Deficit in beginning temporarily restricted net assets was the result of program expenditures in excess of restricted revenue sources. These expenditures were covered by unrestricted sources and as such the beginning balance is being adjusted to reflect those expenditures from unrestricted sources rather than temporarily restricted sources.

M. Related Party Transactions

The Academy's Director of Operations and Vice Principal are brother and sister. The principal is associated with a dance studio which the Academy has had a history of doing business with for the ASES program. For the year ended June 30, 2013 the Academy paid \$24,000 to the studio for services provided in the ASES program.

N. Subsequent Event

In July 2013 the Academy entered into operating lease agreements for facilities with OCI Development Corporation. The lease terms provide for use of three facilities for one year in exchange for rents of \$18,657 per month. The lease agreement, as of the date of this audit report, has not been approved by the governing board. The agreement has been tabled to be reviewed and approved at a later date.

In August 2013 the Academy entered into an operating lease for facilities with Salvation Army. The lease terms provide for use of facilities for one year in exchange for rents of \$13,388 per month through May of 2014 with an increase in rent of \$1,513 for June and July 2014. The lease agreement, as of the date of this audit report, has not been approved by the governing board. The agreement has been tabled to be reviewed and approved at a later date.

In December 2013 the Academy sold a vehicle for \$26,000. Concurrent with the sale of the vehicle was a payoff of the lease agreement associated with the vehicle. The payoff of the lease agreement and the sale of the vehicle, as of the date of this audit report, has not been approved by the governing board. The items were tabled to be reviewed and voted on at a later date.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Financial Statements, Continued

Year Ended June 30, 2013

The Academy is undergoing a fraud investigation with the Fiscal Crisis & Management Assistance Team (FCMAT) at the request of the Los Angeles County Office of Education. This fraud investigation encompasses multiple fiscal years, including the 2012-13 fiscal year reported on in this audit. The purpose of the investigation is to identify areas of concern resulting from conflicts of interest and related party transactions. There have not been any adjustments made to the financial statements that may result from the findings associated with the pending fraud investigation.

SUPPLEMENTAL INFORMATION

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Organization Structure

Year Ended June 30, 2013

Wisdom Academy for Young Scientists (Charter #839) was formed pursuant to Education Code Section 47600 under agreement with Los Angeles Unified School District granted in July, 2006. Effective July 1, 2011, the Academy was charter under the authority of the Los Angeles County Office of Education.

GOVERNING BOARD

Name	Office	Term and Term Expiration
Dr. Dorothy Valenti	Chairperson	Three Year Term Expires June 30, 2014
Karen Haynes	Secretary	Three Year Term Expires June 30, 2013
Armando Espinosa	Treasurer	Three Year Term Expires June 30, 2014
Norman Golden	Member	Three Year Term Expires June 30, 2014
Cheryl Johnson	Member	Three Year Term Expires June 30, 2014
Eleanor Jones	Member	Three Year Term Expires June 30, 2014

ADMINISTRATION

Edward Cabil
 Executive Director

Jason Okonkwo
 Director of Operations

Karen Horowitz

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Average Daily Attendance

Year Ended June 30, 2013

	<u>Second Period Report</u>		<u>Annual Report</u>	
	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>
Classroom Based Attendance:				
Kindergarten	84.80	N/A	84.00	N/A
Grades 1-3	254.53	N/A	253.70	N/A
Grades 4-6	130.34	N/A	129.39	N/A
Total Classroom Based Attendance	<u>469.67</u>	<u>N/A</u>	<u>467.09</u>	<u>N/A</u>

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Instructional Time

Year Ended June 30, 2013

<u>Grade Level</u>	<u>Minutes Requirement</u>	<u>2012-13 Actual Minutes</u>	<u>Number of Traditional Days</u>	<u>Status</u>
Kindergarten	34,971	56,700	180	Complied
Grade 1	48,960	56,700	180	Complied
Grade 2	48,960	56,700	180	Complied
Grade 3	48,960	56,700	180	Complied
Grade 4	52,457	56,700	180	Complied
Grade 5	52,457	56,700	180	Complied

The Academy receives incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the Academy and whether they complied with the provisions of Education Code Sections 46200 through 46206. Charter schools must maintain their instructional minutes at the 1986-87 requirements as adjusted by Education Code sections later adopted.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Financial Trends and Analysis

Year Ended June 30, 2013

	Budget 2014 (Note 1)	2013	2012	2011
Revenues	\$4,174,783	\$4,185,556	\$3,767,872	\$2,657,973
Expenses	4,170,313	3,562,089	3,794,281	2,413,701
Change in Net Assets	4,470	623,467	(26,409)	244,272
Ending Net Assets	\$1,854,971	\$1,850,501	\$1,227,034	\$1,244,329
Unrestricted Net Assets	\$1,867,620	\$1,863,150	\$1,227,034	\$1,244,329
Unrestricted net assets as a percentage of total expenses	45%	52%	32%	52%
Total Long Term Debt	\$ -	\$ -	\$ 250,000	\$ -
Average Daily Attendance at P2	468.00	469.67	449.48	N/A

Note 1: The 2014 budget is presented for analysis only and is based on estimates of the 2013-14 fiscal year. The information has not been subject to audit procedures.

This schedule discloses the Academy's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the Academy's ability to continue as a going concern for a reasonable period of time.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
Year Ended June 30, 2013

June 30, 2013 Unaudited Actuals - Charter School Enterprise Fund	\$ 1,883,889
Adjustments and Reclassifications:	
Overstatement of Cash and Cash Equivalents	(31)
Overstatement of Accounts Receivable	(88,512)
Understatement of Prepaid Expenses	32,325
Overstatement of Capital Assets, Net	(35,762)
Understatement of Deposits	30,911
Overstatement of Accounts Payable	40,109
Understatement of Accrued Payroll Liabilities	<u>(12,428)</u>
Total Adjustments and Reclassifications	<u>(33,388)</u>
June 30, 2013 Audited Financial Statement Net Assets	<u>\$ 1,850,501</u>

This schedule provides the information necessary to reconcile the fund balance as reported on the Annual Financial and Budget Report Alternative Form to the net assets reported in the audited financial statements.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2013

<u>Federal Grantor/Pass Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. DEPARTMENT OF EDUCATION			
Passed through State Department of Education:			
Title I	84.010	14329	191,437
IDEA - Special Education	84.027	13379	53,412
IDEA - Mental Health Services	84.027	14468	46,513
Total Special Education Cluster			<u>99,925</u>
Title II - Teacher Quality	84.367	14341	2,067
Total passed through State Department of Education			<u>293,429</u>
Total U.S. Department of Education			<u>293,429</u>
U.S. DEPARTMENT OF AGRICULTURE			
Passed through State Department of Education:			
National School Lunch Program	10.555	13391	212,061
Total passed through State Department of Education			<u>212,061</u>
Total U.S. Department of Agriculture			<u>212,061</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$ 505,490</u></u>

The accompanying notes to the schedule of expenditures of federal awards is an integral part of this schedule.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Notes to the Schedule of Expenditures of Federal Awards

Year Ended June 30, 2013

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Academy and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance With *Government Auditing Standards***

To the Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Wisdom Academy for Young Scientists (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 29, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Wisdom Academy for Young Scientists' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wisdom Academy for Young Scientists' internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and/or significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-1, 2013-2, 2013-3, 2013-5, 2013-6 and 2013-9 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013-4, 2013-7 and 2013-8 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wisdom Academy for Young Scientists' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as items 2013-9, 2013-10 and 2013-11.

The Academy's Response to Findings

The Academy's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 29, 2014

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. King, CPA
Richard K. Savage, CPA

**Independent Auditor's Report on Compliance for Each
Major Program and on Internal Control Over Compliance
Required by OMB Circular A-133**

To the Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

Report on Compliance for Each Major Federal Program

We have audited Wisdom Academy for Young Scientists' compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Wisdom Academy for Young Scientists' major federal programs for the year ended June 30, 2013. Wisdom Academy for Young Scientists' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Wisdom Academy for Young Scientists' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about ABC Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Wisdom Academy for Young Scientists' compliance.

Opinion on Each Major Federal Program

In our opinion, Wisdom Academy for Young Scientists complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of Wisdom Academy for Young Scientists are responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Wisdom Academy for Young Scientists' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of ABC Academy's internal control over compliance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2013-9 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies which we considered to be significant deficiencies in internal control over compliance.

The Academy's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Academy's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 29, 2014

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA



Aubrey W. King, CPA
Richard K. Savage, CPA

Independent Auditor's Report on State Compliance

To the Board of Directors
Wisdom Academy for Young Scientists
Los Angeles, California

Report on State Compliance

We have audited the Academy's compliance with the types of compliance requirements described in the *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel, that could have a direct and material effect on each of the Academy's state programs identified below for the fiscal year ended June 30, 2013.

Management's Responsibility for State Compliance

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each applicable program as identified in the State's audit Guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller General of the United States; and the State's audit guide *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13* published by the Education Audit Appeals Panel. Those standards and audit guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state programs noted below. An audit includes examining, on a test basis, evidence about the Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the district's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the district's compliance with the state laws and regulations applicable to the following items:

Description	Procedures in Audit Guide	Procedures Performed
Local Education Agencies Other Than Charter Schools		
Attendance Accounting:		
Attendance Reporting	6	N/A
Teacher Certification and Misassignments	3	N/A
Kindergarten Continuance	3	N/A
Independent Study	23	N/A
Continuation Education	10	N/A
Instructional Time:		
School Districts	6	N/A
County Offices of Education	3	N/A
Instructional Materials, General Requirements	8	N/A
Ratios of Administrative Employees to Teachers	1	N/A
Classroom Teacher Salaries	1	N/A
Early Retirement Incentive	4	N/A
Gann Limit Calculation	1	N/A
School Accountability Report Card	3	N/A
Juvenile Court Schools	8	N/A
School Districts and Charter Schools		
Class Size Reduction:		
General Requirements	7	Yes
Option One	3	Yes
Option Two	4	N/A
Only One School Serving Grades K-3	4	N/A
After School Education and Safety Program:		
General Requirements	4	Yes
After School Component	5	Yes
Before School Component	6	N/A
Charter Schools		
Contemporaneous Records of Attendance	1	Yes
Mode of Instruction	1	Yes
Nonclassroom-Based Instruction/Independent Study	15	N/A
Determination of Funding for Nonclassroom Based Instruction	3	N/A
Annual Instructional Minutes – Classroom Based	4	Yes

The term N/A is used above to mean either the Academy did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

Basis for Qualified Opinion on State Compliance

As described in items 2013-10 and 2013-11 in the accompanying schedule of findings and questioned costs, the Academy did not comply with some requirements associated with the class size reduction program and the after school education and safety program. Compliance with such requirements is necessary, in our opinion, for the Academy to comply with the requirements applicable to the programs.

Qualified Opinion on State Compliance

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Wisdom Academy for Young Scientists complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2013.

The Academy's Response to Findings of State Compliance

The Academy's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Academy's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Standards and Procedures for Audits of California K-12 Local Education Agencies 2012-13*, published by the Education Audit Appeals Panel. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King & Co. LLP

El Cajon, California
January 29, 2014

FINDINGS AND RECOMMENDATIONS

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Auditor's Results

Year Ended June 30, 2013

FINANCIAL STATEMENTS

Type of auditor's report issued: Qualified

Internal control over financial reporting:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are
 not considered material weakness(es)? X Yes No

Noncompliance material to financial statements noted? Yes X No

FEDERAL AWARDS

Internal control over major programs:

One or more material weakness(es) identified? X Yes No

One or more significant deficiencies identified that are
 not considered material weakness(es)? Yes X No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be
 reported in accordance with section 510(a) of
 OMB Circular A-133? X Yes No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027	Special Education Cluster
10.555	National School Lunch Program

Dollar threshold used to distinguish between Type A
 and Type B programs \$300,000

Auditee qualified as low-risk auditee? Yes X No

STATE AWARDS

Any audit findings disclosed that are required to be reported
 in accordance with *Standards and Procedures for Audits*
 of California K-12 Local Education Agencies? X Yes No

Type of auditor's report issued on compliance for state programs: Qualified

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

A. Financial Statement Findings

Finding 2013-1 (30000)

Bank Reconciliations

Criteria or Specific Requirement

Determine that the Academy has sufficient internal controls to ensure proper recording of transactions and safeguarding of assets.

Condition

Upon completion of bank reconciliations, each month an adjustment is made to the financial statements for any amounts that are unknown as to the nature of the transaction. These amounts are being posted into suspense accounts with the intent of subsequently posting a journal entry to record the transactions into the correct expenditure or revenue account. At year end these items were not reconciled and posted into the proper accounts. In addition, these items are not supported by any documentation that verifies the amounts are appropriate or approved.

Questioned Costs

\$13,735 recorded in suspense account

Context

Some items recorded in the bank reconciliations are not supported by invoices or approval documentation.

Effect

The Academy is at risk of recording errors and misappropriation of assets.

Cause

The Academy has not established adequate procedures to ensure that supporting documentation is provided for all transactions associated with the bank accounts. As a result, the individual charged with responsibility for reconciling bank accounts does not have sufficient information to adequately report information. Management officials from the school site are not providing information necessary to post correcting journal entries. In addition, these items are not being reviewed subsequent to completion of bank reconciliations.

Recommendation

Establish procedures to ensure supporting documentation is provided for all transactions. Ensure that the procedures include documentation of approval for expenditures and for subsequent review by management of the Academy.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Finding 2013-2 (30000)

Payroll Expense Reconciliations

Criteria or Specific Requirement

Determine that amounts for payroll are accurately reported and reconcile to supporting documentation.

Condition

Payroll expenses were not consistently reconciled to the general ledger.

Questioned Costs

None

Context

Adjusting journal entries were posted to the financial statements to correct the payroll liability and payroll expense.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures to ensure the timely reconciliation of payroll expenses and liabilities.

Recommendation

Establish clear policies and procedures to reconcile payroll liabilities and expense accounts monthly. The reconciliation should be reviewed and approved by management.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure appropriate controls over payroll reporting.

Finding 2013-3 (30000)

Year End Accruals and Closing Process

Criteria or Specific Requirement

Determine that the financial statements are accurately reported.

Condition

The Academy did not record closing transactions for accounts receivable, accounts payable, prepaid expenses, and capital assets. In addition, journal entries were posted to the financial statements resulting in recording differences between the trial balance provided for audit purposes and the amounts reported to the Los Angeles County Office of Education for inclusion in their unaudited actuals submitted to the California Department of Education.

Questioned Costs

None

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Context

Adjusting journal entries were posted to the financial statements to correct accounts receivable, accounts payable, prepaid expenses, and capital assets.

Effect

The financial statements were misstated by a material amount.

Cause

The Academy has not adequately established written policies and procedures for year-end closing and recording of accruals.

Recommendation

Establish clear written policies and procedures for year-end closing which includes reconciliation of revenue and expense items sufficient to record accruals for accounts receivable, accounts payable, prepaid expenses and capital assets. Review year-end financial statements to ensure accuracy of reporting. Establish a timeline for closing to ensure no changes are made after submission of financial statements to oversight agencies.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of financial statements.

Finding 2013-4 (30000)

Payroll Documentation

Criteria or Specific Requirement

Ensure that individuals charged to payroll are employees of the Academy and that there are adequate controls over payroll to safeguard the assets of the organization.

Condition

Personnel Action Forms which document employee's position and approved pay rates are not complete. In 100% of Personnel Action Forms reviewed there were missing approval signatures on the forms. In addition, in 9 out of 10 I-9's reviewed the forms are not being completed correctly. The I-9 forms were either missing the documentation of what items were reviewed to verify eligibility for employment, missing employer signature of verification, or both.

Questioned Costs

None

Effect

The Academy is exposed to risk of noncompliance with I-9 requirements. In addition, the Academy is exposed to risk of paying individuals who are not approved by management.

Cause

The Academy has not established adequate procedures which require hiring documentation be completed and reviewed prior to filing away in the employee file.

Recommendation

Establish policies and procedures to ensure that hiring documentation is being completed, including approval signatures, and reviewed by management.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure appropriate controls over payroll.

Finding 2013-5 (30000)

Capital Assets

Criteria or Specific Requirement

Verify that amounts reported for Capital Assets are correctly stated and that estimates of useful lives are reasonable.

Condition

The Academy is unable to provide a detail of Capital Assets or a depreciation schedule to support amounts recorded in the financial statements. In addition, purchases of capital assets were inappropriately recorded as expenses rather than increases to capital assets. The Academy did not calculate and record depreciation. We attempted to contact the previous auditor to obtain information regarding balances in capital assets but received no response.

Context

Adjusting journal entries were posted to the financial statements to record current year additions and an estimate of depreciation.

Effect

There is not sufficient audit evidence to determine if amounts recorded in capital assets are correct or if there is a material misstatement in the financial statements associated with capital assets. In addition, the Academy is exposed to risk associated with disappearance of capital assets as there is not a tracking system for such items.

Cause

The Academy has not adequately established policies for tracking capital assets and ensuring that they are appropriately recorded in the financial statements. The Academy has relied on previous auditors to post adjusting journal entries for additions and depreciation. The Academy has not established procedures for disposal of capital assets.

Recommendation

Obtain an appraisal of all capital assets owned by the Academy to ensure that all assets of the Academy are tracked and recorded. Establish inventory procedures to ensure that all items are still in custody of the Academy at year end. Establish procedures to ensure recording of additions and depreciation are done as a part of year end closing procedures.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of capital assets.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Finding 2013-6 (30000)

Credit Card Supporting Documentation

Criteria or Specific Requirement

Ensure that the Academy has procedures in place to ensure allowable expenditures and safeguard assets.

Condition

The school is using credit cards to purchase some items and subsequently repaying the credit cards with a check. The credit card statements are being used as supporting documentation for the check written; however, the credit card statements do not include receipts for all expenditures for which they were used.

Questioned Costs

\$5,858 known credit card expenses from sample selected.

Context

Credit card statements are being used as the only supporting documentation for some expenditure items.

Effect

Expense items paid with credit cards are not adequately supported by itemized receipts and approval documentation. The Academy is exposed to risk of misappropriation of assets.

Cause

The Academy has not established adequate written procedures requiring attachment of supporting invoices or receipts for credit card transactions.

Recommendation

Establish written procedures requiring the attachment of supporting invoices or receipts for all credit card transactions.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure supporting documentation is maintained for all transactions inclusive of credit card transactions.

Finding 2013-7 (30000)

Beginning Net Assets

Criteria or Specific Requirement

Ensure that amounts reported in the financial statements are materially correct.

Condition

Beginning net assets were not in agreement with prior year audited ending net assets. The Academy was unable to provide reconciling items that supported adjustments to beginning net assets. We attempted to contact the previous auditor to obtain a reconciliation and prior year audit adjusting journal entries but received no response.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Questioned Costs

None

Context

Amounts reported by the Academy as beginning net assets varied from the prior year audit report by \$9,727. An adjustment was posted to bring the beginning balance in agreement with prior year audit report.

Effect

Beginning net assets were not in agreement with prior year audited ending net assets.

Cause

The Academy did not have procedures to reconcile beginning net assets with prior year audit report and did not have procedures in place to track prior year adjustments.

Recommendation

Establish written procedures to reconcile beginning net assets with audited ending net assets from the previous year.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure beginning net assets reconciles to audited ending net assets.

Finding 2013-8 (30000)

Inconsistent Reporting

Criteria or Specific Requirement

Verify that the Academy has reported accurate financial statements to oversight agencies.

Condition

The Academy is reporting to the Internal Revenue Service that they are operating on a calendar year but reporting to the Los Angeles County Office of Education and California Department of Education that they are operating on a fiscal year beginning July 1 and ending June 30. The financial reporting to the different oversight agencies is not consistent based upon different reporting of fiscal years.

Questioned Costs

None

Context

Established in California statute local education agencies report under a fiscal year beginning July 1 and ending on June 30. Internal Revenue Code requires that tax returns be prepared based upon the fiscal year of operation.

Effect

There is inconsistent reporting between the Academy and government agencies.

Cause

The Academy has not established a fiscal year with the Internal Revenue Service.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs
Year Ended June 30, 2013

Recommendation

File necessary reports with the Internal Revenue Service to align tax reporting years with the Academy's fiscal year.

LEA's Response

The Academy will review this recommendation and subsequently take action to ensure consistent reporting between government agencies.

B. Federal Award Findings

Finding 2013-9 (50000)

Schedule of Expenditures of Federal Awards

Federal Major Program Identification

<u>Award Year</u>	<u>Program</u>	<u>CFDA #</u>	<u>Federal Grantor</u>	<u>Pass-Through Agency</u>
2012-13	National School Lunch Program	10.555	U.S. Department of Agriculture	California Department of Education
2012-13	Special Education Cluster	84.027	U.S. Department of Education	California Department of Education

Criteria or Specific Requirement

Determine that amounts reported in the Schedule of Expenditures of Federal Awards are accurately reported.

Condition

The Academy did not separately track expenditures for federal programs in their financial software.

Questioned Costs

Amounts expended under federal major programs audited were:

2012-13 National School Lunch Program (10.555) - \$212,061

2012-13 Special Education Cluster (84.027) - \$99,925

Context

OMB Circular A-133 requires the presentation of a schedule of expenditures of federal awards for any agency expending greater than \$500,000 of federal awards.

Effect

The Academy had to go through every expenditure item to identify which items were expended under federal awards. It took a significant amount of time to complete the schedule of expenditures of federal awards and delayed the timing of audit procedures associated with the Single Audit requirements under OMB Circular A-133. In addition, failure to track expenditures separately exposes the Academy to risk of understating federal expenditures or potentially using the funds in unallowable manners such as supplanting required services.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

Cause

The Academy has not established policies and procedures requiring separate tracking of federal expenditures. There are not adequate internal controls in place to evaluate federal expenditures to ensure that they are accurately reported, meet program requirements, and are not used to supplant existing services.

Recommendation

Establish written policies and procedures requiring separate tracking of federal expenditures. Review expenditures to ensure they meet program requirements.

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate reporting of federal expenditures.

C. State Award Findings

Finding 2013-10 (40000)

Class Size Reduction Program

Criteria or Specific Requirement

Verify that amounts reported on the form J-7CSR were accurate and were based on average daily enrollment taken from the first day of school through April 15 of the school year being reviewed.

Condition

In our review of the form J-7CSR the data was prepared using average monthly enrollment based upon the last day of the school month rather than average daily enrollment from the first day of classes through April 15.

Questioned Costs

None, See recommendation below

Context

Education Code Section 52124.5 states that school districts and charter schools should compute the average daily enrollment for each class by adding the active enrollment for each class for each instructional day starting from the first day of school through April 15, and dividing that total by the count of instructional days.

Effect

The eligible students reported for grade 1 was understated by 1 student.

Recommendation

Establish procedures to accurately calculate average daily enrollment for classes included in the class size reduction program. Revise the form J-7CSR to accurately report eligible students for grade 1. Revisions should be as follows:

Grade	Class Size	Eligible Students Original	Eligible Students Revised	Change in Funding
1 st Grade	21.45 – 22.44	18	36	\$ 19,278
1 st Grade	22.45 – 22.94	17	0	\$(18,207)
Net Change in Funding				\$ 1,071

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure accurate calculations for the form J-7CSR. The Academy will amend the form J-7CSR to accurately reflect class sizes for the 2012-13 fiscal year.

Finding 2013-11 (40000)

After School Education and Safety Program

Criteria or Specific Requirement

- A. Verify that elementary students being reported for attendance are participating in the full day of the program except as consistent with the LEA's established early release policy.
- B. Verify that Indirect Costs are not in excess of 5% or the LEA's established indirect cost rate, whichever is lower.

Condition

- A. Sign out sheets for the after school education and safety program did not include time student was released for 827 out of 896 days tested. It could not be determined if these students participated in the full day of the program or if they met early release policy of the LEA.
- B. The Academy used an indirect cost rate of 5.26% which exceeds the allowable 5% for the program.

Questioned Costs

Program revenues were \$112,500. Amounts in excess of allowable indirect costs were \$2,660.

Context

- A. Education Code 8483(a)(2) states that it is the intent of legislature that elementary school students attend the full day of the program every day in which students participate, except as consistent with the LEA's early release policy.
- B. Education Code 8483.9(a) limits indirect costs to the lesser of the LEA's approved indirect cost rate or 5%.

Effect

- A. It cannot be determined if the students participated for the entire day of the program.
- B. The Academy exceeded allowable indirect costs.

Cause

- A. The Academy has not established adequate policies and procedures to document time students were released from the program to ensure that only students who participated in the full day or met an early release exception based on the LEA's policies were counted towards attendance reported.
- B. The Academy has not established adequate policies and procedures to ensure that indirect costs are not charged at amounts greater than allowable amounts for the program.

Recommendation

Establish procedures to document time students are released from the program and ensure that they meet requirements of the program to be counted for attendance purposes. Establish procedures to ensure correct indirect cost rates are being utilized.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Schedule of Findings and Questioned Costs

Year Ended June 30, 2013

LEA's Response

The Academy will review this recommendation and subsequently establish necessary procedures to ensure compliance with the after school education and safety program.

WISDOM ACADEMY FOR YOUNG SCIENTISTS
 Schedule of Prior Year Audit Findings
 Year Ended June 30, 2013

Finding/Recommendation	Current Status	Management's Explanation if Not Implemented
Finding 2011-1 Internal Control - Bank Reconciliation Over Site	Partially Implemented	See Finding 2013-1
Bank reconciliations were not properly reviewed resulting in inconsistent bank to book balances.		
Establish procedures to ensure that an officer or a supervisor reviews the monthly bank reconciliation and authorize any correcting entries as applicable.		
Finding 2011-2 Internal Control - Payroll Expenses Reconciliation	Not Implemented	See Finding 2013-2
Payroll Expenses were not consistently reconciled to the general ledger		
Establish policies and procedures to reconciled payroll expenses monthly and an independent person should perform the reconciliation. Reconciliation should be approved by management		

EXHIBIT 33

From: Frank Fekete [<mailto:frfekete@kern.org>]
Sent: Wednesday, July 16, 2014 7:30 PM
To: Proctor, Greta A.
Subject: RE: Public Records Request to FCMAT

I will be in Bakersfield on Friday and will oversee FCMAT's uploading of the final documents to the SharePoint website. I expect you will hear from Hazel Fields at FCMAT on Friday or Monday at the latest with access info to the site. We have not paid much attention to the items you said you wanted and did not want, since we are not charging for the electronic copies, so there will probably be duplicates of some things you already have obtained from your client.

Please note that FCMAT has obtained from a private records search company background information on six individuals who I believe are associated with WAYS. They are Deara Ijoma Okonkwo, Emeka Enwezor, Jason C. Okonkwo, Kendra U. Okonkwo, Obiesie S. Enwezor and Rachel Enwezor. The terms of our contract with the company do not allow us to release these records to anyone else without our losing the ability to continue to use the firm in connection with AB 139 fraud audits. I believe that these reports include no commentary or evaluative work, only reports from what are probably public records. In light of the proprietary nature of these reports, we will not be providing them, but all other records of any kind in our possession regarding WAYS will be included on the SharePoint website.

From: Proctor, Greta A. [greta.proctor@procopio.com]
Sent: Wednesday, July 16, 2014 6:43 PM
To: Frank Fekete
Subject: RE: Public Records Request to FCMAT

Mr. Fekete,

Thank you for your initial response, however we have not yet heard back from you or anyone at FCMAT on this request. Will you please provide an update? Thank you.

Greta A. Proctor
Associate

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3219
direct fax: (619) 744-5419
greta.proctor@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

From: Frank Fekete [<mailto:frfekete@kern.org>]
Sent: Thursday, July 03, 2014 11:42 AM

To: Proctor, Greta A.
Subject: Public Records Request to FCMAT

Ms. Procopio:

I am the attorney for the Fiscal Crisis and Management Assistance Team (FCMAT) and am replying to your request for records in FCMAT's possession regarding its report on the WAYS charter school. We are in the process of compiling the records and I want to explain the process we are using.

Those records that FCMAT has in electronic form are being uploaded to a website known as SharePoint. You will be contacted early next week by someone from FCMAT who will give you information about how to access that secure website with appropriate log-in information.

I have also been provided with 2 CDs from Mike Ammermon, a private consultant to FCMAT who worked on the report, containing all of his files pertaining to WAYS (all of which he maintained electronically). I will be mailing these discs to you directly.

There may be a file of physical documents concerning WAYS at FCMAT's offices in Bakersfield. Debi Deal, the lead person assigned to the WAYS matter, will be in Bakersfield on Tuesday, July 8. Once she has reviewed the file she can advise me as to whether there is anything not already stored electronically and how much. I will then discuss with you whether you want FCMAT to make copies or you will send someone to Bakersfield to inspect and designate which copies you want (or have your own copying service make copies in that office).

In any event, we are moving as quickly as possible to get you the documents in the most convenient manner. I am not aware of any documents that we intend to withhold for any reason.

Feel free to contact me by reply email or at 661-345-2321.

Frank Fekete
mailgw01.procopio.com made the following annotations

Wed Jul 16 2014 18:43:21

This is an email from Procopio, Cory, Hargreaves & Savitch LLP, Attorneys at Law. This email and any attachments hereto may contain information that is confidential and/or protected by the attorney-client privilege and attorney work product doctrine. This email is not intended for transmission to, or receipt by, any unauthorized persons. Inadvertent disclosure of the contents of this email or its attachments to unintended recipients is not intended to and does not constitute a waiver of attorney-client privilege or attorney work product protections. If you have received this email in error, immediately notify the sender of the erroneous receipt and destroy this email, any attachments, and all copies of same, either electronic or printed. Any disclosure, copying, distribution, or use of the contents or information received in error is strictly prohibited.

mailgw01.procopio.com made the following annotations

Mon Jul 21 2014 13:33:28

This is an email from Procopio, Cory, Hargreaves & Savitch LLP, Attorneys at Law. This email and any attachments hereto may contain information that is confidential and/or protected by the attorney-client privilege and attorney work product doctrine. This email is not intended for transmission to, or receipt by, any unauthorized persons. Inadvertent disclosure of the contents of this email or its attachments to unintended recipients is not intended to and does not constitute a waiver of attorney-client privilege or attorney work product protections. If you have received this email in error, immediately notify the sender of the erroneous receipt and destroy this email, any attachments, and all copies of same, either electronic or printed. Any

disclosure, copying, distribution, or use of the contents or information received in error is strictly prohibited.

EXHIBIT 34

Wisdom Academy for Young Scientists
706 East Manchester Avenue
Los Angeles, California 90001

Board of Directors

Loretta McDonald
Board President

Board Treasurer

Adell Walker
Board Secretary

**BOARD RESOLUTION
RELEASE/DISMISSAL OF EXECUTIVE DIRECTOR**

BACKGROUND:

WAYS received a Notice to Cure from LAUSD regarding the Conflict of Interest matter in September 2011.

HISTORY:

There have been many attempts to cure the notice without the release of the Executive Director. This Board felt as if the notice was cure. However, LAUSD did not accept these decisions as curing the notice. To move swiftly to the Corrective Action Plan, we, the board must make a decision to release the Executive Director from her responsibilities.

Once the Corrective Action Plan is in place and the action items are completed, we can reinstate the Executive Director.

DESCRIPTION:

The Board of Directors for WAYS needs to cure the notice once and for all.

NEED FOR RESOLUTION:

The governing board must approve all employment decisions.

IMPACT ON BUDGET:

None

Approved Denied


Board President

Date

April 30, 2011


Board Secretary

Wisdom Academy for Young Scientist

706 East Manchester Avenue

Los Angeles, California 90001

Board of Directors

Loretta McDonald

Karen Haynes

Adell Walker

Board President

Board Treasurer

Board Secretary

BOARD OF DIRECTORS CORRECTIVE ACTION PLAN RE: CONFLICT OF INTEREST

BACKGROUND AND PURPOSE

Kendra Okonkwo is the owner of two properties which she has leased to Wisdom Academy for Young Scientists ("WAYS") for use as a charter school facility. Mrs. Okonkwo is also the current Executive Director of WAYS. The lease between Mrs. Okonkwo and WAYS was approved by the Board of Directors ("Board") of WAYS.

Additionally, in accordance with the requirements of the Political Reform Act, and in accordance with the exemptions described under Government Code Section 1090, prior to Board consideration and approval, Mrs. Okonkwo disclosed her interest in the lease and then left the room during Board deliberations. Mrs. Okonkwo did not participate in any way in the consideration of approval of the lease. Unfortunately despite multiple witnesses to this fact, the minutes do not reflect the disclosure and recusal. Additionally, WAYS currently pays rent that is below current fair market rates for similar facilities.

Despite the disclosure and recusal by Mrs. Okonkwo, the Los Angeles Unified School District ("LAUSD"), in 2010-2011, indicated to WAYS that it was concerned regarding conflicts of interests in the lease of the property by Mrs. Okonkwo and WAYS. Despite attempts to resolve LAUSD's concerns, LAUSD believes that the issue remains unresolved. Further, the Ways Board and Mrs. Okonkwo wish to avoid actual or perceived conflicts of interest going forward. WAYS has been extremely successful academically, and the WAYS Board and Mrs. Okonkwo want to ensure the continued existence of the school.

The purpose of this Corrective Action Plan ("CAP") is to cure the conflict of interest ("COI") in reference to government code 1090 as it pertains to the Executive Director owning property on which Wisdom Academy for Young Scientists (WAYS) is located.

Wisdom Academy for Young Scientist

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Karen Haynes

Adell Walker

Board President

Board Treasurer

Board Secretary

DESCRIPTION OF INCIDENT

In January 2011, the Executive Director presented LAUSD with documents of the transfer of deeded property and a new lease agreement with OCI Corporation. These items were not accepted by LAUSD due to various reasons (see LAUSD's Resolution of Denial). Due to LAUSD not accepting the documents, the Board of Directors from WAYS approved further investigation.

Further investigation will be completed by Mrs. Cathy Ferraro of Ferraro and Associates of Beverly Hills and Mr. Baron James of BRC Advisors. Mrs. Ferraro was referred by the Board President and Mr. James was referred by the Board Secretary. Both parties have been contacted for review of documents, please see below for findings.

FINDINGS

One of the realtors consulted was Ferraro & Associates of Beverly Hills, Cathy Ferraro and her late mother established Ferraro & Associates Realty in 1972, which remains independently owned today. On their 35th anniversary, Ferraro & Associates Realty received special commendations from the cities of Beverly Hills and Los Angeles. In 2009 Ferraro & Associates Realty was named one of the top five best real estate agents in Beverly Hills.

Ferraro & Associates Realty is located at 433 N. Camden Drive, 4th Floor, Beverly Hills, California 90210 (CA DRE #00745604)

Cathy Ferraro was consulted regarding all documents presented to LAUSD which included the notarized deeds of property, state recorders stamp, lease agreement with OCI and LAUSD's resolution of denial.

Since OCI was not a corporation at the time the transferred property deed was recorded, this makes the full transaction null and void. The recorded deed was improperly handled by describing the transfer as a Revocable Trust when there is no

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documentation of a Trust. Also, the notary for 660, 710, and 702 E Manchester is not complete because a legal notary is all on one page, as shown on the 8778 S. Central property.

In order to correct this matter the following needs to take place:

1. Rescind Grant Deed to delete revocable trust, this was used for tax reasons
2. Transfer from individuals to sole owned corporation
3. Notarize properly (all stamps on same page of document notarizing)
4. Pull corporate documents
5. Record new documents with the Secretary of State

Cathy Ferraro recommends that the Board hire a real-estate attorney; this attorney will legally transfer all property as agreed upon by the Okonkwo family. The new documents must be recorded with the proper documents attached (corporate documents from OCI, trust documents (if using a trust), and notarization of the deeds on the same page). Cathy Ferraro did not present a written evaluation because the consult was free of charge and she suggested a course of action that she thought would best alleviate the issues on hand.

The second realtor consulted was Mr. Baron A. Jones, Managing Director of BCR Advisors Commercial Real Estate in the Downtown Los Angeles Office, 700 S. Flower Street, Suite 1400 of Los Angeles, California 90017 (CA DRE#00704130) and he is still reviewing all documents. His recommendations may supplement this corrective action plan.

Mr. Jones a 30 year sales and administrative veteran of the commercial real estate industry where his professional career started at **Cushman & Wakefield of California** as an Associate in the Financial Services Group. He specialized in land and office building sales for nearly 10 years, achieved a Vice President position, averaging a sales growth of 16.5% per. He then teamed with Bridge Asset Management, a California-based subcontractor for the **Resolution Trust Corporation** ("RTC"). We resolved numerous complex non-performing loan and REO transactions for the RTC, of which he

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was a Co-Leader. This resulted in the execution of more than \$1.2 Billion... in non-performing loan and asset workouts in California, New Jersey, and New York, which took place during the FSLIC Savings & Loan crisis two decades ago.

Mr. Jones later joined **Grubb & Ellis Company** as an Associate, rising to Senior Vice President within 2½ years. I personally created, procured and closed with my team *the largest* single Western Regional disposition assignment for a Japanese Conglomerate, which led to nearly \$241 million in commercial property sales. I successfully executed more than \$130 million in further core and value-added transactions in office, industrial, retail, as well as multifamily product.

Currently, he serves as a Managing Director for BRC Advisors. Responsibilities include: new business development, mentoring new associates in the *Best Practices* of sourcing, evaluating, underwriting, deal packaging, negotiating, and closing investment opportunities.

In exhibit A, you will find a letter from our attorneys detailing their informal investigation of the property documents.

CORRECTIVE ACTION ITEMS

ACTION ITEM 1:

The charter petition was submitted to Los Angeles County Office of Education ("LACOE") in the appeal process for renewal to operate Wisdom Academy for Young Scientists Charter School. To immediately cure the conflict of interest the board will immediately release Mrs. Okonkwo from her position as the Executive Director of WAYS.

The Executive Director has a valuable presence at the school and has done an outstanding job as the founder and Executive Director of the school. However, to release the Executive Director at this time is a business decision to alleviate the Conflict

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of Interest. This has nothing to do with the performance of the Executive Director or her commitment to the education of our children.

Once either Action 2, 3 or Action 4 described below have occurred the position of Executive Director will be reconsidered by the Board.

Action	1.) Contract payout to the Executive Director (Present through 06/30/2011) 2.) Release the Executive Director
Responsibility	Board of Directors
Due Action Occurred	TBD

Measureable Outcome:

Conflict of Interest Cured

Action items 2, 3 & 4 will begin simultaneously and will result in the Board of Directors either a) re-leasing the facilities that WAYS currently utilizes for 2011-2012 (Action Item 2) or b) leasing new facilities.

ACTION ITEM 2:

Establish a non-profit entity, with a separate governing board and no relationship to the Okonkwo family, to purchase the property and lease the property to Wisdom Academy for Young Scientists. This non-profit will be a fundraising entity that will support innovative education throughout California.

Action	1.) Establish a Non Profit Corporation 2.) File all necessary documents, file for tax exemption 3.) Contact owners of property to purchase
--------	--

Wisdom Academy for Young Scientist

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	4.) Prepare and/or negotiate Lease Agreement with property owner on behalf of the Board of Directors
Responsibility	Board of Directors
Date Action Occurred	Attorney Hired on [insert]

Measureable Outcome:

Conflict of Interest is resolved, property ownership is clear, and the lease is appropriately negotiated with representation of the Board of Directors by legal counsel.

ACTION ITEM 3:

Hire a Real Estate Attorney to provide expertise on the process and documenting the transfer of the property deeds, recording the transfer with the Secretary of State and providing a new lease agreement.

Action	1.) Hire Real Estate Attorney 2.) Investigate process and willingness of Mrs. Okonkwo to transfer property 3.) As appropriate, facilitate and assist with property transfer to ensure accomplished appropriately 4.) Prepare and/or negotiate Lease Agreement with property owner on behalf of the Board of Directors
Responsibility	Board of Directors
Date Action Occurred	Attorney Hired on [insert]

Measureable Outcome:

Conflict of Interest is resolved, property ownership is clear, and the lease is appropriately negotiated with representation of the Board of Directors by legal counsel.

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ACTION ITEM 4:

The WAYS Board will begin the search for a new facility to accommodate the school. Based on Board discussion, WAYS requires a facility that is 32,110 square feet minimum. A detailed facility plan identifying all needs for the new facility is on file at the school.

The Board has established the following benchmarks to meet in identifying and securing a new facility, with the understanding that these may change depending on market availability and other factors outside of the Board's control:

- Identified at least five potential facilities.
- Identified all criteria for permits
- Select a facility and begin lease negotiations.
- Move into the facility. This is scheduled for the summer in order to minimize impact on student education.

Action	1.) Work with Realtor to Identify new property 2.) Identify Property 3.) Identify criteria for permits and legal documents
Responsibility	Board of Directors
Date Action Occurred	Real Estate Agent was hired on [insert]. The property search is ongoing.

Measureable Outcome:

Conflict of Interest is resolved.

Wisdom Academy for Young Scientist

706 East Manchester Avenue

Los Angeles, California 90001

Board of Directors

Loretta McDonald

Karen Haynes

Adell Walker

Board President

Board Treasurer

Board Secretary

EXHIBIT A

EXHIBIT 35

LLC-1	Articles of Organization of a Limited Liability Company (LLC)	201415010116
<p>To form a limited liability company in California, you can fill out this form, and submit for filing along with:</p> <ul style="list-style-type: none"> - A \$70 filing fee. - A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form. <p>Important! LLCs in California may have to pay a minimum \$800 yearly tax to the California Franchise Tax Board. For more information, go to https://www.ftb.ca.gov.</p> <p>LLCs may not provide "professional services," as defined by California Corporations Code sections 13401(a) and 13401.3.</p> <p>Note: Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.</p>		<p style="font-size: 18px; font-weight: bold;">FILED</p> <p style="font-size: 14px;">Secretary of State State of California</p> <p style="font-size: 16px; font-weight: bold;">MAY 29 2014</p> <p style="font-size: 12px;">This Space For Office Use Only</p>
<p>For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm.</p>		
<p>LLC Name (List the proposed LLC name exactly as it is to appear on the records of the California Secretary of State.)</p> <p>① <u>706 East Manchester, LLC</u></p> <p style="font-size: 10px;"><i>Proposed LLC Name</i></p> <p style="font-size: 10px;">The name must include: LLC, L.L.C., Limited Liability Company, Limited Liability Co., Ltd. Liability Co. or Ltd. Liability Company; and may not include: bank, trust, trustee, incorporated, inc., corporation, or corp., insurer, or insurance company. For general entity name requirements and restrictions, go to www.sos.ca.gov/business/be/name-availability.htm.</p>		
<p>Purpose</p> <p>② The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.</p>		
<p>LLC Addresses</p> <p>③ a. <u>706 East Manchester Ave</u> <u>Los Angeles,</u> <u>CA</u> <u>90001</u></p> <p style="font-size: 10px;"><i>Initial Street Address of Designated Office in CA - Do not list a P.O. Box</i> <i>City (no abbreviations)</i> <i>State</i> <i>Zip</i></p> <p>b. _____</p> <p style="font-size: 10px;"><i>Initial Mailing Address of LLC, if different from 3a</i> <i>City (no abbreviations)</i> <i>State</i> <i>Zip</i></p>		
<p>Service of Process (List a California resident or a California registered corporate agent that agrees to be your initial agent to accept service of process in case your LLC is sued. You may list any adult who lives in California. You may not list an LLC as the agent. Do not list an address if the agent is a California registered corporate agent as the address for service of process is already on file.)</p> <p>④ a. <u>Hassan Rahmaan</u></p> <p style="font-size: 10px;"><i>Agent's Name</i></p> <p>b. <u>706 East Manchester Ave</u> <u>Los Angeles</u> <u>CA</u> <u>90001</u></p> <p style="font-size: 10px;"><i>Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box</i> <i>City (no abbreviations)</i> <i>State</i> <i>Zip</i></p>		
<p>Management (Check only one.)</p> <p>⑤ The LLC will be managed by:</p> <p><input checked="" type="checkbox"/> One Manager <input type="checkbox"/> More Than One Manager <input type="checkbox"/> All Limited Liability Company Member(s)</p>		
<p>This form must be signed by each organizer. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of organization.</p>		
<p><u>Hassan Rahmaan</u> Organizer - Sign here</p>		<p><u>Hassan Rahmaan</u> Print your name here</p>
<p>Make check/money order payable to: Secretary of State</p> <p>Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.</p>		
<p>By Mail</p> <p>Secretary of State Business Entities, P.O. Box 944228 Sacramento, CA 94244-2280</p>		<p>Drop-Off</p> <p>Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814</p>

Corporations Code §§ 17701.04, 17701.08, 17701.13, 17702.01, Revenue and Taxation Code § 17941
LLC-1 (REV 01/2014)

2014 California Secretary of State
www.sos.ca.gov/business/be



I hereby certify that the foregoing
transcript of _____ page(s)
is a full, true and correct copy of the
original record in the custody of the
California Secretary of State's office.

MAY 30 2014

Date: _____

Debra Bowen
DEBRA BOWEN, Secretary of State

RESOLUTION NO. 03132014b

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MERLE WILLIAMSON FOUNDATION AUTHORIZING (i) THE FORMATION OF A LIMITED LIABILITY COMPANY THAT WILL PROVIDE FACILITIES FOR USE BY CHARTER SCHOOLS, AND (ii) MEMBERSHIP IN THE LLC; AND AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY OF AN OPERATING AGREEMENT AND CERTAIN OTHER ACTIONS RELATED THERETO

WHEREAS, the Merle Williamson Foundation ("WAYS") is a California nonprofit public benefit corporation organized to improve the social and economic status of the South Central Los Angeles community through education and is organized and operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code;

WHEREAS, in furtherance of its charitable and educational purposes, WAYS seeks to lease facilities for use by its charter school;

WHEREAS, the Board of Directors of WAYS ("Board") has determined that it is in the best interests of WAYS to participate in the organization and operation of a single-member limited liability company to be known as 706 East Manchester, LLC, ("LLC"), which will hold title or master lease to, own and/ or control, and provide for lease of charter school facilities, together with such incidental activities as are reasonably related thereto;

WHEREAS, WAYS shall initially be the sole member of the LLC, but the LLC will operate separately from WAYS.

WHEREAS, in connection therewith, there has been presented to this meeting of the Board a form of Operating Agreement for the operation of the LLC;

WHEREAS, pursuant to the terms of the Operating Agreement, WAYS, as the sole member of the LLC, desires to select Sashauna Dent and Hassan Rahman to serve as the Board of Directors of the LLC that shall have the authority of a "Manager" to oversee, direct and supervise the business and affairs of the LLC.

NOW, THEREFORE, this Board of Directors of WAYS does hereby find, resolve and order as follows:

Section 1. The foregoing recitals are true and correct;

Section 2. WAYS will participate as the single member of the LLC, which will hold title or master lease to, own and/ or control, and provide for lease of charter school facilities, together with such incidental activities as are reasonably related thereto.

Section 3. The form of Operating Agreement considered at this meeting is hereby approved. The Secretary of this Board, or the Chief Executive Officer or Chief Financial Officer/

Treasurer of WAYS, or the duly delegated representatives of any of the foregoing (each an "Authorized Officer"), and each of them, acting alone and in the name and on behalf of LAICHS, are hereby authorized and directed to execute and deliver the Operating Agreement in substantially the form presented to and considered at this meeting, with such changes therein as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 4. Pursuant to the terms of the Operating Agreement, WAYS, as the sole member of the LLC, selects Sashauna Dent and Hassan Rahman to serve as the Board of Directors of the LLC that shall have the authority of a "Manager" to oversee, direct and supervise the business and affairs of the LLC.

Section 5. The Authorized Officers are each hereby authorized and directed to execute all other documents, instruments, agreements and certificates (including, without limitation, articles of organization in connection with the formation of the LLC) supplemental to the foregoing as may be necessary or advisable in order to effectuate the purposes of this Resolution, and to take all additional actions as may be necessary or advisable in order to form the LLC in the manner and on the terms set forth in this Resolution.

Section 6. This resolution shall take effect immediately upon its adoption.

SECRETARY'S CERTIFICATE

I, Cheryl Johnson, Secretary of the Board of Directors of the Merle Williamson Foundation, a California nonprofit public benefit corporation, County of Los Angeles, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a regular meeting of the Board of Directors of the Merle Williamson Foundation, which was duly and regularly held on the 13 day of March, 2014, at which meeting a quorum of the members of the Board of Directors was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

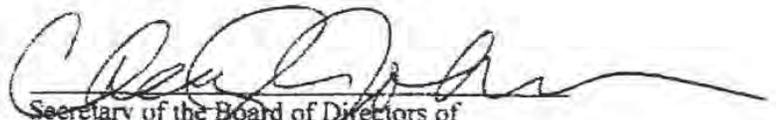
NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this 13 day of March, 2014.


Secretary of the Board of Directors of
Merle Williamson Foundation

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Thursday, March 13, 2014 6:00 PM

I. The Regular Meeting of the WAYS Governing Board was held on Thursday, March 13, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 7:00pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
Teleconference: 5641 Locust Ave, Long Beach, California 90806.

II. All members and guests stood and saluted the flag.

III. Board Members Present: Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook

Board Member Absent: Maria Garcia

Others in Attendance: Jason Okonkwo, Edward Cabil, Jimmy Chal of Cushman & Wakefield.

IV. Additions to the Agenda

V. Approval of Minutes

a. February 27, 2014.

VI. Reports

a. None

VII. Closed Session

a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E) Under Negotiation: Property negotiation, purchase price.

i. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook

ii. Oppose - None

b. Conference with Legal Counsel regarding information re 706 East Manchester Ave (under the Merle Williamson Foundation and 706 East Manchester Property) -

i. In favor - Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook

ii. Oppose - None

VIII. Open Session

a. Updates Regarding FCMAT Audit - Resolution regarding the FCMAT Audit - Discontinuation regarding the FCMAT Audit because OSB is not a vendor.

i. In favor - Armando Espinoza, Dorothy Valenti

ii. Oppose - Cheryl Johnson

IX. Oral Communication

a. None

X. Future Agenda Items

XI. The board meeting of WAYS was officially adjourned at 7:48 PM.


Board Member Date 4/25/14

Board Chairperson Date 4/25/14

000685

EXHIBIT 36

GENERAL RELEASE OF ALL CLAIMS AND SETTLEMENT AGREEMENT

This General Release of All Claims and Settlement Agreement ("Agreement") is made as a compromise between the Board of Directors of Wisdom Academy for Young Scientists ("WAYS") and Kendra Okonkwo ("Okonkwo") in the complete, final and binding settlement of all claims and potential claims, if any, with respect to their employment relationship.

In consideration of the obligations identified below assumed by each of the parties, it is hereby agreed by and between the parties that all disputes, controversies, and potential disputes or causes of action or claims arising out of, or in any way connected with, Okonkwo's employment relationship with WAYS, whether known or unknown, suspected or unsuspected, which Okonkwo has or may have against WAYS, including but not limited to its parent corporation, subsidiaries, shareholders, officers, trustees, employees, past and present, successors, predecessors, assigns, and agents are settled on the following material terms:

1. **Consideration:** The following consideration and covenants made herein are consideration for this Agreement:
 - a. Okonkwo's personnel file shall reflect that she voluntarily resigned from employment with WAYS.
 - b. WAYS will provide Okonkwo with a gross severance amount equivalent to [REDACTED] months of salary in the amount of \$[REDACTED], subject to all regular withholdings. WAYS agrees to pay Okonkwo this amount as a good faith settlement of accrued vacation pay she has claimed but which cannot be substantiated by WAYS.
 - c. Following receipt of the aforementioned severance, Okonkwo acknowledges that she has received all wages due and owing from WAYS.
 - d. WAYS shall continue Okonkwo's health benefits for a period of [REDACTED] months (the last date of benefits shall be [REDACTED]). Following such date, Okonkwo may elect to extend her health benefits at her own cost through COBRA.
 - e. WAYS shall provide a letter of reference to Okonkwo regarding her employment (dates of employment, position(s) held, duties performed, etc.) with WAYS.
 - f. WAYS shall not contest any application for unemployment insurance benefits Okonkwo files with the EDD.
 - g. Okonkwo shall return any and all School property in her possession, including but not limited to [REDACTED]. Further, Okonkwo shall cooperate with WAYS to ensure that all passwords to School accounts, including the WAYS bank account(s), shall be returned and that Okonkwo's name shall be removed from such accounts.
 - h. WAYS and Okonkwo agree that the events leading to this Agreement, the fact that the Agreement has been entered into and the terms and conditions of the Agreement are and shall be maintained in privacy and confidence. Both parties agree that this confidentiality is a material term of the Agreement and Release. Without waiving their agreement concerning confidentiality, the parties agree that

the terms of this settlement may be disclosed if required by law, including to any state agency or political subdivision or any state or federal taxing authority. Such disclosure shall not be deemed a breach of this Agreement. Nothing in this paragraph is intended to restrict Okonkwo from communicating with prospective employers and job referral sources about her job experience at WAYS, the nature and extent of her job responsibilities, her level of performance, the dates of her employment, and the facts supporting her cessation of employment with WAYS.

2. **Release:** In consideration of the terms stated above and in this Agreement, Okonkwo acknowledges complete satisfaction of, and does hereby forever release, absolve, and discharge WAYS, including but not limited to its parent corporation(s), subsidiaries, shareholders, officers, trustees, employees, past and present, successors, predecessors, assigns, agents, attorneys, and representatives from any and all causes of action, judgments, liens, indebtedness, damages, claims (administrative or otherwise), liabilities, and demands, and causes of action of whatever kind or nature, whether known or unknown, suspected or unsuspected, which Okonkwo now has or holds, or at any time has held against WAYS its parent corporation(s), subsidiaries, shareholders, officers, trustees, employees, past and present, successors, predecessors, assigns and agents. This release expressly waives any and all claims Okonkwo may presently have against WAYS regardless of the nature, source, or basis for any such claim.
3. **Full Settlement:** The parties acknowledge that this is a full and final release, and that Okonkwo intends and expressly agrees that it shall be effective as a bar to each and every claim, demand, and cause of action Okonkwo has against WAYS as of the date of this Agreement. Okonkwo also expressly waives any and all rights and benefits conferred upon Okonkwo now or in the future under the terms of California Civil Code section 1542, which provides as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which, if known by him, must have materially affected his settlement with the debtor.”
4. **No Admission of Fault:** This Agreement is in settlement of disputed claims pursuant to Evidence Code Section 1152, and shall not be construed as an admission of fault or liability by either party in relation to any underlying circumstances.
5. **No Further Claims:** It is further understood and agreed that neither of the above-mentioned parties, nor any representatives or any related person, shall pursue any further or additional complaints or claims of any kind arising from or related to the subject of the foregoing releases, acquittals, discharges and waivers, whether against the released parties herein or against any other party, whether formal or informal, whether direct or indirect, whether administrative or otherwise.
6. **Opportunity For Review:** Okonkwo and WAYS each acknowledge that they have carefully read and understand the contents of this Agreement and that this Agreement constitutes the entire agreement and understanding of the parties. The parties further agree that the terms of this Agreement are contractual and that both parties, their heirs, successors, and assigns are bound by it, and that any dispute as to its terms or its

interpretation is governed by the laws of the state of California. Should any court of law find any term or clause invalid under the prevailing law, then that term or clause only shall be omitted from enforcement, all other terms and conditions remaining enforceable. Okonkwo has been advised that she has the right to have this entire Agreement reviewed and/or explained to her by independent legal counsel, at her expense, if she so desires.

7. **No Assignments:** Okonkwo represents and warrants that there has been no assignment or other transfer of interest in any claim, which she may have against WAYS, its officers, agents, and employees. Okonkwo agrees that if she hereafter commences, joins in, or in any manner seeks relief through any suit arising out of, based upon or relating to any of the claims released hereunder, or in any manner asserts against WAYS, its officers, agents and employees, any of the claims released hereunder, then Okonkwo shall pay to WAYS, in addition to any damages caused by WAYS thereby, all attorneys' fees incurred by WAYS in defending and otherwise responding to said suit or claim.
8. **Disclaimer:** This Agreement shall not be subject to attack on the grounds that any or all of the legal theories or factual assumptions used for negotiating purposes were for any reason inaccurate or inappropriate.
9. **Attorneys' Fees:** Should any litigation commence between the parties hereto concerning this Agreement or the rights and duties of either party hereto, whether it be an action for damages, equitable or declaratory relief, the prevailing party in such litigation shall be entitled to, as an element of its costs of suit in addition to other relief as may be granted by the arbitrator or Court, reasonable sums as and for attorneys' fees, or such prevailing party may recover such attorneys' fees in a separate action brought for that purpose. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorneys' fees. No sum of attorneys' fees shall be counted in calculating the amount of judgment for purposes of determining whether a party is entitled to recover its costs or attorneys' fees.
10. **Interpretation of Agreement:** This Agreement shall be construed as a whole in accordance with its fair meaning in accordance with the laws of the State of California. The language of the Agreement shall not be construed for or against any particular party. The venue and forum for any action to enforce this Agreement shall be the Superior Court of the State of California in and for the County of Los Angeles.
11. **Sole Agreement:** This Agreement represents the sole and entire agreement between the parties and supersedes any and all prior agreements, negotiations, and discussions by and between the parties hereto with respect to the subject matter covered hereby.
12. **Amendments:** Any amendments to this Agreement must be in writing signed by duly authorized representatives of the parties hereto and stating the intent of the parties to amend this Agreement.
13. **Severability:** Should any provision of the Agreement be declared or determined by any

court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parties, terms, and provisions shall not be affected thereby, and said illegal, invalid or unenforceable part, terms or provisions shall be deemed not to be part of this Agreement.

14. **Counterparts:** This Agreement may be executed in two or more counterparts, which shall, in the aggregate, be signed by all parties and constitute an Agreement. Each counterpart shall be deemed an original instrument as against any party who has signed it.

DATED: _____

By: _____
Kendra Okonkwo

WISDOM ACADEMY FOR YOUNG SCIENTISTS

DATED: _____

By: _____
Alex Love, Board President

EXHIBIT 37

May 21, 2012

TO:
Merle Williamson Foundation (MWF)
dba Wisdom Academy for Young Scientists (WAYS)
Board of Directors
706 East Manchester Ave.
Los Angeles, CA 90001

From:
Kendra Okonkwo
4326 Enoro Drive
Los Angeles, CA 90008

Re: Demand for unpaid compensation and contracted agreements.

To the WAYS Board of Directors,

I previously submitted to you letters offering a settlement unpaid compensation and contracted agreements, yet I am unaware of whether a resolution has been rendered. Cordially, I will detail some of the support behind my claims:

1. I did not receive any form of compensation for my employment agreement with MWF entered on July 10, 2005, commencing July 1, 2005 and ending June 30, 2006 (See attachment A).
2. I did not receive any form of payment for the Lease Agreement with MWF entered on April 21, 2005, commencing July 1, 2005 and ending June 30, 2006 (See attachment B).
3. Although immensely more expensive than the sum of the receipts attached, I did not receive reimbursement for these start up expenses during the inception of our charter (See attachment C).
4. In accordance with my employment agreement with MWF (attachment A) condition 17. *Automobile Expenses*, MWF shall provide the Executive Director an automobile vehicle and operating expenses for her use in conducting MWF business and reasonable personal use during the period of this contract. I did not receive any form of reimbursement for my automobile expenses during the entire duration of my employment with MWF. See automobile expenses attached (See attachment D).

5. In accordance with my employment agreement with MWF commencing July 1, 2008 and ending June 30, 2011 (See attachment E) condition 20. *Notice of Nonrenewal and Extension, The Executive Director is entitled to written notice from the MWF Board of directors delivered at least six (6) months prior to the end of the contact term provided herein concerning any proposal of nonrenewal of this Contract. In the event the Executive Director does not receive said written notice timely as provided herein, the term of this Contract shall be automatically extended by one (1) full year without the necessity of further action by either party.* I was abruptly released by the Board on May 27, 2011 and was not given proper notice of termination. Consequently, I am due the total compensation of my extended contract for one (1) full year.

6. I took zero (0) days of vacation, sick, or personal necessity leave days since my first day of employment with WAYS. In accordance with my employment agreement with MWF commencing July 1, 2008 and ending June 30, 2011 (See attachment E) condition
 21. *Termination of Contract, A. Vacation Days: Upon the Executive Director's separation from employment with MWF, the Board will pay all unused, accumulated vacation days as follows*
 - a. *If the Executive Director dies before her contract period is completes, payment of unused vacation shall be given to her next of kin.*
 - b. *If the Executive Director's separates during the contract year for any reason, or her contract is not renewed, she shall receive cash payment for all unused prorated vacation days.*
 - B. *Sick Days: Upon the Executive Director's separation from employment with MWF, the Board will pay all unused, accumulated sick days as follows:*
 - a. *If the Executive Director dies before her contract is completed payment for unused sick days shall receive cash payment for all unused pro-rated vacation days.*
 - b. *If the Executive Director's separates during the contract year for any reason, or her contract is not renewed, she shall receive cash payment for all unused sick days.*

See summary of owed unused sick and vacation days (See attachment E).

Proportional to my claims aforementioned, I am owed a total of \$480,312.90. However, I am willing to settle for \$400,000. Taking into consideration my wish for continued financial strength of MWF, sustainability, and the everlasting teaching of wisdom to our Young Scientists. Please respond to this demand letter by May 18, 2012 in order to avoid the threat of legal action.

Sincerely,


Kendra Okonkwo

January 20, 2012

Dear WAYS' Board of Directors,

Happy New Year to all our dedicated Board Members. I wish all a New Year filled with peace, joy, love and prosperity.

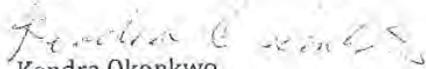
Per the request of the Board members, the purpose of my writing is to present my proposed settlement. While it is unfortunate that majority of you are new, thus not having knowledge of the start up costs I personally invested to initiate the Charter School, we still have founding Board Member, Karen Haynes apart of our Directors and Dr. Libby who is known our Special Education Consultant both whom could attest that since the inception of our organization in 2002, no other Board member made any significant monetary contribution to WAYS. The funds came entirely from my personal savings, mortgaging my home and my former private Pre-School, Wisdom Pre-School.

I have made many attempts to have the Board settle me to no avail. I am thankful that this current Board is moving forward to do a fair settlement. I was going to ask for \$700,000 for the money owed, interest accrued and damages. However, I do not want a situation where the organization will be financially unstable. Thus, I will be content with a settlement of \$350,000 that will help me in the new project (Middle School) that I am currently working to establish.

The Board may settle me in lump sum or installments. However, I will charge the interest rate of 6.25 percent which is what I am currently paying for the loan I took out to set up the school.

Thank you for your kind consideration.

Respectfully,


Kendra Okonkwo

WISDOM ACADEMY FOR YOUNG SCIENTISTS

August 19, 2011

Hello, Ms Kendra

I hope you are well and happy.

I have been given the responsibility of Board Treasurer, which comes with certain duties of which I am most familiar; i.e., finance, policies, procedures, protocol, and established rules. I was asked to contact you regarding the former Executive Director's contractual payout.

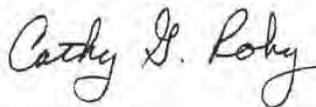
There are several matters left undone that require the Board's immediate attention and action. Among them, the question of certain school properties that remain in your possession; your name still associated with school bank accounts; and, unpaid reimbursements for costs associated with your end of term.

Mr. Cureton, Ms Adell, and I would like to meet with you to discuss how we might facilitate these matters and quickly get you paid. We would like to meet with you at your earliest convenience, perhaps have a nice lunch, where we can work out a strategy that's amenable to all. If you can fit us in your schedule soon, please give us a call and we'll work out the details.

Thank you for your insight in providing a framework for the future of WAYS. In all our hearts, we know the education of our youth is of utmost importance. We look forward to your continued good will and wise advice as we forge a new school year at WAYS.

Let's STAND together for the students of WAYS, once again

Best regards,



Cathy G. Roby
Board Treasurer

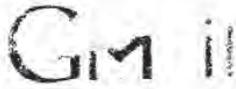
Cc: Mickey Cureton
Alex Love
Adell Walker

706 East Manchester Avenue, Los Angeles, CA 90001. (313) 752-6655

EXHIBIT 38

Mail - Written Notice Prior To Settlement With Former Director

10/30/12 12:55 PM



Written Notice Prior To Settlement With Former Director

Fri, Oct 26, 2012 at 11:22 AM

Edward Cabil <edcabil@sbcglobal.net>
Reply-To: Edward Cabil <edcabil@sbcglobal.net>
To: Higelin Judy <higelin_judy@laoe.edu>
Cc: Patel Neha <Patel_Neha@laoe.edu>, Sanchez Lila <Sanchez_Lila@laoe.edu>, Jason Okonkwo <mrjason7@gmail.com>

LACOE's MOU and conditions of approval for the charter state that WAYS should provide LACOE with written notice before the school enters into a contract with the former director. The former director presented a claim for damages against WAYS, which we have tendered to our insurer. It is hopeful that the former director will agree to settle that claim rather than litigate. That settlement, if reached, will of course be in the form of a contractual agreement. Although we do not believe that this is the sort of "contract" described in the MOU, we are providing this communication to you as written notice in an abundance of caution and in continuance of our good faith efforts to work cooperatively with LACOE. The details of the settlement negotiations are, of course, attorney-client privileged at this time. When and if a settlement agreement is reached, the document will be public.

Blessings,
Ed Cabil

Fri, Oct 26, 2012 at 12:46 PM

Higelin_Judy <Higelin_Judy@laoe.edu>
To: Edward Cabil <edcabil@sbcglobal.net>
Cc: Patel_Neha <Patel_Neha@laoe.edu>, Sanchez_Lila <Sanchez_Lila@laoe.edu>, Jason Okonkwo <mrjason7@gmail.com>

Thank you for the notice. We appreciate your keeping us apprised.

Judy

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Friday, October 26, 2012 11:22 AM
To: Higelin_Judy
Cc: Patel_Neha; Sanchez_Lila; Jason Okonkwo
Subject: Written Notice Prior To Settlement With Former Director

<https://mail.google.com/mail/u/0/?ui=2&ik=118fa360c3&view=pt&search=inbox&th=13a9e4f5eb125951>

Page 1 of 2

WAYSAPPEAL-002475

WAYS000683

10/30/12 12:55 PM

21] - Written Notice Prior To Settlement With Former Director

LACOE's MOU and conditions of approval for the charter state that WAYS should provide LACOE with written notice before the school enters into a contract with the former director. The former director presented a claim for damages against WAYS, which we have tendered to our insurer. It is hopeful that the former director will agree to settle that claim rather than litigate. That settlement, if reached, will of course be in the form of a contractual agreement. Although we do not believe that this is the sort of "contract" described in the MOU, we are providing this communication to you as written notice in an abundance of caution and in continuance of our good faith efforts to work cooperatively with LACOE. The details of the settlement negotiations are, of course, attorney-client privileged at this time. When and if a settlement agreement is reached, the document will be public.

Blessings,

Ed Cabil



FREEDOM SPECIALTY

September 27, 2012

Certified Mail
Return Receipt Requested
7010 2780 0001 9073 1875

Mr. Ed Cabil
Merle Williamson Foundation
706 E. Manchester Avenue
Los Angeles, CA 90001
(edcabil@sbcglobal.net)

Re:	Insured:	Merle Williamson Foundation
	Insurer:	Scottsdale Indemnity Company
	Claim No.:	1436995
	Policy No.:	EKI 3051653
	Policy Type:	Business and Management Indemnity
	Matters:	Kendra Okonkwo

Dear Mr. Cabil:

Freedom Specialty Insurance on behalf of Scottsdale Insurance Company ("Insurer") again acknowledges receipt of an Acord form and the May 21, 2012 demand letter regarding the above noted matter. This was submitted for coverage under Business and Management Indemnity Policy No. EKI 3051653 ("Policy") issued to Merle Williamson Foundation for the policy period from November 8, 2011 to November 8, 2012. Please note that the words that appear in **bold** print are defined in the Policy.

We are directing this letter to you as the authorized representative of Merle Williamson Foundation, its Subsidiaries and the individual Insureds under the above-referenced policy. To the extent you are not acting on behalf of the Insureds for insurance coverage purposes, we ask that you forward a copy of this letter to the Insureds or their authorized insurance representative for their information, and inform us with whom we should communicate in the future regarding this matter.

We note that Ms. Okonkwo's May 21, 2012 demand letter references that she "previously submitted to you letters offering a settlement." In order for us to advise you of our coverage position for the **Claim** by Kendra Okonkwo, please provide the undersigned with the following information:

- 1) Copies of all communications, and demand letters prior to the May 21, 2012 sent by or on behalf of Ms. Okonkwo. If there are no such prior communications, please advise us in writing.

9/27/2012

In the interim, the Insurer reserves its rights under the Policy, the application and at law. Please do not hesitate to contact the undersigned if you have any questions.

Very truly yours,

By: 

Marilou Giovannetti
Claims Specialist
Freedom Specialty Insurance Company
7 World Trade Center, 33rd Floor
New York, New York 10007
Direct Dial: (212) 329-6954
giovannm@freedomspecialtyins.com

cc: Stephanie@dufourinsurance.com
TGershman@wbais.com



FREEDOM SPECIALTY

October 5, 2012

VIA US MAIL & EMAIL

Mr. Ed Cabil
Merle Williamson Foundation
706 East Manchester Avenue
Los Angeles, CA 90001
(edcabil@sbcglobal.net)

RE: **INSURER:** Scottsdale Insurance Company
INSURED: Merle Williamson Foundation
POLICY NO.: EKI 3051653
CLAIMANT: Kendra Okonkwo
OUR REF. NO.: 1436995

Dear Mr. Cabil:

Freedom Specialty, on behalf of Scottsdale Insurance Company ("Insurer") again acknowledges receipt of the January 20, 2012 and May 21, 2012 demand letters from Kendra Okonkwo, former executive director (the "demand letter"). The above referenced Business and Management Indemnity Policy ("Policy") with the Insurer provides insurance protection to Merle Williamson Foundation ("Merle Williamson"). Nevertheless, the Policy may not cover all of the allegations in the above referenced matter. Existing law requires us to send this letter, which is known as a "Reservation of Rights" letter. This Reservation of Rights letter is not an attempt on our part to avoid our responsibilities to you under the Policy, but to apprise you of our obligations and rights. For the reasons set forth below, the Insurer will provide a defense to the Insured for this matter, subject to the terms and conditions of the Policy and our reservation of rights, set forth herein.

Should you have any questions or concerns after reading this letter, please feel free to contact me at any time. To assist you in understanding this letter, we suggest that the Policy be reviewed together with this letter. This letter does not modify the terms and conditions of the Policy. Please note that the words that appear in **bold** print are defined in the Policy.

In the demand letter, Ms. Okonkwo alleges breach of employment contract, failure to reimburse business expenses, and breach of lease agreement. Ms. Okonkwo demands \$400,000 to settle this matter and has threatened legal action.

The demand letter was reviewed under the Policy, specifically the Employment Practices Coverage Section ("EP Coverage Section"), Policy No. EKS 3051653 which has a Policy Period effective from November 8, 2011 to November 8, 2012. The EP Coverage Section provides a maximum limit of liability of \$1,000,000 and a retention of \$15,000.



10/5/2012

We recognize that the allegations in this matter are unsubstantiated contentions at this time. Nothing in this letter is intended to suggest or imply that these allegations have any legal or factual merit. Nevertheless, we must reserve our right to decline coverage should any of the Exclusions set forth in Section C. of the EP Coverage Section, the Endorsements to the Policy, or any other provision of the Policy prove to be applicable.

insuring Clause A. of the EP Coverage Section provides that the "Insurer shall pay the Loss of the Insureds which the Insureds have become legally obligated to pay by reason of an **Employment Practices Claim** first made against the Insureds during the Policy Period,...for an **Employment Practices Wrongful Act** taking place prior to the end of the Policy Period."

In pertinent part, an **Employment Claim** is defined as a written demand against an Insured for damages or other relief brought by or on behalf of an **Employee**. An **Employee** is defined, in pertinent part, to be full time or part-time employee and a natural person who is leased or contracted to perform work. Ms. Okonkwo alleges an employment relationship with Merle Williamson. To the extent that Ms. Okonkwo is found not to be an **Employee** of Merle Williamson, there is no coverage for this matter.

First, please note that the definition of **Loss**, except with respect to potential coverage of punitive or exemplary damages, liquidated damages and the multiple portion of any multiplied damage award, does not include taxes, fines, penalties or matters uninsurable under the law pursuant to which the Policy is construed. **Loss** also does not include amounts owed under any employment contract, partnership, stock or other ownership agreement or any other type of contract. In addition, **Loss** does not include benefits or any amount owed as wages.

We note that the demand letter alleges breach of lease agreement, which is not an **Employment Practices Wrongful Act**. While there is no coverage for this allegation, the Insurer will provide a defense for the entire matter.

Second, we note that Section G. 1., of the Employment Practices Coverage Section of the Policy, as amended by Endorsement No. 6, states that if any **Loss** covered under the EP Coverage Section is covered under any other valid and collectable insurance, then this Policy shall be primary insurance. Please make sure that any and all other appropriate insurers are placed on notice of this matter and provide us with copies of your notice letters, the applicable insurance policies and the insurers' responses with regard to coverage.

Section F. grants the Insurer the duty to defend this Claim. The Insurer has assigned the law firm of Jackson Lewis LLP to represent Merle Williamson in the defense of the allegations made in the demand letter. Please note again that the Policy has a Retention of \$15,000. Consequently, the firm will bill Merle Williamson directly up to the Retention amount.

Section F. 4 provides that the Insureds agree not to settle or offer to settle any Claim, incur any **Costs Charges and Expenses** or otherwise assume any contractual obligation or admit any liability with respect to any Claim without the Insurer's written consent. Consequently, the Insurer will not be liable for any settlement **Costs, Charges and Expenses**, assumed obligation or admission to which it has not consented.

The Insurer's position with respect to this matter is based upon the information provided to date, and is subject to further evaluation as additional information becomes available. The Insurer reserves its right to assert additional terms and provisions under the Policy and at law, which may become applicable as new information is learned.

10/5/2012

If you believe this claim has been wrongfully denied or rejected, in part or whole, you may have the matter reviewed by the California Department of Insurance. The address is State of California Department of Insurance, Claims Services Bureau, 11th Floor, 300 South Spring Street, South Tower, Los Angeles, California 90013. The telephone number is 1-800-927-4357 (Calling from within CA); 213-897-8921 (Outside California).

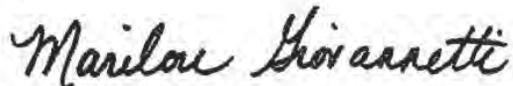
Scottsdale expressly reserves all rights and defenses under the Policy, at law and/or in equity, whether or not specifically referenced herein, to deny coverage and/or rescind the Policy upon any terms, conditions, exclusions, endorsements and other provisions of its policy and any underlying policy, including statements, declarations and omissions made in connection with the application(s), therefore as may apply. No present or subsequent action taken by Scottsdale is to be construed as a waiver of any position set forth in this letter or any rights otherwise available to it pursuant to the Policy, at law, and/or in equity.

Please do not hesitate to contact me at (212) 329-6954, should you have any questions or wish to discuss this matter further.

Very truly yours,

Scottsdale Insurance Company

By:



Marilou Giovannetti
Claims Specialist
Scottsdale Insurance Company
c/o Freedom Specialty Insurance Company
7 World Trade Center, 37th Floor
New York, New York 10007
Direct Dial: (212) 329-6954
giovannm@freedomspecialtyins.com

Cc: Stephanie@dufourinsurance.com
TGershman@wbais.com

EXHIBIT 39

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

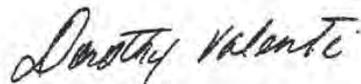
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 26th day of October, 2012, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to approve Edward Cabil to propose a **Settlement Offer to the Previous Executive Director** (Exhibit A) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

EXHIBIT 40

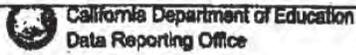


EXHIBIT 41

OSE Business

Invoice Date	Amount
6/27/2013	4542.4
5/28/2013	7588.23
5/2/2013	6015.36
3/26/2013	7856.36
2/20/2013	4955.48
1/22/2013	8527.58
12/17/2012	8778.78
11/26/2012	10,156.58
10/23/2012	9537.52
9/25/2012	13975.88
8/30/2014	14434.47
25-Jul	4969.26
6/20/2012	2399.4
5/31/2012	3183.18
5/4/2012	9,128.98
4/13/2012	1784.52
2/29/2012	6172.39
1/19/2012	8702.54
12/21/2011	7313.66

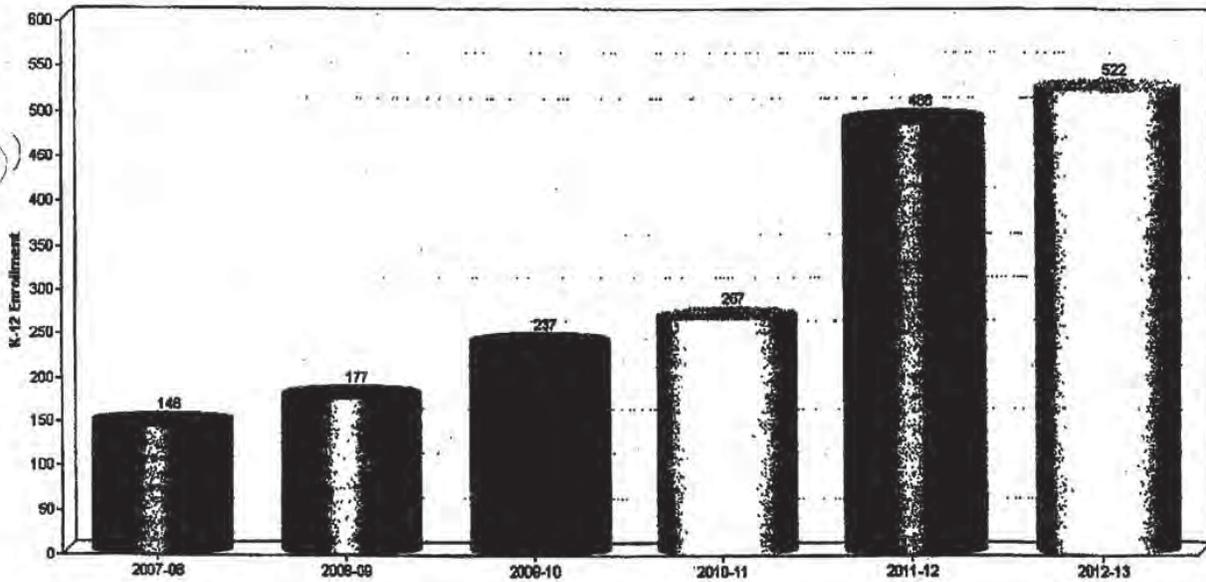
EXHIBIT 42



K-12 Public School Enrollment 0112730-WISDOM ACADEMY FOR Y

Select Report: Time Series - Public School Enrollment

Select School: WISDOM ACADEMY FOR YOUNG SCIEN --10101960112730



000442

EXHIBIT 43

FCMAT

2 messages

Espinoza, Armando <armando.espinoza.10@my.csun.edu>
To: mwacpa@mc.com, ddeal@fcmat.org, edcabil@sbcglobal.com, Jason O <mrjason7@gmail.com>

Mon, Feb 24, 2014 at 1:26 PM

Dear Ms. Deal and Mr. Ammermon,

I am writing you regarding the audit WAYS is currently undergoing, and recent communication regarding one of the WAYS vendors, OSE Business Services.

The WAYS Administrative Team has presented to the WAYS Board that the FCMAT audit team conducted an introductory meeting in November 2013. During this meeting the WAYS staff attested to do all that is possible to assist in the Audit, and provided FCMAT full access to the WAYS records both on and off site. I am also aware that interviews of WAYS administrators and one board member has transpired, pursuant the FCMAT Audit.

In Mr. Ammermon's email dated December 11, 2013, you made several concerning statements and inquiry regarding the OSE Business Services vendor. I have monitored the communication regarding OSE Business Services regarding your inquiry, and found it evident that OSE Business Services was willing to respond to your inquiry. However, they were unavailable to meet with you and this is where the situation and communication became stagnant. Prior to your email, there were no reports of concerns about OSE Business Services presented to the WAYS Board.

I am unsure whether or how this will effect the FCMAT audit, and ultimately the school; however, in light of your concerns regarding the company and their apparent decision to not meet with with the FCMAT audit team to sort out the uncertainty expressed in Mr. Ammermon's email, I believe that their decision did not serve the best interest of the school. At upcoming February 27, 2014 WAYS Board Meeting, the FCMAT Audit will be discussed with regard to the recent communication regarding OSE, with the intention that the WAYS Board will consider and respond to the expressed concerns. In the interim, until consideration is taken and direction is given from the WAYS Board, the WAYS administration have been directed to place all orders from OSE on hold.

Since this item will be considered at the February 27, 2014 WAYS Board Meeting Agenda in public session, I am also formally inviting you to make a presentation to the WAYS Board of Directors regarding the FCMAT audit, other concerns, and recommendations. WAYS is continuously growing and eager to receive any recommendations from your team regarding ways in which we can refine our practices and policies.

I look forward to hearing from you.

Sincerely,

Armando Espinoza
WAYS Board Member

Armando Espinoza
California State University, Northridge
Tel: (323) 253-0775
armando.espinoza.10@my.csun.edu

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 13 day of March, 2014, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to authorize the Executive Director or designee to disburse the final payment for OSE Business Services Invoice #30 dated February 18, 2014, and restrict purchases and services provided by the OSE Business Services vendor on behalf of Merle Williamson Foundation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

EXHIBIT 44

Print

<https://us-mg6.mail.yahoo.com/neo/launch?.rand=abpa8qccsfm...>

Subject: Thank You!
From: Porter, T.R (t.r.porter@lausd.net)
To: wisdomacademy4ys@yahoo.com;
Cc: robert.bravo@lausd.net; leticia.vellanoweth@lausd.net; claudia.m.lara@lausd.net;
eunice.williams@lausd.net; jose.cole-gutierrez@lausd.net;
Date: Friday, July 16, 2010 9:46 AM

Ms. Watson and Ms. Okonkwo,

Thank you so much for the gracious hospitality you extended to our teams in allowing us to watch the dance portion of your summer program and to tour the WAYS facility. We know that in supporting our tour of 7/16/10, you made special accommodations to fit our tour activities into your already busy daily schedule.

Our entire team was inspired by the dance activities that we observed and we continue to share those positive reflections among us.

Please give a special thank you to Ms. Deara Okonkwo for the outstanding presentation she provided. Best regards and many thanks.

t.r. Porter, Ed.D

**** Please Note New Contact Information **** t.r. Porter, Coordinator, Charter Schools
Innovation and Charter Schools Division Los Angeles Unified School District
333 South Beaudry Avenue, 25th Floor
Los Angeles, CA 90017
(213) 241-5104 (main office)
(213) 241-5525 (direct)
(213) 241-4710 fax

t.r.Porter@lausd.net

<http://charterschools.lausd.net/>

EXHIBIT 45

Vehicle Donation Letter

Donor:
Emeka Enwezor
953 West 45th Street
Los Angeles, CA 90037

Donated to:
Merle Williamson Foundation
706 East Manchester Ave
Los Angeles, CA 90001

Donation(s):

Vehicle(s)	VIN	Value
1994 Ford E-350 VAN - White – 15-passenger - Automatic	1FBJS31G6SHA4271 2	\$4800
Total		\$4800

On December 31, 2012, the above-referenced vehicle(s) was/were given by the donor to
Merle Williamson Foundation.

The donor did not receive anything in exchange for this donation.

Merle Williamson Foundation is recognized as a non-profit organization per IRS Code
432.56.215-B. Their tax identification number is 63-6292527.

Please retain this receipt for income tax purposes.

STATE OF CALIFORNIA									
CERTIFICATE OF TITLE						VEHICLE HISTORY			
50214031124									
AUTOMOBILE									
VEHICLE ID NUMBER 1FBJS31G6SHA42712				YR MODEL MAKE 1995 FORD		PLATE NUMBER 3JNP021			
BODY TYPE MODEL SV		UNLADEN WEIGHT		FUEL TRANSFER DATE G 12/31/12		FEES PAID \$30		REGISTRATION EXPIRATION DATE 11/18/2014	
YR 1ST SOLD 1994		CLASS AN		YR 2012		VC VP		EQUIPM7/TRUST NUMBER	
MOTORCYCLE ENGINE NUMBER					ODOMETER DATE 05/08/1996		ODOMETER READING		
REGISTERED OWNER(S) OKONKWO JASON/ MERLE WILLIAMSON FOUNDATION 706 E MANCHESTER AVE LOS ANGELES CA 90001									
----- -----									
I certify (or declare) under penalty of perjury under the laws of the State of California that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.									
1a		DATE		X		SIGNATURE OF REGISTERED OWNER			
1b		DATE		X		SIGNATURE OF REGISTERED OWNER			
Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.									
The odometer now reads [] [] [] [] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked.									
WARNING <input type="checkbox"/> Odometer reading is not the actual mileage. <input type="checkbox"/> Mileage exceeds the odometer mechanical limits.									
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.									
DATE		TRANSFEROR/SELLER SIGNATURE(S)				DATE		TRANSFeree/BUYER SIGNATURE(S)	
		X						X	
PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY					PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY				
IMPORTANT READ CAREFULLY									
Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.									
LIENHOLDER(S)									
						2. X Signature releases interest in vehicle. (Company names must be countersigned) Release Date			
						CA 149955895			
						000842 REG. 17.30RS (REV.10/2012)			
KEEP IN A SAFE PLACE - VOID IF ALTERED									

EXHIBIT 46

Vehicle Lease Agreement

NAME	EMMA BRWAZOR	ADDRESS	777 WEST WASHINGTON AVE
ADDRESS	300 WEST 17TH ST	CITY	LOS ANGELES, CA 90001
CITY	LOS ANGELES, CA 90001	PHONE	310-410-8100

Whereas Emma Brwazor desires to lease available of Wisdom Academy hereinafter referred to as Lessee. The use of the vehicle hereinafter referred to as "Vehicle" described below to vehicle and registered at this

Vehicle Description

Year: 2016

Make: Ford

Model: Focus

VIN: 1F8U321G6S0A41001

License plate number: 6N7001

Now therefore, Emma Brwazor and Lessee agree as follows:

Responsibilities of the Lessee are

1. Allow only those drivers pre-authorized by Wisdom Academy or its representative to drive the vehicle.
2. Obtain prior written approval from Emma Brwazor for any trip that would require the vehicle to go outside of Los Angeles County.
3. Pay all fuel and oil costs.
4. Pay for all auto repairs, cleaning, maintenance and repairs of the vehicle.
5. Complete vehicle mileage and trip log for the vehicle.
6. Maintain full coverage insurance during the entire period of this agreement.
7. Pay for any and all traffic or registration fees for the vehicle.

[Faint, illegible text, likely a header or introductory paragraph]

[Faint, illegible text]

Term

The term of this agreement is for the period of _____

Use: This vehicle shall be used for legal transportation

Number of passengers: _____

By entering into this agreement, Lessee certifies that _____

- 1. Lessee agrees to pay the fee for the use of this vehicle for providing charter services.
- 2. Lessee warrants that Lessee is a resident of the State of California.
- 3. Notwithstanding to whom this agreement is made, Lessee agrees to defend, hold harmless and indemnify Wisdom Academy for any legal liability with respect to bodily injury, death and property damage arising during the Lessee's use of the vehicle.
- 4. Lessee may not sublease the vehicle under this contract with out Wisdom Academy's prior consent.

Signed

[Signature]

Wisdom Academy Date

[Signature] *[Date]*

Wisdom Academy Date

EXHIBIT 47



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

November 22, 2013

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Rebecca J. Turzantine
President

Kate Braude
Vice President

Douglas R. Boyd

Jose Z. Calderon

Rudell S. Freer

Raymond Flesler

Thomas A. Seentz

Ms. Casandra Moore-Hudnall, Chief
Division of Audits
State Controller's Office
PO Box 942850
Sacramento, CA 94250-5874

Dear Ms. Moore-Hudnall:

Enclosed is a letter from the Wisdom Academy for Young Scientists requesting a 2012-13 audit report filing extension. The Los Angeles County Office of Education, in accordance with Education Code Section 41020.2, hereby grants an extension to January 15, 2014, and asks for your concurrence.

Should you have any questions, please contact me at (562) 922-6880 or Minor.Tracy@lacoed.edu.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Minor".

Tracy Minor, Assistant Director
Accounting and Financial Services
Division of School Financial Services

TMs:g
Enclosure

Mr. Hannan, California Department of Education
Mr. Okonkwo, Wisdom Academy for Young Scientists
Ms. Smith, Los Angeles County Office of Education (LACOE)
Mr. Thi, LACOE

Gmail - 2012-13 Audited Financials Extension Request

<https://mail.google.com/mail/u/0/?ui=2&ik=118fa364c3&view=...>



Jason O <mrjason7@gmail.com>

2012-13 Audited Financials Extension Request

Tue, Nov 19, 2013 at 5:34 PM

Jason Okonkwo <mrjason7@gmail.com>

To: Memon_Zak <Memon_Zak@iacoe.edu>

Cc: Haruna Bali <bali.businessmanagement@yafatod.com>, mortega@whllp.com, "edcabil@sbcglobal.net" <edcabil@sbcglobal.net>

Hello Zak,

I am writing regarding our 2012-13 Audited Financials. We are aware that our 2012-13 Audited Financials are due on December 15, 2013. Due to the recent change of the agency that is conducting our audit, we are requesting a due date extension to January 15, 2013. We expect that our audit report will be complete on or before December 15, however we are requesting the extension as a precaution.

I look forward to your response.

Sincerely,

Jason

—

Jason Okonkwo

Direct: 329.253.8307

Email: mrjason7@gmail.com

CONFIDENTIALITY NOTICE

The information contained in this transmission is intended only for the person or entity to which it is addressed and contains confidential and/or privileged material. If you are not the intended recipient of this information, do not review, retransmit, disclose, disseminate, use, or take any action in reliance upon, this information. If you received this transmission in error, please contact the sender and destroy all printed copies and delete the material from all computers.

Wisdom Academy for Young Scientists

November 22, 2013

Michelle LaMar

Associate Governmental Programs Analyst
State Controller's Office
Division of Audits - Single Audits LEA Audits Unit
leaaudits@scn.ca.gov

Delivered by Email

2012-13 Audited Financials Extension Request

Dear Michelle LaMar,

I am writing regarding our 2012-13 Audited Financials. We are aware that our 2012-13 Audited Financials are due on December 15, 2013. Due to the recent change of the agency that is conducting our audit, we are requesting a due date extension to January 15, 2014. We expect that our audit report will be complete on or before December 15, however we are requesting the extension as a precaution.

If you have questions, please call me at 323.253.8997.

Sincerely,



Jason Okonkwo
Director of Operations

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90004
(323) 752-6655 • Fax: (323) 752-6644

5775 S. Central Avenue
Los Angeles, CA 90012
(323) 589-6500 • Fax: (323) 589-6550

e-mail: wisdomacademy418@yahoo.com • web: www.wisdomacademy.org

EXHIBIT 48

WISDOM ACADEMY FOR YOUNG SCIENTISTS
REPORT TO THE BOARD OF DIRECTORS

Meeting Date:
February 27, 2013

Board Meeting Agenda Item Description:
c. 2013-14 School Year Employment Agreements

Recommendation:
Approve the 2013-14 School Year Employment Agreements

Background:

The following Summary of Employment Agreements includes employee separations, new hires, earning increases, and changes in current status for all WAYS personnel. WAYS personnel are contracted on an "at-will" annual basis. All personnel are appropriately credentialed for the assignments for which they are being hired. All employment agreements will terminate effective June 30, 2014.

In conservative spending efforts, salary increases for seven classified and two certificated employee were not considered in the operating budget that received Board approval on July 26, 2013. Salary increases for all 9 employees are included in the Summary of Employment Agreements attached. Significant increases in classified salaries account for the increased staffing need for supervision, security, and operational procedures.

All salary increases total \$24,698. Additional staffing increases total \$60,534. Effective dates will be reflected in the individual employment agreements.

Implication:

In efforts to remain transparent in the practices of WAYS and compliant with all California laws and regulations regarding employment applicable to Charter Schools, WAYS Board shall consider all employment contracts at a public meeting.

By approving the 2013-14 school year employment agreements, the operational needs of the school will be met.

Fiscal Impact:

Certificated Salaries: \$26,740 increase in salary expenses
Classified Salaries: \$85,232 increase in salary expenses

Prepared by:

Ed Cabil and Jason Okonkwo

Attachments:

2013-14 School Year Employment Agreements Summary
2013-14 Employment Agreement Template

Notes:

WAYS Employee Contract and Budget Summary							
Name	Title/Position	Class	Term	Rate Per Mo	Budget	Account, Alloc Fund	Special Instructions/Comments
Allen, Suzanne	Teacher	Yes	7/29/13-6/2/14	4455.78	44557.8	1100 General	
Azariac, Rubenit	Teacher	Yes	7/29/13-6/2/14	4455.78	44557.8	1100 General	
Amador, Jennifer	Teacher	Yes	10/13/2013-6/2/14	4200	42000	1100 General	
Autrev, Deborah	Teacher	Yes	7/29/13-6/2/14	4589.45	45894.53	1100 General	
Bahena, Enka	Teacher	Yes	7/29/13-6/2/14	4326	43260	1100 General	
Bronder, Amber	Teacher	Yes	7/29/13-6/2/14	4326	43260	1100 General	
Cabli, Edward	Executive Dir	Yes	7/1/13-6/30/14	3325.25	100800	1300 General	
Carter, Stacey	Teacher	Yes	7/29/13-12/30/13	4326	23879.52	1100 General	
Croddy, Sheryl	Teacher	Yes	7/29/13-6/2/14	4326	43260	1100 General	
Davenport, Lindsay	Teacher	Yes	7/29/13-10/17/13	4455.78	11139.45	1100 General	
Gallardo, Raquel	Teacher	Yes	7/29/13-6/2/14	4326	43260	1100 General	
Gomez, Kaviie	Teacher	Yes	7/29/13-6/2/14	4326	43260	1100 General	
Haie, Jamaica	Teacher	Yes	7/29/13-6/2/14	4455.78	44557.8	1100 General	
Henry, Laurel	Teacher	Yes	7/29/13-6/2/14	5165.46	51654.68	1100 General	
Horowitz, Karen	Principal	Yes	7/1/13-5/30/14	6666.66	80000	1300 General	
Lawson, Danielle	Teacher	Yes	7/29/13-6/2/14	4727.13	47271.36	1100 General	
Lorenzo, Noema	Teacher	Yes	7/29/13-6/2/14	4868.95	48689.5	1100 General	
Mathis, Minita	Teacher	Yes	7/29/13-6/2/14	4589.45	45894.53	1100 General	
Okonkwo, Deara	Vice Principal	Yes	7/1/13-6/30/14	6562.5	78750	1300 Gen-63%; ASES-13%; TI-19%; SE-5%	
Portales-Sibir, Lidiana	El Coordinato	Yes	7/26/13-6/30/14	4179.18	50150.18	1200 General	
Sam, Olivia	Teacher	Yes	7/29/13-6/2/14	4589.45	45894.53	1100 General	
Santillan, Sandv	Teacher	Yes	7/29/13-6/2/14	4200	42000	1100 General	
Shiver, Donan	Teacher	Yes	7/29/13-10/31/13	4326	12978	1100 General	
Skeen, Robin	Teacher	Yes	7/29/13-6/2/14	4200	42000	1100 General	
Torres, Maria De Los Angeles	Teacher	No	12/9/13-6/2/14	4727.13	47271.36	1100 General	
Trice, Kenya	Teacher	Yes	7/29/13-6/2/14	4589.45	45894.53	1100 General	
Van Leuven, Jon Willem	Teacher	Yes	7/29/13-6/2/14	4727.13	47271.36	1200 Special Education-100 %	
Vargas, Graciela	Teacher	Yes	7/29/13-6/2/14	4200	42000	1100 General	
Yen, Mary	Teacher	Yes	7/29/13-6/2/14	4868.95	48689.5	1100 General	
White, Yolanda	Teacher	Yes	7/29/13-6/2/14	4727.13	47271.36	1100 General	
					1397368		
Bowman, Franca	Para-Educato	No	7/29/13-6/2/14	2874.15	28741.5	2100 General	
Castro, Tanva	Office Manag	No	7/1/13-6/30/14	3583.33	43000	2400 General	
Moore II, Larry	Administrativ	No	7/1/13-6/30/14	3285.72	39428.64	2400 Gen-50%; Child Nutrition-50%	
Lawson, Mary	Para-Educato	No	7/29/13-6/2/14	2874.15	28741.5	2100 General	
Lopez, Bernardo	Office Manag	No	7/1/13-6/30/14	2333.33	28000	2400 Gen-87%; CN-13%	
Okonkwo, Jason	Director of Cr	No	7/1/13-6/30/14	7333.33	87999.96	2300 General	
Rollins, Sammie	Plant Manag	No	7/1/13-6/30/14	3026.32	36315.84	2200 General	
Alvarez, Justine	Office Clerk	No	7/1/13-6/30/14	15.00/hr	27600	2400 General	
Anano, Marvtere	Para-Educato	No	7/29/13-6/2/14	15.00/hr	16200	2200 Gen-64%; CN-36%	
Dingle, Jason	PE Instructor	No	7/29/13-6/2/14	15.00/hr	16200	2200 General	
Gordon, Lydia	Para-Educato	No	7/29/13-6/2/14	15.00/hr	18900	2200 Gen-60%; CN-40%	
Gordon, Ronze	Food Server	No	7/29/13-6/2/14	12.00/hr	8640	2200 Gen-63%; CN-37%	
Hoskins, Beverly	Para-Educato	No	7/29/13-6/2/14	13.50/hr	14580	2100 General	
Johnson, Phylida	PE Instructor	No	7/29/13-6/2/14	15.00/hr	16200	2200 General	
Johnson, Terrence	Custodian	No	7/29/13-6/2/14	13.00/hr	18720	2200 General	
Lincoln, Deborah	Para-Educato	No	7/29/13-6/2/14	15.00/hr	16200	2100 Special Education-100 %	
Lopez, Sophia	Para-Educato	No	7/29/13-6/2/14	12.00/hr	8640	2100 General- 80% Child Nutrition-20%	
Miketta, Diana	Para-Educato	No	7/29/13-6/2/14	15.00/hr	16200	2100 Special Education-100 %	
Morales, Leticia	Para-Educato	No	7/29/13-6/2/14	13.00/hr	14040	2100 Title 1-67% CN-33%	
Perez, Anita	Custodian	No	7/29/13-6/2/14	13.00/hr	18720	2200 General	
Smith, Brian	Security	No	7/29/13-6/2/14	12.00/hr	8640	2200 General	
Ambrister, Donna	ASES Leader	No	7/29/13-6/2/14	15.00/hr	10800	2200 ASES	
Bowman, Franca	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	3240	2200 ASES	
Dingle, Jason	ASES Tutor	No	7/29/13-6/2/14	15.00/hr	10800	2200 ASES	
Gordon, Lydia	ASES Tutor	No	7/29/13-6/2/14	15.00/hr	10800	2200 ASES	
Hoskins, Beverly	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Jenkins, Edward	ASES Teache	No	7/29/13-6/2/14	15.00/hr	10800	2200 ASES	
Lawson, Mary	Para-Educato	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Lopez, Sophia	Para-Educato	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Medel, Erick	ASES Teache	No	7/29/13-6/2/14	15.00/hr	10800	2200 ASES	
Morales, Leticia	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Norris, Lavette	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Santos, Nardie	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	
Smith, Brian	ASES Tutor	No	7/29/13-6/2/14	12.00/hr	8640	2200 ASES	

629427.4

WISDOM ACADEMY FOR YOUNG SCIENTISTS EMPLOYMENT AGREEMENT 2012-13 FY for Employee Name
EMPLOYMENT AGREEMENT FOR:

POSITION TITLE

Between

THE WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001

And

EMPLOYEE NAME

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between the above named employee ("Employee") and the Board of Directors ("Board") of the Wisdom Academy for Young Scientists ("WAYS"), the holder and operator of Wisdom Academy for Young Scientists (WAYS), a California public charter school approved by Los Angeles County Office of Education. Wisdom Academy for Young Scientists Board desires to hire employees who will assist the Wisdom Academy for Young Scientists Principal in achieving the goals and meeting the requirements of the school's charter. The parties recognize that Wisdom Academy for Young Scientists is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting the Principal in implementing the purposes, policies, and procedures of Wisdom Academy for Young Scientists.

WHEREAS, Wisdom Academy for Young Scientists and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. Wisdom Academy for Young Scientists has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, et seq. Wisdom Academy for Young Scientists has been duly approved by the Los Angeles Unified School Board.
2. Pursuant to Education Code section 47604, Wisdom Academy for Young Scientists has elected to be held and operated by the Merle Williamson Foundation, a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 et seq. of the Corporations Code). As such, Wisdom Academy for Young Scientists is considered a separate legal entity from the Los Angeles Unified School District, which granted the charter. The Los Angeles Unified School Board shall not be liable for any debts and obligations of Wisdom Academy for Young Scientists, and the employee signing below expressly recognizes that he/she is being employed by Wisdom Academy for Young Scientists and not the Los Angeles Unified School Board.
3. Pursuant to Education Code section 47610, Wisdom Academy for Young Scientists must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.

Employee Sign or Initial in Agreement x _____

1

WISDOM ACADEMY FOR YOUNG SCIENTISTS EMPLOYMENT AGREEMENT 2012-13 FY for Employee Name

4. Wisdom Academy for Young Scientists shall be deemed the exclusive public school employer of the employees at Wisdom Academy for Young Scientists for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee will perform such duties as the Executive Director or designee may reasonably assign, and Employee will abide by all Wisdom Academy for Young Scientists' policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of Wisdom Academy for Young Scientists' charter.

The employee will be employed as an **POSITION TITLE** with the following general duties outlined in Exhibit A. These duties may be amended from time to time at the sole discretion of Wisdom Academy for Young Scientists.

2. Work Schedule

Although **POSITION TITLE** are contracted for 8 hours per day, the minimum on-site hours are listed below. From time to time, **POSITION TITLE** is expected to fulfill the regular contracted hours in order to accommodate parents' schedules, and school activities.

Minimum on-site hours: **M, T, W, Th, Fr: 7:30am - 4:30pm**

School Year Start/End Dates: 07/1/12 - 06/30/13

Full of Part-Time: **Full Time**

Workdays for the Employee shall be consistent with the applicable calendar of work days for this position for the period of one school year in accordance with the provisions of this Agreement. Employment is at-will as specified in Section [C] below.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with Wisdom Academy for Young Scientists.

3. Compensation

The total compensation for the term of the contract will be **\$0,000** on an annualized basis; paid in 12 monthly installments from July through June for the contracted year.

4. Employee Benefits

Employee will be entitled to participate in designated employee benefit programs and plans established by Wisdom Academy for Young Scientists (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by Wisdom Academy for Young Scientists. Employers medical, dental, and vision benefits programs are limited to costs for employee only; employee's are responsible for dependent costs and life insurance. The employee benefit program is

Employee Sign or Initial in Agreement x _____

2

WISDOM ACADEMY FOR YOUNG SCIENTISTS EMPLOYMENT AGREEMENT 2012-13 FY for Employee Name
exclusively available to full-time contracted employees.

5. Employee Rights

Employment rights and benefits for employment at Wisdom Academy for Young Scientists shall only be as specified in this Employment Agreement, Wisdom Academy for Young Scientists' charter, the Charter Schools Act and Wisdom Academy for Young Scientists' personnel policies, which from time to time may be amended and modified by Wisdom Academy for Young Scientists. Employment rights and benefits may be affected by other applicable agreements, directives or advisories from the California Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with the Los Angeles Unified School District or Wisdom Academy for Young Scientists.

6. Licensure

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure credentials.

7. Child Abuse Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

C. EMPLOYMENT AT-WILL

Wisdom Academy for Young Scientists may terminate this Agreement and Employee's employment at any time with or without cause, with or without notice, at Wisdom Academy for Young Scientists sole and unreviewable discretion. Either party may immediately terminate this Agreement and Wisdom Academy for Young Scientists' employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of Wisdom Academy for Young Scientists. No one other than the Board of Wisdom Academy for Young Scientists has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of Wisdom Academy for Young Scientists and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

Without impacting the at-will nature of the employment relationship, Wisdom Academy for

Employee Sign or Initial in Agreement x _____

3

WISDOM ACADEMY FOR YOUNG SCIENTISTS EMPLOYMENT AGREEMENT 2012-13 FY for Employee Name
Young Scientists may attempt to remedy and address issues of unsatisfactory performance with
the Employee in accordance with Wisdom Academy for Young Scientists' policy on
Evaluation Reviews.

D. GENERAL PROVISIONS

1. Waiver of Breach
The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.
2. Assignment
The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.
3. Governing Law
This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.
4. Partial Invalidity
If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with Wisdom Academy for Young Scientists on the terms specified herein.
2. All information I have provided to Wisdom Academy for Young Scientists related to my employment is true and accurate.
3. I have been issued a copy of the charter.
4. This is the entire agreement between Wisdom Academy for Young Scientists and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

Wisdom Academy for Young Scientists Approval:

Date: _____

Executive Director

This Employment Agreement is subject to ratification and approval by the Governing Board of Wisdom Academy for Young Scientists.

Employee Sign or Initial in Agreement x _____

WISDOM ACADEMY FOR YOUNG SCIENTISTS
REPORT TO THE BOARD OF DIRECTORS

Meeting Date:
February 27, 2013

Board Meeting Agenda Item Description:
d. Commercial Property Lease 2013-17- 714 East Manchester Ave. Los Angeles, Ca

Recommendation:
Approve the Commercial Property Lease 2013-17- 714 East Manchester Ave. Los Angeles, Ca

*Motion - Cheryl Vite 5/0
Second - Garcia*

Background:
Since 2007 WAYS has leased the Commercial Property at 714 East Manchester Ave. Los Angeles, Ca, also known as Building F. The building provides a library area, 2 classrooms, 2 bathrooms, and one Administrative Office.

Implication:
WAYS will occupy the building and continue operations as normal.

Fiscal Impact:
Building Rent - \$21,000/Annualy

Prepared by:
Ed Cabil

Attachments:
Commercial Property Lease 2013-17- 714 East Manchester Ave. Los Angeles, Ca

Notes:

THE LANDLORD AND TENANT AGREE TO LEASE THE PREMISES AT THE RENT RATED AND FOR THE TERM STATED
IN THIS CONTRACT

LANDLORD:
ELDER T. TURNER
1229 HANWELL AVE
DOWNS, CA 90242

TENANT:
WISDOM ACADEMY FOR YOUNG SCIENTISTS
20 EAST MANCHESTER AVE
LOS ANGELES, CA 90021

PREMISES: 714 EAST MANCHESTER AVE., LOS ANGELES, CALIFORNIA 90001

LEASE DATE: DECEMBER 1, 20 12 TERM 5 Y. BEGIN DECEMBER 1, 20 17
END DECEMBER 1, 20 17 WITH (5) FIVE YEARS OPTIONS

YEARLY RT. _____
FIRST MONTHLY RT. 1750.00
SECURITY RT. 5000.00
LAST MONTH RT. 5000.00

1. USE: THE PREMISES MUST BE USED BY TENANT AND FOR NO OTHER REASON, ONLY AS THE PARTY SIGNING THIS
LEASE TENANT MAY USE PREMISES.

2. FAILURE TO GIVE POSSESSION: LANDLORD SHALL NOT BE LIABLE FOR FAILURE TO GIVE TENANT
POSSESSION OF THE BEGINNING DATE TERM. RENT SHALL BE PAYABLE AS OF THE BEGINNING OF THE TERM UNLESS LANDLORD
IS UNABLE TO GIVE POSSESSION. IN THAT CASE, RENT SHALL BE PAYABLE WHEN POSSESSION IS AVAILABLE. LANDLORD WILL
NOTIFY TENANT AS TO THE DATE POSSESSION IS AVAILABLE. THE ENDING DATE OF THE TERM WILL NOT CHANGE.

3. RENT, ADDED RENT: THE RENT PAYMENT FOR EACH MONTH MUST BE PAID ON THE FIRST DAY OF THAT MONTH
AT LANDLORD'S ADDRESS ABOVE. LANDLORD NEED NOT GIVE NOTICE TO PAY THE RENT. RENT MUST BE PAID IN FULL AND NO
AMOUNT SUBTRACTED FROM IT. THE FIRST MONTH'S RENT IS TO BE PAID WHEN TENANT SIGNS THIS LEASE. TENANT MAY BE
REQUIRED TO PAY OTHER CHARGES TO LANDLORD UNDER THE TERMS OF THIS LEASE. THEY ARE TO BE CALLED "ADDED
RENT." THIS ADDED RENT IS PAYABLE AS RENT, TOGETHER WITH THE NEXT MONTHLY RENT DUE. IF TENANT FAILS TO PAY
THE ADDED RENT ON TIME, LANDLORD SHALL HAVE THE SAME RIGHTS AGAINST TENANT AS IF IT WERE A FAILURE TO PAY
RENT. THE WHOLE AMOUNT OF RENT IS DUE AND PAYABLE WHEN THIS LEASE IS EFFECTIVE. PAYMENT OF RENT IN
INSTALLMENTS IS FOR TENANT'S CONVENIENCE ONLY. IF TENANT DEFAULTS, LANDLORD MAY GIVE NOTICE TO TENANT THAT
TENANT MAY NO LONGER PAY RENT IN INSTALLMENTS. THE ENTIRE RENT FOR THE REMAINING PART OF THE TERM WILL THEN
BE DUE AND PAYABLE.

4. NOTICES: ANY BILL, STATEMENT OR NOTICE MUST BE IN WRITING AND DELIVERED OR MAILED TO THE TENANT AT
THE PREMISES AND TO THE LANDLORD AT THE ADDRESS FOR NOTICES. IT WILL BE CONSIDERED DELIVERED ON THE DAY
MAILED OR IF NOT MAILED, WHEN LEFT AT THE PROPER ADDRESS. ANY NOTICE MUST BE SENT BY CERTIFIED MAIL. LANDLORD
MUST SEND TENANT WRITTEN NOTICE IF LANDLORD CHANGES THE ADDRESS FOR NOTICES.

5. SECURITY: TENANT HAS GIVEN SECURITY TO LANDLORD IN THE AMOUNT STATED ABOVE. IF TENANT FULLY
COMPLIES WITH ALL THE TERMS OF THIS LEASE, LANDLORD WILL RETURN THE SECURITY AFTER THE TERM ENDS. IF TENANT
DOES NOT FULLY COMPLY WITH THE TERMS OF THIS LEASE, LANDLORD SELLS THE PREMISES. LANDLORD MAY GIVE THE
SECURITY TO THE BUY TENANT AND WILL LOOK ONLY TO THE BUYER FOR THE RETURN OF SECURITY.

6. UTILITIES AND SERVICES: TENANT MUST PAY FOR THE FOLLOWING UTILITIES AND SERVICES WHEN BILLED:
GAS, WATER, ELECTRICITY, FUEL, TELEPHONE, GARDENING, EXTERMINATING**, MAINTENANCE SERVICE CONTRACTS SHALL
BE MAINTAINED, CONTINUED AND PAID FOR BY TENANT. THESE CHARGES WILL BE ADDED.

7. SPACE "AS IS": TENANT TAKES THE PREMISES "AS IS". TENANT MAY MAKE IMPROVEMENT TO PREMISES
ABIDING BY ALL LOCAL BUILDING CODE AT TENANT'S EXPENSE.

8. CARE OF PREMISES, GROUNDS: TENANT SHALL KEEP THE GROUNDS NEAT AND CLEAN. VEHICLES MAY
BE DRIVEN OR PARKED ONLY IN DRIVEWAYS OR IN THE BACKYARD OR OF ALLEY.

9. REPAIR, ALTERATIONS: TENANT MUST KEEP, AND AT THE END OF THE TERM RETURN THE PREMISES AND ALL
EQUIPMENT AND OTHER PERSONAL PROPERTY CLEAN AND IN GOOD ORDER AND REPAIR. IF TENANT DEFAULTS, LANDLORD
HAS THE RIGHT TO MAKE REPAIR AND CHARGE TENANT. THE COST WILL BE ADDED TO RENT.

10. LIABILITY: TENANT MUST PAY FOR DAMAGES SUFFERED AND MONEY SPENT BY LANDLORD RELATING TO ANY
CLAIM ARISING FROM ANY ACT OR NEGLIGENCE OF TENANT. TENANT IS RESPONSIBLE FOR ALL ACTS OF TENANT'S FAMILY,
EMPLOYEES, GUESTS AND INVITES.

**ADDED OTHER UTILITIES & SERVICES

11. FIRE, DAMAGE: TENANT MUST GIVE LANDLORD WRITTEN NOTICE IN CASE OF FIRE. LANDLORD WILL HAVE THE RIGHT TO REPAIR. IF LANDLORD REPAIRS, TENANT SHALL PAY RENT UNTIL THE DATE OF THE FIRE AND SHALL START TO RENT AGAIN WHEN PREMISES IS USABLE. LANDLORD MAY CANCEL THE LEASE BY GIVING TENANT THREE (3) DAYS WRITTEN NOTICE. THE TERM SHALL BE OVER AT THE END OF THE THIRD DAY AND ALL RENT SHALL BE PAID TO THE DATE OF THE FIRE DAMAGE.

12. LATE CHARGES: IN THE EVENT RENT IS NOT PAID WITHIN (5) DAYS AFTER DUE DATE, TENANT AGREES TO PAY A LATE CHARGE OF \$105.00, PLUS INTEREST AT 10% PER ANNUM ON THE DELINQUENT AMOUNT. TENANT AGREES FURTHER TO PAY TWENTY-FIVE DOLLARS FOR EACH DELINQUENT BANK CHECK.

13. LANDLORD'S CONSENT: IF TENANT REQUESTS LANDLORD'S CONSENT TO ANY ACT AND SUCH CONSENT IS NOT GIVEN, TENANT'S ONLY RIGHT IS TO ASK THE COURT TO FORCE LANDLORD TO GIVE CONSENT. TENANT AGREES NOT TO MAKE ANY CLAIM AGAINST LANDLORD FOR MONEY OR SUBTRACT ANY \$AM FROM THE RENT BECAUSE SUCH CONSENT WAS NOT GIVEN.

14. LANDLORD MAY ENTER, KEYS, SIGNS: LANDLORD MAY AT REASONABLE TIME ENTER THE PREMISES TO EXAMINE TO MAKE REPAIRS OR ALTERATIONS, AND TO SHOW IT TO POSSIBLE BUYERS, LENDERS OR TENANTS. TENANT MUST GIVE LANDLORD KEYS TO ALL LOCKS. LOCKS MAY NOT BE CHANGED OR ADDITIONAL LOCKS INSTALLED WITHOUT LANDLORD'S CONSENT. DOORS MUST BE LOCKED AT ALL TIMES. WINDOWS MUST BE LOCKED WHEN TENANT IS OUT. LANDLORD MAY PLACE THE USUAL "FOR RENT" OR "FOR SALE" SIGNS UPON THE PREMISES.

15. COMPLIANCE WITH AUTHORITIES: TENANT SHALL COMPLY WITH ALL STATUTORY ORDINANCES AND REQUIREMENTS OF ALL MUNICIPAL, STATE AND FEDERAL AUTHORITIES NOW IN FORCE, OR IN WHICH MAY HEREAFTER BE IN FORCE PERTAINING TO THE USE OF THE PREMISES.

16. ATTORNEY'S FEES: IN THE EVENT THAT OWNER SHALL PREVAIL IN ANY LEGAL ACTION BROUGHT BY EITHER PARTY TO ENFORCE THE TERMS HEREOF OR RELATING TO THE PREMISES, OWNER SHALL BE ENTITLED TO ALL COSTS INCURRED IN CONNECTION WITH SUCH ACTION, INCLUDING A REASONABLE ATTORNEY'S FEE.

17. WAIVER: NO FAILURE OF OWNER TO ENFORCE ANY TERM HEREOF SHALL BE DEEMED A WAIVER, NOR SHALL ANY ACCEPTANCE OF A PARTIAL PAYMENT OF RENT BE DEEMED A WAIVER OF OWNER'S RIGHT TO THE FULL AMOUNT THEREOF.

18. ILLEGALITY: IF ANY PART OF THIS LEASE IS NOT LEGAL, THE REST OF THE LEASE WILL BE UNAFFECTED.

19. SUCCESSORS: THIS LEASE IS BINDING ON ALL PARTIES WHO LAWFULLY SUCCEED TO THE RIGHTS TO TAKE THE PLACE OF THE LANDLORD OR TENANT.

20. INSURANCE: TENANT MUST PROVIDE LANDLORD WITHIN NINETY DAYS OF SIGNED LEASE LIABILITY AND FIRE INSURANCE ANNUAL.

21. REPRESENTATIONS, CHANGES IN LEASE: TENANT HAS READ THIS LEASE. ALL PROMISES MADE BY THE LANDLORD ARE IN THIS LEASE. THERE ARE NO OTHERS. THIS LEASE MAY BE CHANGED ONLY BY AN AGREEMENT IN WRITING SIGNED BY AND DELIVERED TO EACH PARTY.

22. PARAGRAPH HEADING: THE PARAGRAPH HEADINGS ARE FOR CONVENIENCE ONLY.

23. EFFECTIVE DATE: THIS LEASE IS EFFECTIVE WHEN LANDLORD DELIVERS TO TENANT.

SIGNATURES AND AGREEMENT: THE PARTIES HAVE ENTERED INTO THIS LEASE ON THE DATE FIRST ABOVE STATED.

THE UNDERSIGNED TENANT HEREBY ACKNOWLEDGES RECEIPT OF COPY HEREOF.

ELDER T. TURNER
AGENT NAME

WISDOM ACADEMY FOR YOUNG SCIENTISTS
TENANT'S NAME

8645 N. CONGRESS AVE. #527
ADDRESS

706 E. MANCHESTER AVE.
ADDRESS

KANSAS CITY, MO 64153
CITY STATE ZIP

LOS ANGELES, CA 90061
CITY STATE ZIP

816-506-4234
PHONE NO.

323-251-8865
TENANT'S PHONE NO.

DATE: DECEMBER 1, 2012

SS.#

LANDLORD'S SIGNATURE

DRIVER'S LICENSE NO.
D390236

TENANT'S SIGNATURE

WISDOM ACADEMY FOR YOUNG SCIENTISTS

REPORT TO THE BOARD OF DIRECTORS

Meeting Date:

February 27, 2013

Board Meeting Agenda Item Description:

e. Parking Lot Lease 2013-14 Fiscal Year - 720 East Manchester Ave Los Angeles, Ca.

Recommendation:

Approve the Parking Lot Lease 2013-14 Fiscal Year - 720 East Manchester Ave Los Angeles, Ca.

Motion: Cook

Valenti: Second

Vote: 5/0/0

Background:

Since 2009 WAYS has leased Parking Lot at 720 East Manchester Ave. Los Angeles, Ca. The property is leased by United Christian Missionary Baptist Church.

Implication:

WAYS will utilize the parking lot and continue operations as normal.

Fiscal Impact:

Lot Rent - \$2,400/Annually

Prepared by:

Ed Cabil

Attachments:

Parking Lot Lease 2013-14 Fiscal Year - 720 East Manchester Ave Los Angeles, Ca.

Notes:

PARKING LOT LEASE

STATEMENT OF GENERAL TERMS & CONDITIONS

This agreement is made and entered in as of November 1, 2013 between United Christian Missionary Baptist Church, hereinafter referred to as "lessor" and Merie Williamson Foundation (Db as Wisdom Academy for Young Scientists) hereinafter referred to as "lessee". Whereas, lessor desires to lease to lessee and lessee desires to lease from lessor the 'parking lot' generally described as 722 East Manchester Avenue, Los Angeles, CA 90001 it is herein agreed as follows:

1. Lessor hereby leases to lessee the parking lot described above for a term of one year beginning November 1, 2013 and ending October 31, 2014, between the hours of 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday thru Friday.
2. Lessee agrees to pay the stipulated rental fee of two-hundred dollars (\$200.00) in advance on the first day of each month to the lessor by mail or in person at the respective address as noted below:

United Christian Missionary Baptist Church
722 E. Manchester Avenue
Los Angeles, California 90001
3. Upon receiving any payment of the rent the lessor agrees to issue a receipt stating name of lessee; amount of rent paid and period for which said rent is paid.
4. The lessor agrees that the lessee shall pay proportionately for any portion of the month the parking lot is in use; e.g. , spring break; summer break; etc.
5. The lessee affirms his understanding that the lessor does not furnish attendants for the parking of automobiles, and if any employee of the lessor shall, at request of the lessee, handle, move, park or direct any vehicle place in the parking area, then and in every case, such employee shall be deemed the agent of lessee, and lessee, not the lessor, shall be liable for any loss, damage or injury or expense that may be suffered or sustained in connection

STATEMENT OF GENERAL TERMS & CONDITIONS

therewith or arising from acts of lessee or any employee who may be acting as agent of lessee.

6. Leaser is not responsible for items left in any vehicle parked in parking lot.
7. The lessee shall maintain liability insurance in force for the life of this agreement naming the leaser as additional insured (see certificate of liability insurance attached as part of this agreement). Leaser shall be notified when insurance is no longer in force, changed or amended.
Insurance shall be a minimum of one million dollars.
8. Lessee shall lock the gate when not in use during the above stated hours of use.
9. Twenty four hour notice shall be provided in the event the parking lot is not available for use due to leaser activities, e.g., repairs; funerals; weddings; or other church activities.
10. In the event the lessee has a special event that extends beyond the normal hours as stated in this agreement, such as after school activities; registration that the parking extends beyond the hours stated they shall notify the church as soon as such event is scheduled (no less than 48 hours prior to such event) and obtain permission to have such event that exceeds the hours stated. In the event of special activities a parking attendant shall be provided by the lessee to orderly park cars and prevent damage to premises. Any special activities on Wednesday night lessee shall notify one of the contacts below 48 hours prior to the event.
11. During the hours stated above that are used for parking (6:00 a.m. - 9:00 a.m. and 3:00 p.m. - 7:00 p.m.) the parking stalls furthest from the church shall be utilized (along the brick wall) to eliminate excess automotive fluids from staining parking lot stalls next to church.
12. Contacts for lessee shall be in the following order:
 - Robert Kennedy (323) 777-8033 (Cell)
 - James Ealey (310) 486-6792 (Cell)
 - Rev. Nathaniel Haley (951) 576-0724
 - United Christian MBC (323) 752-4767

STATEMENT OF GENERAL TERMS & CONDITIONS

LEASER

Name: Robert L. Kennedy Title: Chair, Trustee Board

United Christian Missionary Baptist Church

Date: 10-29-13

Lessee

Name: Oliver J. C. D. Title: Executive Director

Wisdom Academy for Young Scientists

Date: 10/29/13

cc: Wisdom Academy
ucmbc

Director of Operations Board Report 08/10/11

Director of Operations
Board Report
08/10/11

Items to be presented:

- I. Los Angeles Department of Building and Safety (LADBS) – Orders to Comply (OTC)
 - a. Initial: Construction start date: August 3, 2011; estimated end date: August 12, 2011
 - b. I was directed by Mr. Cureton, Executive Director, on August 2, 2011 to postpone OTC Construction until further notice, as ordered by the Board of Directors (BOD) on August 2, 2011.
 - c. Orders To Comply work initiated November 29, 2010. Formal Proposals received March-April 2011. Selected contract, RPM Construction Management, signed April 13-14, 2011.
 - d. I suggested to the previous Executive Director, Kendra Okonkwo, and the Board of Directors that the construction be postponed due to uncertainty of Charter School approval during the renewal process.
 - e. All necessary extensions have been acquired.
 - f. July 15, 2011, meeting with RPM Construction management to review scope of work to be completed, contract, and price. We negotiated the price from \$57,900 down to the final price \$53,100 without relinquishing any of the duties in the scope of work from the initial contract.
 - g. New contract from RPM Construction Management needs to be approved by the Executive Director before August 11, 2011 to ensure that work will be completed in time before school opens.
 - h. It is imperative, that the funds remain reserved and that this work is completed in order to guarantee that our facilities remain ADA complaint, permitted for its use, and safe for our students.
 - i. RPM has a legal binding contract previously signed by our school that could possibly be grounds for a potential lawsuit that will cost us significantly more than the cost of the project and still require us to complete the corrections issued to by LADBS.
 - j. We need to comply with the orders in order to provide adequate disabled persons access to the public, since we are a public facility. We need to do this in a reasonable time to avoid construction-taking place during instruction, while students, and more staff and public are present, and to avoid potential claims and lawsuits against our school in this matter, which is ultimately in the best interest of the organization.
 - k. Regarding WAYS versus OCI responsibility of cost, this matter should be resolved upon the commencement and completion of the project. We should remember to protect ourselves from any potential legal action by any entity and the public, provide the community with the proper disabled persons access.

Director of Operations Board Report 08/10/11

III. National School Lunch Program

- a. June 2011 School Food Reimbursement (\$16,225.19) received and deposited
- b. NSLP Application for Salvation Army will be completed upon Lease Agreement approval and signage.,p

WISDOM ACADEMY FOR YOUNG SCIENTISTS

REPORT TO THE BOARD OF DIRECTORS

Meeting Date:

February 27, 2013

Board Meeting Agenda Item Description:

n. Wells Fargo Payroll Systems Agreement

Recommendation:

Approve the Wells Fargo Bank proposal for Payroll Services.

Background:

Currently, WAYS employs its back office provider Bali Business Management to process the payroll checks. Bali Business Management is also charged with ensuring that several other aspects of the schools finances and reports are complete, compliant, and in good standing. WAYS staff believes that if WAYS employs Wells Fargo for payroll services, Bali streamlines its focus on the aforementioned matters, resulting better performance and service to the school.

Implication:

As long as the information provided to Wells Fargo is accurate and on time, and the our bank account is sufficiently funded, the payroll tax deposits and filings will be accurate and on time or Wells Fargo will pay any resulting fees and penalties assessed by the applicable agency.

Fiscal Impact:

Service Fee: \$4425.00/annually

Prepared by:

Jason Okonkwo

Attachments:

Wells Fargo Payroll Systems Brochure and Proposal

Notes:



2-19-14

Hello Jason,

I am sure that our Wells Fargo Payroll Services product can help you manage your payroll needs, freeing up time for you to focus on other aspects of your business. **The proposal for 28 employees paid Twice Per Month \$112.50 per pay period. I know you have 50 employees, if you were to pay all 50 at one time it would be \$146.95 per pay period.**

This fee includes: Payroll Delivery, Direct Deposit, New Hire Reporting, Payroll Tax Deposits, Payroll Quarterly Tax Filings, Payroll Reports, Paid Time off Tracking and Reporting, GL standard export for QuickBooks users, Wells Fargo 401k tracking and general workers' compensation tracking. Free Business Checking account (no monthly service charge), Human Resource Solution(HR360)

We offer several benefits which business owners and managers find valuable, including:

- **Personal Service-** A dedicated Account Manager Team provides personalized service, answers your questions and guides you through the payroll process on an ongoing basis.
- **Payroll Tax Guarantee-** As long as the information that you provide to us is accurate and on time and your account is sufficiently funded, your payroll tax deposits and filings will be accurate and on time or we will pay any resulting fees and penalties assessed by the applicable payroll-taxing agency.
- **100% Money-Back Guarantee-** If you are not completely satisfied with our payroll service, you may cancel service within 90 days of your first payroll processing and receive a full refund of all fees paid.
- **HR360-** HR360 from Business Payroll Services is like having an HR expert on staff. The easy to navigate and understand website features information on the newest legislation and state employment laws. The site also contains more than 500 downloadable forms and posters – from new employee applications and time-off forms to termination letters, expense reports and worker's compensation posters. HR360 is there to support small businesses every step of the way, 24 hours a day, seven days a week.

Please feel free to follow up with me if you have any questions. Thank You

Tanya Cain



Business Payroll Services

The Wells Fargo OptRightSM Payroll Solutions advantage

Convenience, flexibility, and choice make managing your payroll easier and faster. That means you can spend less time working in your business and more time growing your business.



For more information:

TANYA CAIN
Senior Sales Consultant
310 974-2351

Choice. A variety of options that best fit your business and your employees' needs.

- ▶ Manage your time and your payroll costs by choosing from four payroll input methods
 - Save time by choosing phone/fax or e-mail and let us input your payroll data
 - Save money by selecting online and input your payroll data in-house
- ▶ Save your employees money—when you choose Wells Fargo OptRight Payroll Solutions. Your employees:
 - Incur no check cashing fees when they cash their payroll checks at a Wells Fargo branch, even if they are not a Wells Fargo customer
 - Are eligible for discounted personal banking services, including employee checking accounts free of monthly maintenance fees (with direct deposit)

Flexibility. Adapts to your payroll processing needs.

- ▶ Take control of your payroll with our online input method:
 - Anytime, anywhere input of your payroll data as long as you have a computer and a high speed Internet connection
- ▶ Enjoy the satisfaction of being able to offer your employees multiple payment methods—checks, direct deposit or Wells Fargo[®] PayCard

Convenience. Seamlessly integrates your payroll with business online banking.

- ▶ Easily control your cash flow by managing both your bank accounts and your payroll from one online location
- ▶ Free up more time with instant access to your payroll information when you want, where you want
- ▶ Simplify business administration with single sign on to both online banking and payroll processing and enjoy peace of mind knowing your payroll data is safe and secure

Payroll tax guarantee. As long as the information you provide to us is accurate and on time and your account is sufficiently funded, your payroll tax deposits and filings will be accurate and on time or we'll pay any resulting fees and penalties assessed by the applicable agency.

Together we'll go far



WISDOM ACADEMY FOR YOUNG SCIENTISTS

REPORT TO THE BOARD OF DIRECTORS

Meeting Date:

February 27, 2013

Board Meeting Agenda Item Description:

n. Adoption of LACOE implemented SIRAS Special Education Information System

Recommendation:

Approve the adoption of LACOE implemented SIRAS Special Education Information System

Background:

The Special education management Information program is a user-friendly, comprehensive database system that collects and compiles data, develops statistical reports, and performs error checks. It also warns the user of upcoming evaluations and IEPs. It is 100% compliant to the California State's CASEMIS reporting system (Student Data Table, Service Table, Discipline Data Table, and Post Secondary). No need to remember codes, simply make a selection and the code is inserted automatically. It also manages a variety of non-CASEMIS related information such as summer school, case manager and school psychologist information, STAR data, emergency, medical, transportation, referral data, and much more. When new information not in the database must be tracked, it is also easy to add new data fields. The program has a "search and sort" feature that when coupled with the modifiable list feature, makes searches, sorts and report building a snap.

Implication:

A new system has to be adopted for next school year. The current system is old and doesn't adequately check for submission errors, which leads to a lot of extra time being spent on compliance issues for state submission. The new system is much more automated and automatically updates changes based on input. It doesn't require the knowledge of codes, which makes data entry much more simple. Any kind of document can be attached which allows for a complete record of older information to be scanned into the computer and added to their file for a complete thoroughness of record. Once the new system is purchased, within three weeks, the current information will be ported over to the new service by LACOE, followed by a subsequent training the staff that will be responsible for data entry.

Fiscal Impact:

Computer Subscriptions/Software: \$8,000

Motion : Johnson

Second : Vallet

Approval 5/0

Prepared by:

Jon Willem Van Leuven

Attachments:

Brochure - SIRAS Special Education Information System

Notes:



Special Education Support Program (IEP Development Software)

SIRAS has been called the "Cadillac of IEP programs" because of its many comprehensive and integrated features, its ability to guide the user to ensure compliance, and for its simplicity. SIRAS is more than just an IEP program that produces forms. It checks the accuracy of the paperwork, checks and documents the student's compliance status, and manages paperwork. The user navigates through the SIRAS software using a simple and logical user interface. When using the many popup menus and the GoalWizard SIRAS can translate your IEP forms from English into Spanish onto the Spanish IEP forms instantly. With 16 years of experience, SIRAS is the only IEP program entirely designed and created by special education teachers and related services to accommodate their needs.

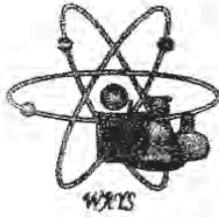
CASEMIS / Student Reporting System

The Special education management information program is a user-friendly, comprehensive database system that collects and compiles data, develops statistical reports, and performs error & warning checks. It also warns the user of upcoming evaluations and IEPs. It is 100% compliant to the California State's CASEMIS reporting system (Student Data Table, Service Table, Discipline Data Table, and Post-Secondary). At the time of reporting, as part of our service, Siras Systems produces the results of the CDE CASEMIS Program within SIRAS. It also manages a variety of non-CASEMIS related information such as summer school, case manager and school psychologist information, STAR & DRDP data, emergency, medical, transportation, referral data, and much more. Additionally when new information not in the database must be tracked, new fields can be created on the fly. The program has a "search and sort" feature that when coupled with the customizable list, makes searches, sorts and report building a snap.

SIRAS Features and Capabilities

- Easy customization of the system and inclusion of your SELPA/district forms
- GoalWizard develops legally defensible goals and translates them into Spanish; behaviors aligned to standards; over 5,600 behaviors encompassing all Domains aligned to curriculum
- Forms in English and Spanish: fill out the English form and popup menus translate instantly into Spanish on the Spanish form
- Complete CASEMIS validation and support; no longer need to use CDE CASEMIS program (*explained during presentation*)
- Any kind of document can be attached to record such as a doctor's note or a psychological evaluation.
- Statistical reports with graphing capabilities
- Customizable lists and queries that can be saved
- Conductivity between SIS (i.e. Genesis, Aries) and SIRAS to passively pass data to and from systems via scheduled im/exports or drivers
- Customizable user roles and access levels
- Compliance reports all color coded
- Personnel report
- View only options for DOR records: have view only access of IEPs for your DOR students
- Avery Labels
- DRDP & STAR reporting
- Organized workflow: based on the meeting purpose SIRAS will provide the required and optional forms for that student
- Case manager / School / District Calendar & Bulletin Board
- SELPA/ District / School compliance summaries
- Internal email and support system with online training videos

EXHIBIT 49

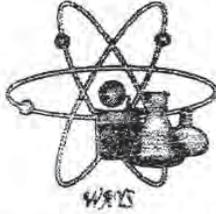


Wisdom Academy for Young Scientists
Board Meeting
March 27, 2014

Principal/Vice Principal Report

1. **Highlights!** - *Events that occurred throughout the month of March.*
 - **Student Engagement**
 - ICYOLA Choral Program
 - Principal for a Day
 - Fun Friday
 - **Parental Involvement**
 - Kinder Round Up - Presentations at Head Starts
 - Smarter Balanced & Technology Workshops
 - SSC Meeting/DELAC Parent Meeting
 - **Community Engagement**
 - Black History Month Program Guest Speakers
 - **Fundraising**
 - Pi Day Festival (\$537)
 - Spring Carnival - April 10 (3:00 - 5:00pm)
2. **Student Achievement**
 - **Spring 2014 Testing**
 - Smarter Balanced Testing has commenced (March 25 - April 25)
 - Strengths
 - Concerns
 - Grade 5 will also take the Science portion of the CST only.
 - **Professional Development**
 - Training Topics Included:
 - Unpacking Math Common Core State Standards, PBL, Differentiated Instruction, Technology, Unit of Study, Innovative Instruction, Grade-Level PD, Field Trip Planning
3. **WASC**
 - Post Self-Study Tasks Completed.
 - We should be informed of Accreditation no later than June.
4. **Attendance**
 - Month 8 has been resubmitted for approval.
 - ADA target (95% or higher).
5. **End of Year Activities (see April & May calendar attached)**
 - 5th Grade Formal Ball - May 2nd
 - WAYS Annual Awards - May 20th
 - WAYS Field Day - May 27th
 - WAYS Kinder and 5th Grade Graduation - May 30th

Wisdom Academy for Young Scientists						
April 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Smarter Balanced Testing ICYOLA Choir, 2pm	2 Smarter Balanced Testing K - 5 PD	3 Smarter Balanced Testing ICYOLA Choir, 2pm	4 Smarter Balanced Testing	5
6	7 Smarter Balanced Testing K - 2 PD	8 Smarter Balanced Testing ICYOLA Choir, 2pm	9 Smarter Balanced Testing SSC Meeting, 2pm 3 - 5 PD	10 Smarter Balanced Testing ICYOLA Choir, 2pm Spring Carnival	11 Smarter Balanced Testing 2 nd Grade Field Trip	12 DeDe Dance Studio 6 th Annual Ball
13	14 Spring Recess	15 Spring Recess	16 Spring Recess	17 Spring Recess	18 Good Friday Spring Recess	19
20 Easter Sunday	21 Smarter Balanced Testing K - 2 PD	22 Smarter Balanced Testing Fire Drill ICYOLA Choir, 2pm	23 Smarter Balanced Testing 3 - 5 PD	24 Smarter Balanced Testing ICYOLA Choir, 2pm	25 Smarter Balanced Testing Ends	26
27	28 Spirit Week K - 2 PD	29 Spirit Week Grammar Competition	30 Spirit Week 3 - 5 PD Open House			



Wisdom Academy for Young Scientists
Board Meeting
February 27, 2014

Principal/Vice Principal Report

1. **Highlights!** - *Events that occurred throughout the month of February.*
 - Student Engagement
 - Physical Science Fair
 - 5th Graders to Lake Arrowhead
 - Valentine's Day
 - Fun Friday
 - Gifted Students - Robotics Presentation
 - Parental Involvement
 - Gifted Parent Workshop
 - Smarter Balanced & Technology Workshops
 - SSC Meeting/DELAC Parent Meeting
 - Parent Conferences (Trimester 2 Report Cards)
 - Black History Month Program, tomorrow at 11am (Sal. Army) and 1pm (Man)
 - Fundraising
 - Valentine's Grams and Friendship Dance (\$549)
 - Pi Day Carnival - March 14th (3:00 - 5:00pm)
2. **Student Achievement**
 - Recent Periodic Assessments
 - Trimester 2 Benchmarks & Reading Comprehension Test (February 3rd - 6th)
 - Data posted in Main Offices
 - Upcoming Periodic Assessments
 - Grammar Competition (Today, February 27th)
 - Trimester 3 begins March 3rd.
 - Grade level collaboration
 - Biweekly Grade-Level PDs
 - Spring 2014 Testing
 - Grades 3 - 5 will take the either ELA and Math Smarter Balanced Field Test (March - April).
 - Grade 5 will also take the Science portion of the CST only.
3. **WASC**
 - Self Study was conducted February 23 - 26.
 - Please see attachment for PPT overview of findings.
4. **Attendance**
 - Approved Month 7 Average 94.55%
 - Did not meet target (95% or higher).
 - .66 decline from Month 6
5. **Upcoming Events (see March calendar attached)**

WASC/CDE Visiting Committee Final Presentation

Wisdom Academy of Young Scientists

February 24-26, 2014



WAYSAPPEAL-002531

WAYS000739

Organization: Vision and Purpose, Governance, Leadership and Staff, and Resources



Areas to Celebrate

Passionate staff and leadership committed to students of the community.

High expectations for all students with a high degree of respect.

Strong school mission, vision, philosophy that is clearly communicated to all stakeholders.

Areas for Focus

More involvement of parents and staff members to promote transparency, accountability and shared responsibility.

The need for increased physical space (facility)

The need to develop systems of organization to document activities and programs as well as evaluate their effectiveness.

Instruction

Areas to Celebrate

The students are actively engaged in the learning process

Students understand schoolwide learning expectations

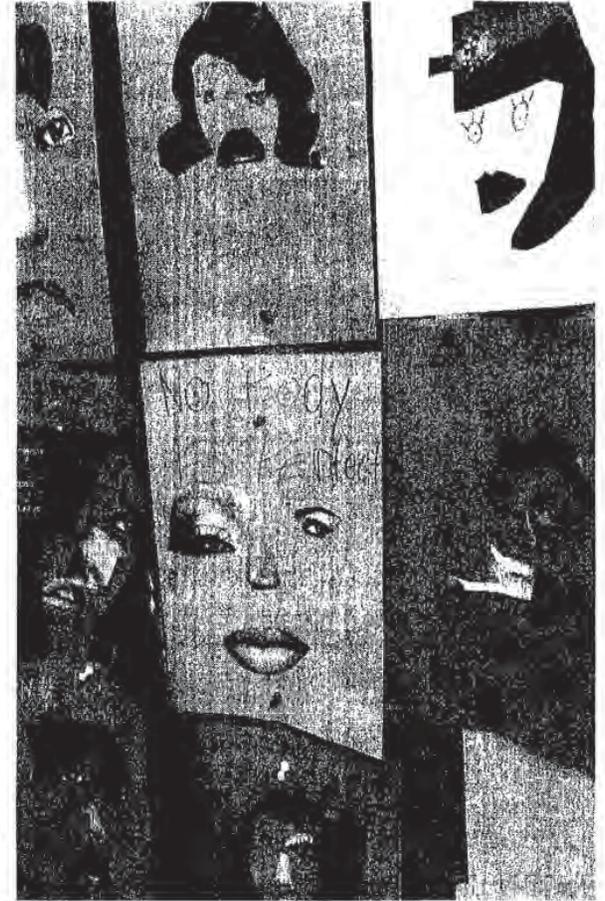
Teachers as well as support staff provide intervention for struggling students

Areas for Focus

Expansion of computers and technology

More student driven projects or activities

More field trips to provide students with additional real world experiences



© ACS WASC
WASC/CDE

School Culture and Support for Student Personal and Academic Growth

Areas to Celebrate

WAYS provides workshops to teach parents how to help their student with homework and reading

WAYS orchestrated an opportunity for the parents to purchase new technology to be used at home for advancing their education

WAYS has many activities to promote and encourage academic success, including assemblies, family nights, academic fairs, achievement recognition ceremonies and after school enrichment programs

Areas for Focus

Comprehensive internet safety curriculum

Challenging curriculum to address the needs of high achieving students and students at or near proficiency

Identify and implement on a consistent basis the most effective student centered community resources, clubs, interventions and activities



© ACS WASC
WASC/CDE

Critical Areas for Focus

Your own self-study identified and you should continue to work on:

Areas for Focus

Reading comprehension

Enhance technology resources

Support EL and Special Education students

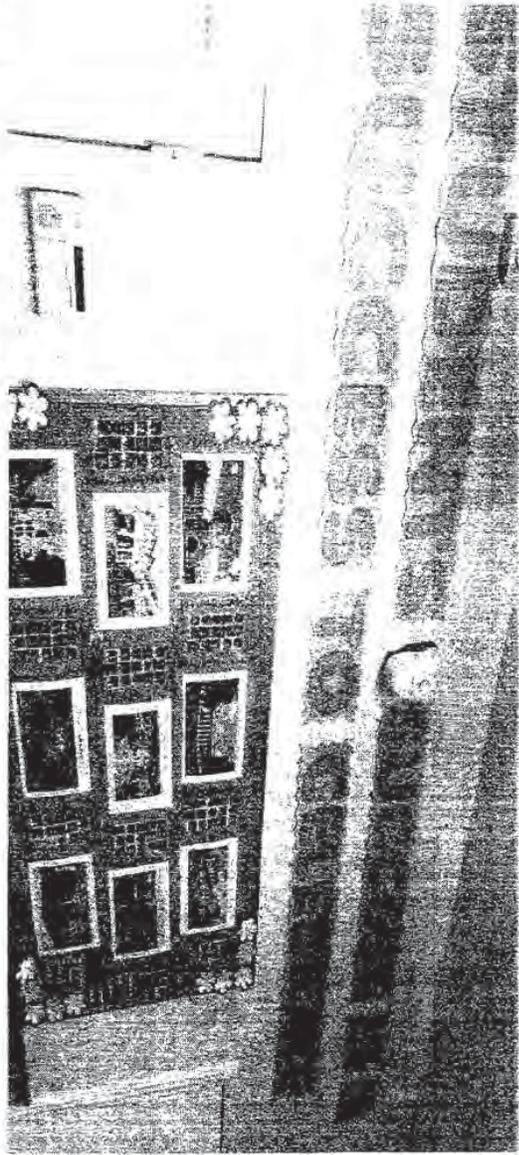
As you plan and implement your work, include:

Ongoing training and monitoring of common core instruction to effectively utilize the new curriculum.

Providing more space for student instruction to strengthen project based learning and common core outcomes.

The need to develop systems of organization to document activities and programs as well as evaluate their effectiveness.

Statewide Action Plan



**Visualize what will be different for
students....**

- **One year from now?**
- **Two years from now?**
- **Three years from now?**

Wisdom Academy for Young Scientists						
March 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Dr. Seuss B-Day Kinder Round-Up Begins 3 rd Grade Practice Test	4 8am Parent Meeting for Smarter Balanced 3 rd Grade Practice Test	5 K - 5 PD 4pm Parent Meeting for Smarter Balanced 4th Grade Practice Test	6 Culmination of Career Day 4 th Grade Practice Test	7 Coffee w/ the Principal Trimester 2 Awards Assembly Fire Drill	8
9	10 K - 2 PD 5th Grade Practice Test	11 5th Grade Practice Test	12 3 - 5 PD	13 SSC Meeting, 5pm DELAC Parent Meeting, 6pm	14 Pi Day Festival Fun Friday	15
16	17 K - 2 PD	18 Smarter Balanced Testing Begins	19 3 - 5 PD Smarter Balanced	20 Smarter Balanced Testing	21 Smarter Balanced Testing	22
23	24 K - 2 PD Smarter Balanced Testing	25 Smarter Balanced Testing	26 3 - 5 PD Smarter Balanced Testing	27 Sp. Ed Parent Meeting, 5pm Smarter Balanced Testing	28 Smarter Balanced Testing	29
30	31 Pupil Free Day					

Wisdom Academy for Young Scientists
Board Meeting
June 6, 2013
Vice-Principals Report

1. **Highlights - Events that occurred over the last month of school!**
 - Kindergarten and 5th Grade Graduations were a blast!
 - Congratulations to our teachers of the Year, Ms. Bahena (1st grade) & Mrs. Croddy (5th grade)
 - WAYS celebrated parent volunteers with a special luncheon at both campuses.
 - The book fair was up at both sites and several books were purchased by parents.
 - Students enjoyed Teacher Mix Up at Teacher mix-up-day. Some students even got personal letters letting them know what was in store for them in the next grade.
 - Our School Site Council met and agreed on the budget for our science curriculum for next year.
 - Archer school for girls high school in Brentwood spent an afternoon with our after school program at Manchester. The girls brought with them over 1,000 books as a result of their community service project. They stayed to read and eat pizza with WAYS students. Teachers and students were able to take books home for summer reading.
 - WAYS students saw the fabulous musical Edutainer Part 2.
 - Our true scientists showed us how much they have learned this year in the final science fair.
 - Our campuses welcomed guests to talk to students about their careers. Students saw military personnel, journalists, a lawyer, a policeman, a filmmaker and an entrepreneur. Students asked great questions and got a chance to think about what they might be able to do in the future.
 - The fifth graders went to their formal ball at the Scientology Center. It was fantastic to see what beautiful princesses and noble men we have seen blossom at our school.
 - Ms. Gomez's third grade class had their book publishing party. It was a lot of fun and parents joined in to celebrate. The children sang and a few students gave a speech about fulfilling their dreams of becoming authors.
 - The LA Times visited WAYS Manchester campus on the last day of school
 - Ms. Gomez's third grade class received a letter from the First Lady of the United States, congratulating them on their efforts in publishing a book!
 - Teachers were given one on one time for a personal evaluation and overview of the year
 - The teachers celebrated the end of the year with a nice taco dinner.
 - Teachers spent time carefully organizing the classes for next year for balance and effective learning
 - Deara and Mrs Horowitz attended a two day conference on English Learners and the Common Core
2. **LACOE Site Visit Debriefing**
 - June 4, 2013
 - Led by Joaquin Hernandez & Judy Higelin
 - A copy of observations is attached.
3. **Attendance**

- Average 94.81%; target is 95% or higher
- 4. **Upcoming Events**
 - Considering new textbook adoption
 - Curriculum Meeting, Wonders - McGraw Hill, June 26th
 - Please attend if interested.
- 5. **At-a-Glance**
 - Staff Professional Development: July 22 - 26, 2013
 - Student-Parent Orientation: July 29 - August 2, 2013
 - First Day of Instruction: Tuesday, August 13, 2013
 - Preliminary Master Calendar attached.
 - Your input is appreciated.

Wisdom Academy for Young Scientists
Board Meeting
April 25, 2013
Vice-Principals Report

6. **Highlights** - *Stay tuned to Mrs. Horowitz weekly emails for highlights and upcoming events!*
 - 5th Grade Science Competition
 - Miss Gomez's 3rd Grade Class to CSUN
 - Miss Gomez's 3rd Grade Class Published a Book
 - 4th Graders ventured to UCLA
 - 5th Grades experienced T.R.A.C.E.S. at the Music Center
 - School Site Council
 - Parenting Workshops
 - 1st Graders explored Life Science at EcoStation
 - Students participated in Revolution Food Tasting
7. **Student Achievement**
 - Benchmark Data shows evidence of high student achievement across all grade levels
 - Project an API Score of 800+ on CST
8. **CST**
 - Teachers and students have prepared vigorously for CST
 - Testing Window: April 23rd - May 6th
 - Student attendance is high during testing. Almost 100%
9. **LACOE Site Visit**
 - April 15th & 16th: 8am - 3pm
 - Joaquin Hernandez and Jeanie Keith
 - Observed All Classrooms, Reviewed Student Files, particularly English Learners
 - Findings:
 - Requested more documentation of Science Curriculum
 - Need for Improved EL Plan
10. **Attendance**
 - Average 94.55%; target is 95% or higher
11. **Upcoming Events**
 - Heal the Bay, April 27th 11am - 1pm (WAYS Fitness Park)
 - Cinco de Mayo Celebration, May 3rd @ 11:00am
 - Sharefest Work Day, May 4th 10:00am - 2:00pm (Kinder Site, 8778 S. Central Avenue)
 - May 6 - 10: Teacher Appreciation Week
12. **At-a-Glance**

- Career Day, May 16th
- 5th Grade Formal Ball, May 17th
- The Edutainer, Thursday, May 23rd
- Earth Science Fair, May 24th @ 1:30pm
- Graduation, May 31st

Wisdom Academy for Young Scientists
Board Meeting
January 31, 2013
Vice-Principals Report

13. ASES - After School

- Deara is leading this.
- Review will occur on Wednesday, February 6th.

14. WASC - Accreditation

- Deara will lead this and other admin will assist.
- Self-study visit will be next school year.
- Admin will attend Pt. II training in March.

15. SARC-Accountability Report

- Karen led this and other admin assisted.
- Due today, Thursday, January 31st 2013

16. CST

- March 5th and 6th: 4th Grade Writing Exam
- April 29th - May 13th: 2nd - 5th ELA and Math
- Teachers and students have been preparing vigorously.
- Benchmark Data shows evidence of high student achievement across all grade levels.

17. Attendance

- Average 90%; target is 95% or higher

18. Safety

- We have increased our measures of safety in light of most recent tragedy in school.
- Mr. Jason is working to hire Campus Security.

19. Challenges

- Safety (teacher concerns)
 - Solution: enforced security
- Attendance (admin concerns)
 - Solution: Parent conferences
- Bullying (parent concerns)
 - Solution: February friendship month
- Classroom management (parent concerns)

20. Upcoming Events

- Literacy Fun Night, February 6th, 2013 @ 5pm
- Teacher evaluations, Week of February 19th - March 1st
- Science Fair, February 15th @ 1:30pm
- Black History Month Program, February 28th @ 1:30pm

- School Site Council, February 20th @ 2pm
 - Karen did parenting class on positive discipline in January

At-a-glance

- Ball, Saturday, April 13th @ 6pm
- The Edutainer, Friday, April 19th & April 20th

Wisdom Academy for Young Scientists
Board Meeting
January 31, 2013
Vice-Principals Report

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- Teachers and students have been preparing vigorously.
- Benchmark Data shows evidence of high student achievement across all grade levels.

5. **Attendance**

- Average 90%; target is 95% or higher

6. **Safety**

- We have increased our measures of safety in light of most recent tragedy in school.
- Mr. Jason is working to hire Campus Security.

7. **Challenges**

- Safety (teacher concerns)
 - Solution: enforced security
- Attendance (admin concerns)
 - Solution: Parent conferences
- Bullying (parent concerns)
 - Solution: February friendship month
- Classroom management (parent concerns)

8. **Upcoming Events**

- Literacy Fun Night, February 6th, 2013 @ 5pm
- Teacher evaluations, Week of February 19th - March 1st
- Science Fair, February 15th @ 1:30pm
- Black History Month Program, February 28th @ 1:30pm
- School Site Council, February 20th @ 2pm
 - Karen did parenting class on positive discipline in January

At-a-glance

- Ball, Saturday, April 13th @ 6pm
- The Edutainer, Friday, April 19th & April 20th

To: Ways School Board
Re: Principals Report/General Announcements

Date: May 24, 2012

Testing. Tomorrow is the last day of testing. Fifth grade will be taking the science section of the CST and time for make-ups will be provided for students if necessary.

Science Fair. The fifth grade classes are organizing a Science Fair. The Salvation Army campus will hold it's Science Fair on June 6th and the Manchester campus will hold it's Science Fair on the week of June 14th.

Graduation. Currently, both campuses are working together to plan the Kindergarden and Fifth grade graduation. Graduation will be held on Wednesday, June 20th on the last day of school. Graduation will take place at the Salvation Army gymnasium. The Kindergarden graduation will take place at approximately 9am and the 5th Grade graduation will take place at approximately 11:30am.

Teacher Evaluations. Teacher evaluations will be complete by the end of next week. Both Principals will issue *Intent to Return* forms to discover which teachers plan on returning for the next school year. Each teacher will also receive evaluation reports and will be informed as to whether or not he or she will be invited to return for the 2012-2013 academic year.

Month of June. For the month of June, teachers will engage students in fun interactive projects. Examples include technology-based projects, oral presentations, experiments, group problem solving activities and much more. The Manchester campus is organizing a Math Bee and the Salvation will collaborate with the Manchester campus to implement this activity at the Salvation Army site.

Principal's Report

Presented by Alake Watson to the Governing Board of Wisdom Academy for Young Scientists

April 25, 2012

State of School

WAYS currently has 495 students with an Average Daily Attendance rate of 449.48 and a monthly Average Daily Attendance Rate of 92%. The school is operating soundly.

Recruitment for New School Year

I have been approached by several individuals who have invited us to recruit at their facilities for incoming kindergarteners. This process should begin immediately to ensure the Kindergarten and 1-5 enrollment remains strong for the incoming school year.

Student Testing

Student testing will begin the week of May 14 and end the May 31. Parents are encouraged to support to the efforts of our school community to raise our test scores by making sure their children eat a healthy breakfast and attend school daily.

Extended Learning Time

For three months our school community has extended the instructional day for our students to provide additional practice for the approaching California Standards Test. The school day ends normally at 2:45, however, grades 2-5 will continue to dismiss at 3:00 pm until the end of testing.

Teacher Appreciation Week

Teacher Appreciation week is next week, April 30 – May 4. When possible, please show your support of our outstanding, committed teachers.

Collaborative Meetings with Mr. Wynder

Mr. Wynder and I meet once per week to plan instructionally and analyze the results of data from benchmark assessments.

Accelerated Reader

Our teaching staff is very grateful for the implementation of Accelerated Reader. The program is being used on a daily basis. Parent reports will be sent home this Friday to update our parents on their child's current reading level.



5th Graders had an awesome experience at Arrowhead Ranch Science Camp

Our fifth grade class recently returned from an amazing week of learning at Arrowhead Ranch Science Camp. Over 20 fifth graders were accompanied by Mr. Jason to the camp which gives

students an outside view of

Thank you to our board members who attended the Family Night for March - The WAYS Spelling Bee and Reading Camp Out held on March 29. A fun and exciting time was witnessed at this event as many of our students were awarded trophies and medals for their participation in the spelling bee. We invite you to attend our Math Bee occurring at next month's Family Night on Thursday, May 10 at 6:00 pm.

Internship Program with University of Phoenix

WAYS recently entered into a partnership with the University of Phoenix to provide internship experiences for students in the area of Human Services. We have one intern so far and have received positive feedback regarding the program from our staff members. We have been approved as an intern agency with the University of Phoenix for up to 10 interns.

Principals' Report
Presented by Lawrence Wynder and Alake Watson
Presented to Governing Board of WAYS on December 15, 2011

Student Achievement

To support the teachers in the subject of Math, we have conducted hour-long observations in most classrooms. Teachers are receiving immediate and specific feedback about math instruction, student engagement, and achieving results. We are also improving our assessment system and grading policies to address the needs of all students. Teachers are now expected to allow re-dos and retakes for all students who fail to score at proficient or above on lesson assessments and standards based projects. Mr. Cabil has asked Mr. Wynder to conduct lessons for all grade levels and model lessons for teachers to establish clear expectations for high quality instruction in addition to conducting on-going hour-long observations. Mr. Wynder will also use lesson assessment data and school-wide bi-weekly assessments to produce student performance data that will further guide instructional improvement.

Both school sites have begun the student leadership program. The program was designed to select student leaders to build school spirit, develop a college going culture, and plan fun and engaging activities that support learning. The leadership program's first initiative is to organize fun and informative assemblies that immediately engage students in learning as soon as they step on school grounds.

Throughout this week's assemblies, student leaders shared inspirational quotes, announced the SAT and science words of the day, shared facts such as "This Day in History", and gave reports about various programs offered by colleges and universities. After presentations were complete, students were selected from the audience to answer questions related to the assembly presentations.

So far, the leadership program and "learning assembly" has been a success. Students are learning new academic language, listening to inspirational quotes, learning about science related historical events, and thinking about college and career goals. In addition to the school wide benefits that may

result from this program, we believe it will greatly benefit members of the student leadership club. Student leaders are being challenged to complete on-going projects, conduct research on various topics, and prepare for daily presentations. We believe this will complement the Mock Trial Program and other programs currently happening at WAYS that challenge our promising students.

Science Program Implementation

Both Principals aspire to bring a more solid learning experience in science to WAYS. Ms. Watson met with Mr. Cabil and received his approval to contact our former science consultant to bring the program back to WAYS. This program was demonstrably successful. A meeting to discuss set up the program is scheduled for December 20. We expect to begin the program in January.

Fire Cadet Program

Wisdom Academy for Young Scientists was focus of a recent grant award from Verizon Wireless. The award in the amount of \$24,000 went to the Junior Fire Fighter Foundation. A press release for the grant was distributed and WAYS will be featured in local media in the coming weeks along with our fourth and fifth grade boys who are participants in the program, and Captain Brian Burton, founder. The program will culminate on Friday, December 16.

Donation received from Governing Board of Crescendo Charter School

Wisdom Academy for Young Scientists received a substantial donation from the governing Board of Crescendo Charter School. The donation totals approximately \$30,000.00 in instructional materials. Text books, classroom materials, math manipulatives, office supplies and library books are some of the items that were donated.

Dear governing Board of Crescendo Charter School:

We the governing board of Wisdom Academy for Young Scientists would like to express our gratitude for the generous donation of instructional materials given to our school. Text books, math manipulatives, playground equipment and library books are just a few of the items donated. We completed forms totaling the items donated during the give-away. Please find attached our tax identification number for your reference.

We are certain that your contributions will help advance the learning of our students.

Verizon Awards \$24,900 Grant to Community-Based Organization to Educate Boys About Abuse Prevention

Junior Firefighter Youth Foundation will include domestic violence prevention training for 4th and 5th graders who attend the Wisdom Academy for Young Scientists

Los Angeles, Calif. — Verizon awards a \$24,900 grant to the Junior Firefighter Youth Foundation (“Foundation”) for its signature Junior Fire Cadet Program (“Program”) enabling the Foundation to include a domestic violence prevention training component. The grant presentation will take place at 3:15 p.m. at the site of the training - Wisdom Academy for Young Scientists at 706 E. Manchester Blvd. in Los Angeles.

“Wisdom Academy for Young Scientists is the first of several schools that provides life-changing training as a part of the Program’s curriculum,” said Foundation Founder Captain Brent Burton of the Los Angeles County Fire Department. “The Foundation’s after school program focuses on making smart choices, and targets 4th and 5th graders, it runs for seven weeks and meets for 1 1/2 hours one day per week on the campus of selected elementary schools,” added Burton.”

The Verizon grant will help fund a domestic violence educational training program taught by Dr. Dayatrice Darrington, a clinical psychologist, who will begin the discussion by exploring the five categories of domestic violence - physical aggression, assault, emotions, pain, and shame. “I ask the children how they perceive abuse and if they can give examples,” she explained. “My goal is to educate the children about what is abuse, how to identify abusers, how to take proactive actions, how to react in the situation, where to find and get help, and provide them with coping skills about how to handle their own conflicts.”

“Domestic violence is a troubling issue that affects communities everywhere. Verizon is proud to partner with community organizations like the Junior Firefighter Foundation, who are on the front-lines of domestic violence prevention,” stated Gene Eng, vice president of Strategic Programs for Verizon.

About the Junior Firefighter Youth Foundation

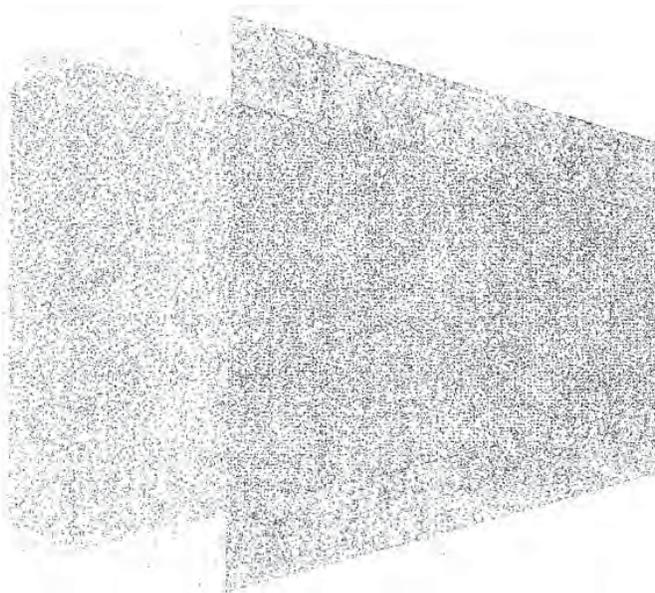
The Program was founded in 2003 by Burton who is the current president of the African American Firefighter Museum and former President of the Stentorians of Los Angeles County. Assisting Captain Burton are LAFD Firefighters Derwin Pitts and Cliff Taitt. For more about the Foundation or the Junior Fire Cadet Program, go to www.jrffyouthfoundation.org.

About the Wisdom Academy for Young Scientists

Wisdom Academy for Young Scientists (WAYS) a public elementary charter school. Founded in 2006, WAYS serves kindergarten through grade five students. WAYS has quickly gained a strong reputation as an academically high performing charter successfully serving a population of students traditionally labeled as underperforming. The After School program provides an opportunity to merge the rigor and instruction that occurs during the regular school day during after school hours. For more information about Wisdom Academy of Young Scientists, visit <http://wisdomacademy.org>.

Principal's Report

Presented by Alake Watson



30 June 2011

Principal's Report

State of School

Wisdom Academy for Young Scientists is presently on summer break. We are presently recruiting students. Today I led a recruitment event at Cornerstone Prep. We are presently informing our present students that they are enrolled.

- P3 – Annual Report
- # of students -
- # of students needed -
- Recruitment plan
- Meeting with LACOE
- SELP/BTSA/Professional Development Calendar
- New Expectations for New School Year
- LACOE MOU - Preparation of Documents
- National Alliance for Charter Schools

On March 25, 2010 the WAYS Board graciously agreed to compensate those individuals who would work diligently to ensure the renewal of the charter petition. The amount of \$20,000.00. was approved. The following is a description of the duties that were completed that met the obligations for renewal of the WAYS charter petition. I am asking the Board to consider releasing payment for services rendered. The charter was renewed and re-authorized by recommendation of the LACOE Board on June 7.

Timeline of Renewal Events

Date/Period	Event
Spring 2010	Visited Dr. Porter on two separate occasions to inquiry about the renewal process and requirements for the different elements of the petition
Summer 2010	Began research for Narrative

	<ul style="list-style-type: none"> • Conducted data analysis • Comparison of Schools • Performance of all aspects of program documented
Summer 2010	Revised petition to include latest boilerplate from LAUSD published on July 13, 2010
October 2010	<p>Attended LAUSD focus group meeting. Boilerplate changes made to reflect outcomes of this meeting.</p> <p>Called a meeting with CCSA representatives to receive support for renewal process. Meeting was attended by Allison Barjracharya, Kisheen Tulloss and others</p>
December 10	Submitted renewal petition to LAUSD. Accepted and deemed complete by LAUSD staff.
January 2011	Received notice of revisions needed. Made revisions during MLK Holiday weekend due to short notice given.
March 2011	Prepared responses to support rebuttal of fact of findings submitted to LACOE
March 2011	Preparation and submission of renewal binder to LACOE
May	Preparation of binders that were presented to LACOE Board
May	Preparation of additional rebuttal to LACOE Findings of Fact
June	Preparation of rebuttal letter to LACOE presented on June 7.



**Principal's Report
January 27, 2011**

**Alake Watson
Wisdom Academy
for Young Scientists**

State of the School Address

WAYS has made much progress since the beginning of the new year. Welcome back Governing Board Members and Friends of WAYS.

We currently have 274 students with full classes at each grade level, the exception of a few seats (three seats) in first grade. Our Average Daily Attendance Rate for PA reporting was 95.2% (2/23/11).

According to our LEA CSR report 8 classes have 20 or fewer students qualifying WAYS for a total of 160 or expected enrollment.

WAYS has begun the process of registering students for the coming school year. A heavy recruitment campaign should begin during the month of February to secure our targeted number of 520 students for the coming school year.

Wisdom Academy for Young Scientists February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Kindergarten Parent Meeting @ 6pm	2	3	4 Awards Assembly K - 2 - 10:45 am 3 - 5 - 1:45 pm	5
6	7 STAR Student Field Trip	8	9	10	11	12
13	14 Happy Valentine's Day! 	15	16	17	18 Black History Month Celebration @ 1:30 pm	19
20	21 President's Day NO SCHOOL	22	23	24	25	26
	28					

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code	Charter School Code*															
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County LOS ANGELES

District LAUSD

WISDOM ACADEMY FOR YOUNG
Charter School* SCIENTISTS

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Calculation of Provisional Funding for 2010-11 (February 2011 payment)

These calculations are for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR.

1	2	3	4	5
Class Size	Number of Classes	Number of Enrolled Pupils	2010-11 Funding Level	Estimated Allocation
Option One				
a	20.44 pupils or fewer	8	160	\$1,071
b	20.45 to 21.44		95%	\$0
c	21.45 to 22.44		90%	\$0
d	22.45 to 22.94		85%	\$0
e	22.95 to 24.94		80%	\$0
f	24.95 pupils or greater		70%	\$0
g	Subtotal, Option 1	8	160	\$171,360
Option Two				
h	20.44 pupils or fewer		\$535	\$0
i	20.45 to 21.44		95%	\$0
j	21.45 to 22.44		90%	\$0
k	22.45 to 22.94		85%	\$0
l	22.95 to 24.94		80%	\$0
m	24.95 pupils or greater		70%	\$0
n	Subtotal, Option 2	0	0	\$0
Grand Totals*				
o	Option 1 + Option 2	8	160	\$171,360

*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

**Complete this page only if box 2 on page 2 was checked. Mail the entire
3-page application by January 6, 2011 (postmark) to:**

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

EXHIBIT 50

WAYS General Purpose Budget 2014-15		
REVENUE		
8011-8096 · Revenue Limit Sources		
	8015 · Charter School General Purpose/LCFF	\$ 3,575,405.710
Total 8011-8096 · Revenue Limit Sources		3,575,405.710
8300-8599 · Other State Income		
	8434 · Class Size Reduction (K-3)	-
	8480 · Charter Sch Categorical Blk Gr	-
	8591 · SB740	256,938.000
	8599 · Other State Revenue	
Total 8300-8599 · Other State Income		256,938.000
8600-8699 · Other Income-Local		
	8660 · Interest Income	3,042.000
	8690 · All Other Income	20,000.000
	8698 · Grants	-
	8699 · Fundraising	10,000.000
Total 8600-8699 · Other Income-Local		33,042.000
TOTAL INCOME		3,865,385.710
EXPENDITURES		
1000 · Certificated Salaries		
	1110 · Teachers/Program Coord. Salaries	1,150,000.000
	1170 · Teachers Subs	20,000.000
	1175 · Teachers - Extra Duty/Stipend	
	1200 · Certificated Pupil Support (Counselors)	-
	1300 · Certificated School Administrators	232,893.120
	1900 · Other Certificated	-
Total 1000 · Certificated Salaries		1,402,893.120
2000 · Classified Salaries		
	2100 · Instructional Aides/Para-Educators - Gen	290,693.130
	2300 · Classified School Administrators	152,795.708
	2400 · Clerical/Technical/Office	143,550.840
	2900 · Other Classified	
Total 2000 · Classified Salaries		587,039.678
3000 · Employee Benefits		
	3111 · STRS	131,168.000
	3212 · PERS	95,777.000
	3311 · Social Security (OASDI)	51,998.000
	3331 · Medicare	35,215.000
	3401 · H & W Payment (medical, dental, vision insurance)	138,200.000
	3501 · SUI Payment Account	39,100.000
	3601 · Wkr Comp Payment Account	60,715.000

	3901 · 403B	-
	3902 · Other Benefits	-
Total 3000 · Employee Benefits		552,173.000
4000 · Supplies		
	4110 · Textbooks	10,000.000
	4210 · Other Books and Reference Materials	20,000.000
	4310 · Instructional Materials	110,000.000
	4350 · Office Supplies	50,000.000
	4370 · Custodial Supplies	50,000.000
	4390 · Other Supplies	20,000.000
	4400 · Noncapitalized Furniture/Equipment	90,000.000
	4700 · Food Supplies	10,000.000
Total 4000 · Supplies		360,000.000
5000 · Operating Services		
	5200 · Travel and Conferences	10,000.000
	5300 · Dues and Membership	7,000.000
	5400 · Insurance (property, student accident, board)	45,000.000
	5500 · Operations and Housekeeping	70,000.000
	5610 · Building/Land Rental	399,990.000
	5620 · Equipment Rental	3,000.000
	5630 · Repairs & Maintenance	15,000.000
	5806 · Assemblies	10,000.000
	5812 · Pupil Transportation	20,000.000
	5830 · Advertisement/Recruitment	5,000.000
	5820 · Student Activities	43,000.000
	5832 · Printing and Reproduction	800.000
	5833 · Fines & Penalties	-
	5836 · Fingerprinting	300.000
	5840 · LACOE Expense Reimbursement	-
	5850 · Non-Instructional Consultants	5,000.000
	5851 · Instructional Consultants	80,000.000
	5852 · Food Service Vendor	-
	5853 · Professional/Business Consultants	65,000.000
	5854 · Contractual Services	-
	5857 · Prior Year Operating Expense	-
	5863 · Professional Development - Instruction	10,000.000
	#### · Professional Development - General	10,000.000
	5890 · Other Services & Operating Expe	10,000.000
	5891 · Bank Fees & Charges	1,000.000
	5892 · Other Fees & Charges	500.000
	5893 · Permits & Licenses	1,000.000
	5894 · Legal/Audit	40,000.000

	5895 · Fundraising Activities	10,000.000
	5896 · Website Delevopment/Maintenance	15,000.000
	5900 · Communications (tele, internet, postage)	15,000.000
Total 5000 · Operating Services		891,590.000
6000 · Capital Outlay		
	6170 · Land Improvements	10,000.000
	6200 · Buildings & Improvements	10,000.000
	6400 · Furniture & Equipment	10,000.000
	6500 · Depreciation	
Total 6000 · Capital Outlay		20,000.000
7000 · Other Outgo		
	7299 · Authorizer Oversight Fee	30,000.000
	7438 · Debt Service - Interest	
Total 7000 · Other Outgo		30,000.000
TOTAL EXPENSES		3,843,695.798
NET INCOME		21,689.912

WAYS Special Education Budget 2014-15							
Program Revenue	AB602	Local Assistance - IDEA	Mental Health/Supplemental (Federal)	Mental Health/Supplemental (State)	Local Contribution (from General Purpose)		
Total Revenue	222339	50938	27925	5434	0		
Program Expenditures							
1000 - Certificated Salaries							
Vice Principal	4,134.375						
SpEd Program Coordinator	50,566.900						
2000 - Classified Salaries							
Para-Educator	\$34,782.00						
3000 - Certificated Emp. Benef							
	\$6,564.15						
3000 - Classified Emp. Benefits							
	\$3,478.20						
4000 - Books and Supplies							
	\$13,406.62						
5000 - Contracted Services							
Instructional Consultants	\$109,406.75	\$50,938.00	\$27,925.00	5434			
5800 - LACOE Indirect @ 3%							
6000 - Equipment							
Total Expenditures	\$222,339.00	\$50,938.00	\$27,925.00	\$5,434.00	\$0.00		
	\$160,344.75		\$306,636.00				

**WISDOM ACADEMY FOR YOUR SCIENTISTS
2013-2014 APPROVED BUDGET**

	13-14 APPROVED BUDGET
Total Enrollment	568.0
Attrition	27.0
Net enrollment	541.0
ADA	468.0
INCOME	
8011-8096 · Revenue Limit Sources	
8011 · Supplemental Hours	
8015 · Charter School General Purpose - State Aid	1,809,860.1
8096 · In lieu of Property Taxes	634,767.4
Total 8011-8096 · Revenue Limit Sources	2,444,627.6
8100-8290 · Other Federal Income	
8220 · Child Nutrition (Federal)	370,000.0
8221 · Title I, A, Basic Low Income	200,000.0
8222 · Title II, A, Teacher Quality	14,296.7
8293 · Title II, D EETT	
8294 · Title III, Limited English (LEP)	
8223 · Education Jobs Fund	
8225 · State Fiscal Stabilization	
8297 · Other Federal Income	
Total 8100-8290 · Other Federal Income	584,296.7
8300-8599 · Other State Income	
8311 · Special Ed	200,548.5
8434 · Class Size Reduction (K-3)	176,334.0
8480 · Charter Sch Categorical Blk Gr	323,869.1
8589 · Child Nutrition (State)	14,681.8
8560 · State Lottery Revenue	68,468.4
8545 · Facilities Incentive Grant	
8566 · PE Teachers Incentive	
8551 · Charter School Facilities Incentive	220,000.0
8563 · Art and Music Block Grant	
8564 · After School Education & Safety	112,500.0
8590 · Other State Revenue	5,415.0
Total 8300-8599 · Other State Income	1,122,816.9
8600-8699 · Other Income-Local	
8634 · Food Service Sales	
8660 · Interest Income	3,042.0
8699 · All Other Income	20,000.0
8682 · Grants/Donations	
8672 · Fundraising	
Total 8600-8699 · Other Income-Local	23,042.0
TOTAL INCOME	4,174,783.1
EXPENSE	
1000 · Certificated Salaries	
1100 · Teachers Salaries	1,047,352.82
1110 · Substitute Teachers	17,325.00
1175 · Teachers - Extra Duty/Stipend	-
1176 · Bonus-Certificated	7,675.00
1200 · Certificated Pupil Support	
1300 · Certificated-Executive Director	100,800.00
1300 · Certificated - Principal	80,000.00
1900 · Other Certificated	125,150.18
Total 1000 · Certificated Salaries	1,370,628.00
2000 · Classified Salaries	
2100 · Instructional Aides	257,360.00
2500 · Bonus-Classified	5,000.00
2300 · Classified School Administrators	118,000.00
2400 · Clerical/Technical/Office	168,835.00
2900 · Other Classified	-
Total 2000 · Classified Salaries	544,195.00
3000 · Employee Benefits	
3101 · STRS	\$ 113,076.81
3202 · PERS	
3302 · Medicare	\$ 31,594.58

**WISDOM ACADEMY FOR YOUR SCIENTISTS
 2013-2014 APPROVED BUDGET**

	13-14 APPROVED BUDGET
3301 Social Security (OASDI)	\$ 32,651.70
3401 H & W Payment (medical, dental, vision insur	\$ 154,062.86
3501 SUI	\$ 98,163.50
3601 Workers' Compensation	\$ 65,103.98
3901 Other Benefits	\$ -
Total 3000 - Employee Benefits	494,653.43
4000 - Supplies	
4100 Textbooks	187,000.00
4200 Other Books and Reference Materials	5,000.00
4300 Instructional Materials	30,000.00
4400 Noncapitalized Furniture/Equipment	7,000.00
4500 Other Supplies	30,000.00
4330 Office Supplies	10,000.00
4700 Food Supplies	10,000.00
Total 4000 - Supplies	279,000.00
5000 - Operating Services	
5200 Travel and Conferences	5,000.00
5300 Dues and Fees	7,000.00
5400 Insurance (property, student accident, board)	45,000.00
5500 Operations & Housekeeping	50,000.00
5610 Building Rent	399,990.36
5620 Equipment Rental	3,000.00
5630 Repairs and Maintenance	8,650.00
5812 Pupil Transportaion	10,000.00
5831 Students Activities	40,000.00
5852 Contractor-Food Services	360,000.00
5894 Legal/Audit	31,994.00
5830 Advertisement/Recruitment	5,000.00
5893 Permits & Licenses	5,000.00
5836 Fingerprinting	400.00
5840 LACOE-Expense Reimbursement	10,040.00
5853 Business Consultants	60,000.00
5850 Non Instructional Consultants	
5863 Professional Development	5,000.00
5851 Instructional Consultants	50,000.00
5856 Special Ed Expenses	100,000.00
5891 Bank Service Charge	500.00
5892 Fees & Other Charges	
5890 Other Services & Operating Expe	128,724.00
5895 Fundraising Cost	-
5896 LAUSD-Expense Reimbursement	
5897 LAUSD-Special Education Cost	7,647.00
5910 Communications (tele, internet, postage)	32,323.64
5920 Postage (UPS, Fedex, US Mail)	5,000.00
Total 5000 - Operating Services	1,370,269.00
6000 - Capital Outlay	
6200 Buildings and Improvements	20,000.00
6400 Equipment	18,000.00
6900 Furniture	
Total 6000 - Capital Outlay	38,000.00
7000 - Other Outgo	
7299 Oversight Fee	43,568.00
7350 Debt Service - Interest	30,000.00
Total 7000 - Other Outgo	73,568.00
TOTAL EXPENSES	4,170,313.42
NET INCOME	4,469.70

WISDOM ACADEMY FOR YOUNG SCIENTISTS
2012-2013 APPROVED BUDGET
OPERATING BUDGET NARRATIVES AND ASSUMPTIONS

- ◆ Revenue projection is based on an exercise of caution in view of continuing state budget crisis.
- ◆ **ADA funding rates are projected to reflect about \$500 per ADA decrease from 2011-2012 rates. We are assuming that the ballot initiative proposed by the Governor will not be approved by the voters and the economic situation in the state will not get better. Additionally the state Legislative Analyst stated that the Governor's revenue estimates may be too optimistic and the revenue may be lower by about \$1 billion.**
- ◆ The rate assumptions and decisions regarding funding for next year is based on advice from LACOE, CSDC, CCSA.
- ◆ Enrollment is based on 520 students with class sizes ranging from 20 to 30. Attendance rate is projected to be 90 percent and projected attrition rate of 5 percent.
- ◆ **Salaries and benefits are adjusted based on the enrollment and class size adjustments to reflect the economic realities of the School. The board was initially advised to reduce the number of teachers to 20 but it was decided to reduce the teachers to 21. As part of the budget realities the board will make changes to the administrative team to right size the administration of the school. It may be pertinent to note that LAUSD laid off some staff took a 5% pay cut for the remaining staff and days of furlough.**
- ◆ Supplies reflect the amount expected to be spent on the number of students projected to be enrolled based on average cost of books and experience of the school given the change in our curriculum this coming year. The School has been advised to buy only supplies that are necessary to educate the

children and eliminate the waste seen in 2011-2012 fiscal year.

- ◆ Services and other operating expenses include consultants, lease costs, food service and other expenses. Capital Expenditures include equipment and facilities expenditures. Services include special education costs, curriculum consultants, staff development, and transportation for student field trips – all of which are specifically to further support student and curriculum needs.

**WISDOM ACADEMY FOR YOUR SCIENTISTS
2012-2013 PROPOSED BUDGET**

	11-12 BUDGET Revised	12-13 BUDGET PROPOSED	CHANGE	PERCENT CHANGE
Total Enrollment	497.0	520.0	23.0	5%
Attrition	445.0	(28.0)	(1.2)	0%
Net enrollment		494.0	21.9	-
ADA		444.6	(0.4)	-
INCOME				
8011-8096 - Revenue Limit Sources				
8011 - Supplemental Hours	-	-	-	-
8015 - Charter School General Purpose - State Aid	1,677,828.0	1,463,349.6	(214,478.4)	-13%
8096 - In lieu of Property Taxes	595,059.0	602,433.0	7,374.0	1%
Total 8011-8096 - Revenue Limit Sources	2,272,887.0	2,065,782.6	(207,104.4)	-12%
8100-8290 - Other Federal Income				
8220 - Child Nutrition (Federal)	370,000.0	370,000.0	-	0%
8221 - Title I, A, Basic Low Income	200,000.0	200,000.0	-	0%
8222 - Title II, A Teacher Quality	14,296.7	14,296.7	-	0%
8293 - Title II, D EETT	-	-	-	0%
8294 - Title III, Limited English (LEP)	-	-	-	0%
8223 - Education Jobs Fund	-	-	-	0%
8225 - State Fiscal Stabilization	-	-	-	0%
8297 - Other Federal Income	-	-	-	-
Total 8100-8290 - Other Federal Income	584,296.7	584,296.7	-	-
8300-8599 - Other State Income				
8311 - Special Ed	208,889.5	221,588.6	12,699.1	6%
8434 - Class Size Reduction (K-3)	176,334.0	176,334.0	-	0%
8480 - Charter Sch Categorical Blk Gr	327,226.0	319,222.8	(8,003.2)	-2%
8589 - Child Nutrition (State)	2,264.2	2,264.2	-	0%
8560 - State Lottery Revenue	28,687.5	55,625.0	26,937.5	94%
8545 - Facilities Incentive Grant	90,000.0	-	(90,000.0)	-100%
8566 - PE Teachers Incentive	2,000.0	-	(2,000.0)	-100%
8551 - Charter School Facilities Incentive	45,204.0	135,000.0	89,796.0	199%
8563 - Art and Music Block Grant	8,332.0	-	(8,332.0)	-100%
8564 - After School Education & Safety	112,500.0	112,500.0	-	0%
8590 - Other State Revenue	2,979.0	2,979.0	-	-
Total 8300-8599 - Other State Income	1,004,416.2	1,025,613.6	21,097.4	(0.04)
8600-8699 - Other Income-Local				
8634 - Food Service Sales	-	-	-	-
8660 - Interest Income	3,042.0	3,042.0	-	0%
8699 - All Other Income	20,000.0	20,000.0	-	0%
8682 - Grants/Donations	-	-	-	-
8672 - Fundraising	-	-	-	-
Total 8600-8699 - Other Income-Local	23,042.0	23,042.0	-	-
TOTAL INCOME	3,884,641.9	3,698,634.9	(186,007.0)	-5%
EXPENSE				
1000 - Certificated Salaries				
1100 - Teachers Salaries	1,182,600.00	963,232.00	(219,368.00)	-19%
1110 - Substitute Teachers	30,388.00	30,388.00	-	0%
1175 - Teachers - Extra Duty/Stipend	-	-	-	0%
1176 - Bonus-Certificated	-	-	-	0%
1200 - Certificated Pupil Support	-	-	-	0%
1300 - Certificated-Executive Director	100,800.00	100,800.00	-	0%
1300 - Certificated - Principal	165,000.00	143,000.00	(22,000.00)	-13%
1900 - Other Certificated	-	75,000.00	75,000.00	-
Total 1000 - Certificated Salaries	1,478,788.00	1,312,420.00	(166,368.00)	-11%
2000 - Classified Salaries				
2100 - Instructional Aides	185,323.20	220,972.00	35,648.8	0%
2500 - Bonus-Classified	-	-	-	0%
2300 - Classified School Administrators	80,000.00	80,000.00	-	0%
2400 - Clerical/Technical/Office	54,000.00	55,200.00	1,200.0	0%
2900 - Other Classified	115,269.00	59,684.00	(55,585.00)	(0.48)
Total 2000 - Classified Salaries	434,592.20	415,856.00	(18,736.20)	(0.04)
3000 - Employee Benefits				
3101 - STRS	\$ 122,000.01	\$ 108,274.65	(13,725.4)	0%
3202 - PERS	-	-	-	0%
3302 - Medicare	\$ 31,570.77	\$ 28,516.55	(3,054.2)	0%
3301 - Social Security (OASDI)	\$ 26,075.53	\$ 24,951.36	(1,124.2)	0%
3401 - H & W Payment (medical, dental, vision insurance)	\$ 154,062.86	\$ 154,062.86	-	0%
3501 - SUI	\$ 33,402.86	\$ 57,262.04	23,859.2	0%
3601 - Workers' Compensation	\$ 65,054.93	\$ 58,761.38	(6,293.5)	0%
3901 - Other Benefits	\$ 348.00	\$ 596.57	\$ 248.57	\$ 0.71
Total 3000 - Employee Benefits	379,514.95	432,425.42	(89.54)	(0.00)
4000 - Supplies				
4100 - Textbooks	30,000.00	30,000.00	-	0%
4200 - Other Books and Reference Materials	25,000.00	5,000.00	(20,000.00)	0%
4300 - Instructional Materials	20,000.00	20,000.00	-	0%
4400 - Noncapitalized Furniture & Equipment	60,000.00	20,000.00	(40,000.00)	0%

**WISDOM ACADEMY FOR YOUR SCIENTISTS
 2012-2013 PROPOSED BUDGET**

	11-12 BUDGET Revised	12-13 BUDGET PROPOSED	CHANGE	PERCENT CHANGE
4500 - Other Supplies	40,000.00	20,000.00	(20,000.00)	0%
4330 - Office Supplies	5,000.00	15,000.00	10,000.00	0%
4700 - Food Supplies	9,000.00	3,000.00	(6,000.00)	(0.67)
Total 4000 - Supplies	189,000.00	113,000.00	(76,000.00)	(0.40)
5000 - Operating Services				
5200 - Travel and Conferences	10,000.00	5,000.00	(5,000.00)	0%
5300 - Dues and Fees	7,000.00	7,000.00	-	0%
5400 - Insurance (property, student accident, board)	45,000.00	45,000.00	-	0%
5500 - Operations & Housekeeping	50,000.00	50,000.00	-	0%
5610 - Building Rent	388,340.16	399,990.36	11,650.20	0%
5620 - Equipment Rental	6,470.00	3,000.00	(3,470.00)	0%
5630 - Repairs and Maintenance	8,650.00	8,650.00	-	0%
5812 - Pupil Transportation	10,000.00	10,000.00	-	0%
5831 - Students Activities	10,000.00	40,000.00	30,000.00	0%
5852 - Contractor-Food Services	370,000.00	370,000.00	-	0%
5894 - Legal/Audit	31,994.00	31,994.00	-	0%
5830 - Advertisement/Recruitment	5,000.00	5,000.00	-	0%
5893 - Permits & Licenses	10,000.00	5,000.00	(5,000.00)	0%
5836 - Fingerprinting	400.00	400.00	-	0%
5840 - LACOE-Expense Reimbursement	10,040.00	10,040.00	-	0%
5853 - Business Consultants	65,000.00	60,000.00	(5,000.00)	0%
5850 - Non Instructional Consultants	-	-	-	0%
5863 - Professional Development	5,000.00	5,000.00	-	0%
5851 - Instructional Consultants	10,000.00	50,000.00	40,000.00	0%
5856 - Special Ed Expenses	100,000.00	100,000.00	-	0%
5891 - Bank Service Charge	500.00	500.00	-	0%
5892 - Fees & Other Charges	-	-	-	0%
5890 - Other Services & Operating Expe	10,000.00	10,000.00	-	0%
5895 - Fundraising Cost	-	-	-	0%
5896 - LAUSD-Expense Reimbursement	-	-	-	0%
5897 - LAUSD-Special Education Cost	7,647.00	7,647.00	-	0%
5910 - Communications (tele, internet, postage)	-	-	-	0%
5920 - Postage (UPS, Fedex, US Mail)	5,000.00	5,000.00	-	-
Total 5000 - Operating Services	1,166,041.16	1,229,221.36	63,180.20	5%
6000 - Capital Outlay				
6200 - Buildings and Improvements	91,730.00	30,000.00	(61,730.00)	0%
6400 - Equipment	48,594.00	30,000.00	(18,594.00)	(0.38)
6900 - Furniture	-	-	-	-
Total 6000 - Capital Outlay	140,324.00	60,000.00	(80,324.00)	(0.38)
7000 - Other Outgo				
7299 - Oversight Fee	43,568.00	43,568.00	-	-
7350 - Debt Service - Interest	30,000.00	30,000.00	-	-
Total 7000 - Other Outgo	73,568.00	73,568.00	-	-
TOTAL EXPENSES	3,861,828.31	3,636,490.78	(225,337.53)	-7%
NET INCOME	22,813.59	62,144.16	39,330.57	405%

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
APRIL 30, 2012
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past five years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 5 to 1 compared with accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 10%, meaning the school can withstand losses in the future without worrying about paying its bills. Finally the financial health ratio, which is the relationship between the school's assets and liabilities, is 10 to 1. The industry average is one or higher.

The accounts receivable balance is \$581,933 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$403,976.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending April 30, 2012, Net Income (loss) is (\$278,444) versus budgeted net loss of (\$1,374,409). The big difference is as a result of a revised budget awaiting board approval.

REVENUE:

For the period ending April 30, 2012 total revenue is 2,530,219 this is \$733k over budget. This is mainly due to pending revised budget scheduled for board approval.

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EXPENDITURES:

- For the period ending April 30, 2012, total expenses are \$2,808,663. This is \$363k under budget. This is due to revised budget that will reflect in future reports.
- Salaries and Benefits – The School expended \$53k under budget in salaries and benefits. This is due to revised budget which will show up in future reports.
- Books and Supplies are 237k under budget for the period. This under budget is because it is early in the year and also because of revised budget awaiting board approval. Services and Other Operating Expenses are under-budgeted by \$25k due to revised budget.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

STATEMENT OF FINANCIAL POSITION
APRIL 30, 2012

ASSETS

CURRENT ASSETS:

Cash	\$	25,431
Accounts receivable		581,933
Other assets		<u>75,474</u>

Total current assets 682,838

PROPERTY AND EQUIPMENT:

Leasehold improvements-Erate		35,483
Leasehold improvements		277,533
Furniture & fixtures		144,651
Less: accumulated depreciation		<u>(53,691)</u>

Total property and equipment 403,976

Total assets \$ 1,086,814

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Cash Overdraft		-
Accounts payable	\$	74,244
Payroll and related liabilities		<u>46,574</u>

Total current liabilities 120,819

NET ASSETS

Net assets-beginning		1,244,439
Increase/(decrease) in net assets		(278,444)

Total net assets 965,995

Total liabilities and net assets \$ 1,086,814

**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2011 through 4/30/2012
In Whole Numbers**

	Current Period Actuals 4/30/2012	Current Period Budget	\$ Variance	YTD Actuals 4/30/2012	YTD Budget	\$ Variance	Total Budget	Budget Remaining
A. REVENUES								
8015	TOTAL, REVENUE LIMIT SOURCES	140,456	0	140,456	1,346,262	495,023	851,239	225,529
FEDERAL REVENUES								
8291	Title I		0			121,952	291,394	291,394
8298	Title II	0	0			5,871	14,297	14,297
8296	Title IV	0						0
8220	Child Nutrition	0	44,360	(44,360)	137,674	310,523	(172,849)	443,604
8229	Facilities Incentive Grant	0	0	0	60,286	90,000	(29,714)	90,000
8221	Education Jobs Fund	0						29,714
8226	Other Federal Revenues/Prior Year	0			44,056			
	TOTAL, FEDERAL REVENUES	0	44,360	(44,360)	242,016	528,346	(286,330)	749,295
OTHER STATE REVENUES								
8311	Special Education	0	51,505	(51,505)	4,592	213,727	(209,135)	208,890
8480	Categorical Block Grant	28,768	0	28,768	188,405	110,260	78,145	313,757
8480	In Lieu of Economic Impact Aid	0	0		181,938		131,938	(131,938)
8569	Child Nutrition-State	0	462	(462)	10,643	3,232	7,411	2,264
8566	PE Teachers Incentive	0	0		1,468		1,468	57,228
8563	Art and Music Block Grant	0	0		143		143	8,332
8564	After School Education and Safety	0	0		73,125		73,125	112,500
8434	Class Size Reduction	0	0		94,194	44,084	50,110	176,334
8560	State Lottery	0	0			29,250		28,688
8481	Charter School Facilities Grant	0	0		0	0		65,000
8590	All Other Revenues	0	99	(99)	205	693	(488)	2,979
	TOTAL, OTHER STATE REVENUES	28,768	52,066	(23,298)	504,713	401,246	103,467	977,439

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**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2011 through 4/30/2012
In Whole Numbers**

		Current Period Actuals 4/30/2012	Current Period Budget	\$ Variance	YTD Actuals 4/30/2012	YTD Budget	\$ Variance	Total Budget	Budget Remaining
OTHER LOCAL REVENUES									
8780	In lieu of Property Tax	65,048	111,422	(46,374)	422,879	299,873	123,006	606,092	183,213
8779	Fundraising	0	(539)	539	1,941	1,078	863		(1,941)
8700	Other Local Income	1,439	8,952	(7,513)	4,570	71,866	(67,296)	91,290	86,720
8785	Prior Year Revenue	0			7,837				
TOTAL, OTHER LOCAL REVENUES		66,488	119,835	(53,347)	437,227	372,817	64,410	697,382	267,992
SUSPENSE - INCOME									
TOTAL REVENUES		235,712	216,261	19,451	2,530,219	1,797,432	732,787	3,995,906	1,538,492
B. EXPENDITURES									
CERTIFICATED SALARIES									
1100	Teachers' Salaries	98,863	75,314	23,549	826,130	753,140	72,990	992,234	166,103
1220	Substitute Salaries		9,038	(9,038)		72,301	(72,301)	70,388	70,388
	Teachers Extra Duty							85,000	
1300	School Administrators' Salaries	22,150	15,574	6,576	228,935	124,592	104,343	266,888	37,953
TOTAL, CERTIFICATED SALARIES		121,013	99,926	21,087	1,055,066	950,033	105,033	1,414,510	274,444
CLASSIFIED SALARIES									
2100	Instructional Aides		25,220	(25,220)		176,541	(176,541)	128,836	
2300	Classified Administrator	8,907	0	8,907	58,426	0	58,426	59,400	974
2400	Clerical /Office Salaries	12,403	16,225	(3,822)	104,096	162,245	(58,149)	128,604	24,508
2900	Other Classified Salaries	17,752	21,037	(3,285)	139,963	147,257	(7,294)	48,972	(90,991)
TOTAL, CLASSIFIED SALARIES		39,062	62,482	(23,420)	302,486	486,043	(183,557)	365,812	(65,510)

Prepared by Bali Business Management

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**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2011 through 4/30/2012
In Whole Numbers**

		Current Period Actuals 4/30/2012	Current Period Budget	\$ Variance	YTD Actuals 4/30/2012	YTD Budget	\$ Variance	Total Budget	Budget Remaining
EMPLOYEE BENEFITS									
3101	Strs	9,120	8,244	876	78,185	78,378	(193)	116,697	38,512
3202	Pers	0	0		0			0	0
3301	Oasdi - Regular	2,817	3,874	(1,063)	24,473	30,135	(5,662)	22,680	(1,792)
3302	Oasdi - Medicare	2,321	2,355	(34)	19,726	20,823	(1,097)	25,815	6,089
3400	Health & Welfare Benefits	1,708	8,340	(6,632)	125,888	83,400	42,488	124,080	(1,808)
3501	Unemployment Insurance	978	487	491	27,892	4,308	23,584	5,341	(22,551)
3601	Workers' Compensation	1,185	3,733	(2,548)	10,724	44,801	(34,077)	44,508	33,784
3902	Other Benefits	15	81	(66)	292	569	(277)	1,462	1,170
TOTAL, EMPLOYEE BENEFITS		18,138	27,114	(8,976)	287,180	262,414	24,766	340,583	53,403
BOOKS & SUPPLIES									
4110	Textbooks	0		0	33,648	75,000	(41,352)	45,000	11,352
4210	Books & Other Thank Textbooks	0			21,104	3,588	17,516	15,000	(6,104)
4300	Instructional Materials & Supplies	11,889	4,167	7,722	30,735	41,667	(10,932)	20,000	(10,735)
4400	Non-capitalized Equipment	2,178	4,167	(1,989)	58,106	41,667	16,439	30,000	(28,106)
4390	Other Supplies	5,716	4,292	1,424	44,162	42,923	1,239	23,625	(20,537)
4350	Office Supplies	62	4,167	(4,105)	5,685	41,667	(35,982)	7,000	1,315
4710	Food Supplies	4,316			12,626	197,197	(184,571)		(12,626)
TOTAL, BOOKS & SUPPLIES		24,161	16,793	7,368	206,066	443,709	(237,643)	140,625	(65,441)
SERVICES, OTHER OPERATING EXP.									
5220	Travel & Conferences	62	1,125	(1,063)	5,134	11,250	(6,116)	27,182	22,048
5310	Dues & Fees	0	292	(292)	3,329	2,917	412	17,000	13,671
5450	Insurance	0	2,088	(2,088)	38,569	25,052	13,517	45,000	6,431
5500	Utilities & Housekeeping	4,381	3,750	631	33,415	37,500	(4,085)	48,265	14,850
5610	Rentals, Leases & Repairs	18,870	30,738	(11,868)	338,019	297,384	40,635	376,378	38,359
5812	Pupil Transportation	365	2,500	(2,135)	4,292	20,000	(15,708)		
5831	Student Activities	8,040	833	7,207	18,013	8,333	9,680		
5840	LACOE Expense Reimbursement	0	418	(418)	1,675	4,183	(2,508)		

Prepared by Bali Business Management

**Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2011 through 4/30/2012
In Whole Numbers**

	Current Period Actuals 4/30/2012	Current Period Budget	\$ Variance	YTD Actuals 4/30/2012	YTD Budget	\$ Variance	Total Budget	Budget Remaining
5853 Business Consultant	6,631	5,000	1,631	49,025	50,000	(975)	85,000	35,975
5850 Non-Instructional Consultants	0	6,250	(6,250)	66,933	62,500	4,433		
5851 Instructional Consultants	10,207	3,750	6,457	82,494	37,500	44,994		
5863 Professional Development	100	1,458	(1,358)	2,947	14,583	(11,636)		
5854 Consultant-Food Services	0			142,217	0	142,217	443,604	301,387
5810 Field Trips	0	0		0	0		0	0
5820 Legal & Audit	5,196	500	4,696	51,887	5,000	46,887	63,988	12,101
5852 Special Ed Consultants	16,013	20,294	(4,281)	35,398	202,940	(167,542)	109,782	74,384
5890 Other Services (Hiring Cost)	0			0	0		0	0
5900 Communications	543	1,667	(1,124)	18,260	16,667	1,593	42,000	23,740
5920 Postage (UPS, Fedex, US Mail)	0	417	(417)	1,208	4,167	(2,959)		
5890 Other Services & Operating Expenses	2,458	3,909	(1,451)	63,912	39,387	24,525	211,025	147,113
5898 LAUSD Special Ed Fees		9,206	(9,206)		92,060	(92,060)		
Suspense Expense	364			364				
TOTAL, SERVICES & OTH OPER. EXP.	73,229	94,195	(20,966)	957,089	931,423	25,666	1,469,224	690,061
CAPITAL OUTLAY								
6200 Building and Improvements	0	1,667	(1,667)	0	16,667	(16,667)	91,730	
6410 Capitalized Equipment	0	3,167	(3,167)	0	31,667	(31,667)	45,494	
6900 Furnitures		833	(833)	0	8,333	(8,333)	3,100	
TOTAL, CAPITAL OUTLAY	0	5,667	(5,667)	0	56,667	(56,667)	140,324	0
OTHER OUTGO								
7000 District Oversight Fees	0						73,568	73,568
7299 Debt Service - Interest		1,114	(1,114)	777	9,052	(8,275)		
7438		3,334	(3,334)		32,500	(32,500)		
TOTAL, OTHER OUTGO	0	4,448	(4,448)	777	41,552	(40,775)	73,568	73,568
TOTAL EXPENDITURES	275,603	310,625	(35,022)	2,808,663	3,171,841	(363,178)	3,944,640	960,526
Net Income/(Loss)	(39,891)	(94,364)	54,473	(278,444)	(1,374,409)	1,095,965	51,260	577,966
Change in Net Assets	(39,891)	(94,364)	54,473	(278,444)	(1,374,409)	1,095,965	51,260	577,966

Prepared by Bali Business Management

Wisdom Academy for Young Scientists
Budget Variance Report
From 7/1/2011 through 4/30/2012
In Whole Numbers

	Current Period Actuals 4/30/2012	Current Period Budget	\$ Variance	YTD Actuals 4/30/2012	YTD Budget	\$ Variance	Total Budget	Budget Remaining

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Prepared by Bali Business Management

ISDOM ACADEMY FOR YOUNG SCIENTISTS
 CASH FLOW - ACTUAL & PROJECTED
 JULY 2011- JUNE 2012

	2011-12	Actual Jul-11	Actual Aug-11	Actual Sep-11	Actual Oct-11	Actual Nov-11	Actual Dec-11	Actual Jan - 12	Actual Feb - 12	Actual Mar-12	Actual Apr-12	Projected May-12	Projected Jun-12	Accrual
BEGINNING CASH BALANCE		478,154	391,402	326,788	256,859	538,535	229,361	-40,708	360,022	139,296	157,520	25,431	-38,279	-59,523
SOURCES OF CASH:														
GENERAL PURPOSE	1,571,792		92,511	139,399	381,451			624,342		21,042	0	83,410	28,689	547,963
FEDERAL FUNDING	200,000			4,286			22,887	103		19,085			5,871	200,000
CHILD NUTRITION PROGRAM	443,804		15,003						83,414	161,510	33,998	44,360	44,360	29,381
CATEGORICAL BLOCK GRANT	313,757		22,703	28,744	49,927			108,376	0		28,300	16,682	7,172	136,991
LIEU OF PROPERTY TAX	606,092		21,183			28,244	28,244	28,526	28,244		55,459	64,212	64,212	151,690
SPECIAL EDUCATION	208,890									4,592	0	22,926	4,062	152,420
CHILD NUTRITION - STATE	2,264		1,222					2,085	4,430		2,565	462	462	1,848
CLASS SIZE REDUCTION	176,334				42,037					52,157				
STATE LOTTERY	28,888					7,837							14,625	14,625
CHARTER SCHOOL FACILITY (SB 740)	90,000													90,000
CHARTER SCHOOL FACILITIES INCENT	65,000				7,543	7,534	7,534	7,534	7,534	15,082				
TEACHERS INCENTIVE	58,696		1,468	1,611										
ARTS & MUSIC BLOCK GRANT	8,332		143	143									4,166	
AFTER SCHOOL EDUC & SAFETY	112,500			73,125	11,250									

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SDOM ACADEMY FOR YOUNG SCIENTISTS
 CASH FLOW - ACTUAL & PROJECTED
 FISCAL YEAR 2011- JUNE 2012

	2011-12	Actual	Actual	Actual	Actual	Projected	Projected							
		Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan - 12	Feb - 12	Mar-12	Apr-12	May-12	Jun-12	Accrual
OTHER STATE REVENUE	2,979		802	144	92,524		67			675		99	99	297
CELLANEOUS		50,000		75,000					197					
INTEREST INCOME	3,042	101	239	80	76	72	8	1	7	7	6	127	127	
OTHER LOCAL INCOME	88,248		1,070		2,459		300	700	560	2,012	1,433			
FOR YEAR REVENUE				10,329	5,970			69,356						
ACCOUNTS RECEIVABLE														
ADJUSTMENTS											79,595			
TOTAL SOURCES	3,980,218	50,101	156,344	332,861	593,237	43,687	59,039	841,023	124,386	276,162	201,357	232,277	173,845	1,325,195
TOTAL CASH AVAILABLE		528,255	547,746	659,649	850,096	582,222	288,400	800,315	484,408	415,458	358,877	257,708	135,566	1,265,673
APPLICATION OF CASH:														
SALARIES	1,780,322	20,607	36,132	110,929	127,931	135,611	128,942	127,243	128,921	119,130	119,895	128,942	128,942	
BENEFITS	340,583	33,229	17,514	35,473	59,545	47,021	67,172	43,809	54,977	14,192	31,462	30,051	30,051	
EXPENSES AND SUPPLIES	140,625	1,633	2,230	11,459	38,849	24,939	571	47,232	6,173	4,330	12,243			
SERVICES AND OTHER OPERATING	1,469,224	46,797	164,870	244,929	85,235	145,007	114,122	140,800	97,465	120,286	97,174	130,213	29,315	
OTHER SERVICES		34,587												
EQUIPMENT OUTLAY	140,324							1,000				5,667	5,667	106,322

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WISDOM ACADEMY FOR YOUNG SCIENTISTS
 CASH FLOW - ACTUAL & PROJECTED
 JULY 2011- JUNE 2012

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	
	2011-12	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan - 12	Feb - 12	Mar-12	Apr-12	May-12	Jun-12	Accrual
ACCOUNTS PAYABLE/LAUSD														
VERSIGHT FEE	43,566		212			282		0				1,114	1,114	37,523
ROLL LIABILITIES								80,208	57,578		72,672			
CREDIT CARD PAYMENT														
LOANS PAYABLE														
INTEREST	30,000													
ADVANCE														150,000
CASH APPLICATIONS FOR THE PERIOD	3,944,644	136,853	220,958	402,790	311,561	352,861	310,805	440,293	345,112	257,938	333,446	295,987	195,089	293,845
NET CASH FLOW FOR THE PERIOD	35,574	-86,752	-64,615	-69,929	281,676	-309,174	-251,766	400,730	-220,726	18,224	-132,089	-63,710	-21,244	1,031,350
ENDING CASH BALANCE		391,402	326,788	256,859	538,535	229,361	(22,405)	360,022	139,296	157,520	25,431	(38,279)	(59,523)	971,828
Bank Statements Balance		391,402	326,788	256,859	538,535	229,361	(22,405)	360,022	139,296	157,520	25,431			
Balance Sheet - (Cash in Bank)		0	0	0	0	0	0	0	0	0	0			

**WISDOM ACADEMY FOR YOUR SCIENTISTS
2011-2012 BUDGET**

	WISDOM	SAL ARMY	MANGENT
	11-12 BUDGET Estimate	11-12 BUDGET Estimate	11-12 BUDGET Estimate
Total Enrollment	467.3	229.9	227.4
ADA	-	-	-
INCOME			
8011-8096 - Revenue Limit Sources			
8011 - Supplemental Hours	-	\$ -	\$ -
8015 - Charter School General Purpose - State Aid	1,501,876.5	730,298	771,579
8096 - In lieu of Property Taxes	558,872.9	281,522	277,351
Total 8011-8096 - Revenue Limit Sources	2,060,749.4	1,011,820	1,048,929
8100-8290 - Other Federal Income			
8220 - Child Nutrition (Federal)	443,804.0	0	443,804
8221 - Title I, A, Basic Low Income	200,000.0	100,000	100,000
8222 - Title II, A Teacher Quality	12,852.5	6,433	6,420
8293 - Title II, D EETT	-	0	0
8294 - Title III, Limited English (LEP)	-	0	0
8223 - Education Jobs Fund	-	0	0
8225 - State Fiscal Stabilization	-	0	0
8297 - Other Federal Income	-	0	0
Total 8100-8290 - Other Federal Income	656,656.5	106,433	550,224
8300-8599 - Other State Income			
8311 - Special Ed	192,514.8	97,026	95,589
8434 - Class Size Reduction (K-3)	176,334.0	0	176,334
8480 - Charter Sch Categorical Blk Gr	299,746.9	149,204	150,543
8589 - Child Nutrition (State)	2,019.4	0	2,019
8560 - State Lottery Revenue	25,585.9	0	25,586
8545 - Facilities Incentive Grant	90,000.0	0	90,000
8566 - PE Teachers Incentive	58,896.0	29,348	29,348
8551 - Charter School Facilities Incentive	65,000.0	0	65,000
8563 - Art and Music Block Grant	8,332.0	4,166	4,166
8564 - After School Education & Safety	112,500.0	0	112,500
8590 - Other State Revenue	2,979.0	993	1,966
Total 8300-8599 - Other State Income	1,033,808.0	280,737	753,071
8600-8699 - Other Income-Local			
8634 - Food Service Sales	-	0	0
8660 - Interest Income	3,042.0	1,521	1,521
8699 - All Other Income	88,248.0	0	88,248
8682 - Grants/Donations	-	0	0
8672 - Fundraising	-	0	0
Total 8600-8699 - Other Income-Local	91,290.0	1,521	89,769
TOTAL INCOME	3,842,303.8	1,400,511	2,441,793
EXPENSE			
1000 - Certificated Salaries			
1100 - Teachers Salaries	908,233.7	420,000	486,234
1110 - Substitute Teachers	70,388.0	42,000	28,388
1175 - Teachers - Extra Duty/Stipend	85,000.0	0	85,000
1176 - Bonus-Certificated	-	0	0
1200 - Certificated Pupil Support	-	0	0
1300 - Certificated-Executive Director	109,020.0	54,510	54,510
1300 - Certificated - Principal	157,868.0	80,000	77,868
1900 - Other Certificated	-	0	0
Total 1000 - Certificated Salaries	1,330,509.7	596,510	734,000
2000 - Classified Salaries			
2100 - Instructional Aides	128,835.6	46,400	82,436
2500 - Bonus-Classified	-	0	0
2300 - Classified School Administrators	-	0	0
2400 - Clerical/Technical/Office	188,004.0	65,000	123,004

BUDGET FY 2011-2012 COMBINED REVISED 110211

**WISDOM ACADEMY FOR YOUR SCIENTISTS
2011-2012 BUDGET**

	WISDOM	SAL ARMY	MANCENT
	11-12 BUDGET Estimate	11-12 BUDGET Estimate	11-12 BUDGET Estimate
2900 · Other Classified	48,972.0	48,972	
Total 2000 · Classified Salaries	365,811.8	160,372	205,440
3000 · Employee Benefits			
3101 · STRS	109,767.1	49,212	60,555
3202 · PERS	-	0	0
3302 · Medicare	27,154.5	12,315	13,622
3301 · Social Security (OASDI)	22,880.3	9,943	12,737
3401 · H & W Payment (medical, dental, vision insura	124,080.0	42,000	82,080
3501 · SUI	5,618.2	2,548	2,818
3601 · Workers' Compensation	46,818.0	21,232	23,486
3901 · Other Benefits	1,462.3	731	731
Total 3000 · Employee Benefits	334,010.7	137,981	196,030
4000 · Supplies			
4100 · Textbooks	30,000.0	15,000	15,000
4200 · Other Books and Reference Materials	15,000.0	5,000	10,000
4300 · Instructional Materials	25,000.0	10,000	15,000
4400 · Noncapitalized Furniture/Equipment	30,000.0	10,000	20,000
4500 · Other Supplies	23,625.0	7,000	16,625
4330 · Office Supplies	7,000.0	7,000	0
4700 · Food Supplies	-	0	0
Total 4000 · Supplies	165,625.0	64,000	76,625
5000 · Operating Services			
5200 · Travel and Conferences	27,182.0	10,000	17,182
5300 · Dues and Fees	17,000.0	7,000	10,000
5400 · Insurance (property, student accident, board)	45,000.0	15,000	30,000
5500 · Operations & Housekeeping	50,265.0	25,000	25,265
5610 · Building Rent	354,788.0	150,000	204,788
5620 · Equipment Rental	12,940.0	6,470	6,470
5630 · Repairs and Maintenance	8,650.0	4,325	4,325
5812 · Pupil Transportation	20,000.0	10,000	10,000
5831 · Students Activities	27,000.0	10,000	17,000
5852 · Contractor-Food Services	443,604.0	0	443,604
5894 · Legal/Audit	46,994.0	15,000	31,994
5830 · Advertisement/Recruitment	10,000.0	5,000	5,000
5893 · Permits & Licenses	15,000.0	5,000	10,000
5836 · Fingerprinting	600.0	300	300
5840 · LACOE-Expense Reimbursement	10,040.0	5,020	5,020
5853 · Business Consultants	85,000.0	35,000	50,000
5850 · Non Instructional Consultants	-	0	0
5863 · Professional Development	20,000.0	10,000	10,000
5851 · Instructional Consultants	109,782.0	25,000	84,782
5856 · Special Ed Expenses	7,762.1	7,762	0
5891 · Bank Service Charge	1,000.0	500	500
5892 · Fees & Other Charges	-	0	0
5890 · Other Services & Operating Expe	87,258.0	43,629	43,629
5895 · Fundraising Cost	4,416.0	2,208	2,208
5896 · LAUSD-Expense Reimbursement	-	0	0
5897 · LACOE-Special Education Cost	7,647.1	0	7,647
5910 · Communications (tele, internet, postage)	32,000.0	12,000	20,000
5920 · Postage (UPS, Fedex, US Mail)	10,000.0	5,000	5,000
Total 5000 · Operating Services	1,453,928.1	409,214	1,044,714
6000 · Capital Outlay			
6200 · Buildings and Improvements	91,730.0	15,000	76,730
6400 · Equipment	45,494.0	30,000	15,494
6900 · Furniture	3,100.0	1,550	1,550
Total 6000 · Capital Outlay	140,324.0	46,550	93,774

\$45,000

**WISDOM ACADEMY FOR YOUR SCIENTISTS
2011-2012 BUDGET**

	WISDOM	SAL ARMY	MANCENT
	11-12 BUDGET Estimate	11-12 BUDGET Estimate	11-12 BUDGET Estimate
7000 - Other Outgo			
7299 - Oversight Fee	43,568.0	21,784	21,784
7350 - Debt Service - Interest	30,000.0	30,000	0
Total 7000 - Other Outgo	73,568.0	51,784	21,784
TOTAL EXPENSES	3,828,777.1	1,466,411	2,372,366
NET INCOME	13,527.0	(55,900)	69,427
8979 - Financing Sources (Incur Debt)			
7439 - Debt Service - Principal			
CHANGE IN NET ASSETS	13,527.0	(55,900)	69,427
Beginning Cash Balance	445,850.7		445,851
Change in Net Assets	13,527.0	(55,900)	69,427
Prior Year Accounts Receivable	665,502.0		665,502
Prior Year Accounts Payable	(158,467.0)		(158,467)
Capital Expenditures	-		
Balance Sheet Other	(635,466.4)		(635,466)
Depreciation Expense	-		
Ending Cash Balance	511,675.5	(55,900)	584,809

Principals' Report

Presented by Lawrence Wynder and Alake Watson

Presented to Governing Board of WAYS on November 3, 2011

Student Achievement

Administrators, Teachers and Students are currently implementing the achievement plan through targeted instructional goals, best practices such as diagnostic (i.e., Stanford 10), formative and quarterly assessments, common planning time, common lesson planning, interactive notebooks, establishing clear objectives and SMART goals, using technology in the classroom (i.e., teachers were trained on the usage of the SMART boards), using performance charts, using a common grading system.

We have had ESLR awards and student achievement awards ceremonies. We want to focus more on creating incentives for attendance to increase our current average daily attendance rate from 92 – 97%.

We are encouraged by the vision of the Executive Director, Edward Cabil, to implement more rigorous instruction in English Language Arts with a concentration on Grammar. He has informed us of his intent to meet the current Department of Education's demand for implementing a pilot project that addresses African American students.

Friday we had personality day. A fun time was had by parents and students.

Achievement Plan

A draft of the Achievement Plan was submitted to the Executive director for review and comment and was forwarded LACOE on October 29, 2011. Please find a copy of the draft attached. The administration of the school needs the support of the governing board to ensure that the resources and support needed to implement the achievement plan.

WAYS000793

Attendance and Enrollment

We currently have 495 students at WAYS. Inquiries concerning enrollment are being made daily. Our monthly and 20 day attendance reports were submitted to LACOE and the CDE. Our month 2 attendance will be submitted tomorrow, November 4. Our current ADA is 92%.

Revised Charter Elements

Revised charter elements were submitted to LACOE are a response on the elements is expected next week.

School Calendar for November

Please see attached.

Concerns regarding the budget presented during budget meeting on 11-3-11

It was brought to our attention that the school is operating at deficit. However, a review of the budget does not reveal deficit. Also, keep in mind the school has a large reserve. We would like to request a revised budget based on the following suggestions:

- As one school, balance out the budget between areas in both schools and create a budget for one school
- We recommend that the allocation for substitute teachers (line item 1110) at \$70, 338.00 be reduced and funds be allocated to administrative and teacher salaries
- We recommend that funds allocated for teacher's extra duties be reduced and balanced out at both sites and funds from the reduction be applied to professional development and administrative and teacher salaries.
- Review line item 8220 child nutrition be balanced out between sites according to free and reduced lunch applications at each site.

WAYS000794

Request for comparable and competitive salary

We would like to request that the Board do a review of comparable salaries for teachers and administrators at California Public Schools, traditional and charter. We want to discourage the misconception that charter school employees are paid less than on average than traditional schools.

Also, we would like to request a salary scale that reflects comparable salaries, years of experience and education levels.

Also, we would like the board to keep in mind that WAYS teachers and administrators commonly exceed the 8 hr. work day and we are not compensated over time as is in district schools.

EXHIBIT 51

Chan Vo

Attachment 0-2

From: Chan_Vo
Sent: Wednesday, January 11, 2012 12:19 PM
To: Isenberg_Jan
Cc: Andrade_Vibiana; Benitez_Yolanda; Smith_Pat; Memon_Zak; Sanchez_Lila
Subject: RE: WAYS

Tracking:	Recipient	Read
	Isenberg_Jan	Read: 1/19/2012 8:13 AM
	Andrade_Vibiana	Read: 1/11/2012 12:35 PM
	Benitez_Yolanda	Read: 1/11/2012 4:52 PM
	Smith_Pat	
	Memon_Zak	Read: 1/11/2012 12:48 PM
	Sanchez_Lila	Read: 1/11/2012 12:49 PM

Jan,

As I shared with you and Judy earlier, I visited WAYS yesterday and met with Ed Cabil and Jason Okonkwo. I shared with them that the purpose of my visit was not to investigate any complaints as they had suggested in their prior e-mail communications but to follow-up on concerns that I have identified-specifically as it relates to credit cards.

Both Ed and Jason stated that they may deem any actions taken by me to be of an investigative nature and they also stated they need to be notified of any investigation and provided documentation. They also stated that any findings be communicated to them along with recommendations for corrective actions and they will work with LACOE to resolve them.

Ed stated that LACOE had issued a notice of violation that cited "complaints" made against WAYS and he has requested from LACOE the supporting document regarding complaints but has not received the documentation.

Back to the purpose of my visit, I'll try to keep it short.

We discussed our concerns over WAYS credit card usage and oversight. The ED acknowledged weaknesses in internal controls and stated he is committed and is working on putting in place policies and procedures to strengthen internal controls but that he has been distracted with numerous issues with LACOE and incurring legal costs. He said he has only been in the position for two months and asked for time to work through the issues. Some of the actions he stated WAYS has taken while not yet formalized in policies and procedures include: (1) stop using the credit card under the name of its former executive director; (2) WAYS has applied and received new credit card under its own name (Ed and Jason are authorized users); (3) minimize credit card usage; utilize purchase orders instead; (4) plan to stop the practice of charging for fuel; to implement mileage reimbursement.

They were cooperative for the most part except certain questions I posed they perceived them to be of an investigative nature and would either not respond or would not elaborate. For example, I asked why the former executive director made charges after she had been terminated (they clarified that she was "released"), they would only said that the account was open by her for the benefits of WAYS. I asked how those charges benefit the school but did not receive a response. The ED repeatedly shared that WAYS perceived LACOE to be working to close the school and he will do whatever it takes to keep it open.

DO maintain all charges made by him are for valid business purposes. The ED stated he verbally approves the credit charges made by the DO and that he trusts him.

I shared with them that until policies and procedures are put in place, these concerns remain unresolved. My plan is to work with them and validate that they have implemented what they said they have/will do. I would need to visit their back-office provider in the future to review documents. They stated the official financial records are maintained with the back-office provider.

Given their perceived relationship with LACOE, I am in need of guidance as to how to move forward. Actions taken may be misinterpreted as an "investigation".

I am available to meet to further discuss.

Vo Chan | Financial Operations Consultant | Controller's Office |

Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

From: Isenberg_Jan

Sent: Wednesday, January 11, 2012 9:35 AM

To: Chan_Vo

Cc: Andrade_Vibiana; Benitez_Yolanda; Smith_Pat; Memon_Zak; Sanchez_Lila

Subject: WAYS

Hi Vo:

Please recap the discussion and findings on January 10th at Wisdom with Ed Cabil and Jason Okowoko.

Thank you

Jan Isenberg

Project Director III

Charter School Office

Los Angeles County Office of Education

(922) 922-8806

(562) 922-8805 (fax)

Chan Vo

Attachment 0-4

From: Chan_Vo
Sent: Friday, December 09, 2011 2:54 PM
Subject: RE: Schedule Site Visit - WAYS

Mr. Cabil:

I have concerns with your internal controls identified through the normal course of performing my oversight responsibilities. Since my concerns are preliminary pending further discussion and review, I prefer to meet and discuss them first with you. Perhaps, my concerns are not valid but without having an opportunity to discuss and review documents with you and your staff, it would be difficult to move forward or provide any meaningful feedbacks to you.

I am sure as the executive director of WAYS, you would be interested in hearing my concerns and would want to make any necessary corrective actions. While it would be helpful to be able also speak with you staff to gain a better understanding of your operations and internal controls, I will leave that discretion up to you.

Would you have one hour available to meet with me next week? I appreciate your comment about getting "any problem fixed for the benefits of the children" and I share the same.

As far as the communication between you and our superintendent, I am not part of that process so I cannot really comment. I follow protocols and that does not typically involve having direct communication with our superintendent.

Vo Chan | Financial Operations Consultant | Controller's Office |

Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

From: Edward Cabil [mailto:edcabil@sbcglobal.net]
Sent: Friday, December 09, 2011 10:50 AM
To: Chan_Vo
Cc: mrjason7@gmail.com; Halilu Haruna
Subject: Re: Schedule Site Visit - WAYS

Mr. Chan,

WAYS is happy to promptly respond to all reasonable requests from LACOE. That having been said, your request is a bit suspicious in light of Superintendent Delgado's November 17, 2011 "Notice of Investigation" and my November 28, 2011 response letter, copies of which are attached. Perhaps you are unaware of the correspondence with Dr. Delgado. We have not yet received any response from Dr. Delgado, nor have we received copies from LACOE nor any response whatsoever concerning the records we requested. LACOE's statutory response deadline per the Government Code was yesterday.

I suggest that you confer with Dr. Delgado and please confirm that there is no "complaint" as suggested in LACOE's November 17, 2011 letter. If there is any such "complaint", please provide a copy immediately so that we may have an opportunity to address any problem at our school, if there is any such problem. At this point, we have no reason to believe there is any problem at all. LACOE did not respond or provide copies of anything by December 1 as we requested, and failed to meet its December 8 statutory deadline.

Your broad request to meet with "staff" for an unstated period of time, for unstated reasons is not reasonable, especially under these circumstances. LACOE's Government Code violation in that regard is especially troubling. Please specify the purpose of your request and specify what information you would like us to provide, and the estimated time duration of your meeting. Our staff is fully occupied educating children. Any meeting must be scheduled at a time and in a manner that accommodates our educational program. By you providing the requested information, I can ensure that the appropriate staff are present to address the subject of your inquiry, whatever that might be. As I stated to Dr. Delgado, if you have any specific concern with the implementation of any provision of the charter, please let us know so that we can engage in meaningful dialogue and get any real problem fixed for the benefits of the children.

Thank you Vo. I look forward to you providing the requested information and a meaningful meeting.

Sincerely,

Ed Cabil

From: Chan_Vo <Chan_Vo@lacoed.edu>
To: EDWARD CABIL <edcabil@sbcglobal.net>
Cc: Isenberg_Jan <Isenberg_Jan@lacoed.edu>; Memon_Zak <Memon_Zak@lacoed.edu>
Sent: Thursday, December 8, 2011 9:32 AM
Subject: Schedule Site Visit - WAYS

Mr. Cabil:

This is to request to schedule a visit to WAYS' office to meet with you and your staff to discuss your fiscal operation and internal controls. Please let me know which day(s) next week (except for Tuesday, December 13) would work for you.

In your reference, I am including a couple items below taken from the *Monitoring and Oversight Memorandum of Understanding (MOU)*.

- *Internal Fiscal Controls:* The Charter School shall develop and maintain internal fiscal control policies governing all financial activities. Such policies and procedures are subject to review during site visits to see that they are being implemented.

- LACOE reserves the right to make unannounced visits to the Charter School. EC § 47604.32(b) requires LACOE to conduct a site visit annually. The purpose of the visits shall be to monitor the instructional program and operations in accordance with County Board of Education Policy 6650.

Also, EC § 47604.3 states a "A charter shall promptly respond to all reasonable inquiries, including but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries."

Thank you in advance for your cooperation.

Vo Chan | Financial Operations Consultant | Controller's Office |
Los Angeles County Office of Education | Phone: 562-803-8351 | Fax: 562-401-5789 | chan_vo@lacoed.edu |

Wisdom Academy for Young Scientists

November 28, 2011

Arturo Delgado, Ed.D.
Superintendent
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists Charter School

Dear Superintendent Delgado:

As the Executive Director of the Wisdom Academy for Young Scientists Charter School ("WAYS"), I am responding to your letter dated November 17, 2011 concerning what you have called a "Notice of Investigation".

First and foremost, you incorrectly cite Education Code section 47604.4 as authority to "investigate" whether WAYS "has the capacity to govern the school and implement the charter." The Education Code provides no such authority. In fact, the Education Code specifically provides the authority to make determinations about the likely success of charter implementation to the LACOE Board as part of the charter approval or denial procedure. Please see Education Code section 47605(b)(2). By granting the charter on June 7, 2011, the LACOE Board implicitly determined that the school is likely "to successfully implement the program set forth in the petition". You have cited no facts or even allegations to the contrary.

You have misinterpreted section 47604.4. That section provides that the County Superintendent may monitor and conduct an investigation into the operations of a charter school. Of course, you must have a reasonable, articulated basis for doing so. And because LACOE is the school's authorizer, your oversight is further affected by the charter itself. Your letter vaguely states that you have "received complaints regarding the operation of the school." However, the supporting documentation you attached to your letter demonstrates nothing of the sort. Rather, it is a series of emails from your staff attempting to schedule what its calls a "Capacity Interview". There is no mention whatsoever of any "complaint". And there is no such process as a "capacity interview" authorized by the Education Code or the charter.

Please immediately provide copies of any and all "complaints" referred to in your November 17, 2011 letter. If there is in fact a complaint, WAYS will respond. To the extent a LACOE investigation is reasonable and appropriate, we will of course fully and immediately cooperate to the extent necessary.

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

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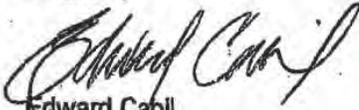
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If you do not provide copies of the "complaints" by December 1, 2011, we will presume that no such complaint exists. If there is a problem at the school, we wish to resolve it immediately for the benefit of our students.

WAYS does not concede that you have authority to conduct what appears to be a fishing expedition / witch hunt under authority of the Education Code. If you believe you have a reasonable basis to conduct an investigation about anything whatsoever concerning WAYS, please immediately inform us of that basis and your supporting facts.

We do not wish to engage in prolonged disputes with you concerning charter oversight. If you truly have a specific concern with the implementation of any provision of our charter, please let us know so that we can engage in meaningful dialogue and get any real problem fixed for the benefit of the children. Your vague, unsupported allegations and incorrect read of the Education Code are not helpful.

Sincerely,



Edward Cabil
Executive Director

EXHIBIT 52

**BYLAWS
OF
MERLE WILLIAMSON FOUNDATION
(A California Nonprofit Public Benefit Corporation)**

**Doing Business As
WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS)**

**ARTICLE I
NAME**

Section 1. **NAME.** The name of this corporation is Merle Williamson Foundation, doing business as Wisdom Academy for Young Scientists ("WAYS" or "Charter School").

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. **PRINCIPAL OFFICE OF THE CORPORATION.** The principal office for the transaction of the activities and affairs of this corporation is 760 E. Manchester Avenue, Los Angeles, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. **OTHER OFFICES OF THE CORPORATION.** The Board of Directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. **GENERAL AND SPECIFIC PURPOSES.** The purpose of this corporation is to improve the social and economic status of the South Central Los Angeles community by creating and operating a pre-school, a school devoted to the education of boys and girls, and an organization which promotes the cultural diversity of the South Central Los Angeles community, all of the foregoing to enable young people of the South Central Los Angeles community to become successful and useful citizens and the providing of support and resources toward the accomplishments of the foregoing purposes, and to engage in any other lawful activities permitted under the California Nonprofit Public Benefit Corporation Law. The recital of these purposes as contained in this Article is intended to be exclusive of any and all other purposes, this corporation being formed for such public and charitable purposes only.

Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue

Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV CONSTRUCTION AND DEFINITIONS

Section 1. **CONSTRUCTION AND DEFINITIONS.** Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. **DEDICATION OF ASSETS.** This corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Charter School's Charter. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

ARTICLE VI CORPORATIONS WITHOUT MEMBERS

Section 1. **CORPORATIONS WITHOUT MEMBERS.** This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law. The corporation's Board of Directors may, in its discretion, admit individuals to one or more classes of nonvoting members; the class or classes shall have such rights and obligations as the Board of Directors finds appropriate.

ARTICLE VII BOARD OF DIRECTORS

Section 1. **GENERAL POWERS.** Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors ("Board"). The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.
- c. Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.

Section 3. DESIGNATED DIRECTORS AND TERMS. As outlined in the WAYS charter, the number of directors shall be no less than five (5) and no more than fifteen (15), unless changed by amendments to these bylaws and to the WAYS charter. All directors shall be designated by the existing Board of Directors. All directors are to be designated at the corporation's annual meeting of the Board of Directors or, if the directors are not elected at such meeting, at any special meeting of the Board held for that purpose.

The Board of Directors is composed of parents and/or community members. Members will be nominated from the community based on their expertise and desire to promote a quality educational program. These individuals may have backgrounds in areas such as business, law, fundraising, community outreach, finance, mental health, etc., along with their willingness to serve a needed role on the WAYS Board. Paid employees of WAYS will not sit on the Governing Board of WAYS. Additionally, in accordance with Education Code section 47604 (b), the charter authorizer reserves the right to appoint a single representative to serve on the Board.

Section 4. DIRECTORS' TERM. As of the 2011 annual meeting, or any special meeting held in 2011 for the purpose of appointing directors, terms of service shall be as follows: (1) All newly appointed (i.e. new to the Board) directors shall be appointed for a three (3) year term of service; (2) All returning/reappointed directors shall be appointed for a single two (2) year term of service. This shall be done in an effort to stagger Board terms of service.

For all subsequent appointments and reappointments of directors thereafter, each director shall hold office for three (3) years and until a successor director has been designated and qualified. Directors may serve multiple terms of service.

Section 5. **NOMINATIONS BY COMMITTEE.** The Chairman of the Board of Directors or, if none, the President will appoint a committee to designate qualified candidates for election to the Board of Directors at least thirty (30) days before the date of any election of directors. The nominating committee shall make its report at least seven (7) days before the date of the election or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee.

Section 6. **USE OF CORPORATE FUNDS TO SUPPORT NOMINEE.** If more people have been nominated for director than can be elected, no corporation funds may be expended to support a nominee without the Board's authorization.

Section 7. **EVENTS CAUSING VACANCIES ON BOARD.** A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; or (d) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at such meeting.

Section 8. **RESIGNATION OF DIRECTORS.** Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 9. **DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.** Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 10. **REMOVAL OF DIRECTORS.** Any director may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act, (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). Any vacancy caused by the removal of a director shall be filled as provided in Section 12.

Section 11. **VACANCIES FILLED BY BOARD.** Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a meeting held according to the Brown Act, or (b) a sole remaining director.

Section 12. **NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.** Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 13. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation. The Board of Directors may designate that a meeting be held at any place within the jurisdiction of the WAYS charter authorizer. All meetings of the Board of Directors shall be noticed, called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act ("Brown Act"), California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 14. MEETINGS: ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be held in compliance with the Brown Act.

Section 15. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held monthly at such times and places as noticed by the Board of Directors in accordance with the Brown Act. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 16. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Chairman of the Board has not been elected then the President is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 17. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is provided to the public in accordance with the Brown Act.

Additionally, members of the Board of Directors shall be provided with notice of special meetings at least twenty-four (24) hours in advance of the meeting as follows:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 18. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based upon the presence of a quorum. Should there be less than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy.

Section 19. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of the school district in which the Charter School operates;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;¹
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.²

Section 20. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. If a meeting is adjourned, notice of such adjournment to another time or place shall be given, prior to the time scheduled for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 21. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted.

Section 22. CREATION AND POWERS OF COMMITTEES. The Board, by resolution

¹ This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

² The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, (known as a "Committee of the Board") to serve at the pleasure of the Board. Appointments to a Committee of the Board shall be by majority vote of the authorized number of directors. The Board of Directors may appoint one or more directors as alternate members of any such Committee of the Board, who may replace any absent member at any meeting. Any such Committee of the Board shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members;
- b. Fill vacancies on the Board of Directors or any committee of the Board;
- c. Fix compensation of the directors for serving on the Board of Directors or on any committee;
- d. Amend or repeal bylaws or adopt new bylaws;
- e. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- f. Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- g. Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- h. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

The Board may also create advisory committees composed of directors and non-directors, to serve in an advisory capacity to the Board of Directors.

Section 23. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 24. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 25. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the

Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a President, a Secretary, and a Treasurer. The corporation, at the Board's direction, may also have a Chairman of the Board and a Vice-Chair. The officers shall carry out the corporate duties set forth in this Article VIII and may designate the relevant administrative duties associated with their officership to the appropriate WAYS staff members.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of this corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board.

Section 4. REMOVAL OF OFFICERS. The Board of Directors may remove any officer with or without cause.

Section 5. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the corporation under any contract to which the officer is a party.

Section 6. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by majority vote of the Board.

Section 7. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If there is no President, the Chairman of the Board of Directors shall also have the powers and duties of the President of the corporation set forth in these bylaws. If a Chairman of the Board of Directors is elected, there shall also be a Vice-Chairman of the Board of Directors. In the absence of the Chairman, the Vice-Chairman shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. VICE-CHAIRMAN OF THE BOARD. The Vice-Chairman shall preside at Board of Directors meetings in the absence of the Chairman of the Board and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. PRESIDENT. Subject to such supervisory powers as the Board of Directors may give to the Chairman of the Board (if there is a Chair), the President shall supervise the corporation's activities. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 10. VICE-PRESIDENTS. If the President is absent or disabled, the Vice-Presidents, if any, in order of their rank as fixed by the Board, or, if not ranked, a Vice-President designated by the Board, shall perform all duties of the President. When so acting, a Vice-President shall have all powers of and be subject to all restrictions on the President. The Vice-Presidents shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 11. SECRETARY. The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; and the names of the directors present at Board of Directors and committee meetings.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 12. TREASURER. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the President, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

ARTICLE IX CONTRACTS WITH DIRECTORS AND NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. CONTRACTS WITH DIRECTORS AND NON-DIRECTOR DESIGNATED EMPLOYEES. The Corporation shall not enter into a contract or transaction in

which a director or non-director designated employee directly or indirectly has a personal, material financial interest (nor any other corporation, firm, association, or other entity in which one or more of this Corporation's directors are directors have a material financial interest), unless the interest is deemed to be a remote or non-interest under Government Code Section 1090 et seq.

ARTICLE X LOANS TO DIRECTORS AND OFFICERS

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

ARTICLE XI INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XII INSURANCE

Section 1. **INSURANCE.** This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

ARTICLE XIII MAINTENANCE OF CORPORATE RECORDS

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** This corporation shall

keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XIV INSPECTION RIGHTS

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. **ACCOUNTING RECORDS AND MINUTES.** On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. **MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.** This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XV REQUIRED REPORTS

Section 1. **ANNUAL REPORTS.** The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The corporation's expenses or disbursement for both general and restricted purposes;

- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and mail or deliver to each director and furnish to each director a statement of any transaction or indemnification of the following kind:

- a. Any transaction (i) in which the corporation, or its parent or subsidiary, was a party, (ii) in which an "interested person" had a direct or indirect material financial interest, and (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either:
 - (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or
 - (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

ARTICLE XVI BYLAW AMENDMENTS

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of the Charter that created the Wisdom Academy for Young Scientists Charter School or make any provisions of these Bylaws inconsistent with that Charter, the corporation's Articles of Incorporation, or any laws.

ARTICLE XVII FISCAL YEAR

Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Merle Williamson Foundation, a California nonprofit public benefit corporation; that these bylaws, consisting of 13 pages, are the revised bylaws of this corporation as adopted by the Board of Directors on March 16, 2011, and that these bylaws have not been amended or modified since that date.

Executed on March 16, 2011 at Los Angeles, California.


Adell Walker, Secretary

EXHIBIT 53

THE SALVATION ARMY
USA WESTERN TERRITORY

Project SID 34232

PROJECT AUTHORIZATION

TF
 BD

Date 08/26/11

Operation Southern California / LA Area Command / LA Area Command

Property South Central Red Shield Youth Center/Own - 27,000 Sq. Ft.
7651 S Central Ave
Los Angeles, CA 90001

Project Name Lease Agreement Approval

Project/Job Description

To review/approve the Lease Agreement between The Salvation Army, a California corporation (Landlord), and Wisdom Academy for Young Scientists, a California nonprofit public benefit corporation (Tenant), for the lease of approximately 9,886 square feet of space to be used for a Charter School (K-5th grade) at the above property. Term: One (1) year commencing on 08/01/2011 and ending on 07/31/2012. Rent: \$13,492.00 per month with the exception of July and August in which the monthly rent will be \$1,413.89 per month; Security deposit of \$13,492.00. Final Legal Review was given on 08/22/2011.

Legal Description

APPROVED

13

Cost

Funding

**FIND ONE (1)
DULY EXECUTED
AGREEMENT**

AB

CC

DFC 08/17/2011

TPPC

Date: 8/26/11 Picked up
Transmitted to Originator

<p>Property Council</p> <p>THE SALVATION ARMY TERRITORIAL PROPERTY COUNCIL</p> <p>AUG 25 2011</p> <p>Proposal _____ Approved Chairman _____</p>	<p>Terr Finance Council</p> <p>THE SALVATION ARMY TERRITORIAL FINANCE COUNCIL</p> <p>AUG 25 2011</p> <p>Proposal _____ Approved Chairman _____</p>	<p>Board of Directors</p>
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LEASE AGREEMENT

This Lease is made as of August 1st, 2011, between **The Salvation Army**, a California corporation, whose address is 180 East Ocean Blvd. Long Beach, CA 90802 ("Landlord") and **Wisdom Academy for Young Scientist**, a California nonprofit public benefit corporation, whose address is 708 E. Manchester Avenue, Los Angeles, CA 90001 ("Tenant").

1. **DEFINITIONS.** The following terms used in this Lease shall have the meanings set forth below.

(a) **Base Rent:** \$13,492.00 per month September 1st through June 30 and \$1,413.69 per month (July and August)

1.2 **Intentionally Omitted.**

1.3 **Commencement Date:** August 1st 2011.

1.4 **Expiration Date:** July 31st, 2012.

1.5 **Intentionally Omitted.**

1.6 **Intentionally Omitted.**

1.7 **Premises:** Simon Family Youth & Community Center

7651 South Central Avenue, Los Angeles 90001, as specified on Exhibit A

1.8 **Security Deposit:** \$13,492.00

1.9 **Intentionally Omitted.**

1.10 **Use:** Elementary School – Grades K - 6

1.11 **Intentionally Omitted.**

2. **EXHIBITS.** The following exhibits are attached to and made a part of this Lease; Schedule of shared space including square footage, supported by Exhibit A layout of building.

3. **LEASE.** Landlord leases to Tenant the Premises, and Tenant leases the Premises from Landlord, subject to the terms and conditions of this Lease. Tenant accepts the Premises in "as is" condition and acknowledges that Landlord makes no

representation or warranty, express or implied in fact or by law, as to the condition of the Premises. The Lease term ("Term") shall begin on the Commencement Date and end on the Expiration Date unless sooner terminated pursuant to the provisions of this Lease. Landlord shall have the right, at any time upon entering into a contract for the sale of the premises, to cancel this lease, and the term hereby granted, upon giving to the Tenant 30 days' notice of intention to do so, and upon the expiration of said 30 days, the Tenant agrees to vacate the premises and to surrender this lease and the term hereby granted at the end of the then current school year. The term of this lease may be extended for (1) additional year by Tenant, which option shall not be exercised except but by written notification to Landlord of its election at least sixty (60) days prior to the expiration of term. Such extension shall be subject to all other terms of this lease except that the rent will reflect a 3.5% increase.

In addition, this Lease may be terminated by either party in the event that the Tenant's Charter School Contract with LACOE is, for any reason, revoked or not renewed.

4. **USE.** Tenant shall use the Premises, at all times during the Term, for the Use and for no other use or purpose. Tenant shall, at its cost, fully comply with all laws, statutes, codes, rules, regulations, ordinances, orders, judgments, decrees, writs, permits, certificates, licenses, or other authorizations, directions or requirements. Tenant shall not do or permit any act to be done or to exist upon the Premises, which may (a) be dangerous, unless safeguarded as provided for by Legal Requirements; (b) constitute a public or private nuisance; (c) interfere with Landlord's own operations in the building, including loitering or trespassing by its invitees; or (d) make any insurance void or voidable or cause any increase in insurance premiums. Tenant shall neither cause nor permit the Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, or process Hazardous Materials; neither cause nor permit a release or threatened release of Hazardous Materials onto the Premises or any other property as a result of any intentional or unintentional act or omission on the part of Tenant; comply with all applicable Legal Requirements related to Hazardous Materials; and cooperate with Landlord in compliance with Legal Requirements in regard to the Building including but not limited to any upgrading of life safety systems or removal of asbestos, it being acknowledged that the Building may not have all systems and improvements which would be required if the Building were newly constructed as of the date of this Lease. Tenant shall faithfully observe and comply with rules and regulations as promulgated by Building management from time to time. Landlord shall not be responsible for the nonperformance by others of any of such rules and regulations. "Hazardous Materials" are defined as any flammable explosives, radioactive materials, oil or petroleum products and their by products, asbestos, polychlorobiphenyls, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials as defined under or regulated by any Legal Requirements, including, without limitation, the following statutes and the regulations promulgated under their authority: (a) the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.); (b) the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.); and (c) the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. §§ 6901 et seq.).

Landlord shall provide Tenant with a copy of the most current Certificate of Occupancy and Fire Inspection Report for the property. Landlord shall notify Tenant immediately in the event of any change in status.

4.1 Tenant representations and warranties

4.1.3. Tenant understands that its obligation to pay rent is independent of any restrictions or limitations on its intended uses, such that any restrictions, limitations, or prohibitions of its intended use by any governmental authority shall not relieve tenant of its obligation to pay rent.

5. **RENT.** Tenant shall pay Base Rent and all sums due under this Lease (together, "Rent") when due, without notice or demand. Base Rent is payable monthly in advance on or before the first of each calendar month during the Term (prorated for partial months, if any). Other sums shall be paid upon notification by Landlord. If payment is not received when due, an administrative fee and late charge of 5% of base rent shall be immediately due and payable without notice or demand. This provision is not a grace period; it is not a penalty, but liquidated damages to defray administrative and related expenses. An additional administrative fee and late charge shall become immediately due and payable on the first of each month for which any portion of a payment (or administrative fee and late charge) remains unpaid, and for processing of any check returned unpaid. Tenant acknowledges that Rent payments shall be made by Tenant to Landlord without any claim on the part of Tenant for diminution, setoff, or abatement. Nothing shall suspend, abate, or reduce any Rent.

5.1 Additional Rent. All taxes, insurance costs, utilities, and maintenance costs which Tenant is required to pay by this lease, and any other sum which Tenant is required to pay to Landlord or third parties shall be additional rent.

6. **SECURITY DEPOSIT.** Upon the execution of this Lease, Tenant shall deposit with Landlord a Security Deposit in the amount set forth in Section 1.8 above. No interest shall be paid on the Security Deposit. Landlord shall not be required to keep the Security Deposit separate from its other accounts and no trust relationship is created with respect to the Security Deposit.

7. **SERVICES.** No electric current shall be used except as provided by Landlord; no electric cable or wire shall be brought into the Premises except with Landlord's prior written consent. Tenant shall not use machines that use more than standard current or which shall overload the Building's circuits. Any consumption of electricity in excess of that which is customary for all tenants, or requiring special circuits or equipment, shall require Landlord's prior approval and the cost thereof shall be paid to Landlord. Landlord is not providing security services. Parking shall be provided as described in 1.5.

7.1. Utilities and Other Services: The following utilities are included in the monthly rent: Electricity, Heat, Cooling and Janitorial. The Landlord shall provide janitorial services to clean the Premises, common areas and restroom facilities in

compliance with all applicable laws, including without limitation criminal background checks for persons providing such services if required by law.

8. REPAIRS AND MAINTENANCE

8.1 Landlord's Obligations. The following shall be the responsibility of Landlord:

(a) Repairs and maintenance of the roofs and gutters, exterior walls (including painting), bearing walls, structural members, and foundations.

(b) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or tenants of other portions of the Building.

(c) Repair and maintenance of exterior water, sewage, gas, and electrical services up to the point of entry to the leased Premises.

(d) Repair of the heating and air conditioning system other than ordinary maintenance.

(e) Repair of interior walls, ceilings, doors and windows and related hardware, light fixtures, switches, and wiring and plumbing from the point of entry to the Premises.

(f) Ordinary maintenance of the heating and air conditioning system and any repairs necessary because of improper maintenance.

8.2 Tenant's Obligations. The following shall be the responsibility of Tenant with respect to the office space it exclusively occupies:

(a) Repair of interior walls, ceilings, doors and windows and related hardware, light fixtures, switches, and wiring and plumbing from the point of entry to the Premises.

(b) Any repairs necessitated by the negligence of Tenant, its agents, employees and invitees [

8.3 **Landlord's Interference With Tenant.** Any repairs, replacements, alterations or other work performed on or around the Premises by Landlord shall be done in such a way as to interfere as little as reasonably possible with use of the Premises by Tenant. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

8.4 **Reimbursement For Repairs Assumed.** If either party fails or refuses to make repairs which are required by this Section 4, the other party may make the repairs and charge the actual costs of repairs to the first party. Such expenditures by Landlord shall be reimbursed by Tenant on demand together with interest at the rate of nine percent per annum from the date of expenditure by Landlord. Such expenditures by Tenant may be deducted from rent and other payments subsequently becoming due or, at Tenant's election, collected directly from Landlord. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party and charge the other party for the resulting expense unless at least 30 days before work is commenced the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

8.5 **Inspection of Premises.** Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant notice in writing of the repairs that are required.

9. **CONDITION OF PREMISES.** Tenant shall not make or suffer to be made any alterations, additions, improvements, or utility installations (collectively, "Alterations") to the Premises, including painting, or any part thereof without the prior consent of Landlord. Tenant shall not, without Landlord's prior consent that may be granted or withheld in Landlord's sole discretion, paint, install window treatment, hang shelves or paintings or otherwise alter the Premises. Tenant may not install signs within or without the Premises that can be seen from any other part of the Building, or from outside the Building, without Landlord's prior written consent. Landlord and Landlord's employees and other agents shall have the right, but not the obligation, upon reasonable notice to Tenant, and at reasonable times, to enter upon and pass through the Premises from time to time in order to (a) make an examination of the Premises, and (b) show the Premises to prospective purchasers, mortgagees, prospective mortgagees, and others. In the event of an emergency, Landlord and Landlord's agents shall have the right, but not the obligation, without any notice to Tenant, to take such actions, whether on or off the Premises, as Landlord shall deem appropriate to respond to the emergency. Tenant shall accept the Premises in its "as-is" condition.

10. **INSURANCE AND TAXES.**

10.1 **Liability Insurance.** Tenant shall, at its own cost and expense, maintain commercial general liability insurance protecting against loss of life, bodily

Injury and property damage, any and all liability occasioned by negligence, occurrence, accident, or disaster with respect to the Premises and Tenant's operations thereon, with such insurable limits as Landlord may from time to time require, but in no event less than Two Million and No/100 Dollars (\$2,000,000.00) combined single limit bodily injury and property damage liability on an occurrence basis with a Two Million and No/100 Dollars (\$2,000,000.00) aggregate. Such insurance shall name Landlord as additional insured, and Tenant shall provide Landlord with an additional insured endorsement, and such insurance shall be primary and not excess to Landlord's insurance. Tenant's insurance shall be with an insurer acceptable to Landlord. Tenant shall provide a copy of the policy, or a binding certificate, to Landlord upon execution of this Lease.

10.2 Property Insurance. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage.

10.3 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.

10.4 Taxes. Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to reasonably cooperate in order to obtain exemption determination from County Tax Assessor.

11. INDEMNIFICATION. Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord; Tenant as a material part of the consideration to Landlord hereby assumes all risk of damaged to property in, upon, or about the part of the Premises which Tenant exclusively occupies from any source to whomsoever belonging, and Tenant hereby waives all claims in respect thereof against Landlord and agrees to defend and save Landlord harmless from any action, dispute, complaint or otherwise relation to any violation of the Americans with Disabilities Act of 1990 and all regulations issued thereunder that are within Tenant's responsibility.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business

or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, except to the extent of Tenant's negligence or willful misconduct, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

12. **CONSTRUCTION LIENS.** Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of nine percent per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.

13. **DAMAGE AND DESTRUCTION**

13.1 **Partial Damage.** If the Premises are partly damaged and paragraph 13.2 below does not apply, the property shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord and shall be performed in accordance with the provisions of paragraph 4.3 above.

13.2 **Destruction.** If the leased Premises are destroyed or damaged such that the cost of repair exceeds 40 percent of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than 45 days following the date of damage. In such event, all rights and obligations of the parties shall cease as of the date of termination, and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant and attributable to the anticipated term. If neither party elects to terminate, Landlord shall proceed to restore the leased Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters not under control of Landlord.

13.3 **Rent Abatement.** Rent shall be abated during the repair of any damage to the extent the Premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant.

14. **EMINENT DOMAIN**

14.1 Partial Taking. If a portion of the Premises is condemned and paragraph 9.2 does not apply, the lease shall continue on the following terms:

(a) Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(b) Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonably practicable to that existing at the time of the condemnation.

(c) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Landlord to restore the balance of the property in anticipation of taking, the rent shall be reduced in proportion to the reduction in value of the leased Premises as an economic unit on account of the partial taking. If the parties are unable to agree upon the amount of the reduction of rent, the amount shall be determined by arbitration in the manner as is provided in Section 17.

(d) If a portion of Landlord's property not included in the leased Premises is taken and severance damages are awarded on account of the leased Premises, or an award is made for detriment to the leased Premises as a result of activity by a public body not involving a physical taking of any portion of the leased Premises, this shall be regarded as a partial condemnation to which subparagraphs 9.1(a) and (c) apply, and the rent shall be reduced to the extent of reduction in rental value of the Premises as though a portion had been physically taken.

14.2 Total Taking. If a condemning authority takes all of the leased Premises or a portion sufficient to render the remaining Premises reasonably unsuitable for the use which Tenant was then making of the Premises, the lease shall terminate as of the date the title vests in the condemning authorities. Such termination shall have the same effect as a termination under paragraph 9.1(a) above. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

14.3 Sale in Lieu of Condemnation. Sale of all or part of the leased Premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this Section 9 as a taking by condemnation.

15. ASSIGNMENT; SUBLETTING. Tenant shall not in any manner make or allow any assignment, subletting, or occupancy arrangement or any encumbrance of the Premises or this Lease. Any attempt to do any of the foregoing without Landlord's prior written consent shall be void. A change in ownership of Tenant shall be deemed an assignment.

16. DEFAULT; REMEDIES.

16.1 An Event of Default shall occur if any payment to be made under this Lease is not made when due; if any obligation of Tenant is not timely performed or Tenant shall otherwise be in default of a provision of this Lease; or if Tenant shall be brought within the purview of a Bankruptcy Court, whether adjudicated a bankrupt or not.

16.2 If there is an Event of Default by Tenant, Landlord, at Landlord's option, may elect to do one or more of the following: (a) accelerate all of the remaining Rent for the Term, in which event all Rent shall become immediately due and payable; (b) terminate this Lease and re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or by any other suitable action or proceeding at law, or otherwise; or, (c) without terminating this Lease, re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or otherwise, and relet the Premises. If Landlord elects to terminate this Lease, Tenant shall quit and peacefully surrender the Premises to Landlord, without any payment by Landlord for doing so, on or before the effective date of termination, and all Rent shall be paid up to the effective date of termination, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such termination. No receipt of money by Landlord from Tenant after termination of this Lease shall reinstate, or extend the Term, affect any notice previously given by Landlord to Tenant, or operate as a waiver of the right of Landlord to enforce the payment of Rent. If Landlord shall terminate this Lease, Landlord shall be entitled to retain, free of trust, all sums then held by Landlord pursuant to any of the provisions of this Lease. In the event of any re-entry and/or dispossession by summary proceedings or otherwise without termination of this Lease, all Rent shall become due and shall be paid up to the time of such re-entry and/or dispossession, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such re-entry and/or dispossession by summary proceedings or otherwise; all Rent for the remainder of the Term may be accelerated and due in full; and Landlord may relet all or any part of the Premises, either in the name of Landlord or otherwise, for a term which may, at Landlord's option, be equal to, less than, or greater than the period which would otherwise have constituted the balance of the Term. Tenant shall pay, as additional Rent, to Landlord, as they are incurred by Landlord, such reasonable expenses as Landlord may incur in connection with reletting including, without limitation, attorneys' fees, brokerage commissions, and expenses incurred in altering, repairing, and putting the Premises in good order and condition and in preparing the Premises for reletting. If Tenant shall not have paid accelerated Rent, Tenant shall pay in monthly installments on the due dates for Rent payments for each month of the balance of the Term, the amount by which any Rent payment exceeds the net amount, if any, of the rents for such period collected on account of the reletting of the Premises; any suit brought to collect such amount for any months shall not prejudice in any way the rights of Landlord to collect the deficiency for any subsequent months by a similar action or proceeding. Landlord shall have as Landlord's absolute property, any sums collected by Landlord upon reletting the Premises after Landlord shall resume possession of the Premises including, without limitation, any amounts by which the sums so collected shall exceed the continuing liability of Tenant under this Lease. If Landlord shall have accelerated and collected Rent payments and subsequently shall have relet the Premises, then Landlord, after deducting all costs related to reletting shall pay to Tenant the amount remaining which is collected as Rent for each month, to the extent Landlord shall have previously received the Rent for such month from Tenant.

17. **RELOCATION.** Landlord may relocate Tenant to another location in the Building, without releasing Tenant of any obligation under this Lease for the full Term. If Landlord remodels a substantial portion of the Building and deems the Premises to be needed for other purposes than this Lease, Landlord may relocate Tenant in the Building or terminate this Lease.

18. **MISCELLANEOUS**

18.1 Neither Landlord nor any disclosed or undisclosed principal of Landlord (or officer, director, stockholder, partner or agent of Landlord or of any such principal), nor any successor of any of them, shall have any personal liability for any such failure under this Lease or otherwise. The provisions of this Section shall apply only to Landlord and the parties above-described. They shall not be for the benefit of any insurance company or other third party. Except as specifically set forth in this Lease, Tenant hereby expressly waives its rights under any and all Laws, to terminate this Lease (whether prior to or after the commencement of the Term) or to withhold any payment owed by Tenant under this Lease, on account of any damage, condemnation, destruction, or state of disrepair of the Premises, or any part thereof, it being the parties' intent that the provisions of this Lease shall govern the parties' rights and obligations with respect to such matters. Any holder(s) of any fee mortgage shall have no obligations whatsoever under this Lease. This Lease shall at all times be subordinate to any fee mortgage encumbering the Property, if the holder of any fee mortgage shall succeed to Landlord's interest in this Lease, Tenant shall, upon request, attorn to such holder in writing. In the event of any transfer of Landlord's interests, Landlord shall be released and relieved from all liability and responsibility thereafter accruing to Tenant and Landlord's successor shall be liable and responsible to Tenant with respect to all obligations of Landlord under this Lease accruing from and after the date of such transfer.

18.2 Tenant shall, on the last day of the Term or upon any termination of this Lease, surrender and deliver up the Premises to Landlord "broom clean" and in good condition and repair, subject to ordinary wear and tear, with all equipment and tenant improvements removed if Landlord so requests. All personal property and other belongings that are left upon the Premises at the time of such surrender shall be deemed to have been abandoned. The cost to Landlord of removal, sale and/or storage of such property shall be paid to Landlord by Tenant.

If Tenant does not immediately surrender the Premises to Landlord at the end of the Term, then Tenant shall pay to Landlord double the amount of the Rent payable by Tenant for the last month of the Term for each month or portion thereof that Tenant holds over, plus all damages that Landlord may suffer on account of Tenant's failure to surrender possession to Landlord, and shall indemnify and save Landlord harmless from and against all claims made by any succeeding tenant of the Premises or broker procuring such tenant, related to delay in delivering possession to such succeeding tenant, so far as such delay is occasioned by failure of Tenant so to surrender the Premises. No receipt of money by Landlord from Tenant after termination of this Lease or the service of notice of suit or judgment for possession shall reinstate or extend the Term or affect any such notice, demand, suit or judgment. No act or thing done by Landlord or its agents, including acceptance of keys to the Premises, during the Term shall be deemed an acceptance of a surrender of the Premises, and no agreement to

accept a surrender of the Premises shall be valid unless it be made in writing and subscribed by a duly authorized officer or agent of Landlord

18.3 At any time and from time to time during the Term, within ten (10) days after request by Landlord, Tenant will execute, acknowledge, and deliver to Landlord and its designees, a certificate which states (a) that this Lease is unmodified and in full force and effect, or if there have been modifications, that this Lease is in full force and effect as modified, and identifying the modification agreements; (b) the date to which the Rent has been paid; (c) the nature and extent of any existing default by either party as to which a notice has been given to the other party; (d) whether or not there are any setoffs, defenses, or counterclaims against enforcement of the obligations to be performed under this Lease existing in favor of Tenant; and (e) other matters which Landlord may reasonably request.

18.4 If a claim for brokerage or similar fees in connection with this transaction is made by any other broker, agent, salesman, or finder other than Brokers claiming to have dealt through or on behalf of one of the parties to this Lease, then such party shall indemnify, defend, and hold harmless the other party from all liabilities, damages, claims, costs, fees, and expenses (including reasonable attorneys' fees) with respect to such claim for brokerage. The provisions of this Section shall survive the expiration or termination of this Lease.

18.5 Each Notice shall be deemed to have been given (a) when in writing; (b) when sent by personal delivery, facsimile, Federal Express or other widely recognized overnight delivery service, or registered or certified mail; (c) upon receipt or refusal of receipt by the person to whom it is addressed; and (d) when addressed to each applicable person at the applicable addresses set forth on the first page of this Lease, or to such other person or address as a party shall in the future designate by giving notice to the other.

18.6 Each party represents to the other that it has full legal right, power, and authority to enter into, execute, and perform this Lease. All the rights and remedies of Landlord under this Lease or pursuant to present or future law shall be deemed to be separate, distinct, and cumulative. No one or more of them, whether exercised or not, nor any mention of or reference to any one or more of them in this Lease, shall be deemed to be in exclusion of, or a waiver of, any of the others, or of any of the rights or remedies which Landlord may have under this Lease, at law, and/or in equity. Landlord shall have, to the fullest extent permitted by law, the right to enforce any rights or remedies separately and to pursue any lawful action or proceedings to exercise or enforce any right or remedy without thereby waiving or being barred or estopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings. No waiver by Landlord of any breach by Tenant of any term or condition of this Lease, and no failure by Landlord to exercise any right or remedy in respect of any such breach, shall constitute a waiver or relinquishment for the future, or bar any right or remedy of Landlord in respect of, any other breach of such term or condition or any breach of any other term or condition of this Lease. No payment by Tenant or receipt of payment by Landlord of an amount less than the full amount then due Landlord under this Lease shall be construed as anything other than a partial payment of such sum then due and owing. No endorsement or statement on any check or letter or any form of payment or accompanying document shall be deemed to be an accord and satisfaction or other form of settlement; Landlord may accept any such payment without prejudice to

its rights to recover the balance of sums due and owing under this Lease or to pursue any other remedy permitted under this Lease.

18.7 Whenever under this Lease Landlord's consent or approval is expressly or impliedly required, it may be arbitrarily withheld. If Tenant requests Landlord's consent or approval, and if in connection with such request Landlord seeks the advice of its attorneys, architect and/or other adviser or expert, then Tenant shall pay such persons' costs and fees related to such request and the preparation of related documents, which costs and fees shall be limited to \$750 per request for matters in the normal course of Tenant's business. Such limitation shall not apply for extraordinary matters such as Improvements or remodeling, or any work of any nature that might affect the Building's structural integrity or building systems.

18.8 All obligations of Tenant that are or may be intended by their nature to be performed and/or complied with after the expiration or earlier termination of this Lease shall survive such expiration or termination. Express provisions in this Lease that require or permit survival in specific instances, or as to specific obligations, shall not be deemed a limitation upon the generality of this survival clause. Every provision of this Lease shall be valid and be enforced to the fullest extent permitted by law. If any provision of this Lease, or the application of such provision to any person or circumstance, shall be determined by appropriate judicial authority to be illegal, invalid, or unenforceable to any extent, such provision shall, only to such extent, be deemed stricken from this Lease as if never included. The remainder of this Lease, and the application of such provision to persons or circumstances other than those as to which such provision is held illegal, invalid, or unenforceable, shall not be affected. In this Lease, "attorneys' fees means without limitation, accountants' and attorneys' fees, including fees for the services of paralegals and similar persons, consultant fees, investigation and laboratory fees, court costs, and litigation expenses at the trial and all appellate levels, and through collection.

18.9 The captions and headings contained in this Lease are for convenience and reference only, shall not be deemed to be a part of this Lease or construed as limiting, amplifying, or modifying in any manner the provisions of this Lease, and shall not otherwise affect the interpretation of this Lease. All references to Exhibits or Sections are to Exhibits or Sections of this Lease. Whenever the context of any provision of this Lease so requires, pronouns of any gender shall include the other genders, words in the singular shall include the plural, and words in the plural shall include the singular. This Lease may be executed and delivered in two or more counterparts, each of which shall be deemed to be an original and all of which, taken together, shall be deemed to be one instrument. The parties shall take all such actions and execute all such documents as may be necessary to carry out the purposes of this Lease, whether or not specifically provided for in this Lease. Time is of the essence as to all material terms of this Lease. This Lease shall be construed and governed in accordance with the laws of the State of California without application of conflict of law principles. All of the parties to this Lease have participated fully in its negotiation and preparation. Accordingly, this Lease shall not be more strictly construed against any one of the parties. Landlord shall not be deemed, in any way or for any purpose, to have become, by the execution of this Lease or any of the provisions of this Lease, or any action taken under this Lease, a partner of Tenant, in Tenant's business or otherwise, or a member of any joint enterprise or venture with Tenant.

18.10 This Lease contains the sole and entire agreement, and supersedes all other prior written or oral agreements, between the parties with respect to the subject matter of this Lease. This Lease may be changed, amended, or modified only by an agreement in writing signed by the party against whom such change, amendment, or modification is sought to be enforced. The terms and conditions of this Lease shall bind the parties and their respective successors and assigns, and shall inure to the benefit of the parties and their respective permitted successors and assigns. Any waiver of rights by either party shall be deemed not only to be a waiver of such rights by such party but also a waiver of such rights for and on behalf of such party's successors and assigns.

18.11 Claims, disputes, or other matters in controversy arising out of or related to the lease shall be subject to mediation as a condition precedent to binding dispute resolution.

18.12 The parties shall endeavor to resolve their disputes and claims ("Claims") by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If arbitration is stayed pursuant to this Section 18.13, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

18.13 The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

18.14 Any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

18.15 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

18.16 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any

court having jurisdiction thereof. The party determined to be the prevailing party in the arbitration shall be entitled to an award of its reasonable costs and fees, including attorneys' fees and expert's fees, incurred therein.

18.17 The foregoing agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

18.18 In case suit shall be rightfully brought for possession of the Premises, the prevailing party shall recover reasonable attorney's fees from the other in each such suit. It is further mutually agreed by and between Landlord and Tenant, that the respective parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on any matters whatsoever arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, Tenant's use or occupancy of the Leased Premises, and/or any claim of injury or damage, and any emergency statutory or any other statutory remedy. Should Landlord seek recourse to enforce any of its rights under this Lease, Tenant agrees to waive any defense which it might otherwise have that Landlord has any adequate remedy at law. Tenant further agrees that it shall not interpose any counterclaim or set off in a summary proceeding or in any action based in whole or in part on nonpayment of rent.

18.19 IT IS MUTUALLY AGREED BY AND BETWEEN LANDLORD AND TENANT THAT THEY SHALL AND THEY HEREBY DO WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM BROUGHT BY EITHER LANDLORD OR TENANT AGAINST THE OTHER ON ANY MATTERS ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF LANDLORD AND TENANT, AND/OR TENANT'S USE OF OR OCCUPANCY OF THE PREMISES, TENANT FURTHER AGREES THAT IT SHALL NOT INTERPOSE ANY COUNTERCLAIM OR COUNTERCLAIMS (EXCEPT COMPULSORY COUNTERCLAIMS) IN ANY SUMMARY PROCEEDING OR IN ANY ACTION BASED UPON NONPAYMENT OF RENT OR ANY OTHER PAYMENT REQUIRED BY TENANT UNDER THIS LEASE.

18.20 The parties have executed this Lease on the date set forth in the first paragraph.

LANDLORD:

THE BOARD OF DIRECTORS	
FINANCE COUNCIL	
AUG 17 2011	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Recommended	<input type="checkbox"/> Contract Approval
<input type="checkbox"/> Reviewed/Noted	<input type="checkbox"/> Disputed
By: <i>[Signature]</i>	

By: *[Signature]*
Its: TREASURER

By: *[Signature]*
Its: Asst. Treasurer

TENANT:

AUG 25 2011

By: Cathy S Roby
Its: Treasurer

By: Blake Watson
Its: Principal

By: Michael Cureton
Its: Executive Director

Schedule 1

		The Salvation Army	Wisdom Academy
Class Room 1 (26)	409.14 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Class Room 2 (18)	403.90 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Class Room 3 (19)	519.77 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Class Room 4 (27)	534.70 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Library (7)	1022.80 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Game Room 1 (8)	942.04 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM

Game Room 2 (14)	583.20 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Art Studio (24/25)	957.30 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Computer Lab (6)	966.00 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Chapel (11)	2851.00 sq ft	Monday thru Friday – 3:00 PM onwards. Saturday and Sunday – All day	Monday thru Friday – 7:00 AM to 2:55 PM
Office Suite (4/17)	696.00 sq ft	Space is not being shared with Wisdom Academy.	Space is being used by Wisdom Academy only.
Parking Stalls	14 Stalls		Monday thru Friday – 7:00 AM to 4:00 PM

RECEIVED
NOV 01 2011
LADOE
CHARTER SCHOOLS OFFICE



WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Friday, August 18, 2011
3:00 PM

The Special Meeting of the WAYS Governing Board was held on Wednesday, August 10, 2011 at the school of Wisdom Academy for Young Scientists. This meeting was called to order by the President, Ms Alex Love, at 3:15 pm. In her seat was the President, Love and also seated was the Secretary, Walker.

Board members present : Ed Cabil, Adell Walker, Loretta McDonald, Alex Love, Cathy Roby, Oscar Ortega. **Board members absent**: Karen Haynes, Tamara Smith, Jonathan Fields, Kandee Lewis (excused absence) Dorothy Valenti

Approval of minutes: Minutes were read silently and pushed back for a quorum to approval. A quorum was reached at 3:35 PM. Minutes were moved with addition, seconded and motion carried.

Interview Process: moved up on agenda

Board interviewed Top four (4) Candidates (as ranked by administration) for Principal of new site—location - Salvation Army -- prior to going into closed session. All four candidates were given equal time to address the board, and answer open-ended questions of the evaluation process. A multi comprehensive performance evaluation process— consisting of, "evaluation of written exercise, oral delivery, open-ended questions, and answers session took place. After each candidate Interview a discussion relative to criteria and performance indicators were reviewed. A democratic process of voting on each candidate was conducted and the candidate receiving the highest number of votes in ranking order was submitted to administration as first, second, third, and fourth choice. Interviewing process ended.

Closed Session was called to order by the President, Love, at 4:14 PM. At 5:20 PM closed session ended.

Returned to Open Session at 5:30 PM

Oral Communication

Toyer McBride, guest, commented on one of the Candidates for Principal of the new school and why she should be elected. Victoria Hankins, Brenda Peaches, and Brian Sawyers, guests commented on the school being kept in the area. Armando Espinoza, guest, addressed the board relative to becoming a member.

000661

Information Items (Reports)

Board: None

Parent/Teacher: Parent Orientation scheduled for August 22, 2011 at the new site on Central. Information to all parents will be posted on several mediums (website, flyers, etc)

Executive Director: IACOE approved Material Revision Request to expand to Salvation Army 2011-2012 school year. ED recommended approval of RPM Construction Management, Inc proposal made April 2011, at cost \$57,900. Building and Improvement funds available \$76,730. Additionally, recommended the board approve the final lease agreement with Salvation Army and consider approving the draft Property Lease Agreement for Manchester and Central Avenues with OCI. ED introduced top four Candidates for the Principal's position at the new site. A rating of the candidates was based on multi-screening criteria (written, oral performance, open-ended questioning, and interview).

Principal: Recruitment is top priority to achieve numbers at both sites. WAYS has an enrollment (based upon applications accepted) of 325 and at new site enrollment stands at 157. Currently seeking strong, credentialed teachers experienced working with children in an urban setting. Presently, offered two teachers positions for Kinder and expect to offer a third teacher position. Interview process will commence until all teachers are hired. Curriculum & Instruction materials--appointments made with two reps from textbook companies for review. The board was thanked for being willing to recommend new instructional materials for the school.

Director of Operations: Copy of the RPM construction Management Contract Proposal was submitted total cost \$53,100. Requesting the board make a decision to commence project (ADA Upgrades) to be completed prior to school opening. We must comply with the orders to provide adequate disabled persons access to the facility to remain ADA compliant. A written report was submitted and further information can be viewed upon request.

Business & Finance: Budget status report given by Ball Business Management. A pupil estimate for new or significantly expanding charters (PENSEC) for 2011-2012 fiscal year was submitted. A statement of financial position of WAYS was presented by Ball Business Management giving a total assets accounting of \$1,196,664. A statement of revenue and expenditures was submitted along with 2011-2012 budget. Applied for state facility grant to solve cash flow concerns. School can receive approx \$500,000 in Oct. A Cash Flow Forecast was submitted showing income for 2011-2012 at \$4,085,907. All written reports are available upon request.

Report Out

RPM Construction Contract -- not approved at this meeting - moved to next board meeting pending further review
Property Lease Agreement with OCI for 706 E. Manchester and 8778 S. Central moved to next board meeting pending review

New school location moved to future agenda item pending research and evaluation and adoption of fundraising proposal

Action Items

- New Property Lease Agreement with Salvation Army--Approved
- Interview Top Four Principal Candidates -- Approved
- Resignation of Tamara Smith -- Approved
- Board Notification Letter -- Approved Pending Bylaws amendments
- Clarify Board Attendance -- Approved Pending Bylaws amendments
- Food Vendor -- Approved
- New Auditor --

The board meeting of WAYS was adjourned at 6:30 PM.

Secretary of Board

Date

President of Board

Date

000662

Wisdom Academy for Young Scientists
 706 E. Manchester Avenue
 Los Angeles, CA 90001

**Notice of "Special Meeting" of
 Board of Directors**
 Tuesday, August 10, 2011
 3:00 PM

I. Instructions for Presentations to the Board by Members of the Community

Wisdom Academy for Young Scientists ("Charter School") welcomes your participation at the school's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the school in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communication."
3. "Oral Communication" is set aside for members of the community to raise issues that are not specifically on the agenda; however, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A. Call to Order
 Meeting called to order by the Board President at _____

B. Roll Call	Present/Absent
Edward Cabil	____/____
Karen Haynes	____/____
Loretta McDonald	____/____
Tamara Smith	____/____
Adell Walker	____/____
Alex Love	____/____
Kandee Lewis	____/____
Jonathan Fields	____/____
Cathy Roby	____/____
Dorothy Velinti	____/____
Oliver Ortega	____/____

Others in Attendance

Michael Cureton	____/____
Alake Watson	____/____
Jason Okonkwo	____/____
Bali Business Management	____/____

II. Additions to the Agenda (Provisions of emergency/Urgency)

iii. Approval of Minutes

Approval of the August 1, 2011, board minutes. Board Secretary to provide one copy to each Board Member to review

iv. Oral Communications: Non-Agenda items—individuals who have submitted a request to speak forms will be allowed a three (3) minute presentation regarding non-agenda items. The Oral Communications segment of the meeting will not exceed 15 minutes. According to California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations; however, the Board may give direction to staff members following a presentation.

v. Information Item (All Reports)

- Board
- Parent/Teacher
- Executive Director
- Principal
- Director of Operations
- Business & Finance

vi. Closed Session

- Approval of RPM Construction Contract
- Approve of Properties Lease Agreements with OCI for 706 E. Manchester Ave., Los Angeles, CA 90001 and 8778 S. Central Ave., Los Angeles, CA 90001
- Discuss Possible Move to New School Locations

Action Items

1. Approval of New Property Lease Agreement with Salvation Army Siemon Family Youth Center
2. Discussion of New Food Service Vendor and a New Auditor
3. Interview Top Four (4) Principal Candidates
4. Approval of Tamara Smith's Resignation
5. Evaluations of the Staff/Staff Credentials, Resumes and Job Descriptions
6. Board Notification Letter
7. Clarity Board Attendance Procedures

vii. Future Agenda Items

The Board will consider items for future Board Meeting Agendas

viii. Meeting Adjourned at _____

EXHIBIT 54

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

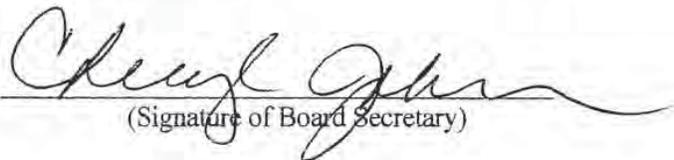
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

“Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to enter a Commercial Property Lease 2013-14
Fiscal Year – 7651 South Central Ave Los Angeles, Ca on
behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

Lease Agreement

This Lease is made as of August 1, 2013, between The Salvation Army, a California corporation, whose address is 180 East Ocean Boulevard, Long Beach, CA 90802 ("Landlord") and Wisdom Academy for Young Scientists, a California nonprofit public benefit corporation, whose address is 706 E. Manchester Avenue, Los Angeles, CA 90001 ("Tenant").

1. DEFINITIONS. The following terms used in this Lease shall have the meanings set forth below.

- 1.1. Base Rent: \$13,387.54 per month (August 2013 – May 2014); \$1,512.75 (June 2014 – July 2014).
- 1.2. Intentionally Omitted.
- 1.3. Commencement Date: August 1, 2013.
- 1.4. Expiration Date: July 31, 2014.
- 1.5. Parking. School may only use assigned parking stalls. Unauthorized use of parking stalls will incur a \$15 per day charge.
- 1.6. Intentionally Omitted.
- 1.7. Premises: Stemon Family Youth & Community Center, 7851 South Central Avenue, Los Angeles, CA 90001, as specified on Exhibit A.
- 1.8. Security Deposit: \$13,492.00
- 1.9. Intentionally Omitted.
- 1.10. Use: Elementary School, Grades K-5.
- 1.11. Intentionally Omitted.

2. EXHIBITS. The following exhibits are attached to and made a part of this Lease: Schedule of shared space including square footage, supported by Exhibit A layout of the building.

3. LEASE. Landlord leases to Tenant the Premises, and Tenant leases the Premises from Landlord, subject to the terms and conditions of this Lease. Tenant accepts the Premises in "as is" condition and acknowledges that Landlord makes no representation or warranty, express or implied in fact or by law, as to the condition of the Premises. The Lease term ("Term") shall begin on the Commencement Date and end on the Expiration Date unless sooner terminated pursuant to the provisions of this Lease. Landlord shall have the right, at any time upon entering into a contract for the sale of the premises, to cancel this lease, and the term hereby granted, upon giving to the Tenant 30 days' notice of intention to do so, and upon the expiration of said 30 days, the Tenant agrees to vacate the premises and to surrender this lease and the term hereby granted at the end of the then current school year. The term of this lease may be extended for one (1) additional year by Tenant, which option shall not be exercised except but by written notification to Landlord of its election at least sixty (60) days prior to the Expiration Date. Such extension shall be subject to all other terms of this Lease except that the rent will reflect a 3.5% increase.

In addition, this Lease may be terminated by either party in the event that the Tenant's charter school contract with LACOE is, for any reason, revoked or not renewed.

4. USE. Tenant shall use the Premises, at all times during the Term, for the Use and for no other use or purpose. Tenant shall, at its cost, fully comply with all laws, statutes, codes, rules, regulations, ordinances, order, judgments, decrees, writs, permits, certificates, licenses, or other authorizations, directions, or requirements. Tenant shall not do or permit any act to be done or to exist upon the Premises, which may (a) be dangerous, unless safeguarded as provided for by Legal Requirements; (b) constitute a public or private nuisance; (c) interfere with landlord's own operations in the building, including loitering or trespassing by its invitees; or (d) make any insurance void or voidable or cause any increase in insurance premiums. Tenant shall neither cause nor permit the Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose, transfer, produce, or process Hazardous Materials; neither cause nor permit a release or threatened release of Hazardous Materials onto the Premises or any other property as a result of any intentional or unintentional act or omission on the part of Tenant; comply with all applicable Legal Requirements related to Hazardous Materials; and cooperate with Landlord in compliance with Legal Requirements in regard to the Building including but not limited to any upgrading of life safety systems or removal of asbestos, it being acknowledged that the Building may not have all systems and improvements which would be required if the Building were newly constructed as of the date of this Lease. Tenant shall faithfully observe and comply with rules and regulations as promulgated by Building Management from time to time. Landlord shall not be responsible for the nonperformance by others of any of such rules and regulations. "Hazardous Materials" are defined as any flammable explosives, radioactive materials, oil or petroleum products and their by-products, asbestos, polychlorobiphenyls, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials as defined under or regulated by any Legal Requirements, including, without limitation, the following statutes and the regulations promulgated under their authority: (a) the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.); (b) the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.); and (c) the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. §§ 6903 et seq.).

Landlord shall provide Tenant with a copy of the most current Certificate of Occupancy and Fire Inspection Report for the property. Landlord shall notify Tenant immediately in the event of any change in status.

4.1 Tenant Representations and Warranties

4.1.1. Tenant has conducted its own investigation into the uses permitted by zoning, land use regulations, or other governmental restrictions and regulations, and Tenant is satisfied that it can use the Premises for the Use permitted under the Lease.

4.1.2. Landlord has made no representation to Tenant regarding its intended use or uses permitted for the Premises, and Tenant is relying solely upon its own investigation in determining the suitability of the premises for Tenant's intended use.

4.1.3. Tenant understands that its obligation to pay rent is independent of any restrictions or limitations on its intended uses, such that any restrictions, limitations, or prohibitions of its intended use by any government authority shall not relieve Tenant of its obligation to pay rent.

5. **RENT.** Tenant shall pay Base Rent and all sums due under this Lease (together, "Rent") when due, without notice or demand. Base Rent is payable monthly in advance on or before the first of each calendar month during the Term (prorated for partial months, if any). Other sums shall be paid upon notification by Landlord. If payment is not received when due, an administrative fee and late charge of 5% of base rent shall be immediately due and payable without notice or demand. This provision is not a grace period; it is not a penalty, but liquidated damages to defray administrative and related expenses. An additional administrative fee and late charge shall become immediately due and payable on the first of each month for which any portion of a payment (or administrative fee and late charge) remains unpaid, and for processing of any check returned unpaid. Tenant acknowledges that Rent payments shall be made by Tenant to Landlord without any claim on the part of Tenant for diminution, setoff, or abatement. Nothing shall suspend, abate, or reduce any Rent.

5.1. Additional Rent. All taxes, insurance costs, utilities, and maintenance costs which Tenant is required to pay by this Lease, and any other sum which Tenant is required to pay to Landlord or third parties shall be additional rent.

6. **SECURITY DEPOSIT.** Upon the execution of this Lease, Tenant shall deposit with Landlord a Security Deposit in the amount set forth in Section 1.6 above. No interest shall be paid on the Security Deposit. Landlord shall not be required to keep the Security Deposit separate from its other accounts and no trust relationship is created with respect to the Security Deposit.

7. **SERVICES.** No electric current shall be used except as provided by Landlord; no electric cable or wire shall be brought into the Premises except with Landlord's prior written consent. Tenant shall not use machines that use more than standard current or which shall overload the Building's circuits. Any consumption of electricity in excess of that which is customary for all tenants, or requiring special circuits or equipment, shall require Landlord's prior approval and the cost thereof shall be paid to Landlord. Landlord is not providing security services. Parking shall be provided as described in 1.5.

7.1. Utilities and Other Services. The following utilities are included in the monthly rent: electricity, heat, cooling, and janitorial. The Landlord shall provide janitorial services to clean the Premises, common areas, and restroom facilities in compliance with all applicable laws.

8. REPAIRS AND MAINTENANCE.

8.1. Landlord's Obligations. The following shall be the responsibility of the Landlord:

8.1.1. Repair and maintenance of the roofs and gutters, exterior walls (including painting), bearing walls, structural members, and foundations.

8.1.2. Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or tenants of other portions of the Building.

8.1.3. Repair and maintenance of exterior water, sewage, gas, and electrical services up to the point of entry to the Leased Premises.

8.1.4. Repair and maintenance of the heating and air conditioning system.

8.1.5. Repair of interior walls, ceilings, doors, and windows and related hardware, light fixtures, switches, wiring, and plumbing from the point of entry to the Premises.

8.2. Tenant's Obligations. The following shall be the responsibility of Tenant, with respect to the office space it exclusively occupies:

8.2.1. Repair of interior walls, ceilings, doors, windows, and related hardware, light fixtures, switches, and wiring and plumbing from the point of entry to the Premises

8.2.2. Any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees.

8.3. Landlord's Interference with Tenant. Any repairs, replacements, alterations or other work performed on or around the Premises by Landlord shall be done in such a way as to interfere as little as reasonably possible with use of the Premises by Tenant. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

8.4. Reimbursement for Repairs Assumed. If either party fails or refuses to make repairs which are required by this Section 4, the other party may make the repairs and charge the actual costs of repairs to the first party. Such expenditures by Landlord shall be reimbursed by Tenant on demand together with interest at the rate of nine percent per annum from the date of expenditure by Landlord. Such expenditures by Tenant may be deducted from rent and other payments subsequently becoming due or, at Tenant's election, collected directly from Landlord. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party and charge the other party for the resulting expense unless at least 30 days before work is commenced the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

8.5. Inspection of Premises. Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant notice in writing of the repairs that are required.

9. CONDITION OF PREMISES. Tenant shall not make or suffer to be made any alterations, additions, improvements, or utility installations (collectively, "Alterations") to the Premises, including painting, or any part thereof without the prior consent of Landlord. Tenant shall not, without Landlord's prior consent that may be granted or withheld in Landlord's sole discretion, paint, install window treatment, hang shelves or paintings or otherwise alter the Premises. Tenant may not install signs within or without the Premises that can be seen from any other part of the building, or from outside the building, without Landlord's prior written consent. Landlord and Landlord's employees and other agents shall have the right, but not the

obligation, upon reasonable notice to Tenant, and at reasonable times, to enter upon and pass through the Premises from time to time in order to (a) make an examination of the Premises, and (b) show the Premises to prospective purchasers, mortgagees, prospective mortgagees, and others. In the event of an emergency, Landlord and Landlord's agents shall have the right, but not the obligation, without any notice to Tenant, to take such actions, whether on or off the Premises, as Landlord shall deem appropriate to respond to the emergency. Tenant shall accept the Premises in its "as-is" condition.

10. INSURANCE AND TAXES.

10.1. Liability Insurance. Tenant shall, at its own cost and expense, maintain commercial general liability insurance protecting against loss of life, bodily injury and property damage, any and all liability occasioned by negligence, occurrence, accident, or disaster with respect to the Premises and Tenant's operations thereon, with such insurable limits as Landlord may from time to time require, but in no event less than Two Million and No/100 Dollars (\$2,000,000.00) combined single limit bodily injury and property damage liability on an occurrence basis with a Two Million and No/100 Dollars (\$2,000,000.00) aggregate. Such insurance shall name Landlord as additional insured, and Tenant shall provide Landlord with an additional insured endorsement, and such insurance shall be primary and not excess to Landlord's insurance. Tenant's insurance shall be with an insurer acceptable to Landlord. Tenant shall provide a copy of the policy, or a binding certificate, to Landlord upon execution of this Lease.

10.2. Property Insurance. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall bear the expense of any insurance insuring the Tenant's property on the premises against such risks.

10.3. Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.

10.4. Taxes. Tenant is exempt for property tax assessment pursuant to Revenue and Taxation Code section 202(a)(3). Tenant and Landlord agree to reasonably cooperate in order to obtain exemption determination from County Tax Assessor. In the event that clearance is not obtained or lost, Tenant shall pay all real property taxes and assessments on the Premises (for Tenant's portion of Premises) when due.

11. INDEMNIFICATION. Tenant agrees to defend, indemnify and save harmless Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Tenant in or about the Premises, and will further defend, indemnify and save the Landlord harmless against and from any and all claims arising from any breach or default on Tenant's part in the performance of any

covenant or agreement on Tenant's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Tenant, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Landlord by reason of any such claim, Tenant upon notice from the Landlord covenants to resist or defend at Tenant's expense such action or proceeding by counsel reasonably satisfactory to Landlord. Tenant as a material part of the consideration to Landlord hereby assumes all risk of damaged to property in, upon, or about the part of the Premises which Tenant exclusively occupies from any source to whomsoever belonging, and Tenant hereby waives all claims in respect thereof against Landlord and agrees to defend and save Landlord harmless from any action, dispute, complaint or otherwise relation to any violation of the Americans with Disabilities Act of 1990 or all regulations issued thereunder that are within Tenant's responsibility.

Landlord agrees to defend, indemnify and save harmless Tenant against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Landlord's use of the Premises or the conduct of its business or from any activity, work or thing done, omitted, permitted or suffered by Landlord in or about the Premises, except to the extent of Tenant's negligence or willful misconduct, and will further defend, indemnify and save the Tenant harmless against and from any and all claims arising from any breach or default on Landlord's part in the performance of any covenant or agreement on Landlord's part to be performed, pursuant to the terms of this Lease, or arising from any act or negligence of Landlord, and from and against all costs, counsel fees, experts fees, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding to be brought against Tenant by reason of any such claim, Landlord upon notice from the Tenant covenants to resist or defend at Landlord's expense such action or proceeding by counsel reasonably satisfactory to Tenant.

12. CONSTRUCTION LIENS. Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of nine percent per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.

13. DAMAGE AND DESTRUCTION.

13.1. Partial Damage. If the Premises are partly damaged and paragraph 13.2 below does not apply, the property shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord and shall be performed in accordance with the provisions of paragraph 4.3 above.

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13.2. Destruction. If the leased Premises are destroyed or damaged such that the cost of repair exceeds 40 percent of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than 45 days following the date of damage. In such event, all rights and obligations of the parties shall cease as of the date of termination, and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant and attributable to the anticipated term. If neither party elects to terminate, Landlord shall proceed to restore the leased Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters not under control of Landlord.

13.3. Rent Abatement. Rent shall be abated during the repair of any damage to the extent the Premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant.

14. EMINENT DOMAIN.

14.1. Partial Taking. If a portion of the Premises is condemned and paragraph 9.2 does not apply, the lease shall continue on the following terms:

(a) Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(b) Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonably practicable to that existing at the time of the condemnation.

(c) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Landlord to restore the balance of the property in anticipation of taking, the rent shall be reduced in proportion to the reduction in value of the leased Premises as an economic unit on account of the partial taking. If the parties are unable to agree upon the amount of the reduction of rent, the amount shall be determined by arbitration in the manner as is provided in Section 17.

(d) If a portion of Landlord's property not included in the leased Premises is taken and severance damages are awarded on account of the leased Premises, or an award is made for detriment to the leased Premises as a result of activity by a public body not involving a physical taking of any portion of the leased Premises, this shall be regarded as a partial condemnation to which subparagraphs 9.1(a) and (c) apply, and the rent shall be reduced to the extent of reduction in rental value of the Premises as though a portion had been physically taken.

14.2. Total Taking. If a condemning authority takes all of the leased Premises or a portion sufficient to render the remaining Premises reasonably unsuitable for the use which Tenant was then making of the Premises, the lease shall terminate as of the date the title vests

in the condemning authorities. Such termination shall have the same effect as a termination under paragraph 9.1(a) above. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

14.3. Sale in Lieu of Condemnation. Sale of all or part of the leased Premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this Section 9 as a taking by condemnation.

15. ASSIGNMENT; SUBLETTING. Tenant shall not in any manner make or allow any assignment, subletting, or occupancy arrangement or any encumbrance of the Premises or this Lease. Any attempt to do any of the foregoing without Landlord's prior written consent shall be void. A change in ownership of Tenant shall be deemed an assignment.

16. DEFAULT; REMEDIES.

16.1. An Event of Default shall occur if any payment to be made under this Lease is not made when due; if any obligation of Tenant is not timely performed or Tenant shall otherwise be in default of a provision of this Lease; or if Tenant shall be brought within the purview of a Bankruptcy Court, whether adjudicated a bankrupt or not.

16.2. If there is an Event of Default by Tenant, Landlord, at Landlord's option, may elect to do one or more of the following: (a) accelerate all of the remaining Rent for the Term, in which event all Rent shall become immediately due and payable; (b) terminate this Lease and re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or by any other suitable action or proceeding at law, or otherwise; or, (c) without terminating this Lease, re-enter the Premises and remove all persons and property from the Premises, by summary proceedings or otherwise, and relet the Premises. If Landlord elects to terminate this Lease, Tenant shall quit and peacefully surrender the Premises to Landlord, without any payment by Landlord for doing so, on or before the effective date of termination, and all Rent shall be paid up to the effective date of termination, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such termination. No receipt of money by Landlord from Tenant after termination of this Lease shall reinstate, or extend the Term, effect any notice previously given by Landlord to Tenant, or operate as a waiver of the right of Landlord to enforce the payment of Rent. If Landlord shall terminate this Lease, Landlord shall be entitled to retain, free of trust, all sums then held by Landlord pursuant to any of the provisions of this Lease. In the event of any re-entry and/or dispossession by summary proceedings or otherwise without termination of this Lease, all Rent shall become due and shall be paid up to the time of such re-entry and/or dispossession, together with such expenses, including attorneys' fees, as Landlord shall incur in connection with such re-entry and/or dispossession by summary proceedings or otherwise; all Rent for the remainder of the Term may be accelerated and due in full; and Landlord may relet all or any part of the Premises, either in the name of Landlord or otherwise, for a term which may, at Landlord's option, be

equal to, less than, or greater than the period which would otherwise have constituted the balance of the Term. Tenant shall pay, as additional Rent, to Landlord, as they are incurred by Landlord, such reasonable expenses as Landlord may incur in connection with reletting, including, without limitation, attorneys' fees, brokerage commissions, and expenses incurred in advertising, repairing, and putting the Premises in good order and condition and in preparing the Premises for reletting. If Tenant shall not have paid accelerated Rent, Tenant shall pay in monthly installments on the due dates for Rent payments for each month of the balance of the Term, the amount by which any Rent payment exceeds the net amount, if any, of the rents for such period collected on account of the reletting of the Premises; any suit brought to collect such amount for any months shall not prejudice in any way the rights of Landlord to collect the deficiency for any subsequent months by a similar action or proceeding. Landlord shall have as Landlord's absolute property, any sums collected by Landlord upon reletting the Premises other than Rent. Landlord shall resume possession of the Premises including, without limitation, any amounts by which the sums so collected shall exceed the continuing liability of Tenant under this Lease. If Landlord shall have accelerated and collected Rent payments and subsequently shall have relet the Premises, then Landlord, after deducting all costs related to reletting shall pay to Tenant the amount remaining which is collected as Rent for each month, to the extent Landlord shall have previously received the Rent for such month from Tenant.

17. RELOCATION. Landlord may relocate Tenant to another location in the Building, without releasing Tenant of any obligation under this Lease for the full Term. If Landlord relocates a substantial portion of the Building and deems the Premises to be needed for other purposes than this Lease, Landlord may relocate Tenant to the Building or terminate this Lease.

18. MISCELLANEOUS.

18.1. Neither Landlord nor any disclosed or undisclosed participant of Landlord (or officers, director, stockholder, partner or agent of Landlord or of any such principal, nor any successor of any of them, shall have any personal liability for any such failure under this Lease or otherwise. The provisions of this Section shall apply only to Landlord and the parties above described. They shall not be for the benefit of any insurance company or other third party. Except as specifically set forth in this Lease, Tenant hereby expressly waives its rights under any and all laws, to terminate this Lease (whether prior to or after the commencement of the Term) or to withhold any payment owed by Tenant under this Lease, on account of any damage, condemnation, destruction, or state of disrepair of the Premises, or any part thereof, it being the parties' intent that the provisions of this Lease shall govern the parties' rights and obligations with respect to such matters. Any holder(s) of any fee mortgage shall have no obligations whatsoever under this Lease. This Lease shall at all times be subordinate to any fee mortgage encumbering the Property. If the holder of any fee mortgage shall succeed to Landlord's interest in this Lease, Tenant shall, upon request, return to such holder in writing, in the event of any transfer of Landlord's interests, Landlord shall be released and relieved from all liability and responsibility thereafter accruing to Tenant and Landlord's successor shall be liable and responsible to Tenant with respect to all obligations of Landlord under this Lease accruing from and after the date of such transfer.

18.2. Tenant shall, on the last day of the Term or upon any termination of this Lease, surrender and deliver up the Premises to Landlord "broom clean" and in good condition and repair, subject to ordinary wear and tear, with all equipment and tenant improvements removed if Landlord so requests. All personal property and other belongings that are left upon the Premises at the time of such surrender shall be deemed to have been abandoned. The cost to Landlord of removal, sale and/or storage of such property shall be paid to Landlord by Tenant.

If Tenant does not immediately surrender the Premises to Landlord at the end of the Term, then Tenant shall pay to Landlord double the amount of the Rent payable by Tenant for the last month of the Term for each month or portion thereof that Tenant holds over, plus all damages that Landlord may suffer on account of Tenant's failure to surrender possession to Landlord, and shall indemnify and save Landlord harmless from and against all claims made by any succeeding tenant of the Premises or broker procuring such tenant, related to delay in delivering possession to such succeeding tenant, so far as such delay is occasioned by failure of Tenant to surrender the Premises. No receipt of money by Landlord from Tenant after termination of this Lease or the service of notice of suit or judgment for possession shall reinstate or extend the Term or affect any such notice, demand, suit or judgment. No act or thing done by Landlord or its agents, including acceptance of keys to the Premises, during the Term shall be deemed an acceptance of a surrender of the Premises, and no agreement to accept a surrender of the Premises shall be valid unless it be made in writing and subscribed by a duly authorized officer or agent of Landlord.

18.3. At any time and from time to time during the Term, within ten (10) days after request by Landlord, Tenant will execute, acknowledge, and deliver to Landlord and its designees, a certificate which states (a) that this Lease is unmodified and in full force and effect, or if there have been modifications, that this Lease is in full force and effect as modified, and identifying the modification agreements; (b) the date to which the Rent has been paid; (c) the nature and extent of any existing default by either party as to which a notice has been given to the other party; (d) whether or not there are any setoffs, defenses, or counterclaims against enforcement of the obligations to be performed under this Lease existing in favor of Tenant; and (e) other matters which Landlord may reasonably request.

18.4. If a claim for brokerage or similar fees in connection with this transaction is made by any other broker, agent, salesman, or finder other than Brokers claiming to have dealt through or on behalf of one of the parties to this Lease, then such party shall indemnify, defend, and hold harmless the other party from all liabilities, damages, claims, costs, fees, and expenses (including reasonable attorneys' fees) with respect to such claim for brokerage. The provisions of this Section shall survive the expiration or termination of this Lease.

18.5. Each Notice shall be deemed to have been given (a) when in writing; (b) when sent by personal delivery, facsimile, Federal Express or other widely recognized overnight delivery service, or registered or certified mail; (c) upon receipt or refusal of receipt by the person to

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whom it is addressed; and (d) when addressed to each applicable person at the applicable addresses set forth on the first page of this Lease, or to such other person or address as a party shall in the future designate by giving notice to the other.

18.6. Each party represents to the other that it has full legal right, power, and authority to enter into, execute, and perform this Lease. All the rights and remedies of Landlord under this Lease or pursuant to present or future law shall be deemed to be separate, distinct, and cumulative. No one or more of them, whether exercised or not, nor any mention of or reference to any one or more of them in this Lease, shall be deemed to be in exclusion of, or a waiver of, any of the others, or of any of the rights or remedies which Landlord may have under this Lease, at law, and/or in equity. Landlord shall have, to the fullest extent permitted by law, the right to enforce any rights or remedies separately and to pursue any lawful action or proceedings to exercise or enforce any right or remedy without thereby waiving or being barred or estopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings. No waiver by Landlord of any breach by Tenant of any term or condition of this Lease, and no failure by Landlord to exercise any right or remedy in respect of any such breach, shall constitute a waiver or relinquishment for the future, or bar any right or remedy of Landlord in respect of, any other breach of such term or condition or any breach of any other term or condition of this Lease. No payment by Tenant or receipt of payment by Landlord of an amount less than the full amount then due Landlord under this Lease shall be construed as anything other than a partial payment of such sum then due and owing. No endorsement or statement on any check or letter or any form of payment or accompanying document shall be deemed to be an accord and satisfaction or other form of settlement; Landlord may accept any such payment without prejudice to its rights to recover the balance of sums due and owing under this Lease or to pursue any other remedy permitted under this Lease.

18.7. Whenever under this Lease Landlord's consent or approval is expressly or impliedly required, it may be arbitrarily withheld, if Tenant requests Landlord's consent or approval, and if in connection with such request Landlord seeks the advice of its attorneys, architect and/or other adviser or expert, then Tenant shall pay such persons' costs and fees related to such request and the preparation of related documents, which costs and fees shall be limited to \$750 per request for matters in the normal course of Tenant's business. Such limitation shall not apply for extraordinary matters such as improvements or remodeling, or any work of any nature that might affect the Building's structural integrity or building systems.

18.8. All obligations of Tenant that are or may be intended by their nature to be performed and/or complied with after the expiration or earlier termination of this Lease shall survive such expiration or termination. Express provisions in this Lease that require or permit survival in specific instances, or as to specific obligations, shall not be deemed a limitation upon the generality of this survival clause. Every provision of this Lease shall be valid and be enforced to the fullest extent permitted by law, if any provision of this Lease, or the application of such provision to any person or circumstance, shall be determined by appropriate judicial authority to be illegal, invalid, or unenforceable to any extent, such provision shall, only to such extent, be deemed stricken from this Lease as if never included. The remainder of this Lease,

and the application of such provision to persons or circumstances other than those as to which such provision is held illegal, invalid, or unenforceable, shall not be affected. In this Lease, 'attorneys' fees means without limitation, accountants' and attorneys' fees, including fees for the services of paralegals and similar persons, consultant fees, investigation and laboratory fees, court costs, and litigation expenses at the trial and all appellate levels, and through collection.

18.9. The captions and headings contained in this Lease are for convenience and reference only, shall not be deemed to be a part of this Lease or construed as limiting, amplifying, or modifying in any manner the provisions of this Lease, and shall not otherwise affect the interpretation of this Lease. All references to Exhibits or Sections are to Exhibits or Sections of this Lease. Whenever the context of any provision of this Lease so requires, pronouns of any gender shall include the other genders, words in the singular shall include the plural, and words in the plural shall include the singular. This Lease may be executed and delivered in two or more counterparts, each of which shall be deemed to be an original and all of which, taken together, shall be deemed to be one instrument. The parties shall take all such actions and execute all such documents as may be necessary to carry out the purposes of this Lease, whether or not specifically provided for in this Lease. Time is of the essence as to all material terms of this Lease. This Lease shall be construed and governed in accordance with the laws of the State of California without application of conflict of law principles. All of the parties to this Lease have participated fully in its negotiation and preparation. Accordingly, this Lease shall not be more strictly construed against any one of the parties. Landlord shall not be deemed, in any way or for any purpose, to have become, by the execution of this Lease or any of the provisions of this Lease, or any action taken under this Lease, a partner of Tenant, in Tenant's business or otherwise, or a member of any joint enterprise or venture with Tenant.

18.10. This Lease contains the sole and entire agreement, and supersedes all other prior written or oral agreements, between the parties with respect to the subject matter of this Lease. This Lease may be changed, amended, or modified only by an agreement in writing signed by the party against whom such change, amendment, or modification is sought to be enforced. The terms and conditions of this Lease shall bind the parties and their respective successors and assigns, and shall inure to the benefit of the parties and their respective permitted successors and assigns. Any waiver of rights by either party shall be deemed not only to be a waiver of such rights by such party but also a waiver of such rights for and on behalf of such party's successors and assigns.

18.11. Claims, disputes, or other matters in controversy arising out of or related to the lease shall be subject to mediation as a condition precedent to binding dispute resolution.

18.12. The parties shall endeavor to resolve their disputes and claims ("Claims") by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the mediation. The request

may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If arbitration is stayed pursuant to this Section 18.13, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

18.13. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

18.14. Any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Lease, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

18.15. A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

18.16. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The party determined to be the prevailing party in the arbitration shall be entitled to an award of its reasonable costs and fees, including attorneys' fees and expert's fees, incurred therein.

18.17. The foregoing agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

18.18. In case suit shall be rightfully brought for possession of the Premises, the prevailing party shall recover reasonable attorney's fees from the other in each such suit. It is further mutually agreed by and between Landlord and Tenant, that the respective parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on any matters whatsoever arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, Tenant's use or occupancy of the Leased Premises, and/or any claim of injury or damage, and any emergency statutory or any other statutory remedy. Should Landlord seek recourse to enforce any of its rights under this Lease, Tenant agrees to waive any defense which it might otherwise

have that Landlord has any adequate remedy at law. Tenant further agrees that it shall not interpose any counterclaim or set off in a summary proceeding or in any action based in whole or in part on nonpayment of rent.

18.19. IT IS MUTUALLY AGREED BY AND BETWEEN LANDLORD AND TENANT THAT THEY SHALL AND THEY HEREBY DO WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM BROUGHT BY EITHER LANDLORD OR TENANT AGAINST THE OTHER ON ANY MATTERS ARISING OUT OF OR BY ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF LANDLORD AND TENANT, AND/OR TENANT'S USE OF OR OCCUPANCY OF THE PREMISES. TENANT FURTHER AGREES THAT IT SHALL NOT INTERPOSE ANY COUNTERCLAIM OR COUNTERCLAIMS (EXCEPT COMPULSORY COUNTERCLAIMS) IN ANY SUMMARY PROCEEDING OR IN ANY ACTION BASED UPON NONPAYMENT OF RENT OR ANY OTHER PAYMENT REQUIRED BY TENANT UNDER THIS LEASE.

18.20. The parties have executed this Lease on the date set forth in the first paragraph.

18.21. Tenant agrees to train all school staff in Landlord's Protecting The Mission policies and procedures.

18.22. Shared Rooms. Tenant agrees that all teachers and school staff must vacate all shared rooms by 9:20 p.m. In addition, Tenant may only use walls in shared rooms which are specifically assigned to them by Landlord.

18.23. Windows and doors must not be covered or blocked, except in cases of emergency.

18.24. Landlord's furniture and equipment must not be moved from their assigned rooms without prior written permission of Landlord.

LANDLORD
The Salvation Army,
a California Corporation

TENANT
Wisdom Academy

BY: [Signature]

BY: [Signature]

ITS: TREASURER

ITS: Executive Director

BY: [Signature]

BY: _____

ITS: SOUTHERN CALIFORNIA DIVISION

ITS: _____

OCT 23 2015

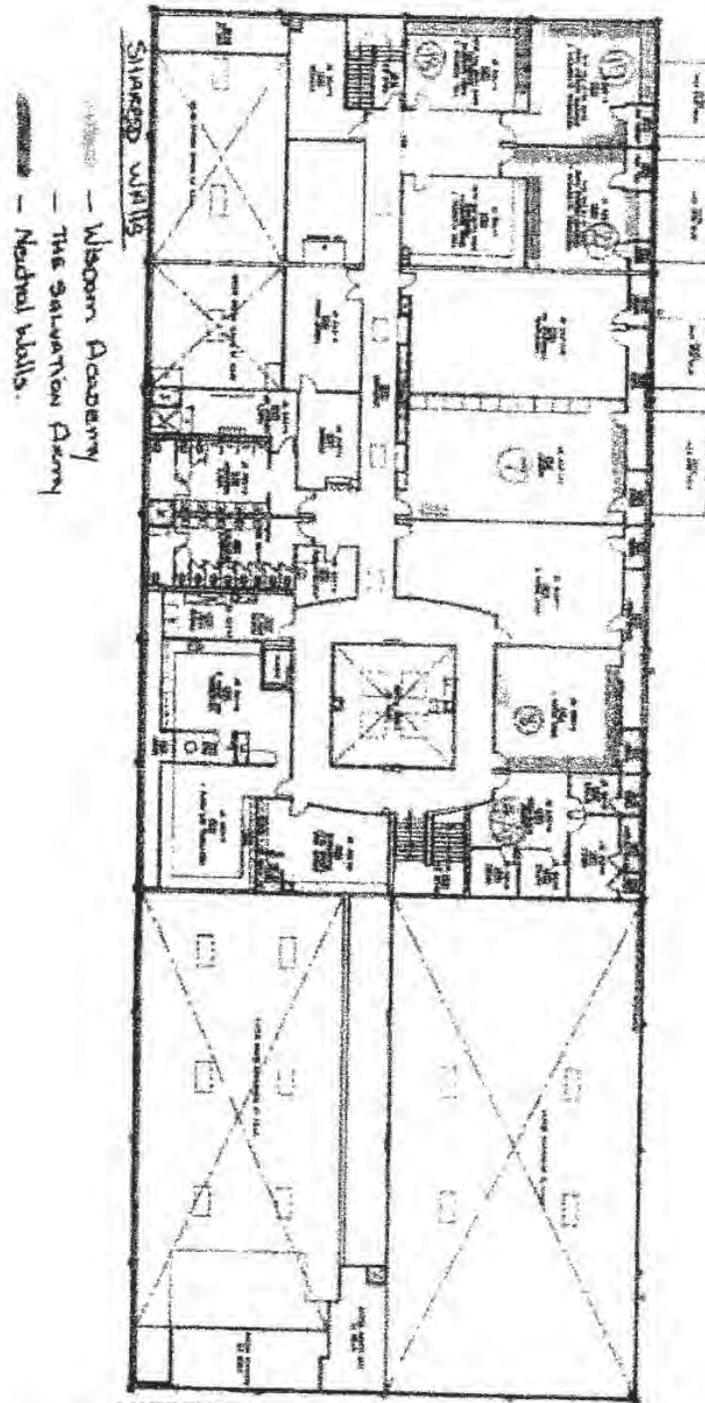
FINANCE COUNCIL

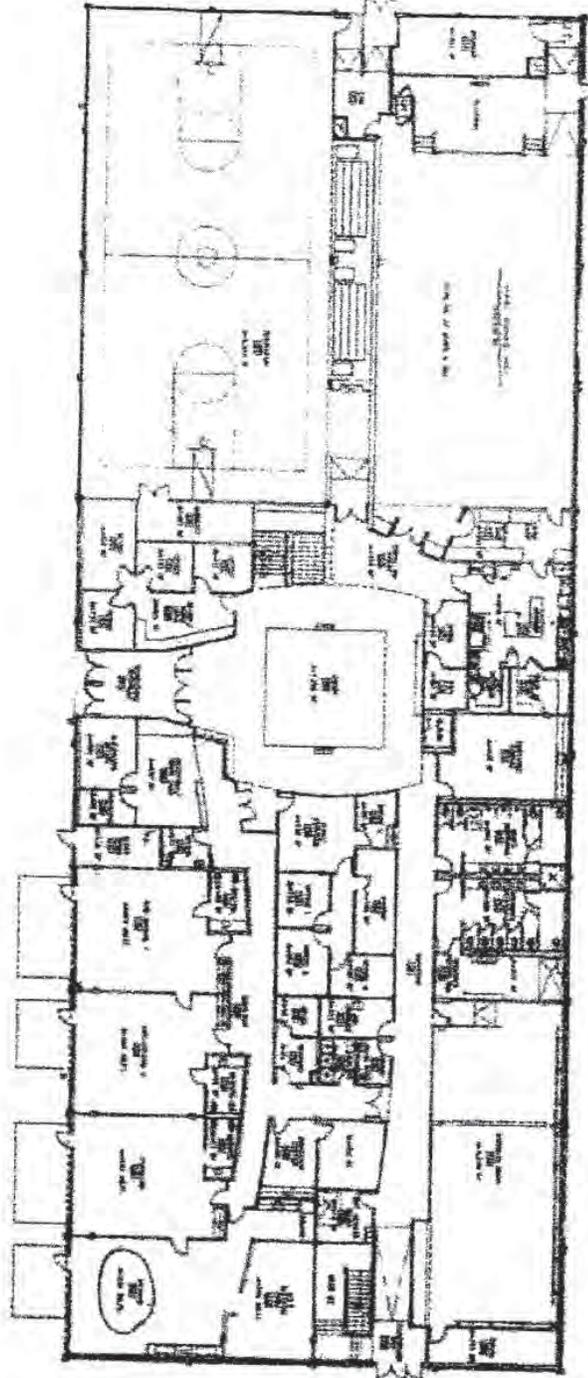
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<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Discovered	<input type="checkbox"/> Discovered Approval
<input type="checkbox"/> Not Discovered	<input type="checkbox"/> Discovered
By: _____	

Schedule 1

		The Salvation Army	Wisdom Academy
Education Room 2 (18)	409.14 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Education Room 3 (19)	519.77 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Education Room 4 (27)	534.70 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Library (7)	1022.80 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Game Room 1 (8)	583.20 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Infant Room	1309 sq ft	Monday thru Friday - 3:00 PM onwards	Monday thru Friday - 7:00 AM to 2:55 PM
Office Suite (4/17)	696.00 sq ft	Space is not being shared with Wisdom Academy.	Space is being used by Wisdom Academy only
Chapel	2851.00 sq ft	Monday thru Friday - 5:00 PM onwards	Monday thru Friday - 7:00 AM to 4:30 PM
Parking Stalls	14 Stalls		Monday thru Friday - 6:45 AM to 4:00 PM







WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Monday, February 3, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden, Sandra Davis, Kimberly Daniels
Others In Attendance: Jason Okonkwo, Edward Cabll
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – **No action was taken.**
- VIII. **Open Session**
 - a. Board Member Resignation Letter – Kimberly Daniels – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - b. Adoption of Student Fee's Policy – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None

Secretary of Board

Date

President of Board

Date

000675

- f. Resolution to sell school vehicle – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- h. Wisdom Academy for Young Scientists Annual Financial Audit – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- i. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- j. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- k. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- l. Updates Regarding FCMAT Audit – Discussion Item

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- b. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- c. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- d. Updates Regarding FCMAT Audit – Discussion Item

- XI. The board meeting of WAYS was officially adjourned at 7:19 PM.

Secretary of Board

Date

President of Board

Date

000676

EXHIBIT 55

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

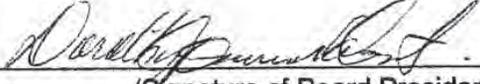
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duty called and held on the 31 day of JULY, 2012, the following resolution was offered, seconded, and adopted:

"Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to authorize the Executive Director or designee to enter a lease or purchase agreement for a **vehicle for school use** behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California."

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.



(Signature of Board President)

RECEIVED

DEC 14 2012

LACOE
CHARTER SCHOOLS OFFICE

WISDOM ACADEMY FOR YOUNG SCIENTISTS

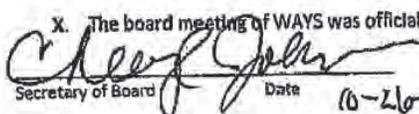
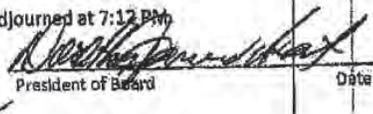
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Tuesday, July 31, 2012 4:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, September 27, 2012 at the school of Wisdom Academy for Young Scientists. Board Member, Dorothy Valenti, called this meeting to order at 5:32pm.
- II. All members and guest stood and saluted the flag.
- III. **Board Members Present:** Eleanor Jones, Cheryl Johnson, Karen Hanyes, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden,
Others In Attendance: Jason Okonkwo, Halliu Haruna/Ball Business Management, Edward Cabil, Karen Horowitz
- IV. **Additions to the Agenda**
 - a. Discussion: Travel Reimbursement for Board Members
- V. **Approval of Minutes**
 - a. June 28, 2012 – Amended contract period for Ball Business Management Contract to include period "2011-12 - Approved 5/0
- VI. **Reports**
 - a. Board Members – Discussion on changes in staff and new staff
 - b. Executive Director – Oral Report
 - c. Vice Principal(s) – Oral Report
 - d. Director of Operations – Oral Report
 - e. Ball Business Management – Oral Report, See Attachment
- VII. **Discussion/Action Items**
 - a. Approval of Early Entrance Evaluation for Kindergarten Policy – Approved 5/0
 - b. Approval of Royal Dining Contract – Approved 5/0
 - c. Approval of Medina's Proposal for Central Air and Heat System – Approved 5/0
 - d. Approval of OCI Development 2012-13 FY Property Lease – Approved 5/0
 - e. Approval of Salvation Army 2012-13 FY Property Lease – Approved 5/0
 - f. Approval of Amended Executive Director Contract – Approved 5/0
 - g. Approval of Revised Fiscal Policy – Approved 5/0
 - h. Approval of Resolution to Purchase/Lease a Vehicle for School Business – Approved 5/0
 - i. Discussion: Travel Reimbursement for Board Members
- VIII. **Closed Session**
 - a. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to Government Code § 54956.9, subd. (b)); (one potential case) – No Action Taken
- IX. **Future Agenda Items**
 - a. Amended Fiscal Policy
 - b. Travel Reimbursement for Board Members

X. The board meeting of WAYS was officially adjourned at 7:12 PM

 Secretary of Board Date 10-26-12 President of Board Date 10-26-12

000747

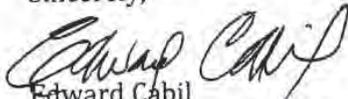
Wisdom Academy for Young Scientists

August 6, 2012

To the Finance Authority,

In accordance with Merle Williamson Foundation dba Wisdom Academy for Young Scientists Resolution of Board of Directors dated July 31, 2012 regarding "authorization to lease or purchase a vehicle for school use on behalf of the corporation. I authorize and designate Jason Okonkwo to carry out all business regarding this matter, and to sign on behalf of the organization.

Sincerely,


Edward Cabil
Executive Director

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

WAYSAPPEAL-002655

WAYS000863

EXHIBIT 56

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

“Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the resolution to sell the school vehicle
(2011 Lexus RX350) on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Monday, February 3, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden, Saundra Davis, Kimberly Daniels
Others in Attendance: Jason Okonkwo, Edward Cabll
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – **No action was taken.**
- VIII. **Open Session**
 - a. Board Member Resignation Letter – Kimberly Daniels – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - b. Adoption of Student Fee's Policy – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None

Secretary of Board

Date

President of Board

Date

000675

- f. Resolution to sell school vehicle – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- h. Wisdom Academy for Young Scientists Annual Financial Audit – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- i. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- j. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- k. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- l. Updates Regarding FCMAT Audit – Discussion Item

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- b. Unaudited Actuals Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- c. First Interim Financial Report – **Moved to future meeting.**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- d. Updates Regarding FCMAT Audit – Discussion Item

XI. The board meeting of WAYS was officially adjourned at 7:19 PM.

Secretary of Board

Date

President of Board

Date

000676

EXHIBIT 57

Gmail - Wisdom Academy : Audit Proposal

<https://mail.google.com/mail/u/0/?ui=2&ik=118fa360c3&view...>



Jason O <mrjason7@gmail.com>

Wisdom Academy : Audit Proposal

Edward Cabil <edcabil@sbcglobal.net>

Wed, Oct 23, 2013 at 8:43 AM

Reply-To: Edward Cabil <edcabil@sbcglobal.net>

To: "dvalenti747@yahoo.com" <dvalenti747@yahoo.com>, "armando.espinoza.10@my.csun.edu" <armando.espinoza.10@my.csun.edu>, "johnsoncenter@msn.com" <johnsoncenter@msn.com>, "normanskx@gmail.com" <normanskx@gmail.com>, "saundavis@aol.com" <saundavis@aol.com>, Carol Lee Tolbert <kids@civicpride.net>, "kimberly@ksdanielslaw.com" <kimberly@ksdanielslaw.com>
Cc: Karen Horowitz <klhorowitz@verizon.net>, "deara7@gmail.com" <deara7@gmail.com>, Jason Okonkwo <mrjason7@gmail.com>

Good Morning,

We received an email from our present auditor for an increase in cost that is what I consider way out of line considering the fact that there are several reputable companies who audit charter schools and school districts for much less than the \$15,000.00 asking price by our auditor.

Please see the attachments above to view a proposal from a firm that is highly recommended by many in the charter school arena. Our savings of nearly \$6,000.00 will help go toward needed computers to meet the mandate of the new law AB484.

Because of the urgency of making a change right away to meet the deadline of audit submissions in December, we can add this item to the agenda at the beginning of the board meeting. Yes, the new audit company said that they would be able to take over and make the deadline if there is no delay on our part, and if there is a delay, they would ask for an extension. We have had to do this before.

Thanks for your kind consideration and cooperation concerning this very important request.

Blessings,
Ed Cabil

4 attachments



2011 Peer Review Report.pdf
65K



Wisdom Academy for Young Scientists Proposal.pdf
3419K



2013 CHARTER SCHOOL LIST.doc
110K

Gmail - Wisdom Academy : Audit Proposal

<https://mail.google.com/mail/u/0/?ui=2&ik=118fa360c3&view...>

 **2013 SCHOOL DISTRICT LIST.rtf**
170K

EXHIBIT 58

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG
SCIENTISTS

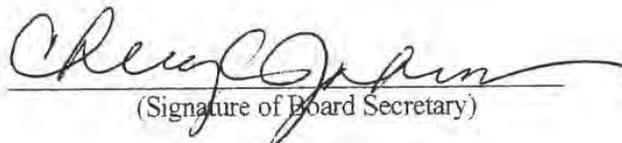
706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered,
seconded, and adopted:

“Be it Resolved, that the Board of Directors of this
corporation be and is hereby authorized, empowered, and
directed to approve the auditor selection of Wilkinson Hadley
King & Company, LLP on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in
accordance with applicable provisions of laws of the State of
California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a
majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Monday, February 3, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 3, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Armando Espinoza
Board Members Absent: Norman Golden, Sandra Davis, Kimberly Daniels
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - I. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – **No action was taken.**
- VIII. **Open Session**
 - a. Board Member Resignation Letter – Kimberly Daniels – **Approved 3/0**
 - I. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - II. Oppose – None
 - b. Adoption of Student Fee's Policy – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - c. 2013-14 Fiscal Year Executive Director Contract 2013-14 – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - d. Commercial Property Lease 2013-14 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - e. Commercial Property Lease 2013-14 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabil – **Approved 3/0**
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None

Secretary of Board

Date

President of Board

Date

000675

- f. Resolution to sell school vehicle – Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- g. Selection of auditor WILKINSON HADLEY KING & COMPANY, LLP.– Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- h. Wisdom Academy for Young Scientists Annual Financial Audit – Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- i. Single Plan for Student Achievement – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- j. Unaudited Actuals Financial Report – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- k. First Interim Financial Report – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- l. Updates Regarding FCMAT Audit – Discussion Item

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- b. Unaudited Actuals Financial Report – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- c. First Interim Financial Report – Moved to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
- d. Updates Regarding FCMAT Audit – Discussion Item

XI. The board meeting of WAYS was officially adjourned at 7:19 PM.

Secretary of Board

Date

President of Board

Date

000676

EXHIBIT 59

**RESOLUTION OF BOARD OF DIRECTORS
OF WISDOM ACADEMY FOR YOUNG SCIENTISTS**

At a meeting of the Board of Directors of WISDOM ACADEMY for YOUNG SCIENTISTS

706 EAST MANCHESTER AVE
LOS ANGELES, CALIFORNIA 90001

Duly called and held on the 3 day of February, 2014, the following resolution was offered, seconded, and adopted:

“Be it Resolved, that the Board of Directors of this corporation be and is hereby authorized, empowered, and directed to enter a Employment Agreement with Edward J. Cabil on behalf of said corporation.

Furthermore, all actions taken regarding this matter are in accordance with applicable provisions of laws of the State of California.”

I hereby certify that the foregoing is a true and correct copy of a resolution passed by a majority of the Board of Directors of this corporation on the date specified.


(Signature of Board Secretary)

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between the above named employee (Mr. Edward Cabil) and the Board of Directors ("Board") of the Merle Williamson Foundation (MWF), located at 706 E. Manchester Avenue, Los Angeles, CA 90001, the holder and operator of The Merle Williamson Foundation (MWF), a California public charter school approved by the Los Angeles Unified School District. MWF desires to hire employees who will assist MWF Principal in achieving the goals and meeting the requirements of the MWF's Charter. The parties recognize that the MWF is not governed by the provisions of the California Education Code except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting the Principal in implementing the purposes, policies, and procedures of the charter school.

WHEREAS, Merle Williamson foundation and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. MWF has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* MWF has been duly approved by the Los Angeles Unified School Board. A copy of MWF's charter is attached hereto and fully incorporated by reference herein.
2. Pursuant to Education Code section 47604, MWF has elected to be held and operated by MWF, a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporation Code). As such, MWF is considered a separate legal entity from the Los Angeles Unified School District, which granted the charter. The Los Angeles Unified School Board shall not be liable for any debts and obligations of MWF, and the employee signing below expressly recognizes that he/she is being employed by MWF and not the Los Angeles Unified School Board.
3. Pursuant to Education Code section 47610, MWF must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. MWF shall be deemed the exclusive public school employer of the employees at MWF for purposes of Government Code section 3540.1.

EMPLOYMENT AGREEMENT

EMPLOYMENT TERMS AND CONDITIONS:

Duties

Employee will perform such duties as MWF may reasonably assign and Employee will abide by all the school's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of MWF's charter.

The employee will be employed as an **Executive Director** with the following general duties: These duties may be amended from time to time at the sole discretion of MWF.

Work Schedule

Work days for the Employee shall be consistent with the applicable calendar of work days for this position for period of July 1, 2013 through June 30, 2014 in accordance with the provisions of this Agreement. Employment is at-will as specified in Section [C] below. This contract will be reviewed for renewal on an annual basis to evaluate and recommend changes here within.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with MWF.

The Executive Director may undertake speaking engagements, writing and other professional activities for honorarium, provided these activities do not interfere with his job duties and contracted work hours and provided the Executive Director gives prior notice to the Board with a written schedule of these activities.

Benefits

At the school's expense, the Executive Director shall be afforded such health and other benefits of employment as shall be granted to certificated employees, including entitlement to participate in STRS, except as otherwise set forth in the agreement. The Executive Director is entitled to twenty days of paid time off each school year. These days do not accrue or carryover however can be paid out in wages if unused at the end of the year. The Executive Director is entitled up to ten (10) days of time off each year for personal necessity/illness. The Executive Director must receive a written approval of the Board of Directors to go on an extended vacation and/or leave of absence.

Medical Insurance

The Executive Director shall receive all medical benefits offered to all employees.

Life Insurance

The Board shall provide and pay full premium for a life insurance policy, one and one half (1/2) times the amount of the Executive Director's salary for the term of this contract and if for any reason this contract is terminated this insurance term will also terminated.

EMPLOYMENT AGREEMENT

Long Term Disability Insurance

The Board shall provide and pay full premium for long term disability or the Executive Director for the term of this contract and if for any reason this contract is terminated this insurance term will also terminate.

Compensation.

The Executive Director's gross base salary of \$40,010 per year will be based on the salary table approve by the Board and will be paid in twelve equal monthly payments subject to all regular withholdings and proration within a given year based on state date. The Board may increase the annual salary rate any or all three years at any time. The per diem rate of compensation for purposes of this contract shall be the applicable annual salary divided by 230.

Work Year

The Executive Director shall be required to work 230 days per year as designated by the Board for this position. The Executive Director shall notify the Board of his/her vacation schedule.

Executive Director and Board Responsibilities

The Executive Director shall be the Chief Executive Officer of the Charter School. As such, the Executive Director shall have the primary responsibility for the execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting said policy.

Professional Development

The Board shall encourage the continuing professional growth of the Executive Director and agrees to pay (budget and cash flow must be able to afford such a benefit, so Board approval shall be requested) for the professional dues and subscriptions of Executive Director necessary for his continued and full participation in national, regional, state and local association and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of MWF. Such activities may include:

- a) To attend local, state, regional and national conferences to learn best practices, evidence-based strategies to improve the charter school instructional program;
- b) The operations, programs and other activities conducted or sponsored by local, state, and national school administrator and school board associations.
- c) Seminars and courses offered by public or private institutions; and
- d) Information meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Executive Director to perform his professional responsibilities of MWF.
- e) Other Activities, in addition to those items included in A through D above.

Performance Objectives

EMPLOYMENT AGREEMENT

On or before April 1st of each year under this agreement, the parties shall meet to establish the Executive Director's performance objectives for the following school year regarding said performance objectives and working relationships between the Executive Director and the Charter Board.

Evaluation

The Board shall devote a portion of at least one meeting near the end of the fiscal year to discuss and evaluation of the performance and working relationships between the Executive Director and the Board.

Under this agreement, or any extension thereof, the Board shall evaluate the performance of the Executive Director. In the event that a majority of the members of the Board determine that the performance of the Executive Director needs improvement or is unsatisfactory, the Board shall describe in writing, in reasonable detail, said area that needs improvement or said unsatisfactory performance indicating specific instances where appropriate.

The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Executive Director and he/she shall have the right to make a written response within fifteen (15) days to the evaluation. Within thirty (30) days of the delivered written evaluation to the Executive Director, the Board shall meet with the Executive Director to discuss the evaluation.

The evaluation shall be based on the position's job description and the mutually agreed upon school goals and objectives in accordance with the procedures outlined in the school policies.

Expense Reimbursement

The Board shall reimburse the Executive Director for all documented expenses incurred within the scope of employment in accordance with applicable policies and authorizations.

The Board shall reimburse for mileage at the federal rate of .55 per mile not to exceed \$100.00 a month. Executive Director must keep mileage records and submit records for reimbursement.

Business Items

The Board shall provide the Executive Director with the full use of a cellular telephone and an electronic planner (all items will be returned to MWF at the end or termination of the contract) for his use in conducting MWF business.

Other Benefits

The Executive Director shall be entitled to other benefits not listed herein but provided to other certificated employees.

EMPLOYMENT AGREEMENT

Employee Rights

Employment rights and benefits for employment at MWF shall only be as specified in this Employment Agreement, MWF's charter, the Charter Schools Act and MWF's personnel policies, which from time to time may be amended and modified by MWF. Employment rights and benefits may be affected by other applicable agreements, directives or advisories from the California Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with the Los Angeles Unified School District or MWF.

Licensure

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure credentials and finger print clearance.

Child Abuse Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal code section 11166 and will comply with its provisions.

EMPLOYMENT AT-WILL:

MWF may terminate this Agreement and Employee's employment at any time with or without cause, with or without notice, at MWF's sole and unreviewable discretion. Either party may immediately terminate this Agreement and MWF's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of MWF. No one other than the Board of MWF has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of MWF and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

Without impacting the at-will nature of the employment relationship, MWF may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with MWF's policy on Evaluation Reviews.

EMPLOYMENT AGREEMENT

GENERAL PROVISIONS:

Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

Assignment

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representative's successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party with prior written consent of the other party.

Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

Partial Invalidity

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

EMPLOYMENT AGREEMENT

ACCEPTANCE OF EMPLOYMENT

By signing below, the Employer declares as follows:

I have read this Agreement and accept employment with MWF on the terms specified herein.

All information I have provided to MWF related to my employment is true and accurate.

A copy of the charter is attached hereto.

This is the entire agreement between MWF and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

<u><i>[Handwritten Signature]</i></u> Employee Signature	<u>02/03/14</u> Date
<u>401 So. Buruside Ave - MK</u> Address	<u>L.A. CA 90036</u>
<u>(323) 855-2146</u> Telephone	<u>5405</u> Social Security Number

MERLE WILLIAMSON FOUNDATION APPROVAL:

_____ Dated

_____ Authorized MWF Representative

This Employment Agreement is subject to ratification and approval by the Government Board of Merle Williamson Foundation.

EXHIBIT 60



706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655

WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS)

**DIRECTOR
JOB DESCRIPTION**

Qualifications and Experience:

Education:

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university
2. An Elementary Teaching Credential, an administrative degree and an Administration Credential (in progress)

Experience:

1. No fewer than five years of full-time teaching service

Knowledge, skills, Abilities, and Personal Characteristics:

1. Knowledge of and ability to recognize the impact of the WAYS primary school Charter Petition, Personnel Handbook, Evaluation Handbook, and applicable state and federal laws and regulations
2. Ability to organize and direct an educational program that provides for the social, emotional, and intellectual development of the elementary student, kindergarten through fifth grade
3. Capacity to lead, direct, recognize, develop and supervise teachers and staff objectively
4. Understanding of and sensitivity to diversity in the school community
5. Knowledge of the relationship between the Charter School, the authorizing district, the state and federal agencies
6. Ability to communicate effectively with students, parents, peers, other charter schools, district staff, and community representatives, both individually and as a group
7. Knowledge of and skill in effective budgetary processes and school finance.
8. Leadership skill in facilitating group processes, including consensus building and conflict resolution
9. Ability to make formal, public presentations
10. Ability to compose and comprehend written communication
11. Ability to respond quickly in an emergency situation
12. Ability to cope with crisis situation

13. Ability to complete all responsibilities independently and in a timely manner and assume the responsibilities of the Director of Wisdom Academy for Young Scientists Elementary Charter School, Assistant Director and Coordinator as necessary

Job Purpose:

Serves as the instructional leader and administrator of Wisdom Academy for Young Scientists School and assumes responsibility for the direction of the instructional program and operation of the school plant

Responsible to:

The Executive Director is responsible to the Board of Directors of Wisdom Academy for Young Scientists

Major Job Responsibilities:

1. Maintain the vision of Wisdom Academy for Young Scientists Elementary School

Focus priorities and resources on improving the academic achievement of all students to high standards of excellence by providing leadership and support with continual emphasis on the specific mission of the school

2. Serve as the instructional leader and chief administrator of Wisdom Academy for Young Scientists School

- Provide guidance, supervision and assistance in instructional practice while adhering to the policies and practices recommended by the (committees) and the Board of Directors
 - Actively participate on Instruction Committee (and all other committees) sharing ideas, supporting best practices and innovative strategies relevant to the mission of the school
 - Oversees the focus, scheduling, and implementation of professional development activities ensuring alignment with the vision/mission of the Charter School
 - Oversee and monitor the administration and review of periodic performance assessments and state mandated testing
 - Actively participate in the student study team process and attend IEP meetings as needed
 - Monitor progress by entire grade levels and school-wide accomplishments and identify areas in need of improvement
 - Assume full responsibility for WASC and other accreditation processes, completing all necessary documents
 - Oversee management and maintenance of Wisdom Academy for Young Scientists database in collaboration with database coordinator
 - Oversee state recommended materials adoptions following established protocols
- Ensure compliance with all state and federal programs through proper administration of reporting of
 - CBEDS
 - Fall Survey
 - Bilingual Survey
 - STAR Testing (if and when applicable)
 - CELDT
 - Special Education Program
- Plan and oversee reorganization of classes yearly, ensuring maintenance of class size and equitable composition of classes
- Supervise and evaluate the teaching and classified staff
 - Participate in hiring teachers and other staff
 - Rate in all new hires
 - Evaluate advancement for step and column increases throughout the year for all staff
 - Review yearly salaries for all staff
 - Maintain the highest level of security, confidentiality and integrity with regard to personnel files

- Provide teacher and staff support through intervention, discipline as necessary, and dismissal as warranted
- 3. Actively participate in the budgeting process for Wisdom Academy for Young Scientists School**
- Work with the Operation Director and principal to plan yearly school budget demonstrating a clear understanding of the correlation between the allocation of resources (both human and material) and effective budgeting
 - Monitor enrollment and attendance daily, enrolling new students, accounting for students who leave the charter school, and work with the attendance officer (if any) to continuously monitor the ADA rate by class, grade and by tract
 - Monitor campus safety, security, and risk management daily collaborating effectively with the Maintenance and Operations Manager/director to remedy all emergencies immediately and any areas of concern in a timely manner
 - Monitor and approve all overtime allocations (if any)
- 4. Oversee the daily operation of the facility**
- Responsible for daily safety and security of the site collaborating with the Maintenance and Operations Manager/Director as needed
 - Plan capital projects for facilities improvement working in collaboration with the Board of Directors, Maintenance, and Operations Manager/Director
 - Oversee EPC Student Information System
 - Plan, coordinate and create schedules
 - Daily schedule
 - Recess/lunch play areas and supervision
 - Assignments for paraprofessionals
 - Weekly bulletin
 - Calendar for school year
 - Responsible for creation of all communications between home and school
 - Home-School Contract
 - Student Responsibility Code
 - Technology Code of Ethics
 - Homework Policy
 - Textbook Contract
 - Parent Calendar
 - Off-tract Letters (if applicable)
 - Holidays and Vacations
 - Assemblies and other Special Events
 - Opening and Closing Letters to Parents
 - Parent Conference Letters
 - Organize and implement an "Emergency Operations Plan"
 - Ensure compliance with child abuse reporting procedures
 - Responsible student discipline and Opportunity Room (once school(s) occupy separate sites)
 - Ensure the maintenance of a clean physical environment that is conducive to good health and safety
 - Oversee the quality of the food services program
- 5. Act as the internal "face and voice" of Wisdom Academy for Young Scientists School**
- Attend all board and committee meetings, and any other meetings, events and activities as needed
 - Provide guidance, supervision, assistance and leadership for all members of the Wisdom Academy for Young Scientists School staff

- Maintain a school climate that ensures the safety, health and welfare of the students an staff, while continually building a relationship of trust and confidence within the community
- Act as the formal liaison between Wisdom Academy for Young Scientist, parents and community members
 - Attend local community functions related to education as requested
 - Be assessable and available for parent conferences and school-wide events at the school and in the community

- 6. Ensure the successful transition of the Wisdom Academy for Young Scientists School to the newly adopted leadership structure**

- Meet with new leader(s) regularly to review responsibilities
- Receive and act upon reviews of progress from the Board of Directors

EXHIBIT 61

WISDOM ACADEMY FOR YOUNG SCIENTISTS

REPORT TO THE BOARD OF DIRECTORS

Meeting Date:

April 30, 2013

Board Meeting Agenda Item Description:

f. 2013-14 School Year Employment Agreements

Recommendation:

Approve the 2013-14 School Year Employment Agreements

Background:

The following Summary of Employment Agreements include earning increases, and changes in position status for for nine WAYS employees. WAYS personnel are contracted on an "at-will" annual basis. All personnel are appropriately credentialed for the assignments for which they are being hired. All employment agreements will terminate effective June 30, 2014.

In conservative spending efforts, salary increases for nine employees were not considered in the operating budget, which received Board approval on July 26, 2013. Salary increases for all 9 employees are included in the recommendation for Salary Increases document attached.

Significant increases in the salary amounts account for the increased need for staffing, supervision, security, and operational procedures.

All salary increases total \$20,168.84. Effective dates will be reflected in the individual employment agreements.

Implication:

In efforts to remain transparent in the practices of WAYS and compliant with all California laws and regulations regarding employment applicable to Charter Schools, WAYS Board shall consider all employment contracts at a public meeting.

By approving the 2013-14 school year employment agreements, the operational needs of the school will be met.

Fiscal Impact:

\$20,168.84

Prepared by:

Ed Cabil

Attachments:

2013-14 Salary Increases 2013-14

2013-14 Employment Agreement Template

Notes:

Salary Increases 2013-14 SY							
Employee	Position	Contract Period	Contract Am	Increase	New Contract Amou	Fund	
Bowman, Franca	Para-Educator	7/29/13-6/2/14	27700	771.5	28741.5	2100	General
Castro, Tanya	Administrative Assistant	7/1/13-6/30/14	40000	3000	43000	2400	General
Lawson, Mary	Para-Educator	7/29/13-6/2/14	27700	771.5	28741.5	2100	General
Lopez, Bernardo	Office Manager	7/1/13-6/30/14	26880	1120	28000	2400	Gen-87%; CN-13%
Moore II, Larry	Administrative Assistant	7/1/13-6/30/14	38000	1428.64	39428.64	2400	Gen-50%; Child Nutrition-50%
Okonkwo, Deara	Vice Principal	7/1/13-6/30/14	75000	3750	78750	1300	Gen-63%; ASES-13%; T1-19%; SE=5%
Okonkwo, Jason	Director of Operations	7/1/13-6/30/14	80000	4000	84000	2300	General
Rollins, Sammie	Plant Manager	7/1/13-6/30/14	35000	1315.84	36315.84	2200	General
Van Leuven, Jon Willem	Special Education Coordinator	7/29/13-6/2/14	43260	4011.36	47271.36	1200	Special Education-100 %
				20168.84			

EXHIBIT 62

WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**MEETING OF WAYS
BOARD OF DIRECTORS**

Thursday, August 29, 2013 5:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, August 29, 2013 at the school of Wisdom Academy for Young Scientists. Board Member, Dr. Dorothy Valenti, called this meeting to order at 5:31pm.
- II. All members and guests stood and saluted the flag.
- III. Board Members Present : Eleanor Jones, Cheryl Johnson, Norman D. Golden II, Dorothy Valenti, Armando Espinosa, Carol Tolbert, Kimberly Daniels, Sandra Davis
- IV. Additions to the Agenda
- V. Approval of Minutes
 - a. June 6, 2013 – A motion to approve by Eleanor Jones, second by Sandra Davis, a vote was taken. Approved 7/0
 - b. June 26, 2013 – A motion to approve by Carol Tolbert, second by Norman Golden, a vote was taken. Approved 7/0
- VI. Reports
 - a. Ball Business Management – Oral Report/See Handouts
 - b. Principals Report – Oral Report/See Handouts
- VII. Discussion/Action Items
 - a. Wisdom Academy for Young Scientists' Budget for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0 (Ball Business management to explain line item _____)
 - b. Certificated Teacher Salary Table for 2013-14 Fiscal Year – A motion to approve by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
 - c. Commercial Property Lease 2013-12 Fiscal Year – 706 East Manchester Ave & 8778 South Central Ave Los Angeles, Ca. - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
 - d. Commercial Property Lease 2012-13 Fiscal Year – 7651 South Central Ave Los Angeles, Ca. A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0

Cheryl Johnson
Secretary of Board
Date
2-3-14

Dorothy Valenti
President of Board
Date
2-3-14
Vice-Chair

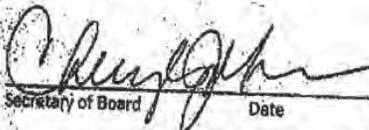
000787

- e. 2013-14 Fiscal Year Executive Director Contract 2013-14 - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- f. Updates Regarding LACOE Initiated FCMAT Audit - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0
- g. Election of Officers - Carol Tolbert was nominated for Board Chair by Eleanor Jones, a vote was taken. Approved 7/0
- h. Formation of the Board's Finance & Development Committee - A motion to table until next meeting by Carol Tolbert, second by Sandra Davis, a vote was taken. Approved 7/0

VIII. Public Communication
a. None

IX. Future Agenda Items

- X. The board meeting of WAYS was officially adjourned at 9:00pm.


Secretary of Board

Date

2-3-14


President of Board

Date

Vice-Chair

000669

**WISDOM ACADEMY FOR YOUR SCIENTISTS
 2013-2014 APPROVED BUDGET**

		13-14 APPROVED BUDGET
Total Enrollment		568.0
Attrition		27.0
Net enrollment		541.0
ADA		468.0
INCOME		
8011-8096 · Revenue Limit Sources		
8011	Supplemental Hours	
8015	Charter School General Purpose - State Aid	1,809,860.1
8096	In lieu of Property Taxes	634,767.4
Total 8011-8096 · Revenue Limit Sources		2,444,627.6
8100-8290 · Other Federal Income		
8220	Child Nutrition (Federal)	370,000.0
8221	Title I, A, Basic Low Income	200,000.0
8222	Title II, A Teacher Quality	14,296.7
8293	Title II, D EETT	
8294	Title III, Limited English (LEP)	
8223	Education Jobs Fund	
8225	State Fiscal Stabilization	
8297	Other Federal Income	
Total 8100-8290 · Other Federal Income		584,296.7
8300-8599 · Other State Income		
8311	Special Ed	200,548.5
8434	Class Size Reduction (K-3)	176,334.0
8480	Charter Sch Categorical Blk Gr	323,869.1
8589	Child Nutrition (State)	14,681.8
8560	State Lottery Revenue	68,468.4
8545	Facilities Incentive Grant	
8566	PE Teachers Incentive	
8551	Charter School Facilities Incentive	220,000.0
8563	Art and Music Block Grant	
8564	After School Education & Safety	112,500.0
8590	Other State Revenue	6,415.0
Total 8300-8599 · Other State Income		1,122,816.9
8600-8699 · Other Income-Local		
8634	Food Service Sales	
8660	Interest Income	3,042.0
8699	All Other Income	20,000.0
8682	Grants/Donations	
8672	Fundraising	
Total 8600-8699 · Other Income-Local		23,042.0
TOTAL INCOME		4,174,783.1
EXPENSE		
1000 · Certificated Salaries		
1100	Teachers Salaries	1,047,352.82
1110	Substitute Teachers	17,325.00
1175	Teachers - Extra Duty/Stipend	-
1176	Bonus-Certificated	7,675.00
1200	Certificated Pupil Support	
1300	Certificated-Executive Director	100,800.00
1300	Certificated - Principal	80,000.00
1900	Other Certificated	125,150.18
Total 1000 · Certificated Salaries		1,370,628.00
2000 · Classified Salaries		
2100	Instructional Aides	257,360.00
2500	Bonus-Classified	5,000.00
2300	Classified School Administrators	118,000.00
2400	Clerical/Technical/Office	168,835.00
2900	Other Classified	-
Total 2000 · Classified Salaries		544,195.00
3000 · Employee Benefits		
3101	STRS	\$ 113,076.81
3202	PERS	
3302	Medicare	\$ 31,594.58

**WISDOM ACADEMY FOR YOUR SCIENTISTS
 2013-2014 APPROVED BUDGET**

		13-14 APPROVED BUDGET
3301	Social Security (OASDI)	\$ 32,651.70
3401	H & W Payment (medical, dental, vision insur	\$ 154,062.86
3501	SUI	\$ 98,163.50
3601	Workers' Compensation	\$ 65,103.98
3901	Other Benefits	\$ -
Total 3000 - Employee Benefits		494,653.43
4000 - Supplies		
4100	Textbooks	187,000.00
4200	Other Books and Reference Materials	5,000.00
4300	Instructional Materials	30,000.00
4400	Noncapitalized Furniture/Equipment	7,000.00
4500	Other Supplies	30,000.00
4330	Office Supplies	10,000.00
4700	Food Supplies	10,000.00
Total 4000 - Supplies		279,000.00
5000 - Operating Services		
5200	Travel and Conferences	5,000.00
5300	Dues and Fees	7,000.00
5400	Insurance (property, student accident, board)	45,000.00
5500	Opartions & Housekeeping	50,000.00
5610	Building Rent	399,990.36
5620	Equipment Rental	3,000.00
5630	Repairs and Maintenance	8,650.00
5812	Pupil Transportaion	10,000.00
5831	Students Activities	40,000.00
5852	Contractor-Food Services	360,000.00
5894	Legal/Audit	31,994.00
5830	Advertisement/Recruitment	5,000.00
5893	Permits & Licenses	5,000.00
5836	Fingerprinting	400.00
5840	LACOE-Expense Reimbursement	10,040.00
5853	Business Consultants	60,000.00
5850	Non Instructional Consultants	
5863	Professional Development	5,000.00
5851	Instructional Consultants	50,000.00
5856	Special Ed Expenses	100,000.00
5891	Bank Service Charge	500.00
5892	Fees & Other Charges	
5890	Other Services & Operating Expe	128,724.00
5895	Fundraising Cost	-
5896	LAUSD-Expense Reimbursement	
5897	LAUSD-Special Education Cost	7,647.00
5910	Communications (tele, internet, postage)	32,323.64
5920	Postage (UPS, Fedex, US Mail)	5,000.00
Total 5000 - Operating Services		1,370,269.00
6000 - Capital Outlay		
6200	Buildings and Improvements	20,000.00
6400	Equipment	18,000.00
6900	Furniture	
Total 6000 - Capital Outlay		38,000.00
7000 - Other Outgo		
7299	Oversight Fee	43,568.00
7350	Debt Service - Interest	30,000.00
Total 7000 - Other Outgo		73,568.00
TOTAL EXPENSES		4,170,313.42
NET INCOME		4,469.70

EXHIBIT 63

WISDOM Academy for Young Scientists Public Charter School
Los Angeles, California

(FOR PUBLIC DISSEMINATION)

OCTOBER 24, 2013 BOARD MEETING NOTES

Meeting Location:
706 E. Manchester Ave.
Los Angeles, CA 90001

OPEN SESSION

Meeting Call to Order At: 5:46 PM By: Carol Lee Tolbert (President)

BOARD MEMBER ATTENDANCE (ABSENT/PRESENT)

Hon. Carol Lee Tolbert, President - Present
Dr. Dorothy Valenti, Vice President - Present
Ms. Kimberly Daniels, Esq. - Present
Hon. Sandra Davis - Present
Mr. Armando Espinoza - Present
Mr. Norman Golden - Present
Mrs. Cheryl Johnson - Present (6:15PM)
Mrs. Eleanor Jones - Present - Resignation

- PLEDGE OF ALLEGIANCE -

OPEN SESSION AGENDA ITEMS

I. READING AND APPROVAL OF BOARD MINUTES

A. Board Minutes for August 29, 2013

Action required (Yes/No): Yes

Motion by: Tolbert - motion to accept as amended

Second by: Davis

Number of votes in favor: 6

Number of votes opposed: 0

Motion adopted (Yes/No): Yes

Follow up required (Yes/No): No

Comments: (1) issue with the \$118k line item on the budget that needs further identification and clarification as noted by Armando in prior meeting (2) Exec. Director contract noted in item 'E' should be clarified as there was no contract available for review (3) agenda item 'G' should be adjusted to include Dr. Valenti's election (4) public comment (5) Sandra's name is misspelled (6) item -d- notes an incorrect date and should be corrected.

B. Board Minutes for September 26, 2013

Action required (Yes/No): Yes

Motion by: Davis - motion to table since copies are not currently available

Second by: Golden
Number of votes in favor: 6
Number of votes opposed: 0
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): Yes
Comments: Tabled to next meeting in the interest of time by Davis (Moved to
November 2013 meeting

II. CONSENT AGENDA ITEMS

A. Resignation letter from Board member Eleanor Jones (5:50PM)

Action required (Yes/No): No
Motion by: N/A
Second by: N/A
Number of votes in favor: N/A
Number of votes opposed: N/A
Motion adopted (Yes/No): N/A
Follow up required (Yes/No): No
Comments: Certificate provided to Mrs. Jones in appreciation for her dedication and
commitment to the WAYS Board and Charter School

III. NEW BUSINESS

A. Item 13092615(A): Errors and Omissions Insurance Policy - The Governing Board received the school's insurance policy coverage. The policy is set to expire on November 1. The Board will consider the renewal of policy w/current carrier to prevent any lapse in coverage. (Action/Discussion) - *Dufour Insurance Services, LLC*

i. Ms. Dufour's presentation

1. Notes:

- a. November 1st is the renewal deadline
- b. Current liability policy is with Scottsdale
- c. Incident in 2011 create issue with obtaining different and
more reasonably priced coverage
- d. See DUFOUR Summary of Proposed Insurance
- e. Crime coverage was not on policy last year but has been
added this policy term
- f. Need an updated number of teachers for this academic
year
- g. \$5 million is standard for a charter school of this size -
WAYS insurance has been updated accordingly - (new
policy costs the school an addition \$4,000) - Broker has
guaranteed full coverage
- h. Workers Comp renews in February 2014 (rating of
current policy holder may go down to a B+ so if so she
plans to move the policy)

i.

2. Board Comments:

- a. Davis - is this the insurance for the charter and the
board? The general liability policy covers the school and

board from bodily injury. The Directors and Officers liability policy covers management decisions and governance. The E&O coverage is a part of the Directors and Officers liability insurance

- b. Espinoza - Why did the insurance not cover the 2011 settlement? To be addressed in closed session
- c. Daniels - Break down of coverage/policy limits per claim
- d. Johnson - Do we need to compare other insurers? See materials

Action required (Yes/No): Yes

Motion by: Davis moved to accept coverage

Second by: Daniels

Number of votes in favor: 7

Number of votes opposed: 0

Motion adopted (Yes/No): Yes

Follow up required (Yes/No): No

Comments: None

Meeting Convened To Closed Session At: 6:30PM

Motion to go into closed session by Davis

CLOSED SESSION

A. Insurance Policy Payout Claim

B. **The following closed session items are from a special board meeting agenda prepared by/called by board member Armando Espinoza on Tuesday, October 8, 2013 at 6:30 pm for Wednesday, October 9, 2013 at 6:30PM, The meeting was cancelled due to a lack of a quorum.**

- a. **1310205:** The anticipated litigation is regarding verbal claims made by the school staff and contractor that a Board Member is making unilateral decisions, without input from a majority of the Board, which risks the potential for legal claims.
- b. **1310206:** As of Friday, October 4, 2013, two employment contracts were terminated prematurely by school staff and require immediate Board action. *(The Board heard the parties involved, but was not able to formally conclude the matter.)*

***A DISRUPTION OCCURRED AT THE END CLOSED SESSION BY AN ADMINISTRATIVE EMPLOYEE. NO OTHER BOARD BUSINESS WAS ABLE TO BE CONDUCTED.**

- c. **13102067:** The employment contract for the ED is normally decided before July 1, 2013, yet is has been postponed repeatedly.

*Convened To Open Session At: _____

OPEN SESSION

IV. LEASE AGREEMENTS

A. OCI Lease Agreement - 706 E. Manchester Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. OCI Lease Agreement - 8778 South Central Ave., Los Angeles CA

Action required (Yes/No): _____

Motion by: _____

Second by: _____

Number of votes in favor: _____

Number of votes opposed: _____

Motion adopted (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

V. EDUCATION ADMINISTRATIVE STAFF REPORTS

A. Report - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

B. Report - Vice - Principal

Action required (Yes/No): _____

Follow up required (Yes/No): _____

Comments:

VI. OLD BUSINESS

A. Item 13092609: Election of Governing Board Officers for the 2013-14 School Year

i. Item 13092609(b): Election of Secretary (Discussion/Action)

B. Item 13092610(A): Formation of the Board's Finance & Budget Committee - To appoint committee members. (Action) - *Board President Tolbert*

C. Item 13092611: Status on updating the Certificated Teacher Salary Table for FY 2013-14 (Clarification) - *Board President Tolbert*

D. Item 13092613: FCMAT Update - The school is currently undergoing an audit from LACOE. (Informational/Discussion) - *Executive Director, Mr. Cabil*

E. Item 13092618: WISDOM Organization Chart - Delineating employee responsibilities and lines of supervisory authority (Informational/Discussion) - *Executive Director, Mr. Cabil*

F. Item 13092619: Request for Charter School Petition Consultant in the amount

- not to exceed \$8,000. (Discussion/Action) - *Executive Director, Mr. Cabil*
- G. **Item 1310201:** Other required Insurance Policy - The Governing Board received the school's insurance policy coverage. The Board will consider the renewal of policy w/current carrier to prevent any lapse in coverage. (Action/Discussion) - *Dufour Insurance Services, LLC*
 - H. **Item 13092616:** Monthly Budget Update for 2013-14 School Year, and disposition of the unaudited actual financial report for fiscal year ending June 30, 2013 requested from LACOE- (Discussion/Possible Action) - *Bali Business Management*
 - I. **Item 13092614(A):** Formation of the Board's Teaching and Learning Committee - To appoint committee members. (Action) - *Board President Tolbert*
 - J. **Item 1310202:** Adoption of a Revised 2013-14 Board Meeting Calendar. (Action) - *Board President Tolbert*

VII. **NEW BUSINESS** (continued)

- A. **Item 1310203:** Scheduling A Board Retreat - The Retreat is Fourfold: 1) To establish guiding principles and values that will better enable the Board to conduct the business of the school with transparency, efficiency and civility. 2) To review and update the Board's By-Laws that align with the operation of a public charter school rather than the general purposes of a nonprofit organization. 3) To receive training in areas to be identified by board members. 4) Other development purposes identified by Board members. (Action) - *Board Members*
- B. **Item 1310204:** Update on the arbitration between LACOE and Wisdom Academy

VIII. **FUTURE AGENDA ITEMS**

- A. **Item 13092620:** Board Member Recommendations for Future Agenda Items

(THE BOARD WAS UNABLE TO RECONVENE TO OPEN SESSION OFFICIALLY
ADJOURN THE MEETING.)

Motion to Adjourn By _____ Meeting Adjourned At _____

**Agenda items in blue were unable to be addressed by the Board due to the disruption caused by the employee.

(Minutes taken by Board Member Daniels and Prepared for distribution by President Tolbert.)

EXHIBIT 64

WISDOM ACADEMY FOR YOUNG SCIENTISTS
REPORT TO THE BOARD OF DIRECTORS

Meeting Date:
February 27, 2013

Board Meeting Agenda Item Description:
b. Performance Based 2013-14 School Year Stipends First Half of Year

Recommendation:
Approve the Performance Based 2013-14 School Year Stipends Round One

Motion - Cooke
Second: Valenti *Approved 5/0*

Background:
Per the Board approved Salary Table for 2013-14 School Year, discretionary performance based stipends are awarded to select employees of Wisdom Academy upon recommendation from the Executive Director.

Implication:
Select Wisdom Academy employees are awarded stipends by performing extra curricular tasks, taking on leadership roles, and good attendance habits. Recognizing these select staff will give them an intrinsic and monetary reward; and furthermore encourage staff to go beyond their call to duty to make a positive contribution to the WAYS community, in efforts to further enrich the lives of the children we serve.

Fiscal Impact:
\$14,600 Expense in Employee Bonuses

Prepared by:
Ed Cabil

Attachments:
Performance Based Stipends 2013-14 Round One of Two Summary

Notes:

WAYS Employee Salary Breakdown 2013-14 SY.xlsx

Employee	Teacher of the Year	Attendance Teachers and Attendance Support	Stf	Leadership 1/(Bi- Annual	Leadership 2/(Bi- Annual	Masters Degree	Doctorate Degree	Total
Amount	\$1,500	\$700	\$300	\$300	\$200	\$600	\$1,200	
Alier, Suzanne								
Alvarez, Eugenia								200
Amsdor, Jennifer		X				X		700
Ananic, Marvrene								300
Asanovic, Rubenia								1000
Armstrong, Donna		X						600
Aultrey, Deborah			X					600
Barbera, Erica								500
Bowman, Francis						X		300
Bronder, Amber								600
Cabli, Edward								1300
Castro, Tenve								700
Croddy, Shervi		X						200
Crone, Jason								300
Gallardo, Raquel								700
Gomez, Kevin		X						200
Gordon, Lydia						X		300
Gordon, Ronze								300
Hale, Jamaica								
Hahn, Laurel								
Morowitz, Karen								
Moskins, Beverly								300
Jenkins, Edward								
Johnson, Mylicia								200
Johnson, Terrence								
Jawson, Danielle								
Jawson, Mary								
Lincoln, Deborah								
Lopez, Bernarop								
Lopez, Sophie								300
Lorenzo, Noemz								
Machis, Anita		X						700
Medel, Erick								500
Miketta, Diane			X			X		
Moore II, Larry								
Morales, Leticia								300
Norris, Lavette								500
Okonkwo, Deary		X				X		1000
Okonkwo, Jason								
Perez, Anita								300
Portales-Blair, Lidiane								300
Rollins, Saimie								300
Sam, Olivia			X			X		
Santillan, Sandy		X						700
Santos, Nardie								
Skeen, Robin								
Smith, Brian								
Torres, Maria De Los Angeles								
Trice, Kenya		X						1000
Van Leuven, Jon, Willem		X						900
Vargas, Graciela								
Ven, Mary								
White, Yolanda								14600

**Performance Based Stipends
 2012-13 School Year End**

Employee	Teacher of the Year	Attendance	Leadership 1	Leadership 2	Masters Proc	Total
Anario, Marytere				300		300
Aparicio, Rubenia						
Autrey, Deborah			100		600	700
Bahena, Erika	1000		100			1100
Bronder, Amber			100			100
Castro, Tanya				1000		1000
Croddy, Shery	1000	500	100	300		1900
Davenport, Lindsay				500		500
Dingle, Jason				300		300
Gomez, Kaylie				300		300
Gordon, Lydia				300		300
Guerrero, Marcela			100			100
Hale, Jamica			100		600	700
Henry, Laurel				500		500
Lawson, Danielle				500		500
Lawson, Mary			100			100
Lincoln, Deborah			100			100
Lopez, Sophia			100			100
Lorenzo, Noema						
Mathis, Minita		500		500	600	1600
Navarro, Jovanny			100			100
Nielsen, Sara			100			100
Perez, Anita				300		300
Rollins, Sammie				1000		1000
Sam, Olivia				500		500
Scott II, Fred						
Scott, Sheena			100		600	700
Trice, Kenya			100	500	600	1200
Van Leuven, Jon Willem						
Ven, Mary				500	600	1100
	2000	1000	1300	7300	3600	15200

Salary Table - Credentialed Teacher

	Base										
Year	0	1	2	3	4	5	6	7	8	9	10
Salary	42000	43260.00	44557.8	45894.53	47271.36	48689.5	50150.18	51654.68	53204.32	54800.44	56444.45
Annual Increase (3%)	0	1260	1297.8	1336.73	1376.83	1418.14	1460.68	1504.5	1549.64	1596.12	1544.01

Year	11	12	13	14	15	16	17	18	19	Maximum 20
Salary	58137.78	59881.97	61678.36	63529.26	65435.13	67398.18	69420.12	71502.8	73647.88	75857.31
Annual Increase (3%)	1093.33	1744.13	1796.45	1850.35	1905.87	1963.05	2021.94	2082.6	2145.08	2209.43

Completed Higher Education Annual Stipend:

Master's - \$600

Doctorate - \$1200

To qualify for the higher education annual stipend, the teacher must have taught full-time for a full school year.

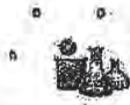
Annual Increase:

Employees paid on this table can earn an annual salary increase for longevity of service with WAYS. To qualify for the first salary increase, the teacher must have taught full-time for a full school year.

Out of district credentialed teaching experience:

Each year taught at any out-of-school district equates to 0.2/1.0 of a full school year of teaching at WAYS.

Performance based bonuses are not included in the annual stipend.



WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

**SPECIAL MEETING OF
BOARD OF DIRECTORS**

Thursday, February 27, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Monday, February 27, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:14pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present**: Cheryl Johnson, Dorothy Valenti, Armando Espinoza, Maria Garcia, Adralne Cook
Board Members Absent: Norman Golden, Sandra Davis,
Others in Attendance: Jason Okonkwo, Edward Cabil, Deara Okonkwo, and other Parents and Staff members of Wisdom Academy.
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. Principals Report – See Handouts
 - b. Finance Report – Ball Business Management
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation. – No action was taken.
- VIII. **Open Session**
 - a. Board Member Recruitment – Discussion and Introductions from Prospective Board Members Maria Garcia and Adralne Cook
 - b. Board Member Installations – Maria Garcia and Adralne Cook – Approved 3/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 - ii. Oppose – None
 - c. Consideration of the WAYS School Site Council resolution regarding the Board Membership of Sandra Davis (the School Site Council has requested resignation or removal of Board Member Sandra Davis) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None
 - d. Board Member Resignation – Norman Golden – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adralne Cook, Maria Garcia
 - ii. Oppose – None


Secretary of Board
Date
4/25/14


President of Board
Date
4/25/14

000680

- e. Election of Officer: Armando Espinoza, Interim Board Chair – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- f. Performance Based Stipends 2013-14 Round One – Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- g. 2013-14 School Year Employment Agreements – Table to future Board Meeting
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- h. Commercial Property Lease 2013-17– 714 East Manchester Ave. Los Angeles, Ca. Negotiator – Mr. Edward Cabll – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- i. Parking Lot Lease 2013-14 Fiscal Year – 720 East Manchester Ave Los Angeles, Ca. Negotiator – Mr. Edward Cabll – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- j. Gateway Business Properties - Buyer Representation Agreement – Tabled to future meeting.
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- k. Payment to McGraw Hill for New Curriculum Textbooks (\$163,030.61) – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- l. Adoption of LACOE implemented SIRAS Special Education Information System – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- m. Federal IRS 990 Filing 2012 – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- n. Unaudited Actuals Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- o. First Interim Financial Report – Approved 5/0
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – None
- p. Wells Fargo Payroll Systems Agreement - Approved 4/0
 - i. In favor – Armando Espinoza, Dorothy Valenti, Adraine Cook, Maria Garcia
 - ii. Oppose – Cheryl Johnson
- q. Response to Annual Audit findings – Discussion
 - i. Discussion by Jason Okonkwo and Hallu of Ball Business Management regarding changes to WAYS Financial Policies in the future Board Meetings.
- r. Fundraising: Student Store – Discussion
 - i. Discussion by Mr. Cabll


Secretary of Board
Date 4/25/14


President of Board
Date 4/25/14

000681

- s. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - i. Moved to future meeting.
- t. WAYS Board of Directors Training and Retreat – Discussion
 - i. Moved to Future Meeting

IX. Oral Communication

- a. None

X. Future Agenda Items

- a. Single Plan for Student Achievement – Moved to future meeting.
 - b. Updates Regarding FCMAT Audit Including Auditor Communication regarding OSE Business Services vendor – Discussion/Action Item
 - c. WAYS Board of Directors Training and Retreat - Discussion
- XI. The board meeting of WAYS was officially adjourned at 8: PM.


Secretary of Board Date
4/25/14


President of Board Date
4/25/14

000682

EXHIBIT 65

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS

Special Board Meeting

Friday, April 25, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Friday, April 25, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:00pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
- II. The Director of Operations requested that anyone bearing weapons or arms display evidence of authorization to do so. An Oxnard Police Officer accompanied LACOE staff at this meeting and provided his badge. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook
Board Members Absent: Maria Garcia
Others in Attendance: Jason Okonkwo, Edward Cabil, April Mitchell (LACOE), Zak Memon (LACOE), Oxnard Police Officer (Private Security for LACOE Staff)
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. February 27, 2014, March 13, 2014
- VI. **Reports/ Oral Communication**
 - a. Bali Business Management – Monthly Financial Report (Hand-outs)
 - b. Vice-Principal's Report (Hand-out)
- VII. **Open Session**
 - a. LACOE Superintendent's report to WAYS Board regarding FCMAI Audit. LACOE staff Ed. Code section 1241.5 requires that the LACOE superintendent report its findings and recommendations to the governing board of the charter school – Discussion
 - b. Selection of Hill, Morgan, and Associates Independent Audit Firm for year-end June 30, 2014
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook
 - ii. Oppose – None
- VIII. **Closed Session**
 - a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: 706 East Manchester Buildings A-E Under Negotiation: Updates regarding due diligence – Discussion
 - b. Conference with Legal Counsel: One Item – Discussion
- IX. **Future Agenda Items**
- X. The board meeting of WAYS was officially adjourned at 7:31 PM.


Board Member _____
Date 6-12-14


Board Chairperson _____
Date 6/12/14

Wisdom Academy for Young Scientists Public Charter School
Board Meeting
Friday, April 25, 2014
6:00 PM
706 East Manchester Avenue – L.A. CA 90001

(Posted April 22, 2014)

Mission: Our mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Member Roll Call - Present/Absent

1. Cheryl Johnson	_____ / _____
2. Adraine Cook	_____ / _____
3. Dorothy Valenti	_____ / _____
4. Armando Espinoza	_____ / _____
5. Maria Garcia	_____ / _____

IV. Approval of the Board Meeting Minutes – April 3, 2014

V. Additions to the Agenda (*Provisions of Emergency/Urgency*)

VI. Staff and Consultants Reports / Public Communication on Non-Agenda items

Individuals of the public who have submitted a Request to Speak form will be allowed 3 minutes to address the Governing Board. This segment shall not exceed 15 minutes.

VII. Open Session

- a. LACOE Superintendent's report to WAYS Board regarding FCMAT Audit– LACOE staff Ed. Code section 1241.5 requires that the LACOE superintendent report its findings and recommendations to the governing board of the charter school
- b. Selection of Independent Audit Firm for year-end June 30, 2014 - Action

VIII. Closed Session

- a. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8)
Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave LA Ca 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Updates regarding due diligence.
- b. Conference with Legal Counsel/ Potential Litigation: One Item

IX. Closed Session Report

X. Meeting Adjourned

EXHIBIT 66

From: Lemmo, John C.
Sent: Wednesday, July 09, 2014 3:22 PM
To: 'Brady_Courtney'
Subject: RE: WAYS Charter Petition

Thanks Courtney,

We should wrap this up by tomorrow if possible. I provided everything you asked for on the last status call with Mr. Mainland more than two weeks ago, and this is the first substantive communication from you about the matter at all since then.

Element 10 is beyond the scope of this dispute, which you and I previously discussed. It was never part of the precursor issue conference, and it's not mentioned anywhere in the MOU attachments F and G. Again, WAYS is happy to revise it in a sensible manner, but that's a side issue. Keep in mind that no one has ever been expelled from this school.

I need more explanation about your first two bullets below. The LACOE controller recommended adoption of fiscal policies. Those are material and supersede any non-material provisions in a charter. Remember that job descriptions per se are not required in a charter petition in the first place, so they cannot be material. The MOU attachment F is about and explicitly refers to "current" job descriptions. Charter school organizations can (and typically do) change those descriptions all the time as the organizations grow. That is true for many charters authorized by LACOE. **Why don't we just include a statement in Element 5 that states to the extent anything in a job description is inconsistent with board-adopted fiscal policies, the latter controls?** That should solve that quickly and easily for purposes of the charter document. That said, the school should revise job descriptions to be consistent with board-adopted fiscal policy, and I will advise them to do so if they are not. If there are specifics about job descriptions you want covered in the charter document, just tell me what they are and we'll put that in. You'll need to point to those specifics anyway in an arbitration.

Please confirm whether you agree with my suggestion, or provide specifics and identify which job descriptions you're concerned about.

Thanks.
John

John C. Lemmo



Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200

San Diego, CA 92101
direct dial: (619) 515-3294
direct fax: (619) 398-0162
john.lemmo@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

From: Brady, Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Wednesday, July 09, 2014 2:39 PM
To: Lemmo, John C.
Subject: WAYS Charter Petition

Good Afternoon John,

There are a few outstanding concerns with the petition as follows:

- The job descriptions in Element 5 contradict the recently adopted fiscal policies.
- The job description for Director of Operations does not appear to provide for proper checks and balances. For example, the Director negotiates contracts with outside agencies and also approves the requisitions and invoices.
- Element 10 has not been revised.

Please let me know if these issues can be resolved quickly. If not, we are prepared to proceed to arbitration.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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EXHIBIT 67

**WAYS BOARD ROSTER
2014/2015**

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	Member	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Adraine Cook	Member	acccook@lasd.org @att.net	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Interim Chair/Treasurer	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Maria Garcia	Member	cmcmariycg@hotmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cheryl Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/30/14	08/27/14	09/24/14	10/29/14	11/19/14	1/28/15	02/25/15	03/25/15	05/27/15	06/29/14
Time	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm

*Subject to change. Updated 06/20/14

**WAYS BOARD ROSTER
 2013/2014**

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	Member	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Adriane Cook	Member	aecook@lasd.org	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Interim Chair/Treasurer	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Maria Garcia	Member	cmcmariygc@hotmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cheryl Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/25/13	08/29/13	09/26/13	10/24/13	11/21/12	1/30/14	02/27/14	03/27/14	04/25/13	06/26/14
Time	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:30pm	5:30pm	5:30pm

*Subject to change. Updated 3/13/14

000778

WAYS BOARD ROSTER

FY – 2012/2013

Board Member Name	Title	Email Address	Telephone	Mailing Address
Dr. Dorothy Valenti	President	dvalenti747@yahoo.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Karen Haynes	Treasurer	katoant@aol.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Armando Espinosa	Secretary	armando.espinosa.10@my.csun.edu	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Eleanor Jones	Member	eleanor@c-pass.biz	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Cherly Johnson	Member	johnsoncenter@msn.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001
Norman Golden	Member	normanskx@gmail.com	323-752-6655	706 E Manchester Ave Los Angeles, CA 90001

WAYS BOARD CALENDAR OF MEETINGS

Date	07/26/12	08/30/12	09/27/12	10/25/12	11/29/12	1/31/13	02/28/13	03/28/13	04/25/13	03/30/13	06/27/13
Time	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	4:00pm

*Subject to change.

000745

NOV 9/15/11

WAYS000922

WAYS BOARD ROSTER FY - 2011/2012				
Board Member Name	Title	Email Address	Telephone	Address
Edward Cabil	Member	edcabil@sbcglobal.net	323-933-1993	706 E. Manchester Avenue. LA, Ca. 90001
Jonathan Fields	Member	jonathanfields55@yahoo.com	323-377-9937	706 E. Manchester Avenue. LA, Ca. 90001
Karen Haynes	Member	karen.haynes@twcable.com	323-459-5000	706 E. Manchester Avenue. LA, Ca. 90001
Kandee Lewis	Vice President	Kandeele@aol.com	323-787-9252	706 E. Manchester Avenue. LA, Ca. 90001
Alex Love	President	alexlove93@hotmail.com	310-972-9527	706 E. Manchester Avenue. LA, Ca. 90001
Loretta McDonald	Member	lmcdonald@lbrms.com	310-902-5293	706 E. Manchester Avenue. LA, Ca. 90001
Oliver Ortega	Member	oliverisloco@gmail.com	323-545-8312	706 E. Manchester Avenue. LA, Ca. 90001
Cathy Roby	Treasurer	cathy_roby@yahoo.com	310-488-2489	706 E. Manchester Avenue. LA, Ca. 90001
Tamara Smith	Member	tdsmith0052@yahoo.com	310-333-1982	706 E. Manchester Avenue. LA, Ca. 90001
Adell Walker	Member	jazz4azz@aol.com	323-630-8886	706 E. Manchester Avenue. LA, Ca. 90001
Dorothy Valenti	Secretary	dvalenti747@yahoo.com	770-882-5252	706 E. Manchester Avenue. LA, Ca. 90001

Date	07/28 - 29/2011	8/19/2011	9/16/2011	10/21/2011	11/18/2011	1/20/2012	2/17/2012	3/16/2012	4/20/2012	5/18/2012	6/22/2012
Location	Board Retreat	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS	WAYS
Time	All Day	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.

000649

WAYSAPPEAL-002714

SCHOOL: Wisdom Academy for Young Scientists

2010-11 Board of Directors Contact Information

	Board Member Name	Title	E-mail Address	Telephone	Address
1	Loretta McDonald	Board President	Lbrnbs,Inc@gmail.com	Cell Office 310-902-5293	706 E Manchester Avenue Los Angeles, California
2	Adell Walker	Board Secretary	jazz4azz@aol.com	Cell Office 323-630-8886	706 E Manchester Avenue Los Angeles, California
3	Edward Cabil	Board Member	edcabil@sbcglobal.net	Cell Office 323-933-1993	706 E Manchester Avenue Los Angeles, California
4	Charletha Washington	Board Member	charletha@dededancestudio.com	Cell Office 323-610-4124	706 E Manchester Avenue Los Angeles, California
5	Queen Collins	Board Member	rv/a	Cell Office 323-754-1669	706 E Manchester Avenue Los Angeles, California
6	Karen Haynes	Board Member	karen.haynes@twcable.com	Cell Office 323-459-5000	706 E Manchester Avenue Los Angeles, California
7				Cell Office	
8				Cell Office	
9				Cell Office	
10				Cell Office	

2010-11 BOARD MEETINGS

DATES	07/15-18/2010	09/30/2010	10/28/2010	11/18/2010	01/27/2011	02/24/2011	03/24/2011	04/28/2011	05/26/2011	06/16/2011
LOCATION/ ROOM	Board Retreat	Dance Studio								
TIME	All Day	6:00pm								

CONTACT TO CONFIRM MEETING DATE, TIME & LOCATION: Kendra Okonkwo Telephone: 323-752-6655

EXHIBIT 68

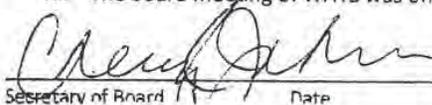


WISDOM ACADEMY FOR YOUNG SCIENTISTS
706 E. Manchester Avenue
Los Angeles, CA 90001

SPECIAL MEETING OF
BOARD OF DIRECTORS

Thursday, January 30, 2014 5:30 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Thursday, January 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Eleanor Jones, called this meeting to order at 6:28pm.
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dorothy Valenti, Kimberly Daniels, Armando Espinoza
Board Members Absent: Carol Lee Tolbert, Saundra Davis
Others in Attendance: Jason Okonkwo, Edward Cabil
- IV. **Additions to the Agenda**
- V. **Approval of Minutes**
 - a. None
- VI. **Reports**
 - a. None
- VII. **Closed Session**
 - a. ANTICIPATED LITIGATION – One potential item (pursuant to Gov. Code § 54956.9(d)(2).) –
 - i. A representative from the schools legal representation firm to advise the Board of Directors regarding one potential item of anticipated litigation.
- VIII. **Open Session**
 - a. Consideration of and potential action concerning the WAYS School Site Council resolution regarding the Board Membership of Carol Lee Tolbert and Saundra Davis (the School Site Council has requested resignation or removal of Board Members Tolbert and Davis)
 - i. Removal of Carol Lee Tolbert as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Kimberly Daniels
 2. Oppose – None
 - ii. Removal of Saundra Davis as Board Member
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti
 2. Oppose – Kimberly Daniels
- IX. **Oral Communication**
 - a. Adrienne Cooks – Oral Report
 - b. Flora Gomez – Oral Report
- X. **Future Agenda Items**
- XI. The board meeting of WAYS was officially adjourned at 7:41 PM.


Secretary of Board Date

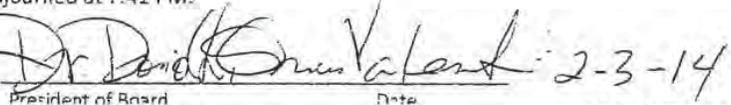
 2-3-14
President of Board Date

EXHIBIT 69



BOARD MEMBER OATH OF OFFICE

DRAFT

WISDOM ACADEMY FOR YOUNG SCIENTISTS

OATH OF OFFICE FOR BOARD MEMBERS

As a member of the Board, consistent with my fiduciary duties, I shall consistently strive to promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

Student-Centered Focus

- I will be continuously guided by what is best for all students of the School.

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will keep in mind that, alone, I am not the Board and as such I will not act on behalf of the Board or make representations on behalf of the Board unless specifically authorized to do so.
- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will not release confidential information.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.

DRAFT

I will base my decisions on fact rather than supposition, opinion, or public favor.

DRAFT

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the School as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Director.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Adopted:

Amended:

EXHIBIT 70

1 of 3

Wisdom Academy for Young Scientists

Governing Board & Staff Retreat 2013

July 26-27, 2013

Retreat Overview

Retreat Goals

Retreat Purpose

- A. To ensure the school is adhering to its charter school mission; and is in full compliance with State Education codes and LACOE policy guidelines governing public charter schools in California.
- B. To form Board Standing Committees that will provide the required governance and oversight.

Retreat Objectives

1. To review and address LACOE'S written compliance concerns.
2. To review and/or update the school's current mission and vision.
3. To establish the framework for ongoing critical thinking regarding the school's goals and objectives; and how best to achieve them.

AGENDA

DAY ONE

Friday, July 26, 2013

5:30pm - 8:00pm

- I.** Review of School's Mission
- II.** Vision Statement Brainstorming
- III.** Presentation of Student Data
- IV.** Personnel Report

2 of 3

Wisdom Academy for Young Scientists

Governing Board & Staff Retreat 2013

July 26-27, 2013

AGENDA CONTINUED

DAY TWO

Saturday, July 27, 2013

10:00AM - 3:00PM

- I. Governing Board Training (To be facilitated by John Lemmo, Procopio, Cory, Hargreaves & Savitch LLP)
 - o Roles and Responsibilities.
 - o Brown Act and Corporate Bylaws
 - o Conflicts of Interest
 - o Public Records
 - o Duty of Care
 - o Duty of Finance Oversight
 - o Duty of Loyalty
 - o HR and Employment
- II. SWOT Analysis
- III. The nomination and/or election of Board officers
- IV. The formation of the following Board Standing Committee

Administration/Staff

This area to be facilitated in by Principal, Mrs. Karen Horowitz

- Student Achievement and Instruction
- Finance and Facilities
- 2013-2014 School Year Personnel
- Public Relations and Marketing
- Growth and Expansion



Wisdom Academy for Young Scientists

Governing Board Retreat

Ayres Inn (Orange)
3737 West Chapman Avenue
Orange, CA 92868
(714) 973-9166



WISDOM ACADEMY FOR YOUNG SCIENTISTS GOVERNING BOARD RETREAT

Wednesday, July 27, 2011

ArrivalHotel check-in 3:00 PM
6:00 PMSocial/Get Acquainted/Ice breakers

Thursday, July 28, 2011

Purposes: Strategically Plan for 2011-2013
Build relationships between board members, Administration, Staff
Address meaningful topics and reach common ground

8:00 AM - 9:00 AMBreakfast (Buffet)

9:00 AM - 9:15 AMWelcome/Prayer/Introductions/Order of the Day
President, Alex Love

9:15 AM - 9:25 AMIntroduction of Authorizer - Executive Director,
Michael Cureton

9:25 AM - 10:00 AMLACOE Presentation - Introductions/Expectations

10:00 AM - 10:15 AMBreak

10:15 AM - 10:30 AMDiscussion - Cathy Roby (AA)

10:30 AM - 12:00 NoonAdministration - Mickey Cureton/Ms Alake

- MOU
- Lease Agreement
- Roles/Responsibilities/Expectations/Assessment
- Staff Development/Training
- Capacity Building (where most needed)
- Curriculum/Instructional Materials & Supplies

11:15 AM - 1:00 PMLunch/ Social time

1:00 PM - 4:00 PMStrategic Planning (SWOT Analysis - SMART Goals)

3:00 PM - 3:15 PMBreak

3:15 PM - 5:00 PMStrategic Planning Cont'd

5:00 PM - 5:30 PMEvaluation - Next Steps

6:30 PMDinner

Friday, July 29, 2011

Purposes: Inform and educate board on significant topical issues

Review/Evaluate Board's own progress and contribution to organization

Revisit mission, vision, goals of organization and plan for success

Improve governance of WAYS through Strategic Planning

8:00 AM - 9:00 AM.....Breakfast (Buffet)

9:00 AM - 9:15 AM.....Opening/Order of the Day - Alex Love

9:15 AM - 9:30 AM.....Overview-WAYS' mission, vision, goals

Ms Loretta

9:30 AM - 9:45 AM.....Overview Board Manual - Introduction of Attorney,

Lisa Core, Middleton, Young & Minney, Adell Walker

9:45 AM - 2:00 PM.....Facilitated Education & Training - Lisa Core

- Conflict of Interest
- Board Governance 101
- Brown Act
- Roles/Responsibilities
- Charter School Support

10:00 AM - 10:15 AM.....Break

10:15 AM - 12:00 PM.....Education/Training Cont'd

12:00 PM - 1:00 PM.....Lunch/Social Hour

1:00 PM - 2:00 PM.....Training Cont'd - Q&A - Wrap

2:00 PM - 2:15 PM.....Break

2:00 PM - 4:30 PM.....Discussion - Presentations

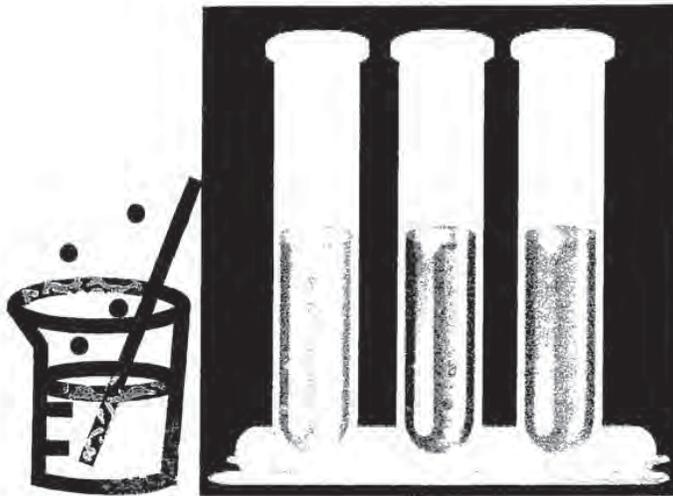
- Board Self Evaluation/Review, Kandee Lewis (30 min)
- Setting Norms/Ground Rules/Organization Chart - Alex Love (30 min)
- SWOT Analysis - Board (30 min)
- Effective Board Meetings - Loretta McDonald (30 Min)
- Fundraising - Adell Walker (30 min)

4:30 PM - 5:30 PM.....Evaluation/Wrap/Next Steps

5:30 PM.....Dismissal

Mission

To create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, change agents, and true scientists



Thank you, each and every board member, staff, administrators, for your commitment, dedication, and interest in the education of our youth, our legacy. Education Matters! YOU Matter!

WISDOM ACADEMY FOR YOUNG SCIENTISTS

July 19, 2011

Hello all board members,

The most important element of a board retreat is the planning process. Because the "Board" is ultimately responsible for the ensuing that the school meets the terms of the "charter" and relevant "laws", it is crucial this board understand their responsibilities. The successful board retreats usually have these elements says researcher (Sandra R. Hughes, *To Go Forward"-the Board Retreat Handbook, 2009 R*)

- Realistic objectives with time allocated for discussion of meaningful topics instead of long list o topics to rush through
- Achievable goals
- Activities geared toward board culture and structure (might need defining)
- Flexibility in schedule/agenda to allow for new ideals/ideas to be explored
- Opportunities to strengthen relationship and socialize (for the benefit of)

As stated before, a well functioning governing board is a necessary condition for the success of a charter school. The failure of charter school governing boards to understand and perform their duties represents one of the most common reasons for charter school failure. The timely education, training and strategic planning of WAYS board members is expected to be successful and you play a vital role in this endeavor.

Please plan to actively participate, get to know one another, voice your opinion and share positives that will enable us to ensure the charter of WAYS remains successful. Dress for the meetings is casual, comfortable (no ties for men, no suits for ladies).

We are looking forward to seeing you in Orange, CA, at the Ayers Inn.

Sincerely,

The Retreat Committee



WISDOM ACADEMY FOR YOUNG SCIENTISTS

GOVERNING BOARD AND ADMINISTRATIVE STAFF

~RETREAT~

July 27-29, 2011



Ayres Inn (Orange, Ca)
3737 West Chapman Avenue
Orange, CA 92868
(714) 973-9166

July 8, 2011

Hello Board Members and Staff!

CAN WE TALK, Plan, Organize and get to know one another at the definitive Ayres Inn Hotel, July 27-29, 2011! We are currently going through some major changes and "growing pains" and are faced with concerns, issues, new charter authorizer, and governing / organizational / administrative / financial concerns and issues that need our immediate attention. We need to hear from you but more importantly, we need your HELP!

Come to the WAYS Retreat to:

- Agree upon the direction of our school
- Move beyond *crisis management* and tackle comprehensive and long-term issues that will be critical to the success of our students, teachers, administration and staff
- Achieve *heighten capacity* to adapt to *change*
- Move forward on *action items* voted on at last board meeting
- And More!!!

The retreat committee has planned a goals-oriented, exciting, two full days of engaging, challenging, creative activities, team-building exercises, education and training, and fun "poppers" that's guaranteed to benefit the schools' educational productivity, enhancement and sustainability; and, send you home rejuvenated and refreshed for an exuberant 2011-2012 school year. Moreover, the accommodations are bound to please—*affordably!*

The hospitality, healthy, there's space to work, the surroundings, beautiful. COME! Experience the Rewards of addressing meaningful "hot" topics and let's get moving!

Thank you for your Commitment to Education,
The Retreat Committee

RSVP on or before July 9 to: (323) 752-6655

EXHIBIT 71

WAYS
BOARD
RETREAT
2011-12



**Wisdom Academy for Young Scientists
Governance Workshop**

July 29, 2011

Presented by:
Lisa A. Corr, Esq.
Middleton, Young & Minney, LLP
701 University Ave., Suite 150
Sacramento, CA 95825
(916) 946-1400
lcorr@mymlaw.com
www.mymlaw.com





Schedule

1. Brown Act
2. Conflicts of Interest/ Non-Profit Duties
3. Effective Governance (including appropriate Board Roles)
4. Overview of the Strategic Planning Process



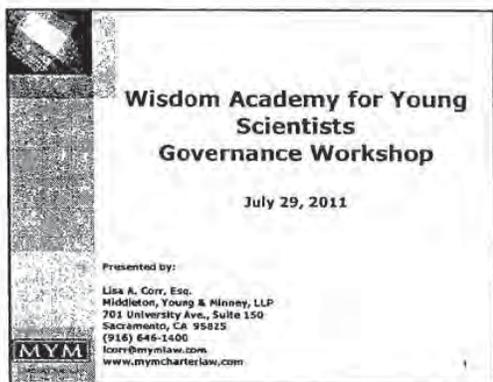


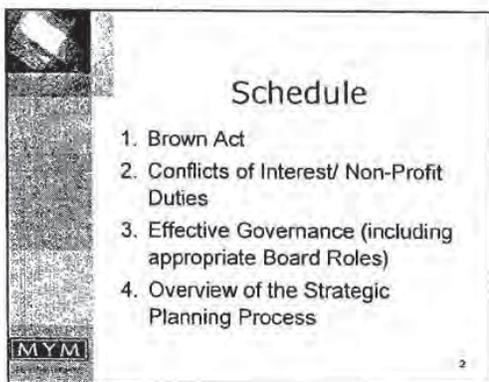
**UNDERSTANDING
THE BROWN ACT**

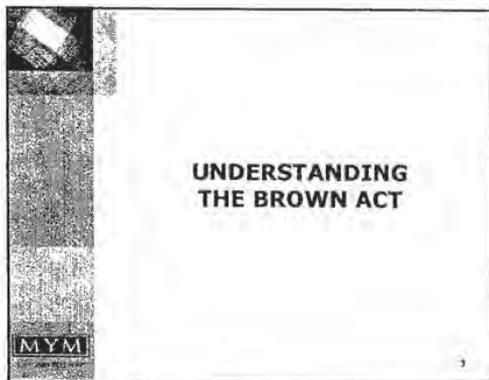




WAYS
BOARD
RETREAT
2011-12









The Brown Act

What is the purpose of the Act?

- Democracy Principle
- Limited Confidentiality
- Holding meetings in public – not public meetings.



• purpose is ~~to~~ to
provide transparency
to public.

~~Public money~~ Public money

• closed sessions
- Professional Board Meetings

The Brown Act (Cont.)

What is a meeting?

- Broad definition:
 - majority of members
 - Hear, discuss, deliberate on any item
 - Within subject matter jurisdiction of CS
- Exceptions to definition:
 - Individual contacts
 - Conferences and retreats
 - Bd. member to Bd. member
 - Social or ceremonial occasions
- Application to subsidiary bodies (e.g., standing committees/advisory committees)



Serial meetings

- Serial meetings prohibited
- Serial meeting defined:
 - Majority of Board members
 - Engaging in series of communications
 - Outside board meeting
 - Through direct communications or intermediaries or technology
 - To discuss, deliberate, or take action on any item of business (including relaying comments or position of other board members)
- Examples (hub/email)
- Does not prohibit unilateral communications



• Do not communicate
to the majority of
board members, otherwise
it will be considered
a board meeting.

• Do not share the opinion
of another board meeting.



Telephonic Requirements

- Board members are allowed to participate via telephone if the following requirements are followed:
 - Quorum participates in boundary of school
 - All votes taken by roll call
 - Agenda posted in all locations listing all locations
 - All locations must be fully accessible
 - Full duplexing in each location so that everyone can participate.

MYM 7

The Brown Act (Cont.)

What are the notice & agenda requirements?

- Agenda: A brief description (approx. 20 words) of each matter to be discussed.
- Regular meetings - 72 hours notice
- Special meetings - 24 hours notice
- Emergency meetings (rare - 1 hours notice)
- Cannot discuss non-agenda items - exceptions rarely applied.
- Closed session agenda requirements (safe harbor/announcements)

MYM 8

The public request that the board add items to their agenda

The Brown Act (cont.)

What are the public's rights?

- Public testimony
- Taping or broadcasting
- Conditions of attendance
- Copy of agenda/support materials
- Non-discriminatory facilities
- Request for agenda items

MYM 9

= Board cannot respond or talk about items that are not on the agenda.

= All public must be given the opportunity to speak



The Brown Act (cont.)

What are the permissible closed sessions?

1. Personnel (appointment, employment, evaluation, discipline, dismissal)
-- exception complaints/charges -
2. Pending/anticipated litigation
3. Real estate negotiations
4. Labor negotiations

MYM 10

complaints or charges require
an employee not be reemployed
to be heard in public session
24 hrs.

• must have a tangible present
• all besides location
• salaries are public info.

The Brown Act (cont.)

What are the permissible closed sessions?
(cont.)

5. Public security exception
6. Pupil discipline

**Note: each closed session must have oral announcement/public comment; then announce out action taken in closed session.
** No semi-closed meetings.

MYM 11

The Brown Act (cont.)

What are the penalties & remedies for violating the Act?

- Confidentiality requirement
- Criminal penalties
- Civil remedies (injunction/voiding acts taken); atty's fees.
- Notice & demand for cure

** Take our Brown Act quiz online at www.mymcharterlaw.com/resources.html

MYM 12





**UNDERSTANDING CONFLICT
OF INTEREST LAWS**



13



What is a Conflict?

Broad Definition:
A *conflict of interest* arises when an individual who has a private interest in the outcome of a contract or a public decision, **participates** in the decision-making process or **influences** or **attempts to influence others** making the contract or decision.



14



**California Conflicts of Interest
Statutes and Laws Impacting Charter
Schools**

- Political Reform Act (PRA) (Government Code Section 87100 *et seq.*)
- Government Code Section 1090
**Debatable whether applicable to charter schools*
- Corporations Code 5233 (self-dealing transactions)
- Common Law Prohibitions



15



Political Reform Act

Political Reform Act (Gov. Code §87100, et seq.) established in 1974.
"Public officials should perform their duties in an impartial manner, free from bias caused by their own financial interests..."

The Fair Political Practices Commission (FPPC) enforces compliance with the Political Reform Act

MYM

16

1) Conflicts of Interest Code
2) Form 700 by April 1, 2011
- Entering office
- Leaving office
- Annually

General Compliance Under the PRA

- Identify and avoid participating in/making decisions where there is a conflict of interest
- Adopt and have approved a PRA compliant Conflict of Interest Code
- Public officials file Statements of Economic Interests (Form 700)

MYM

17

Identifying and Avoiding Conflicts of Interest

Does the decision involve:

1. A public official (board members, officers and key employees)?
2. Making or participating in making a governmental decision?
3. Does the public official have a qualifying financial interest?
4. Is the financial interest directly/indirectly involved in governmental decision?

MYM

18



Identifying Conflicts of Interest (cont.)

If a director can answer "yes" to all questions, under the PRA he/she must:

- (1) Disclose the conflict on the record
- (2) Leave room during discussion and vote and comply with anti-self dealing provisions in bylaws
- (3) Abstain from voting*

 19

A Note Regarding Avoiding Conflicts:

Every local government official and employee must refrain from making or participating in making a government decision that has a reasonably foreseeable material effect on his/her personal financial interests, regardless of whether the individual is required to file a Form 700.

 20

Conflict of Interest Code

The Political Reform Act requires all local government agencies to adopt a conflict of interest code.

The FPCC has determined that charter schools are local government agencies.

 21





Most Counties...

- Typically, a charter school adopts its own conflict of interest code
- Code is approved by the appropriate "code-reviewing body" (County Board of Supervisors or FPPC)
- Form 700s are filed either with the code-reviewing body or at the charter school site



22



Conflict of Interest Code

3 Required Components of a Code:

- Body of the Code (FPPC suggests incorporating the language of 2 CCR §18730 as the text of your code)
- Exhibit A: Include a list of positions (by title) that must file a Form 700
- Exhibit B: The financial disclosures required of each position listed



23



Exceptions (cont.)

- The LA County Board of Supervisors currently will not approve individual charter school's conflict of interest codes, stating that they are covered under their charter authorizer's codes
- Consistent with FPPC advice letters issued (see FPPC opinion, Port of Los Angeles High School, May 6, 2010)



24





FPPC Opinion

The FPPC relies on Government Code Section 87301:

"It is the policy of the Act that Conflict of Interest Codes shall be formulated at the most decentralized level possible... Any question of the level of a department which should be deemed an 'agency' for purposes of Section 87300 shall be resolved by the code reviewing body."

25



Form 700 – The Law

All officers, board members, and employees who are in a position which entails the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest must file a Statement of Economic Interests (Gov. Code § 87302)

26



Form 700: Common Non-Reportable Interests

You do not have to report:

- Diversified mutual funds registered with the SEC and certain retirement accounts invested in insurance policies or governmental bonds (ex: most 401K, 403b accounts)
- Savings and checking accounts
- A residence used exclusively as a personal residence (such as a home or vacation house)
- Government salary (including from a charter school)
- Gifts from family members
- Travel paid by your local government agency (charter school)

27



Form 700: What Information Must Be Disclosed?

Reportable Interests for Most Charter Schools:

- Category 1: Real property within LAUSD's jurisdiction, or not more than 2 miles outside of the District boundaries.
- Category 2: All investments and business positions (ex: stocks, bonds, business interests)
- Category 3: All income and business positions (ex: Non-government salaries of reporter and spouse/registered domestic partner)

 28

Form 700: LAUSD Disclosure Categories by Charter School Title

Position	Disclosure Categories
Board members	1,2,3
Exec. Director/Principal	1,2,3
Vice Principal/Curriculum	1,2,3
Human Resources Director	2,3
Chief Business Officer	1,2,3

 29

Statement of Economic Interest (Form 700)

- Form 700s must be submitted with original signatures – faxes/emails not acceptable
- Document signed under penalty of perjury
- Becomes a public document once filed, and must be made available to the public upon request

 30



When are Form 700 statements filed?

- Filed upon assuming office or position (within 30 days)
- Once annually (by April 1st)
- Upon leaving the office or position (within 30 days)

MYM

31

Form 700 Disclosure Period

Annual Statement:
Your annual statement is used for reporting the previous calendar year's economic interests.
Example: Statement filed April 1, 2011 will include information for 2010 (January 1st - December 31st)

MYM

32

Penalties for Failing to File Form 700

- 1) Criminal charges by the Attorney General or District Attorney for deliberate failure to file.
- 2) Civil action by FPPC or a private citizen.

If you receive an enforcement letter from the FPPC contact legal counsel immediately!

MYM

33



Elements of Government Code Section 1090
***Debatable whether applicable to charter schools**

- Public Official
- Public Contract, Sale or Purchase
- Financial Interest - remote interest exception
- Absolute prohibition

MYM 34

Difference Between the Political Reform Act and Government Code Section 1090

- Political Reform Act: Disclosure and recusal avoids a violation. (Assuming the Board of Directors still consists of a quorum, it may then proceed to take action).
- Government Code Section 1090: Disclosure and recusal does NOT avoid a violation; would effectively prohibit paid employees from serving on board.

MYM 35

Corp. Provision on Self-Dealing

- For Directors only (all others comply with Conflict of Interest policy).
- Higher standard for approval - will satisfy PRA.
- CS Director shall not have material financial interest in any contract or transaction, unless:
 - Fully disclosed/noted in minutes;
 - Transaction approved by directors without interested directors involvement (should leave room);
 - CS could not obtain a better agreement with reasonable effort;
 - The transaction is for the CS and is fair and reasonable at the time (all findings should be in resolution).

MYM 36



2 Types of Common Law Prohibitions

1. Common Law Doctrine of Incompatible Offices

- Public official – not employee
- Holding two public offices simultaneously
- That are incompatible with each other (creating divided loyalties); overlapping jurisdictions

MYM 37

2 Types of Common Law Prohibitions (cont.)

2. Common Law Doctrine – Appearance of Impropriety

- Public Official
- Engaging in Transaction
- Creating an Appearance of Impropriety

For example, Board member voting on expulsion of child.

MYM 38

in the case of expelling your own child

What are the Penalties & Remedies for Violating the California Conflicts of Interest Statutes?

- Political Reform Act (Government Code Section 87100 *et seq.*):
 - 1) Administrative Sanctions (e.g., fines per violation, cease and desist orders, orders to file reports);
 - 2) Civil Penalties (e.g., injunctions, damages and attorney's fees).
 - 3) Criminal charges
- District could use alleged violations to attempt to revoke the School.

MYM 39



What are the Penalties & Remedies for Violating the California Conflicts of Interest Statutes? (cont.)

- Government Code Section 1090:
 - 1) Criminal penalties (e.g., fine of up to \$1,000 or imprisonment in state prison);
 - 2) Permanent disqualification from holding any office in California; and
 - 3) Additionally, any contract made in violation of Government Code Section 1090 is void.

MYM 40

Upcoming Conflict of Interest Statutes

- AB 360

MYM 41

BOARD GOVERNANCE AND FIDUCIARY DUTIES

MYM 42



Corporate Fiduciary Duties

- Directors may be personally liable for violating fiduciary duties.
- **Duty of Care:**
 - To act with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
 - Put another way: Board should make decisions only after it has expended sufficient skill, time, and effort to effectively assess any risk to make a prudent decision.

MYM 43

Duty of Care (cont.)

- Directors not expected to be experts
 - Director entitled to rely on information prepared by reliable experts, officers, directors and employees
- A director should:
 - Attend meetings regularly
 - Carefully review board materials and minutes
 - Keep informed about issues that impact school
 - Request expert opinions
 - Request additional information

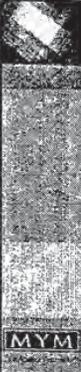
MYM 44

Duty of Loyalty

- Director acts with undivided loyalty to the corporation (school).
- Must avoid activities that are in competition with the corporation (school).
- May not usurp any business opportunity.
- Must avoid self-dealing transactions – the director's loyalty must lie with the corporation first.

MYM 45

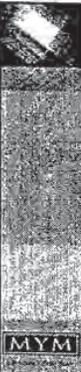




Effective Boards / Board Roles

- Five Common Dysfunctions of Charter School Boards
- Role of the Board

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Questions and Responses

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THE FIVE DYSFUNCTIONS OF CHARTER SCHOOL BOARDS

by

Brian L. Carpenter
Executive Director

National Charter Schools Institute

Overview

Bestselling author and executive business consultant Patrick Lencioni is on to something. In his book, *The Five Dysfunctions of a Team*, he explains why business teams of all kinds fail. More importantly, he explains what they need to do to succeed. Though I haven't yet met Lencioni, I credit him with the idea for the title of this essay.

The idea of writing something about school board dysfunctions has been percolating in my mind for some time. As a superintendent of schools in the private sector for twelve years and as a charter school board member the past several years, I have often had a front row seat to the dysfunctional things school boards do. Not that board dysfunction is limited to schools: I have also witnessed dysfunctional behavior as a member of other governing boards. All told, my hands-on experience—or should I say, my seats-on experience—with boards presently totals something in excess of twenty years.

During these years, I've sat through lengthy board discussions about such important things as the color of trim for new offices, how teachers should approach the controversial issue of Santa Claus, and whether a particular student deserved a detention. I've seen shouting matches and power plays that would make Machiavelli blush (and here I should note that names in this paper have been changed to protect the guilty). One board on which I served as superintendent was so divided that one-half of it threatened to sue the other half. And if such provincial behavior weren't depressing enough, I've also

seen boards that were flat-out incompetent. In another organization, failure by the board to provide proper financial oversight resulted in an embezzlement case involving the executive director and the FBI. Extreme, yes, but it illustrates how serious problems can arise when boards don't function properly.

Years of such observations have led me to conclude that boards have common dysfunctions. The purpose of this paper is to improve the performance of charter schools by helping board members understand what some of those common dysfunctions are and how to avoid or remedy them.

I'd love to claim originality of thought here, but much of what I will say has been written or said by others—often better than I could write or say it. My desire is that this brief piece will ignite passion in charter school board members to commit themselves to making their boards into models worthy of imitation. For further study, I strongly recommend reading the works of Patrick Lencioni and John Carver, both of whom are listed in the references section of this paper.

Finally, I'd like to dedicate this paper to my friend and mentor, Dr. Bruce Lockerbie. Bruce is chairman and founder of Paideia, an agency that works with schools, churches and non-profit organizations that want to improve their leadership. Thank you, Bruce, for your years of wise counsel and for being the first to provoke serious thought in me on the subject of effective school board leadership.



Dysfunction #1 Managing vs. Governing

The difference between managing and governing a school is like the difference between coaching an NFL football team and owning one.

Although it's not a perfect analogy, in football, a coach is hired by the owners to run the team—and he's held accountable on the basis of the team's performance. There is no such thing as a successful coach without a winning team.

With perhaps a notable exception or two, the owners of the team do not tell the coach which plays to call or otherwise how to do his job.

In charter schools, the board governs for an owner. But who is the owner? Obviously, the board doesn't own the school as with a football team owner. And it isn't the management company, even if it owns the building. It is *the public* who ultimately owns charter schools.

Thus, charter school boards govern schools in the sense of a trust. This is why board members are sometimes referred to as trustees—people who control something on behalf of the owner. Charter school trustees have the authority to govern the school on behalf of the public.

The management of a school functions similar to a football coaching team. Management in a school has direct supervision of the teachers, staff and students. Management should possess the expertise necessary to run the school on a day-to-day basis. The head administrator should be evaluated by the board as to how well he or she is achieving the objectives of the board, just as a football coach is evaluated according to the objectives of the owner. In essence, the board says *what* it

wants; the management determines *how* to achieve it (within board-defined limits).

Whenever a board performs the roles, tasks or responsibilities of management, it becomes dysfunctional.

Consider the following example from a conference I attended a few years ago. A board member in the audience boasted to the rest of the group (mostly other board members) that individual board members in his school conducted teacher evaluations. That's as dysfunctional as it is misguided. School board members aren't usually qualified to evaluate teachers anymore than Wendy's board members are qualified to evaluate restaurant employees.

Even if occasional charter school board members are qualified to do so, performing the role of management puts the board at risk of alienating the school faculty and staff, as well as potentially inviting the entrance of a union (see Carpenter, 2006)—an occurrence the board will likely regret.

Instead of evaluating, hiring and firing personnel, choosing curriculum, selecting test instruments and reviewing routine student discipline matters—all of which are management functions—the board should prescribe the outcomes it wishes to achieve, establish (through policies) the boundaries in which the outcomes are to occur and then hold the management accountable by evaluating those outcomes.

For boards that need further help defining governance responsibilities, I recommend the book, *Boards That Make a Difference* (Carver, 1997). It unpacks the mystery of how to cease managing and start governing.

“charter school boards govern schools in the sense of a trust. This is why board members are sometimes referred to as trustees—people who control something on behalf of the owner. Charter school trustees have the authority to govern the school on behalf of the public.”



“Devising proper lines of authority and requiring that individual board members adhere to them by casting them as board policy can go a long way toward eliminating “loose cannon” problems.”

Dysfunction #2 Using Individual vs. Group Authority

Too often, charter school board members mistakenly believe that the authority which the board possesses to govern the school is possessed by each board member individually. It is not. Some board members go so far as to behave as if what they want accomplished individually is the same as what the board wants accomplished. A friend who is an authorizer told me of a comical example of this: A board member ordered the school leader to install a bicycle rack because she wanted her child to ride a bike to school.

In schools in which I’ve served, *individual* board members have:

- Telephoned me at home (sometimes on weekends) to dispute student discipline matters involving children of their friends
- Spent or encumbered school funds on pet projects without board authorization
- Directed traffic and staff at school drop-off/pick-up time without being asked to do so
- Authorized fundraising
- Polled teachers for opinions about the strategic direction of the school

Quite thankfully, renegades such as these are usually just one person on a board. Even so, one board member who thinks he or she possess the authority of the board—especially if he or she happens to be the chair—can interfere with the effective governing of the entire board.

Such individuals often give di-

rectives to school leaders, form cliques, interfere with management, raise issues at the board level that arise from personal agendas, and/or pose as the spokesperson for the staff or parents or some segment thereof.

In reality, the only time a board member possesses authority is when he or she is sitting in a board meeting, as part of the whole board, or when he or she has been duly appointed to act on behalf of the board (such as, being part of a committee—something that should be used sparingly, if at all, since board committees diminish the board’s ability to hold the CEO accountable) (Carver, 1997).

In contrast to individuals running around the school imposing their own agendas, a functional board speaks with one voice. It does this only when it passes a resolution (regardless of the actual vote count).

Individual board member opinions which may be stated in board meetings are not binding on the school’s administration. How could they be? No matter how talented, there is no superintendent that can simultaneously satisfy multiple individuals with conflicting opinions.

Devising proper lines of authority and requiring that individual board members adhere to them by casting them as board policy can go a long way toward eliminating “loose cannon” problems. Also, new board members should receive an orientation which explains the governing philosophy of the board.

Lastly, waste no time as a board in removing an individual board member who consistently refuses to abide by the policies of the board to act and speak as one. Schools run better without such members.



Dysfunction #3 Creating “Revolving Door Accountability”

Prior to selecting a CEO, the board should decide what is to be accomplished by the school. Board expert John Carver refers to these accomplishments as “Ends,” defined as those things that are to be accomplished, for whom and at what cost. (Carver, 1997).

Only once the board knows what it wants, is it in a position to search for someone whom it may hold accountable to achieve it.

A good starting point for determining ends is for every board member to read the contract that exists between the board and the organization that approves it to operate and receive state funds (i.e., its authorizer or sponsor). These contractually agreed-upon outcomes should be the minimal basis of CEO accountability.

What is more often the practice, however, is that a board hires a CEO without any forethought as to how he or she is to be held accountable. As my friend Bruce Lockerbie says, oftentimes the first job evaluation the CEO gets in such cases is written on a pink-slip. The board then repeats the process with its next CEO, thereby creating a “revolving door” to the school leader’s office. This is board caprice, not accountability, and it is highly detrimental to building a good school.

Beyond those outcomes which the board is contractually obligated for the school to achieve (the very essence of the charter school idea), the board should develop additional policy objectives that are consistent with the mission and vision of the

school. The CEO should then be delegated with the necessary authority to achieve them. True accountability comes from assessing the school’s performance against the pre-defined outcomes.

Besides student achievement, which is clearly the primary deliverable for any charter school leader, the board should also ensure that school finances are being appropriately handled. Every board should receive regular financial statements including balance sheet, statements of cash flow, and income and expense.

It is also advisable for the board to hire *its own* auditor to periodically review these statements and to conduct an annual audit.

If you think this is too expensive, I can assure you it is a bargain compared to dealing with the occasional crooked CEO who steals money, as happened in an organization on whose board I once served. Few of us on the board expressed concern about not receiving good financial reporting until it was too late.

And it’s not just embezzlement against which the board should guard. The board also needs to protect the school from incompetent management which can cause a school to close due to insolvency. For a sobering example of this, read the California Charter Academy story in chapter four of *Hopes, Fears, & Reality* (Lake, Hill, 2005).

Finally, if you have a talented CEO who is accomplishing what the board has defined, show your appreciation to him or her. You’ll be doing your school a favor since it is well known that talented school leaders are in short supply. Keep the door to the CEO’s office voluntarily locked—from the inside.

“A good starting point for determining ends is for every board member to read the contract that exists between the board and the organization that approves it to operate and receive state funds (i.e., its authorizer or sponsor). These contractually agreed-upon outcomes should be the minimal basis of CEO accountability.”



“kids in your school will live with the education they’re getting from you for the rest of their lives. Isn’t it worth at least half of the board’s regular meeting time to discuss how well the school is providing that education?”

Dysfunction #4 Spending Time on Administrivia

I don’t recall where I first heard the word “administrivia.” Someone coined it to refer to the thousand-and-one details involved in running a school. I like the word because it captures so well, the tendency of school boards to spend unbelievable amounts of time on insignificant things, or at least things that are far less significant than student achievement.

A former superintendent friend once told me that in his observation, school boards spend 75 percent of their time talking about things that really don’t matter. By the time they’re two hours into this bog, board members are too tired to devote even 15 minutes to talk about improving student performance. This same friend says that if charter schools invert this model and spend 75 percent of every meeting wrestling with the difficult issues of student performance, charter schools would become the most successful schools in the country.

What issues do boards waste their time on, if not discussing student performance? Well, the sky really is the limit. Here’s a sample of discussions I’ve endured:

- Paint colors on exterior classroom doors
- Filling secretarial positions
- Content on classroom bulletin boards
- Cheerleader skirt length
- Selecting a contractor to repaint an exterior sign
- Extra-curricular activities
- Recess protocol
- Tennis court resurfacing

- Restroom usage schedules
- Field trip details

For boards seeking not to waste time on administrivia, I recommend three things.

First, establish a baseline for your board by having someone keep a minute-by-minute running summary of how the board spends its time during two or three regular meetings. Put the findings into one of two columns. One column is for minutes spent on student achievement. The other column is for everything else. Compare the two columns. If your board is spending less than half its time on student achievement, the board is wasting time on administrivia. (Obviously, there are other important topics that boards need to discuss, but they shouldn’t consume half of a typical meeting.)

Second, read Patrick Lencioni’s book, *Death by Meeting*. It contains some excellent lessons about the structure of meetings. Although the book is geared toward management meetings (not to be confused with board governance meetings), some of Lencioni’s ideas and insights are applicable to charter school boards.

Finally, exercise the discipline of taking the long view of things. Ask yourselves as a board if “xyz” issue is going to be of any importance in five years. If it isn’t, delegate it to the CEO and move on.

Student achievement will always pass this litmus test because kids in your school will live with the education they’re getting from you for the rest of their lives. Isn’t it worth at least half of the board’s regular meeting time to discuss how well the school is providing that education?



Dysfunction #5 Not Developing Itself

There was a time when a school board could do its job with little or no expertise required. A hundred years ago, if you could read and cipher, you probably would have been considered well-qualified to help govern a school.

Not anymore.

These days, schools are complex organizations. The list of things about which charter school board members should have a working knowledge include, but are not limited to, the following:

- No Child Left Behind Act (NCLB)
- Individual with Disabilities Education Act (IDEA)
- Sizeable amounts of state-level public school code including your state's charter school requirements
- Financial reporting
- Contractual agreements
- Funding, building, and maintenance of school buildings
- Employment law
- Management companies
- Student achievement and performance measures
- The governance process
- Policy development
- Fund development
- Negotiating skills
- Union tactics
- The politics of school choice
- Marketing
- Media relations

The above sample of items illustrates just how complex the charter school sector is. Regardless, board members have the responsibility to know this stuff. What to do?

The functional board recognizes that it needs to develop itself. To do so, it devotes time in its board meetings and resources for that purpose. It may watch an informative program, discuss a book or invite an outside expert to present information. Board members should also seek to educate themselves outside board meetings by attending an occasional seminar and by staying informed of broader charter school trends.

This doesn't mean that every charter school board member should possess the same depth of knowledge as the school leader. That would be absurd.

It does mean, however, that board members should recognize that they cannot govern properly without a certain level of understanding. It is completely legitimate for boards to invest time and reasonable amounts of school funds necessary to acquire it.

On the charter school board on which I currently serve, the board devoted time for several months to discuss a book on governance which everyone agreed to read. We also regularly invite our school leader to educate us on various issues involving student achievement.

If you're reading this as a charter school board member, that's a good indicator you take your role seriously. But if others on your board aren't developing their knowledge through further training, discussions and reading, their negligence will impede effective governance.

The references at the end of this paper are a good place to start. Pick a resource and resolve as a board to begin spending a few minutes each meeting discussing it. This action alone would improve most boards.

"A hundred years ago, if you could read and cipher, you probably would have been considered well-qualified to help govern a school. Not anymore."



In Conclusion

The charter school movement is one of the most significant reforms in public education since the origin of American public schools in the 1830s. This reform mechanism was launched when the first charter school opened its doors in 1992. At present, charter school laws have been passed in 40 states plus the District of Columbia. It is estimated that there are close to one million students being served in charters across the country (Hoxby & Rockoff, 2005). Many of those students are low-income minority students for whom the charter school is their best hope for a bright future.

The charter idea is built on the premise that market-like competition for students will improve public education, bring costs down and close the student achievement gap. Many schools are succeeding at all three. More schools need to follow.

The movement is now mature enough that we know what it takes

to create a successful charter school. There are many examples across the country including High Tech High, KIPP Academies, North Star Academy, Plymouth Academy, Amistad Academy, and others that have developed the right combination of talented teachers, scientifically validated curricula and teaching methods, data-driven decision-making, visionary school leaders and highly functional boards. Of those aspects that successful schools share, the board is a critical component because the other things are difficult to maintain in the absence of good governance.

Learning to govern well requires effort and dedication on the part of board members. Like anything else, it is a matter of discipline and consistency. By regularly devoting time in the agenda to discuss books, articles or other presentations, board members can deepen their knowledge and thereby increase the board's overall effective-

ness. They can avoid the five dysfunctions described in this paper by defining and upholding sound policies.

The resources listed in the section below provide an excellent starting point for any board wishing to improve its effectiveness. In the case of articles cited from *School Reform News* and *Education Next*, the journals themselves are worth subscribing to.

Additionally, many states have fine charter school associations. The cost of membership is a small price to pay for the benefits such organizations provide. Besides serving as clearinghouses for important charter school information, state associations create an invaluable opportunity for schools to link together to have their voices heard. I urge every charter school board to join its state association.

Now that you've read this paper, you can begin leading the improvement of your board. What will your next step be?

References & Recommended Resources

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UNDERSTANDING THE BROWN ACT

I. PURPOSE AND SCOPE OF THE ACT

A. Open Access

The Ralph M. Brown Act (“Act”) also known as California’s “Open Meeting Law,” represents the Legislature’s determination of the balance between public access to meetings of multi-member legislative bodies on the one hand, and the need for confidential candor, debate and information gathering on the other. Where matters are not subject to the closed session exceptions, the Act requires all deliberative processes by legislative bodies, including discussion and the acquisition of information, to be open and available for public scrutiny.

B. Confidentiality on a Limited Basis

The Legislature has established a presumption in favor of public access. However, the Act also contains specific exceptions from the open meeting requirements where a public entity has demonstrated the need for confidentiality.

II. MEETING DEFINED UNDER THE ACT

A. Broadly Defined

A meeting is any congregation of a majority of the members of the board at the same time and location to hear, discuss, deliberate or take action on any item within the subject matter jurisdiction of the board. The board need not take any action in order for the gathering to be defined as a meeting. (§ 54952.2.)

The following are exceptions to the definition of a meeting:

1. Individual Contacts: Individual contacts between board members and others which do not constitute serial meetings. (§ 54952.2(c)(1).)
2. Conferences and Retreats: Such gatherings which are open to the public that involve issues of interest to the charter school so long as the majority of the board members present do not discuss amongst themselves business of a specific nature under the board’s jurisdiction. (§ 54952.2(c)(2)(3)(4).)
3. Social or Ceremonial Occasions: Board members may attend such events where no business of the board is discussed. (§ 54952.2(c)(5).)



B. Serial Meetings

The Act prohibits a majority of board members from engaging in a series of communications which are conducted outside of board meetings through direct communications, intermediaries or technological devices for the purpose of discussing, deliberating or taking action on matters within the jurisdiction of the board. (§ 54952.2.) However, board members can answer questions or provide information regarding an issue (outside a board meeting) so long as the board member does not communicate to other board members the comments or position of any other members of the board.

The following instances are exempt from the definition of a serial meeting:

- a. Individual contacts between board members and persons who are not board members of the charter school. (§ 54952.2.)
- b. Teleconferencing which is conducted in accordance with the procedures set forth in Section 54953(b).
- c. Writings or other communications made outside of a Board meeting, between individual board members and staff for informational purposes, so long as the Board member or employee does not communicate to members of the Board the comments or positions of any other Board members.

C. Teleconference Meetings

Teleconference meetings may be held under carefully defined parameters. For example, the meeting agenda must specifically identify all teleconference locations and each such location must be fully accessible to members of the public.

D. Writings as Meetings

Especially, in light of today's prevalent use of e-mail, a meeting may inadvertently occur in writing when such writings are exchanged between a majority of the Board. These meetings, although in writing, are still subject to the Act's agenda posting requirements. This is to be distinguished from one-way communication to Board members, not amongst them.

III. NOTICE AND AGENDA REQUIREMENTS

A. Regular Meetings

An agenda containing a brief description (e.g., approximately 20 words) of each matter to be considered or discussed must be posted at least seventy-two (72) hours prior to the meeting. (§ 54954.2) Meetings of advisory or standing committees are deemed to be "regular meetings" for purposes of the Act. (§ 54954(a).)

1. Exceptions to Agenda Requirements: Special procedures permit an entity to proceed on an item not on the agenda in case of emergency circumstances,

where the need for the action came to the attention of the board after posting of the agenda, or when the matter was continued to a subsequent meeting within five days. (§ 54954.2.)

2. Public Testimony: Every agenda shall provide an opportunity for members of the public to address the board on any item under the subject matter jurisdiction of the body, before or during consideration. (§§ 54954.2(b), 54954.3(a).)

B. Special Meetings

Twenty-four hour notice must be provided to members of the public and media outlets including a brief general description of matters to be considered or discussed. Only the items listed on the special meeting agenda may be considered by the board, or commented upon by the public. (§ 54956.)

C. Emergency Meetings

One hour notice in case of work stoppage that seriously impairs public health, safety or both or in the case of crippling disaster.

D. Closed Sessions

1. Agenda Requirement:

- a. All items to be considered in closed session must be identified in the notice or agenda for the meeting. (§ 54954.2.)
- b. A model (“safe harbor”) description for closed session items is recommended by statute in Section 54954.5.
- c. Closed session agenda for personnel matters must specify the title of the position in all instances except discipline, dismissal or release. (§ 54954.5(e).)
- d. Closed session agenda for conferences with real property or labor negotiators must specify the names of designated representatives. (§§ 54954.5(b)(f), 54956.8, and 54957.6.)

2. Oral Announcement: Prior to each closed session, the board must orally announce the subject matter(s) of the closed session. (§ 54957.1.)

3. Reporting Out: If final action is taken in closed session, the board generally must report the action at the conclusion of the closed session. (§ 54957.7.)

E. Adjournments and Continuances

Regular and special meetings may be adjourned to a future date. (§ 54955.) If the meeting is reconvened within five (5) days of the original meeting, matters properly

placed on the agenda for the original meeting may be considered at the subsequent meeting. When adjournment occurs, notice of the adjournment must be conspicuously posted within twenty-four (24) hours of the adjournment.

F. Location of Meetings

As a general rule, regular and special meetings must be held within the boundaries of the territory over which the Board has jurisdiction. (§ 54954(b).) For charter schools, this likely means meetings must be held within the boundaries of the charter school's granting agency.

IV. RIGHTS OF THE PUBLIC

A. Public Testimony

The public may comment on agenda items before or during consideration by the board. Time must be set aside for public comment on any other matters under the body's jurisdiction not on the agenda. The body may adopt reasonable rules regulating the amount of time for public testimony. (§ 54954.3.)

B. Taping Or Broadcasting

Meetings may be broadcast, audio-recorded or video-recorded so long as the activity does not constitute a disruption of the meeting. (§§ 54953.5, 54953.6.)

C. Conditions To Attendance

The public may not be asked to register or identify themselves or to pay fees in order to attend public meetings. (§§ 54953.3, 54961.)

D. Public Records

Materials provided to a majority of a board which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay. (§ 54957.5.)

E. Non-Discriminatory Facilities

Under the Act, meetings may not be conducted in a facility that excludes persons on the basis of their race, religion, color, national origin, ancestry, or sex, or that is inaccessible to disabled persons or where members of the public may not be present without making a payment or purchase.

V. PERMISSIBLE CLOSED SESSIONS

A. Introduction

1. Narrow Construction: The statutory exceptions to the public meeting requirement of the Act are strictly construed in favor of public access.

2. Semi-Closed Meetings: In specific circumstances, certain interested members of the public may be admitted to a closed session while the remainder of the public is excluded.
 - a. Generally, closed sessions may only involve the membership of the Board plus any additional support personnel who may be required (e.g., attorney in connection with legal advice; supervisor in connection with disciplinary proceeding; labor negotiator in connection with collective bargaining).
 - b. If a board admits any other person into a closed session to deliberate on a recommendation to suspend, expel, or otherwise discipline a pupil, the parent or guardian of the pupil, the pupil, and counsel for the pupil shall be allowed to attend. (Education Code § 48918(e).)
3. Secret Ballots: Secret ballots are expressly prohibited under the Act. (§ 54953(c).) The vote or abstention of each individual member must be reported. (§ 54957.1(a).)
4. Confidentiality of Closed Sessions: The Act specifically provides that a person may not disclose confidential information that has been acquired by attending a proper closed session to a person not entitled to receive it, unless the Board authorizes the disclosure. The Act provides remedies for wrongful disclosure including injunctive relief, disciplinary action, referral to grand jury and other available legal remedies.

B. Authorized Closed Sessions

1. Personnel: To consider appointment, employment, evaluation of performance, discipline or dismissal of an employee. An employee must be given at least twenty-four (24) hours prior to written notice of his or her right to have any specific complaint or charge against the employee heard in public. (§ 54957.)
2. Pending Litigation: A board may meet in closed session to receive advice from its legal counsel concerning existing litigation, initiating litigation, or situations involving a significant exposure to litigation as defined by statute. (§ 54956.9.)
3. Real Estate Negotiations: A board may meet in closed session to consider price and terms of payment in connection with the purchase, sale, exchange or lease of real property. (§ 54956.8.)
4. Labor Negotiations: A board may meet in closed session with its negotiator to consider labor negotiations with represented and unrepresented employees. Issues related to budgets and available funds may be considered, although final decisions regarding salaries of unrepresented employees must be made in public. (§ 54957.6.)

5. Public Security Exception: A board may meet in closed session with the Attorney General, District Attorney, Sheriff, or Chief of Police on matters posing a threat to the security of public buildings and public services or facilities.
6. Pupil Discipline: A public school governing board may meet in closed session to consider the suspension, expulsion, or other disciplinary action of any pupil, unless the pupil requests the hearing be in public. (Education Code §§ 35146, 48918(c).) Hence, final action to expel a pupil may only be taken in public session. (Education Code § 48918(j).)
7. Early Withdrawal From Deferred Compensation Account: The Board may meet in closed session to discuss an employee's application for early withdrawal of funds from a deferred compensation account.

C. Minute Book

The Board may, but is not required to, keep a confidential minute book with respect to matters discussed in closed session. (§ 54957.2.)

VI. PENALTIES AND REMEDIES FOR VIOLATION OF THE ACT

A. Criminal Penalties

The District Attorney may seek misdemeanor penalties against a member of a board who attends a meeting where action is taken in violation of the Act, and where the member intended to deprive the public of information which the member knows or has reason to know the public was entitled to receive. (§ 54959.)

B. Civil Remedies

Any person or the District Attorney may file a civil lawsuit for injunctive, mandatory or declaratory relief, or to void an action taken in violation of the Act. (§§ 54960, 54960.1.) Attorneys' fees are available to prevailing plaintiffs.

Before a civil lawsuit may be commenced, the plaintiff must demand the entity "cure and correct" the violation. (§ 54960.1.)

1. Demand for cure must be made within thirty (30) days of the violation for action taken in open session in violation of the agenda requirement;
2. For all other alleged violations, demand for cure must be made within ninety (90) days of the alleged violation.

If the agency cures the violation within thirty (30) days, civil suit on the violation is barred.



LAW OFFICES OF MIDDLETON, YOUNG & MINNEY, LLP

**UNDERSTANDING NONPROFIT CORPORATION
DIRECTOR DUTIES & CONFLICTS OF INTEREST**

I. CORPORATIONS CODE DUTY OF CARE

The Corporations Code sets forth the duties a director of a nonprofit corporation owes the corporation. Generally, a director owes his or her corporation a duty of care, a duty of loyalty, and a duty not to compete with the corporation's business.

A. The Duty of Care

The duty of care requires a director to act in a reasonable and informed manner when participating in the board's decision and its oversight of the corporation's management. A director generally satisfies these duties by discharging his or her duties in good faith in the manner of an ordinary prudent person who is pursuing the best interests of the corporation. The duty of care consists of three elements:

1. Good Faith

Good faith generally requires that a director possess an honest belief that his or her actions are intended to be faithful to his or her duties or obligations to the corporation.

2. Ordinary Prudent Person

The director must exercise the diligence of an ordinary prudent person. It is the degree of care, which persons of common prudence generally exercise in their own affairs.

3. Best Interests of Corporation

The director must reasonably believe that the decisions he or she makes are made for the purpose of advancing the corporation's goals or for protecting the corporation.

B. Duty of Inquiry

The duty of care requires that a director be informed and exercise independent judgment. Part of exercising independent judgment is satisfying the duty of inquiry. Generally, the duty of inquiry arises when circumstances indicate that further inquiry is needed. The satisfaction of the duty of care may be accomplished in part with the following activities:



1. **Regular Attendance of Meetings**

To function effectively, a director needs to be adequately informed. Sporadic attendance of board meetings may not allow directors to obtain all information to be fully informed. A director who attends meetings sporadically should reasonably expect that he or she may need to make inquiry and investigation regarding certain matters before the board.

2. **Attendance at Committee Meetings**

A board of directors typically delegates many important functions to committees. A director appointed to serve on a committee should be active in all the committee's deliberations and other activities.

3. **Assuring the Adequacy of Information**

To satisfy the duty of inquiry, a director needs to have an adequate source of information flow. This information is generally supplied by the corporation's management and staff. When a director suspects that he or she may not have all pertinent information, the director is under a duty to determine what, if any, additional information is needed.

4. **Reliance on Experts, Management, and Staff**

In the ordinary course of business, a director may act in reliance on information and reports received from regular sources the director reasonably regards as trustworthy. It is not a breach of the duty to inquire if a director relies upon information or opinions of staff members, officers, employees, agents, experts, etc., if the director reasonably believes the sources to be reliable and competent.

5. **Experts Retained by the Corporation**

A director may rely on legal counsel, public accountants, or other persons retained by the corporation, as to matters the director reasonably believes are within the professional's competence or expertise.

C. **The Duty of Loyalty**

A director shall not use a corporate position for individual personal advantage. A director must act in a manner that the director reasonably believes to be in the best interests of the corporation and all of its members, including the members of minority factions, and to administer their corporate powers for the common benefit. The duty of loyalty requires directors to exercise their powers in good

faith and in the best interests of the corporation, rather than in their own interests or the interests of another entity or third party.

By assuming office, a director acknowledges that with regard to any corporate activity, the best interests of the corporation must prevail over the director's individual interests.

The duty of loyalty also requires a director to avoid conflicts of interest and to avoid disclosing the corporation's confidential matters.

1. Conflicts of Interest

The duty of loyalty requires that directors be conscious of the potential for clashes between the director's private interests and the corporation's interests.

A conflict of interest arises whenever a director has a material personal interest in a proposed contract or transaction to which the corporation may be a party. This interest can occur either directly or indirectly. The director may be personally involved in a transaction, as for example voting to contract with a company owned by the director. Some conflicts may be so subtle as to miss detection. For example, the director of an art museum who also collects art is faced with a decision to acquire a particular piece, and that acquisition might then increase the recognition or value of the director's collection. In this example, the director's interest will require disclosure so that the board may determine whether the director's vote is motivated by the best interests of the museum or the personal interests of the director.

2. Confidentiality

A director should not in the regular course of business disclose information about the corporation's legitimate activities unless they are already known by the public or are of public record. The individual director should always bear in mind that he or she is not a spokesperson for the corporation. This presumption of confidential treatment should apply to all current information about legitimate board or corporate activities.

D. Corporate Opportunity Doctrine

If a director becomes aware of an opportunity or a transaction that would be of interest or benefit to the corporation, the director must disclose the opportunity to the corporation and permit the corporation to take full advantage of the opportunity.

II. CONFLICT OF INTEREST STATUTES AND DOCTRINES

A conflict of interest arises when a director who has a private interest in the outcome of a corporate contract or a public decision participates in the decision-making process or influences or attempts to influence others making the contract or decision. In short, a conflict of interest is a clash between a director's duty to his or her office and his or her personal interests.

A. California Government Code Section 1090

California Government Code Section 1090 prohibits a public official from participating in any decision concerning a public contract in which he or she has a private financial interest.

Section 1090 is a flat prohibition which reflects the general policy of this state that public officers shall not have a personal interest in any contract made in their official capacity. Generally, California courts are very rigid in their application of section 1090 and have consistently stated that assuring loyalty on the part of government officials to their offices outweighs other considerations including the hardship of financial loss under a voided contract.

B. Government Code Section 87100 Et Seq.: The Political Reform Act

The Political Reform Act ("PRA") prohibits any public official from making, participating in making, or otherwise using his or her official position to influence a governmental decision in which he or she has a financial interest. Public officials and designated employees of public agencies must disclose any economic interest that may be foreseeably and materially benefited by the public official's decisions.

1. Public Official

The term *public official* applies to elected and appointed officials and to any member, officer, employee, or consultant of a state or local government agency. Generally, the term includes all natural persons who are members, officers, employees, or consultants of a state or local government agency.

2. Government Decision

The PRA applies to any public official who makes, participates in making, or influences the making of a government decision. A public official has decision making authority if he or she may (1) vote on a matter; (2) appoint a person to a position; (3) obligate his or her agency to a course of action; or (4) enter into a contract for the agency. In addition, electing not to act is considered a government decision.

3. **Economic Interest**

The PRA addresses five categories of interests: (1) business investments; (2) real property interests; (3) sources of income over \$250 annually; (4) business positions; and (5) gifts.

C. **Penal Code Section 70**

Penal Code Section 70 is one of California's oldest prohibitions on official misconduct. Enacted in 1870, Penal Code Section 70 prohibits public officials from knowingly requesting or receiving gratuities or rewards in exchange for performing an official act. In brief, Penal Code Section prohibits public officials from requesting or receiving bribes. A violation of Penal Code Section 70 is punishable in a criminal action as a misdemeanor and can result in imprisonment for up to one year.

D. **Common Law Prohibitions**

California's common law doctrines derive from a body of law developed through judicial decisions. The common law doctrines require public officials to avoid placing themselves in a position in which personal interests may clash with their duties to their offices.

1. **Common Law Doctrine of Incompatible Offices**

The doctrine of incompatible offices applies in instances in which a public official holds two public offices simultaneously and these two offices clash thereby forcing the public official to divide his or her loyalties.

In some cases, the California legislature has superseded the common law doctrine by statute. For example, Government Code Section 6508 bars the application of the common law doctrine of incompatibility of offices to joint powers agencies.

Finally, the doctrine of incompatible offices does not prohibit a public official from securing employment as employment is not an "office."

2. **Common Law Doctrine of Appearance of Impropriety**

The common law doctrines prohibit not only actual conflicts of interest, but also the *mere appearance* of possible improprieties. The doctrine of Appearance of Impropriety is designed to eliminate temptation, avoid the appearance of impropriety, and to remove the possibility of personal influence.

E. The California Corporations Code Prohibitions on Conflicts of Interest

The Corporations Code imposes several additional restrictions upon charter schools operating as public benefit nonprofit corporations.

1. Interested Directors

Corporations Code Section 5227 (a) provides that a nonprofit corporation may not have more than 49% of its board of directors composed of interested directors. An interested director is one who (1) receives compensation from the corporation for services rendered to the corporation within 1 year of becoming a board member; and/or (2) is related to someone who receives compensation from the corporation for services rendered within 1 year of becoming a board member. Stated differently, at least 51% of the board of directors must be uninterested.

2. Limitations On Self-Dealing Transactions Between Directors and Corporation

Generally, self-dealing transactions are transactions between a director and the corporation, as for example when a corporation leases facilities from a director. The Corporations Code does not prohibit self-dealing transactions per se as often such transactions can benefit the corporation. Indeed, the board of directors may adopt a self-dealing transaction if it believes the transaction is in the corporation's best interests.

Directors entering into self-dealing transactions, however, should be on guard. Corporations Code section 5231 (c) provides that directors, even unpaid volunteer directors, can become personally liable for a self-dealing transaction.

In addition, a self-dealing transaction can be a breach of a director's statutorily imposed duty of care. Corporations Code Section 5231 (a) charges a director with the duty to engage in corporate business in the good faith belief that he or she is pursuing the best interests of the corporation. A self-dealing transaction gives rise to the charge that the director pursues his own personal interests above the corporation's. Thus, a director presumably breaches his duty by entering into such a transaction.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD REPORT

[INSERT DATE]

TOPIC/ AGENDA ITEM:

PERSONNEL INVOLVED:

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

OPTIONS OR SOLUTIONS:

EXECUTIVE DIRECTOR'S RECOMMENDATION:

[NAME]
Executive Director

WISDOM ACADEMY FOR YOUNG SCIENTISTS

OATH OF OFFICE FOR BOARD MEMBERS

As a member of the Board, consistent with my fiduciary duties, I shall consistently strive to promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

Student-Centered Focus

- I will be continuously guided by what is best for all students of the School.

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will keep in mind that, alone, I am not the Board and as such I will not act on behalf of the Board or make representations on behalf of the Board unless specifically authorized to do so.
- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will not release confidential information.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.

- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the School as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Director.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Adopted:

Amended:

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD GOVERNANCE: BOARD AGENDA AND MEETINGS

Regular Meetings

Regular meetings of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

Special Meetings

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

Notification of Meetings

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Executive Director shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings.

Meetings Open To The Public

A. **Open Session**

All meetings of the Board shall be open to the public except Closed Sessions, as authorized by law.

B. **Presentations to the Board/Agenda Items**

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

- C. Oral Communications
Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (3) minutes. No more than a total of fifteen (15) minutes shall be devoted to all non-agenda items at a regular meeting. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.
- Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be offered the option to meet with staff to file a complaint under the School's established complaint procedures.
- D. Disturbance of Meetings
Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.
- E. Requests to Address the Board
Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for oral communications shall complete the card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the School Board President or Secretary to the Board.

Minutes of Board Meetings

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall also record all resolutions, the recommendations of the administration. The minutes shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumned by fiscal year and paged consecutively.

The official minutes of the Board shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;
- Copies of any document determined by the Board of Trustees to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Trustee action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

Brown Act

The Board shall comply with the Brown Act and other applicable laws of the State of California with regard to open meetings and Board agendas.

Preparation Of School Board Agenda

The Executive Director shall be responsible to prepare the agendas for all special and regular meetings of the Governing Board.

Agenda Posting

Agendas for regular School Board meetings shall be posted 72 hours in advance of such meetings at the School for public preview. Special meeting agendas shall be posted at least 24 hours in advance of such meetings.

Agenda Distribution

The Board agenda with supporting information for a regular School Board meeting should be delivered to Board members as soon as is practicable but preferably 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The Executive Director is responsible for the distribution of Board packets (which include the official agenda and all supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the School's mailing list. A fee may be charged for the service of providing agenda.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act.

Anonymous Letters

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

Executive Director Duties Concerning Agendas

1. The Executive Director shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
2. The Executive Director shall include on the agenda items which relate to school business as are requested for inclusion by the President of the Board. If an individual Board member would like an item included on the agenda, he or she must submit a request to the Board President for inclusion.
3. The Executive Director is responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.

Requests for Agenda Items

Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to decide whether to include the topic on the Board's agenda.

Board Action/Voting

1. The Board may only take action on items formally listed on the School Board agenda except in emergency or other circumstances as authorized by law.
2. When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.

Adopted:

Amended:

WISDOM ACADEMY FOR YOUNG SCIENTISTS

THE ROLES OF THE BOARD AND ADMINISTRATION

INTRODUCTION

Recognizing that charter schools are governed by boards, not by individual board members, and the relationship between the Board and the Administration is crucial to the effective operation of the school, this policy clarifies the Board's and the Administration's primary roles in governing and operating the School.

The Board's primary roles include:

1. Adopting, evaluating and updating School policies consistent with the law and the School's mission.
2. Providing direction to administration pursuant to established policies.
3. Involving the community, parents/guardians, students and staff in developing a common vision for the School focused on learning and achievement and responsive to the needs of all students.
4. Maintaining accountability for student learning by adopting the School's curriculum and monitoring student progress.
5. Hiring and supporting the Administration so that the vision, goals and policies of the School can be effectively implemented.
6. Conducting regular and timely evaluations of the Administration based on the vision, goals and performance of the School, and ensuring that the Administration holds School personnel accountable.
7. Adopting a fiscally responsible budget based on the School's vision and goals, and regularly monitoring the fiscal health of the School.
8. Ensuring that a safe and appropriate educational environment is provided to all students.
9. Consulting with the Administration on his or her recommendations and acting upon them.
10. Exercising control of the School in accordance with the State and Federal Constitution, and applicable laws and regulations.

11. Following the adopted grievance or complaint procedures contained in School policy to handle parent, community or third party complaints or employee grievances and/or complaints.
12. Providing adequate housing, equipment, supplies and other facilities for the operation of the School.
13. Hearing communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.

The Administration's primary roles include:

1. Promoting the success of all students and supporting the efforts of the Board to keep the School focused on learning and achievement.
2. Valuing, advocating and supporting the School and all stakeholders.
3. Recognizing and respecting the differences of perspective and style on the Board and among staff, students, parents and the community and ensuring that the diverse range of views inform Board decisions.
4. Acting with dignity, treating everyone with civility and respect, and understanding the implications of demeanor and behavior.
5. Working with the Board as a "governance team" and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational cultural.
6. Understanding the distinction between Board and staff roles, and respecting the role of the Board as the representative of the community.
7. Understanding that authority rests with the Board as a whole; providing guidance to the Board to assist in decision-making; and providing leadership based on the direction of the Board as a whole.
8. Communicating openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
9. Accepting leadership responsibility and accountability for implementing the vision, goals and policies of the School.

Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus.

2. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
3. Act with dignity and understand the implications of demeanor and behavior.
4. Keep confidential matters confidential.
5. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
6. Understand the distinctions between Board and administration roles, and refrain from performing management functions that are the responsibility of the Administration and staff.
7. Comply with legal responsibilities related to conflicts of interest
8. Understand that authority rests with the Board as a whole and not with individuals.

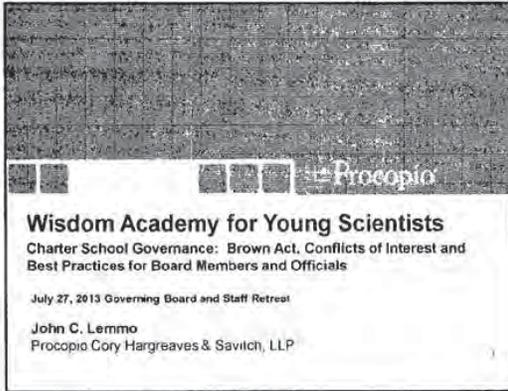
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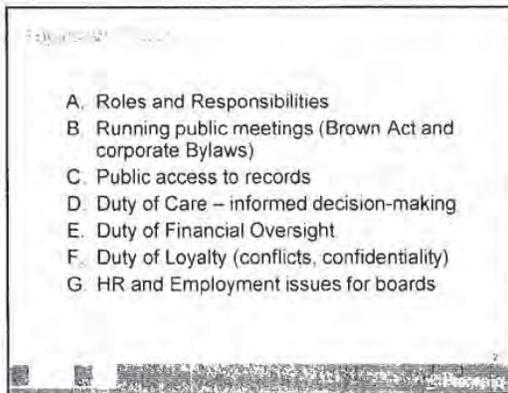
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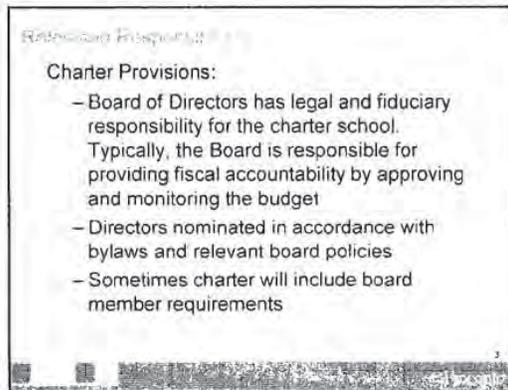
EVALUATING YOUR MEETINGS

After a meeting, evaluate what happened so that you can plan better meetings in the future. The following checklist helps you identify mistakes and avoid future ones:

- Was a detailed meeting agenda provided so that everyone knew what was supposed to happen?
- Did everyone receive sufficient notice of the meeting so they could plan to attend?
- Did the President follow the agenda?
- Did the President keep the discussion on track? Or, did members raise and discuss unrelated issues?
- Was there adequate time to conduct the business on the agenda?
- Did members listen to the discussion and wait their turn to speak? Or, was cross-talk allowed to disrupt and distract the business at hand?
- Did the members and the President follow the rules of parliamentary procedure when considering recommendations to the Board? Or did they make up the rules as they went along?
- Did the President allow speakers to make their statements? (The President should interrupt only to call the meeting to order, to call time, or to redirect the discussion to the business at hand.)
- Were any decisions made in haste and without sufficient consideration?
- Were any hidden agendas at work in the discussion?
- Was there discord in the meeting? Was it resolved? If so, how was it resolved?
- Did the members see alternative courses of action? Were any presented?
- Did all members participate in the discussion? If some didn't, did the President try to bring them into the discussion? If they still didn't participate, did anyone try to find out?
- Did the secretary have enough information to develop minutes?
- Was the room comfortable for the meeting? Or was it too hot, too cold, too large, too small, too noisy, too bereft of chairs or tables, or deficient in any other way?
- Was the seating arrangement appropriate for the meeting?
- How much time was spent on student achievement versus other matters?
- Were there any other problems that could be identified and corrected in future meetings?







Typical Charter School Board Responsibilities

Board approves:

- Major educational and operational policies
- Major contracts
- Annual budget
- Evaluates CEO and maybe CBO
- Ensures long-term viability

CEO or Executive Director:

- In charge of day-to-day operations
- Selection of all other staff

What does Board Responsibility look like?

Level of Board oversight or decision-making

Responsibility of Decision or Oversight

Hiring Executive Director Hiring CBO Operations policies Hiring middle managers Hiring teachers and staff Day-to-day office matters Hire and fire HR Admins

Budget approval

Holding meetings

Boards take action at "meetings"

Do we have to comply with Brown Act (opening meeting law)?

- Most charters and/or bylaws require compliance (if not in charter, arguably not required)
- For WAYS: Yes, you comply with Brown Act. Your charter requires it. Required for all LACOE-authorized charters
- Sometimes charter bylaws are not consistent with the Brown Act (when inconsistent, Brown Act controls)

Holding meetings

What is a meeting?

"Any congregation of a majority of the members of a legislative body ... to hear, discuss, or deliberate, or take action on any item."

You may not, "outside a meeting ... use a series of communications ... directly or through intermediaries, to discuss, deliberate, or take action ..."

Gov. Code sec. 54952.2

Holding Meetings in Law

- Brown Act applies to committees created by board even if just advisory
 - "Ad hoc" committees are **exempt**, but must be board members less than quorum, limited existence (until purpose fulfilled)
 - Applies to "standing" board committees (e.g. finance committee, executive committee, facilities committee)
 - Board can delegate some authority to standing or ad hoc committees, but committee authority strictly limited to the four corners of that delegation
 - "Executive" committees can sometimes be helpful but are unnecessary for most schools
- Consider this: Brown Act is **inapplicable** to school working groups set up by Executive Director
 - **Much more flexible mechanism**

Holding Meetings

- Brown Act "types" of meetings
 - "Regular" meetings require 72 hour posting of notice
 - "Special" meetings require 24 hours notice
 - "Emergency" meetings (unlikely for charter schools)
 - Teleconferencing
 - Posting agenda
 - Notice in agenda

Holding Meetings

- Brown Act much more restrictive than Nonprofit Corporations Law
- Under Corporations Code, bylaws can allow:
 - Action by unanimous written consent (but appointment of Board members this way violates Brown Act)
 - Brown Act allows a majority to call a meeting, but is otherwise silent on quorum

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Holding Meetings

- Brown Act limits meeting to posted agenda:
 - Brief general description of business to be transacted (20 words or less)
 - Posted in publicly accessible place
 - New for 2012: post on website if you've got one
 - Suggest consent agenda for routine items
 - Don't create "information only" vs "action" items if you want flexibility
 - Adding items to regular agenda

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Holding Meetings

- Brown Act limits closed sessions:
 - Statutory basis must be identified, such as:
 - Litigation (identify matter)
 - Personnel evaluation, termination (identify position)
 - Collective bargaining strategy (identify negotiators)
 - Real estate negotiations (identify property)
 - Not for budget discussions, general planning

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Holding nonpublic

- Rights of public
 - Speak *before* action taken on any item (including closed session)
 - Attend meeting without having to "sign in"
 - publicly accessible location (with disabled access)
 - May criticize the school, employees and board
 - Can be time limited and required to identify themselves
 - At regular meeting to address board on something *not* on agenda
 - Non-agenda public comment is not required at special meetings

Public Records Act - 1976

- Public Records Act uses Brown Act definition of who is covered
 - All records subject to inspection and copying unless exempt
 - Burden on school to justify withholding records
- Obligation under Charter Schools Act to "promptly respond" to "reasonable inquiries"

What are exempt records?

- Lots of *exempt* records for schools:
 - Student records (FERPA)
 - Personnel and medical records
 - Pending litigation
 - Preliminary drafts
- But emails, and material kept in ordinary course of business may be public

Fiduciary duties to corporation

Directors owe fiduciary duties to the "corporation"—

- duty of care
- duty to provide financial oversight
- duty of loyalty



Duty of Care

- Act with care, skill, prudence and diligence
- Under the circumstances
- Of a prudent person acting in a like capacity
- With familiarity with those matters, and
- Considering the background and experience of the director



Board Misconduct

- Acting outside course and scope of duties (such as involvement in management, rather than policy-making)
- Breaching fiduciary duties
- Conflicts of interest creating personal benefit
- Intentional or willful misconduct



Potential liabilities of D&O insurance

- Broad nonprofit law immunity for volunteer board members
- Check for D&O insurance

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What is a board liable for?

Duty of Care

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Business Judgment Rule

Courts will *refuse to review* the actions of Board in managing the corporation unless there is some allegation of conduct that (1) violates (a) the directors' duty of *care*, (b) duty of *loyalty*, or (c) duty of *good faith*; or (2) that the decisions of the directors' lacks a rational basis.

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What is Board role and responsibility?

- The Board makes policy, and is protected from liability when doing that.
- The CEO/Executive Director is accountable for **implementing** all Board policies.
- The Charter and/or policies further delineate roles and responsibilities, *including delegated authority*.

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You must be thoughtful and deliberate in your role

- Ask questions to seek clarity before voting.
- Listen to all perspectives and test your understanding of information and implications.
- "Own your decision"

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What is Board Member Accountability?

Duty of Care

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Charter School Finance
Way is this managed?

- Charter schools face unique challenges requiring them to have one foot in larger business world and the other foot in public school finance world.
- Unique business model because strictly service-oriented, with limited financing sources
- Annual budget is blueprint for school year, setting spending priorities and goals

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Charter School Finance - Audit

- Required annually by Charter Law.
- It validates the schools reported finances.
- Audits are also used to validate the charter schools internal controls.
- Depending on the charter – the school can choose its own auditor or must use one assigned by authorizer.
- Board must approve Audit Agreement in Spring of the each year.
- Board must approve the audit prior to submittal to oversight agencies.

26

Charter School Finance - Budget

Way is this managed?

27

Duty of Impartiality

Individuals in a position of public trust must avoid conflicts of interest which prevent them from fulfilling their duties in an impartial manner.

28

Duty of Loyalty

Corporate assets subject to "charitable trust"

- Disposition of assets should be described in Articles of Incorporation, and can also be defined by historic practices
- enforceable by Attorney General
- consider when transferring assets, merging or winding up corporation

29

Duty of Loyalty

- Directors' duty of loyalty
 - Conflicts of interest must avoided
 - disclosure of personal financial interests
 - disclosure of duties to other corporations
 - "interested" directors can't be majority
 - Corporate opportunities must be kept for corporate benefit

30

Nonprofit directors' self-dealing provisions

- Majority of Board must affirm "fairness" of transaction
- Is it "material" to business of corporation?
- Must disclose and disqualify

... **but wait**, there's more!

31

Charter Schools and the Fair Political Practices Act

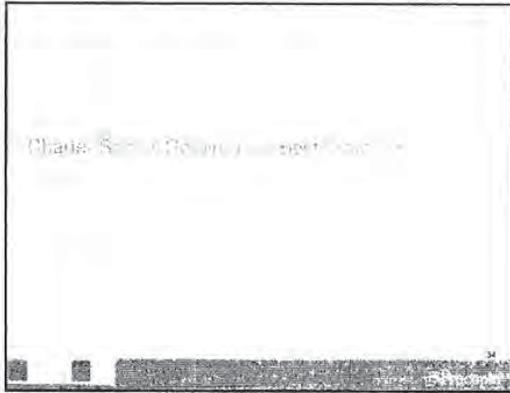
- Fair Political Practices Commission says charters subject to Political Reform Act
- Requires school to adopt conflict code
- Requires annual financial disclosures by designated officials (the "Form 700")
- Requires disclosure, disqualification from any decision that may affect material financial interests
- Code reviewed by either County Board of Supervisors or FPPC
- LA County says LAUSD-chartered schools must report under LAUSD's conflict code but the FPPC has approved a simple "model code" for charter schools

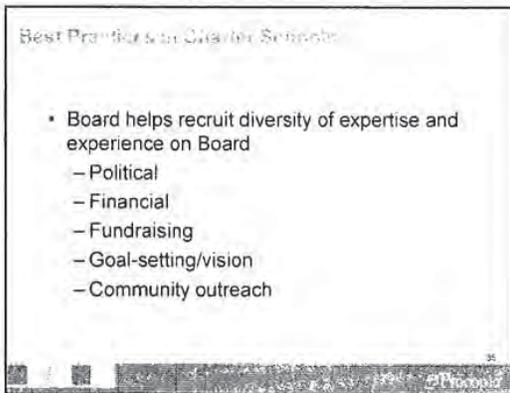
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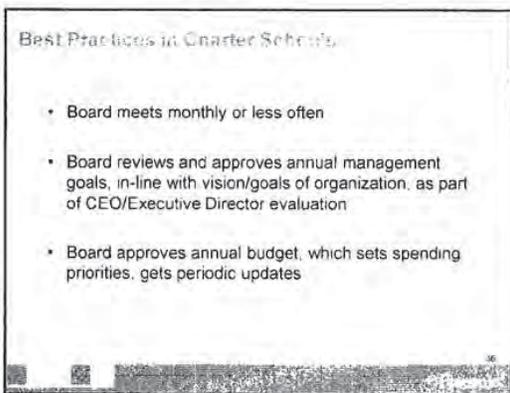
Charter Schools and the Fair Political Practices Act

- Financial effect can be as little as \$250
- Interests of spouse and dependents count
- Civil and criminal penalties for violation
- No defense or indemnity by school or insurers

33





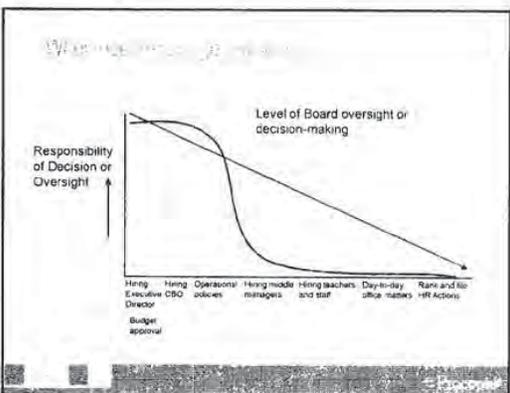


Best Practices in Charter Schools

- Board approves only major policies, and those legally-mandated, such as:
 - Harassment Policy
 - Admissions/Discipline policy
 - Conflict of Interest Code

Best Practices in Charter Schools

- Management provides complete and timely communication on key issues
 - Agenda materials conform to mutual expectations
 - Periodic updates via "Friday Letter" or other vehicles
 - All Board members get the same info at same time



Board Must Take Action On	Board May Elect To Take Action Or May Delegate	Decisions That Board Should Not Be Making
<ul style="list-style-type: none">BudgetHiring/Firing Executive Director (CEO)Major contractsOperational initiativesAgency goalsSalaries for CEO & CFOMost litigationAnnual audit	<ul style="list-style-type: none">Hiring/Firing CEOHiring/Firing all directorsMedians vendor contractsFinancial planning (but not approving budgets)	<ul style="list-style-type: none">Hiring and disciplining employeesBase and file employment actionsDay-to-day operational issuesInterviewing employees

- Develop Organization Chart
- Develop solid employee policies and practices
- Develop template for employment agreements
- Develop employee handbooks

- Board Supervises 1-2 Top Employees *only*
- Top Employees Supervise Other Employees
 - Top employees should report regularly to Board re hiring, firing, layoffs, evaluations, personnel issues

Employee Capitalism

- Important for Employees To Be Able To Speak To Board
- First Amendment Right To Speak At Board Meetings
- No Retaliation

43

Investigation Policy

- Policy to Handle Complaints Against Top Administrators or Board Members
- Neutral Third-Party Investigator
- Prompt Investigation
- Document

44

Brown Act and Agency Issues

- Personnel Issues Must Be Properly Agency
- Brown Act permits Closed Session for appointment, employment, evaluation of performance, discipline or dismissal of employees
- If Board hears specific charges or complaints against employee, must give employee
 - 24 hours written notice
 - Right to have matter heard in open session
 - Otherwise, any action taken is void

45

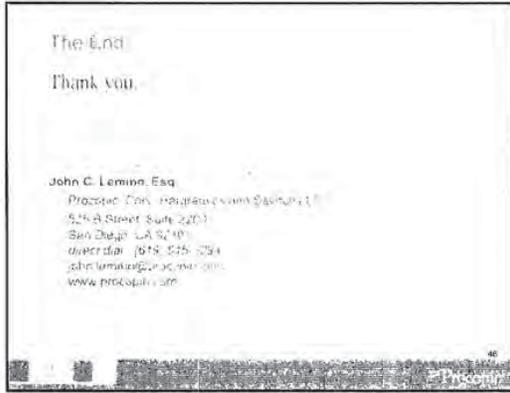


EXHIBIT 72

Gmail - Extension

<https://mail.google.com/mail/u/0/?ui=2&ik=118fa360c3&view...>



Jason O <mrjason7@gmail.com>

Extension

Samyr Codio <scodio@aol.com>
To: lin_nancy@laoe.edu
Cc: mrjason7@gmail.com, clemjr@gmail.com

Thu, Dec 27, 2012 at 10:28 PM

Good evening Nancy,

I contacted the Ms. Lavar, State Controller Office Division of Audits - Single Audits Unit on November 30 and informed them that will need some additional time to complete the audit engagement. On December 17, I emailed and contacted State Controller's Office...they granted us seven to ten business days to complete the audit. We are waiting for the legal confirmation from the attorney and payroll analysis from the business management firm and the Internal Revenue Services. The information should come to us any day from now.

We anticipate on completing and submitting the final report to you on or before January 4. If you have any questions, please call Clem Payne or myself. Thank you for your patience and understanding.

Samyr
323.296.4366 office
310.741.3161 cell

Clem Payne
626.354.2834 cell

1 of 1

7/30/14, 5:13 AM

WAYSAPPEAL-002800

WAYS001008

EXHIBIT 73



Wisdom Academy for Young Scientists

A California Public Charter School
706 E. Manchester Avenue • Los Angeles, CA • 90001-3631
(323) 752-6655 • FAX (323) 752-6644

Parent and Student Handbook

Home-School Contract
Student Responsibility Code
Homework Policy
Technology Responsibility Code
Textbook Contract
Parent Volunteer/Participation Contract
After School Program Agreement and Handbook

Members of the Wisdom Academy for Young Scientists community (students, teachers, administrators, staff, parents, and community members) are committed to our goal of creating a transformational learning climate in which students are empowered to be leaders, self-responsible learners, agents of change, and true scientists.

Attached are copies of the Home-School Contract, Student Responsibility Code, Homework Policy, Technology Responsibility Code, and Textbook Contact. Please read and discuss the codes and contracts with your child and keep them for future reference.

PLEASE SIGN AND RETURN THE LAST PAGE TO YOUR CHILD'S TEACHER.

Keep all pages except the parent/student sign-off page for future reference.

For additional information, please call the Office at (323) 752-6655.

Home-School Contract

The mission of Wisdom Academy for Young Scientists is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists.

All members of the Academy community are responsible for the school wide vision:

The **students** of the Academy will actively seek learning opportunities by working cooperatively, thinking critically, and striving to master rigorous academic standards.

The **students, parents and employees** of the Academy will collaboratively establish and model the highest standards for student achievement, positive self-esteem, pro-social values, and respect for cultural diversity.

The **employees** of the Academy will demonstrate their belief in the value of lifelong learning and model the appropriate and desired behaviors and attitudes expected of students.

The **Academy community** will work cooperatively and collaboratively to create a child-centered environment in which all partners are empowered by their own sense of ownership and responsibility to the school.

The **Academy community and partners** will maintain the highest level of integrity in fiscal management while seeking all available resources and using them effectively to support the instructional program.

The Home-School contract identifies the responsibilities of all members of the school community in the realization of this vision.

Communications and Parent Involvement

Wisdom Academy for Young Scientists will:

Not discriminate against any students on the basis of ethnicity, national origin, religion, gender, sexual orientation, race or disability.

Be nonsectarian in its programs, admission policies, employment practices, and all other operations, and shall not charge tuition.

Comply with the Public Records Act, the Federal Educational Privacy Act (FERPA), and all laws establishing minimum age for public school attendance.

Help parents develop parenting skills to meet the basic obligations of family life to foster conditions at home which emphasize the importance of education and learning; provide parent education workshops, field trip learning experiences and opportunities for leadership through participation on the school site council.

Promote school-to-home and home-to-school communication about school programs and student's progress: make home visits; provide monthly reports regarding behavior and school/ home work; and make every effort to accommodate parents for conferences and school wide activities (e.g., by providing translators, wheelchair access, etc., as needed). Other accommodations will be made as requested and if reasonable and possible to encourage participation by all parents.

Involve parents, with appropriate training, in instructional and support roles at the school.

Provide parents with strategies and techniques for assisting their children with learning activities.

Prepare parents to actively participate in school decision making and develop their leadership skills.

Parents/Guardians will:

Actively participate in parent/teacher conferences, parent involvement activities, home visits and parent education opportunities.

Volunteer at the school site. Possibilities include:

Assisting with enforcement of school uniform policy.

Contacting other parents for meetings.

Complete and return all necessary school forms and documents.

Attend the Parent Orientation Meeting (attendance is mandatory).

Homework/Classwork

Wisdom Academy for Young Scientists will:

Provide a list of supplies needed at home. (This may be in the form of a Teacher's wish list).

Provide appropriate homework on a daily/weekly basis in a variety of subject areas.

Communicate with parents as needed regarding completion of homework and classwork.

Parents/Guardians will:

Provide appropriate materials for students to use (list to be provided by teacher).

Assure that students complete homework regularly, neatly, in compliance with the Homework Policy and return it to school (see attached).

Review and sign all homework.

Come to school to conference with the teacher or other school personnel as needed.

Obtain a folder and/or backpack for the child (except preschool and K: folders will be provided).

For those students using a "rolling" backpack, ensure that the backpack is a reasonable size and used to carry school materials only.

Behavior

Wisdom Academy for Young Scientists will:

Provide a system of behavior guidelines (Student Responsibility Code - attached).

Conduct Citizenship Assemblies to recognize students.

- Communicate with parents on a monthly basis, or more frequently as needed.
- Document problem behavior in order to report accurately to parents.
- Maintain a working and learning environment that is free from sexual harassment.

The Parents/Guardians will:

- Support the school wide discipline policy, including the classroom teacher's discipline plan.
- Reward and praise students at home for appropriate behavior during school.
- Follow through with any problem behaviors noted by the teacher.
- Visit the school as needed.
- Assure that students adhere to the Wisdom Academy for Young Scientists Student Responsibility Code, including during after school hours, on field trips, and during intersession.

Attendance

Wisdom Academy for Young Scientists will:

- Maintain accurate records.
- Call home if the student is absent more than 2 days.
- Provide parents with Independent Study materials when the student is absent and if requested by parents.

The Parents/Guardians will:

- Assure that students come to school rested, well fed, and appropriately dressed in the approved student uniform as per the Student Responsibility Code.
- Make every effort to ensure students attend school every day and arrive on time.
- Ensure the return of Independent Study materials prior to the student's return to class
- Notify the office if there is a change of home address and/or phone number within 24 hours of the change and complete and return new emergency cards.
- Notify the attendance office when the child is absent and provide appropriate documentation for the reason for the absence. If a child is repetitively absent, he or she may be withdrawn from school. The Parent Council will meet with the parents of students that are repetitively absent to review whether or not the student will be withdrawn on a case by case basis.

Materials/school property

Wisdom Academy for Young Scientists will:

- Issue appropriate materials for use by the student in class and for completing homework.
- Note the condition of materials upon issuance to students.

The Parents/Guardians will:

- Assure that students do not destroy materials or property.
- Ensure that students do not bring destructive materials to school.
- Pay for any damages to materials and/or property incurred by the students. Pay for any lost or damaged books or materials.
- Ensure that all materials loaned to the student will be returned and in the condition issued.

Health and Safety

Wisdom Academy for Young Scientists will:

- Provide supervision during arrival and dismissal times.
- Keep all gates to the campus locked during the school day, with entry into the school accessible only through the main office.
- Provide Campus Security Aides.
- Continuously update emergency procedures and maintain emergency supplies.
- Release students only to persons on the Emergency Card. When students are checked out during the school day, they will be released only to an adult on the Emergency Card, and for safety reasons will be called from their classrooms when the adult (18 years or older) arrives to take them home. Children under 18 may not check students out from school or from the after school program.
- Maintain an attractive, clean school environment which will include clean classrooms as well as clean bathrooms.

Parents/Guardians will:

- Avoid double parking in front of any dismissal areas, drive into the parking lots, or block driveways to drop off or pick-up children.
- Not block morning traffic by dropping off students on the side walk in front of the school
- Use the parking lot provided located at 722 E. Manchester Ave., for drop off and pick up when escorting your children to and from school.
- For the protection of our students, use the parking lot provided for visitor parking located at 722 E. Manchester Ave., and avoid entering the school parking lot.
- Not drop off students on the opposite side of the street and allow them to cross unsupervised.
- Not allow students to walk or run through the parking lots.
- Not allow and/or encourage students to purchase ice cream, candy, etc. from vendors within two blocks of the school (after dismissal).

Not allow the riding of bicycles, scooters, skateboards, roller blades/skates on the school grounds at any time.

Not allow weapons of any kind at school. Bringing or possession of any weapon is grounds for expulsion from the school.

Ensure that students do not carry or use medication on campus without written consent from a physician which has been presented to the school nurse and documented in the student's health records. Such approved medication is to be kept ONLY in the main office.

Follow the school's procedures for visitation and classroom observations:

- A) Check in at the Office to request a classroom observation (a maximum of 20 minutes per day, unless other provisions have been established with the classroom teacher and approved by the Directors) or entry on to the campus.
- B) Obtain a visitor's permit prior to the observation or entry which has been approved by a Director.
- C) During classroom observations, enter and leave the classroom as quietly as possible, not conversing with students, the teacher, or the teacher assistant, and not interfering with the instructional program in any manner.
- D) Visit only the classroom or area approved for visitation. As per federal guidelines related to the school's meals program.

Children who are not enrolled at the school are not to be on the campus unless prior approval by a Director has been obtained.

Check out through the Office when leaving.

Maintain accurate and current records of persons to whom the school may release students.

Late pick-up of students will result in the following consequences:

- A) Letter home to remind parents.
- B) Will be charged one dollar per minute after 5:45 pm
- C) Conference with After School Program Director
- D) Three (3) late pick-ups will result in dismissal from the after school program
- E) Report to appropriate social services.

Uniform Complaint Process

Wisdom Academy for Young Scientists recognizes its responsibility for ensuring compliance with applicable state and federal laws and regulations governing educational programs. The following procedures will be followed to resolve conflicts in a timely manner:

Parent(s) meet with a Director.

If not resolved, the individuals involved will meet and collectively prepare a written proposal for resolution and submit to parent(s).

If not resolved, parent(s) may submit concern in writing to Wisdom Academy for Young Scientists Governing Board

The School Governing Board will meet and render a final decision on the matter.

Continued non-adherence to the Home-School Contract will result in a review by the Governing Board. The Board may recommend disenrollment from the school.

Student Responsibility Code

Proper student behavior in school is an essential element of the total school program. California Code 48921 states: "All students shall comply with regulations, pursue the required course of study, and submit to the authority of teachers of the school."

The teacher acts legally in place of the parent while the child is in school. The teacher is the authority figure in the implementation of the intended curriculum.

General School Rules

Students are to arrive at school no earlier than 7:00 a.m. to eat breakfast.

Students may only bring to school items which are to be used for legitimate educational purposes in the classroom.

Students may not bring to school or possess at school:

Drugs (including prescription medications*) or dangerous objects or weapons (including matches, caps, firecrackers, knives, etc.). It is illegal to bring these to school and such action may result in expulsion.

Markers or paint in any form unless approved by the classroom teacher. Art supplies needed in the classroom will be provided by the school.

Extraneous items such as radios, tape or CD players, Gameboys (or any other type of electronic device including cellular phones and pagers), toys, playing or trading cards, balls, skateboards, or pets. These items may distract students from learning and the school cannot be held responsible for personal items of value.

Gum, candy, sodas, or other junk food or beverages.

Money, except that which is needed for participation in school-sponsored sales or fund raising activities (please monitor the money your child brings for snacks).

*Prescription medications may be brought to school by a parent as needed, but only with a doctor's note to be kept on file in the nurse's office. Whenever this is necessary, the parent must see the school nurse personally.

Bicycles, scooters, skateboards, shoe skates, etc., may not be ridden on the school grounds.

Students may not be in parking areas at any time. Parents may not drive into the parking areas or block entrances and exits to drop off their children.

Dress Code

Uniforms

Students are to be dressed appropriately for the weather, Wisdom-approved student uniform. Please remember that proper hygiene is essential to ensure a student's positive self-esteem.

All students are required to wear the approved Wisdom Academy for Young Scientists student uniform.

For boys: Dark blue pants, or shorts; plain white or navy shirt with Wisdom logo.

For girls: Dark blue pants, shorts, skirt or skirt; plain white or navy blouse or shirt, with Wisdom logo.

Pullover tops with hoods may not be worn.

The WAYS plaid uniform is displayed in the Main Office along with a sample of all other acceptable uniforms. No other plaid is approved or acceptable. – All shirts must be plain white, or navy and in good condition. Wisdom Academy for Young Scientists T-shirts may only be worn during field trips.

Students are to wear appropriate shoes for school. Open sandals, thongs, high heels, slippery flats or other types of foot wear deemed to be a safety hazard to the student (or to other students) are NOT appropriate for school and may not be worn to school.

Only Wisdom Academy sweaters, jackets or blazers may be worn during cold weather. Winter wear must be labeled with the child's name, preferably on the inside of the neckline or collar.

Students may wear hats outside for recess, lunch and P.E. for protection from the sun. Hats may not contain any sports logos or inappropriate images, and along with hoods may not be worn inside the classroom.

Grooming

Students are to come to school clean, neat, and with hair combed in a style and/or color that is not distracting or disruptive to school activities (no Mohawks, spiked hair, glitter in hair, or hair dyed an unnatural color such as green, orange, purple, etc.).

Students are NOT to wear or bring make-up; stick-on or artificial nails or nail polish; gang attire including, but not limited to hairnets, spiked bracelets, gang insignias, gloves, other stimulating paraphernalia, clothing or jewelry which promotes substance abuse or other illegal/dangerous activities, and tattoos.

Students may not wear long dangling earrings. Boys may not wear earrings of any kind.

Rules of Student Behavior

STUDENTS ARE EXPECTED TO:

1. Respect the authority of their teachers and the other adults at the school.
2. Respect and be courteous to other students.
3. Respect ALL property.
4. When prompted to do so, stop all activities, wait for the whistle, WALK to the class line, and follow the teacher to the classroom in an orderly manner.
5. Eat lunch and play in assigned areas.
6. Use appropriate table manners while eating in the cafeteria area.

7. Follow the Physical Education rules of games and of good sportsmanship.
8. Walk, not run, at any time on campus except during physical education activities.
9. Use school books, playground equipment, and all other educational materials with care.
10. Keep textbooks, other materials and equipment in good condition, and replace (pay for) any damaged or lost book, materials or equipment.
11. Use computers, the Internet and other technology resources appropriately as specified in the Technology Responsibility Code (see attached). If computers are damaged, parents are responsible for the replacement of pans, or the entire computer, if necessary.

STUDENTS may NOT:

1. Fight.
2. Play roughly, push, shove, or hit other students.
3. Use profane language and/or gestures.
4. Intimidate, extort; harass and/or do bodily harm to any person.
5. Be disrespectful to any adults or monitors.
6. Trade or sell any kind of items on the school grounds, or bring such items to school.
7. Throw or shoot objects.
8. Throw paper, candy or gum wrappers, cans or trash on the school grounds, on the bathroom floors, or anywhere to and from home.
9. Play, run, or yell in the lunch area or between buildings.
10. Jump over, climb on, or move benches that are on the playground.
1. Push or shove in line.
11. Deface or damage any school property.

General Discipline Procedures

Students who do not live up to theft responsibilities and who violate the school rules may expect some consequences for their behavior. These may include the following:

Warnings

Loss of privileges

Isolation within the classroom or in other supervised areas

Notices to parents by telephone or letter

Request for parent conference

Detention after school (with advance notice to the parent if detention is for more than 10 minutes)

Suspension from school

Expulsion from the Academy

The consequences outlined above may be taken in the event that a child does not follow the school dress code. In addition, a parent may upon occasion be called and asked to bring a change of shoes and/or clothes to school, especially in cases in which the shoes/clothes worn by the student cause a safety hazard, a disruption of the school's activities, or the student is not dressed in the approved Wisdom uniform.

Serious misconduct in violation of the California Education Code is grounds for suspension from class or from school. Such misconduct occurs if a student has:

Threatened, attempted, or caused physical injury to another person.

Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.

Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.

Committed or attempted to commit robbery or extortion.

Stolen or attempted to steal school or private property.

Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Unlawfully possessed, offered, furnished, or sold any drug paraphernalia.

Disrupted school activities or willfully defied the valid authority of school personnel.

Knowingly received stolen school or private property.

Homework Policy

The students of the Academy will actively seek learning opportunities by working cooperatively, thinking critically, and striving to master rigorous academic standards. Therefore our students will:

- Listen carefully and follow the directions provided by the teacher,
- Make sure they understand and record assignments before leaving the classroom.
- Turn in neat, accurate and complete assignments on time.
- Set aside a study place and time at home or school
- Assume responsibility for taking care of books and materials.

The employees of the Academy will demonstrate their belief in the value of lifelong learning and model the appropriate and desired behaviors and attitudes expected of students. The teachers, administrators and staff of the Academy believe homework provides extra practice in fundamental skills, reinforces good work habits, and can increase student achievement. In order to meet the needs of our students, all teachers will:

- Explain all homework assignments and check for understanding before dismissing the students.
- Assign homework based on classroom instruction in a variety of subject areas on a daily/weekly basis.
- Check homework and give prompt feedback to students and parents if students are not fulfilling their homework responsibilities.
- Provide a list of supplies needed at home (see attached).

The Academy community will work cooperatively and collaboratively to create a child-centered environment in which all partners are empowered by their own sense of ownership and responsibility to the school. All Academy parents will demonstrate an interest in their child's homework and monitor work habits. Parents will:

- Check homework assignments each night and assure that students complete homework regularly, neatly, and return it to school on time.
- Provide a quiet place (a learning center) and time for homework, free from distractions,
- Communicate with the teacher if most assignments are too difficult or time consuming.
- Provide appropriate materials for students to use.

The Homework Plan

Academy teachers are committed to taking measures to improve student achievement. Teachers will work collaboratively with students, parents, and each other to implement the following school wide Homework Plan. This plan will provide all students with weekly and off-track homework assignments in the core academic areas. It also encourages students to acquire good work habits and organizational skills.

Students will use binders to organize homework materials at school and at home.

Students in grades K-1 will receive a standardized weekly homework sheet/newsletter. The homework assignments will be standards-based and include all the core academic areas (reading, writing, spelling and mathematics). Teachers may assign homework from other subject areas, depending on the instructional focus.

Students in grades 2-5 will utilize a day planner or standardized weekly homework log to record all homework assignments. Assignments will be standards-based and include all the core academic areas (reading, writing, spelling, mathematics and science). Teachers may assign homework from other subject areas, and weekend homework depending on the instructional focus.

HOMEWORK POLICY/POLIZA PARA LA TAREA

The following guidelines are our standards for each grade level/Las siguientes guías son nuestras normas para cada nivel de grado:

Kindergarten: *20 minutes + 1 story read to students (Later in the school year, if/when child is able to read, your child may read 1 story to parent/adult.)

Kínder: **20 minutos + 1 cuento que sea leído a los estudiantes (Mas adelante en el año, siempre y cuando el niño pueda leer, el niño puede leer 1 cuento a un padre o adulto.)

First Grade: 15 - 20 minutes + 10 minutes of oral reading to parent/adult (beginning of the school year, parent/adult may read to child; later in the school year, child should read to parent/adult.)

Primer Grado: 15 - 20 minutos + 10 minutos de lectura oral a un padre o adulto (Al principio del año escolar, un padre o adulto puede leerle al niño; después en el año escolar, el Sb debe leer a un padre o adulto.)

Second Grade: 20- 25 minutes + 15 minutes of oral reading to parent/adult Segundo Grado: 20- 25 minutos + 15 minutos de lectura oral a un padre o adulto

Third Grade: 20- 25 minutes + 15 minutes of oral reading to parent/adult. Tercer Grado: 20 - 25 minutos + 15 minutos de lectura oral a un padre o adulto

Fourth Grade: 30- 35 minutes + 20 minutes of oral reading to parent/adult. Cuarto Grado: 30 - 35 minutos + 20 minutos de lectura oral a un padre o adulto

Fifth Grade: 35 -40 minutes + 20 minutes of oral reading to parent/adult.

Quinto Grado: 35 - 40 minutos + 20 minutos de Lectura oral a un padre o adulto

Technology Responsibility Code

The Purpose of Technology at Wisdom Academy for Young Scientists

Computers are used to support learning and enhance instruction. One of the most powerful tools of technology is the Internet, which is a network of networks that allows millions of people, organizations, and businesses to interact. We must all understand that access to the Internet is an educational benefit to the students, but that the school, staff members, and students do not have control over the content of the information found on the Internet. In order to provide the optimum learning experience and still safeguard all students from inappropriate content, we have established the following policy.

School's Responsibility

The school uses safeguarded passwords to insure the smooth and functional access to technology. If these passwords fall into the wrong hands and are used inappropriately, damage may be incurred.

The school is utilizing an Internet filter (iPrism) which eliminates most of the problems relating to inappropriate websites. This must not lead to a false sense of security because there is no such thing as a perfect filter.

Staff Responsibility

Staff members have the responsibility to uphold the school's technology policies. Policies, consequences, and remedies are in place to insure that all staff members participate in both enriching the students' education through technology and protecting students from improper activities and material.

Parent Responsibility

Parents are encouraged to monitor computer use at home and support the school's technology policies. If at any time there is a situation that seems questionable, we request that parents communicate with the school as soon as possible in order to eliminate any escalating problems. By working as a team, we can promote the computer's maximum benefit in the classroom.

Student Responsibility

If a student discovers a secure password, it is his/her responsibility to inform a staff member. If the password is used or shared, disciplinary action will be taken.

If repeated attempts to access inappropriate websites are discovered, then disciplinary action will be taken.

Teachers will instruct students as to their personal responsibility to avoid questionable websites. Specific instructions will be given about what to do if they accidentally find themselves at an inappropriate website.

Students should not give out any personal information over the Internet. Students should not use the computer to perform any inappropriate action.

Failure to follow this policy may result in the following disciplinary action:

Parental notification

Student's computer privileges revoked

Suspension

Removal of the computer from the student's workstation

School privileges/activities revoked

Expulsion

Student Textbook Contract

Contrato de Estudiantes sobre Libros Escolares

Textbooks and school materials are an important part of your education. You will be issued books for different subjects. To be sure that the books available for you, we want you to follow the following guidelines. *Los Libros y materiales escolares son una parte importante para tu educación. Tú recibirás libros en diferentes materias. Para asegurarnos que los libros estén disponibles para ti, quisiéramos que sigas las siguientes reglas.*

1. Do not lend your books to other children. *No prestes tus libros a otros estudiantes.*
2. You are expected to keep your books in good condition. You will be responsible for replacing any damaged book. *Se espera que mantengas los libros en buenas condiciones. Tú serás responsable de reemplazar libros dañados.*
3. There will be a charge for any lost books. Report any loss immediately to your teacher. *Se cobrará el costo de cualquier libro perdido. Reporta cualquier pérdida inmediatamente al maestro/a.*

Parent Volunteer/Participation Contract

One of the most important factors in running a successful, vibrant school is parental involvement. Parents are asked to commit to thirty (30) volunteer hours per school year. Parent volunteering is defined as providing a positive support to all stakeholders of the WAYS community. Volunteers are essential to the support of the school and to moderate operating costs. Fundraising and community involvement are important and integral aspects of the Wisdom Academy for Young Scientists school community. The parent volunteer/participation contract is an agreement that you are making with us that you will take the opportunity to invest in your child's school and the lives of the children your child comes in contact with on a day-to-day basis.

Parents as Leaders

Parents will be given the opportunity to join the Wisdom Academy for Young Scientists Parent Advisory Council. The council works in conjunction with the School Site Council to plan and execute the major activities of the school. Positions on the council include, President, Vice-President, Secretary, Treasurer, Sergeant at Arms, Classroom Representative, and Fundraising Chair.

Monthly Family Nights

All WAYS families are required to attend a minimum of 7 out of the 9 monthly Family Night meetings held every third Wednesday of each school month, September – May. Occasionally Family Night meetings are combined with other school activities/events which must allow for flexibility in the date of the event. Parents receive volunteer credit for participating in Family Night meetings.

Suggestions for Successful Volunteering

- Read your weekly newsletters and bulletins
- Attend monthly Parent Information & Grade Level Meetings
- Take a TB test and submit the results to the school.
- Join the WAYS Parent Advisory Council or a leadership activities such as serving as a parent representative on the school board of directors, or participating in other school committees
- Get to know other parents
- Keep a personal log of your volunteer hours
- Be sure to sign in and out at the main office and in your child's classroom when volunteering or attending school events
- Communicate regularly with your child's teacher to inquire about volunteer opportunities
- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip and special events supervision and assistance
- Arrival and dismissal supervision
- Yard supervision

Confidentiality

Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. You may not discuss a child even with that child's parents. You must always refer any questions regarding students at WAYS to the child's teacher or the principal.

Language/Behavior

Remember we are all - teachers, staff and volunteers - role models for the children around us. "Little eyes" are watching, listening and learning appropriate behavior from our actions. Cussing, inappropriate language or discussions are not allowed on campus or on fieldtrips. Conduct or speech, which violates commonly accepted standards of the school district and which, under the circumstances, has no redeeming social value.

Classroom Disruptions and Cell Phones

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways are distracting as well.

No Smoking

Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets. You may not smoke on fieldtrips or at off-campus school sponsored events. Smoking and possession of tobacco products are prohibited in all school buildings and property, including school parking lots, playgrounds, school buses and vehicles. "Tobacco products" include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco.

Discipline

Volunteers are not to discipline students. Discipline is solely the responsibility of WAYS Staff. The volunteer always works under the direction of the teacher to help, and not replace WAYS Staff.

On fieldtrips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

Students treat volunteers with respect

Adults are respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible. Elementary age children are still learning appropriate behavior and this is an opportunity to re-teach respect.

Parent/Student/School Agreements

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WISDOM ACADEMY for YOUNG SCIENTISTS

**AFTER SCHOOL EDUCATION
AND SAFETY (ASES)
PROGRAM HANDBOOK**

Program Introduction

The After School Education and Safety Program (ASES) program provides an opportunity to merge school reform strategies with community resources in efforts to improve assistance to students and broaden the base of support for education in the critical hours after school that parents can rely upon throughout the school year.

The ASES Program is created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe, constructive alternatives for students in kindergarten through grade five.

Program Elements

The ASES Program collaborates and integrates with the regular school day and other extended learning opportunities while providing a safe physical and emotional environment, opportunities for relationship building, and promotes active student engagement by providing the following elements:

- An educational and literacy element, which includes tutoring and homework assistance in the core academic subjects: language arts, mathematics, history and social science, science, and computer training.
- An educational enrichment element, which includes an array of programs and activities to support positive youth development such as supervised and instructed recreational activities to advance fitness, including an assortment of performing arts.

All participating children can expect:

- Safety – basic health and safety is a top priority. ***Parents/guardians must sign their children out daily, upon picking up any child(ren).***
- Eyes-on supervision at all times.
- Kind and respectful communication throughout the program.
- Staff interacting with children at all times.
- Staff on time and prepared with daily program schedules, lesson plans, adequate materials and supplies.

Registration

To attend the program, a child must be enrolled at Wisdom Academy for Young Scientists.

Registration for the 2010-2011 ASES will be accepted beginning Aug 26th 2009. The required registration forms and must be completely filled out and submitted to the school main office. There is open enrollment throughout the school year.

It is the intent of the California Legislature that elementary school students participate in the **full program everyday** the program is in operation.

For the safety and security of all children, enrollment information is to be kept current. The parent/guardian is asked to notify the school main office immediately regarding any change of information on forms, such as emergency persons, names, employers, and phone numbers.

Program Days & Hours of Operation

The ASES Program operates every day school is in session, and on minimum schedule days.

The ASES Program begins immediately upon the conclusion of the regular school day and operates until 6:00pm prompt.

Children may not be picked up at any time during the program unless in the case of a family or medical emergency, appointment, or Early Dark Policy, with adequate written notice or contract.

Normal dismissal and pick-up time is 6:00pm. Please advise us when you or the person that will be picking the child up will be running late.

Release of Children

All children must be signed out of the program daily by their parent/guardian or an authorized person. Persons picking up children may be required to present acceptable photo identification for photocopying before being allowed to leave with the child. Children who walk from school will be signed out at the time they leave campus by an ASES Program staff member.

Children who walk from school must meet the following conditions to be considered for "Walker Status":

- Any child walking home alone from the program must be at least eight (8) years of age.
- A child under eight (8) years of age cannot be dismissed from the program to walk alone.
- A child who is eight (8) years of age or older can be the escort for children under the age of eight (8) years, with signed permission of the parent(s) or legal guardian.
- Walkers will be dismissed before dusk.
- Any child who is allowed to walk must have written permission (Walker Authorization) signed by the parent(s) or the guardian of the child.

Early Release Policy

All students enrolled in the ASES Program is expected to participate in the full program everyday that the program is in session.

Unauthorized instances or an unacceptable pattern of unauthorized early program departures violates the statutes of the ASES program risks the student(s) eligibility to participate and may result in expulsion from the ASES Program.

Excusable early releases include: family/medical emergencies, doctor appointments, and early dark days. Early dark early release remains exclusive to those families that walk from school on the days that dusk sets early. A written request for early dismissal must be submitted to the ASES Program staff upon releasing any student(s).

Late Pick-Up

We understand that problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the school or ASES Program Coordinator as soon as you know you will be late and let us know who will be picking up your child or when you will arrive.

If the program staff has not heard from you by 6:15pm, the persons on your authorized pick-up lists will be contacted to come and pick up your child immediately. In the event that we are unable to contact you or any of the authorized persons list by 6:30pm, the local police may be contacted.

First occurrence: Written warning.

Second occurrence: Suspension from program.

Third occurrence: Loss of afterschool program privileges.

Parents or authorized persons are required by state law to sign children out of the after-school program. Picking up your child without signing them out of the program can result in loss of the program privileges.

Child Custody/Communication

Safety and well-being of each child is the primary goal of the school. During the school year, a family situation can arise changing who the child lives with and who is authorized to take the child from school. If one guardian request that the other guardian be removed from the emergency card and authorized persons list, a legal document may be required explaining why this is to occur and a emergency card and pick up list must be updated. If this does not happen, the child will be released to whoever is authorized to take the child.

Health and Safety

Every time there is an accident in which a child is injured at in the ASES Program, a written Accident/Incident Report must be completed and given to the families on the day of the incident.

For serious wounds, such as a cut, possible sprain or fracture, a bump on the head, or loosening of teeth, the family will be notified immediately and an incident report will be completed. No child should ever go home with an injury without the families being informed.

In the event of a very serious injury, such as a potential broken bone, Emergency Services (911) will be immediately contacted, and then the family will be notified. If a child needs to go to the hospital, the ASES Program Coordinator and or School Principal should accompany the family and child with the child's most recent medical record. If neither representative are able to accompany the child, a call to the family to follow up on the well being of the family and child will be placed.

Snacks

All enrolled children will be provided a healthy snack, milk and/or juice each day. Children are permitted to bring their own snack and drink, only if the snack is nutritious. Junk food including candy, chips, soda, gum etc. will be confiscated. The ASES Program staff must be advised of all children's' allergies immediately.

Students Responsibilities

We require all students to be responsible and follow school policies and rules as defined in the Parent/Student Handbook. If there is a behavior situation, it will be handled in the following manner:

- A warning will be issued to the student.

- The child may be asked to do a "time out" from activities.
- The child may be suspended or expelled from the program.

The child's parent/guardian will be notified in the event of any of the three listed above.

Homework: The After School Program will have a designated homework time for those students with homework. A staff member will be assigned to the homework group for supervision and questions.

Participation: Children are required to participate in all other activities, unless there is a medical or parental request that the student should not participate in particular activities.

Personal Property

Children's personal property including, coats, clothing, school bags, etc. are the child's responsibility. Although the program attempts to help children stay organized, we cannot be responsible for lost personal property. Lost & found items will be placed in a designated area.

Children should not bring toys, jewelry, electronics, and more than \$5 to the program without checking with the staff. Toy guns or other weapons are strictly prohibited and can result in expulsion from the program.

Behavior Management

Children are entitled to a pleasant and safe environment at the program. The After School Program cannot serve children who display continual disruptive behavior. Disruptive behavior is defined as verbal or physical activity that may include, but not limited to, behavior that:

- Inflicts physical or emotional harm on self, other children, or staff.
- Threatens the safety of other through actions or words.
- Damages others or school property.
- Ignores or repeatedly disobeys the rules which guide behavior during the program, thereby endangering self and others
- Disobeys the regular school rules.

If a child cannot adjust to the program setting and behave appropriately, the privilege of After School Program may be revoked.

Suspension/Termination Procedure

Failure to adhere to the policies and rules defined in the Parent/Student Handbook will be grounds for termination and will be determined by the After School Program Coordinator and/or the School Principal.

Additional Information & In case of late pick up

Please contact the **Main Office at 323.752.6655** or,

Wisdom Academy for Young Scientists Vice Principal, Karen Horowitz at 323.752.6655

The After School Program Coordinator, Mr. Jason Okonkwo at 323.253.8907

WAYS ASES Early Release Policy and Form

Authorization for Early Release:

Attendance and Early Release Policy

In accordance with the California Education Code Section 8483(a)(1)(2)(3), the following attendance and early release regulations for the After School Education and Safety Program (ASES) are required:

Elementary School Students

It is the intent of the California Legislature that elementary school pupils participate in the full day of the after school program every day during which pupils participate. If an elementary school pupil is unable to attend the after school program for the full day every day, the parent / guardian must complete and submit for approval a request for early release specifying the days and hours the pupil will attend and the reason(s) for requesting early release. Priority for enrollment will be given to students who can attend the full day every day. Non-compliance with the attendance and early release policy may result in disenrollment from the program.

ASES AFTER SCHOOL HOURS:

Program Duration: 2:45-6:00pm

Pick-Up: 6:00-6:20pm

Early Release Pick-Up: 4:30-4:45pm

ASES Requirements Ed Codes

ASES Req. Program Hrs. of Operation	EC Section 8483 (a)(1)
AM / PM - LATE ARRIVAL	EC Section 8483 (1)(a)(1)
EARLY RELEASE	EC Section 8483 (a)(2)
WAITING LIST POLICY	First come, first serve.

The following are acceptable reasons for late arrival and early release from the ASES

Reason(s) for Requesting Early Release:

1. Parallel Program
2. Family Emergency
3. Family Needs
4. Medical Appointment
5. Weather Conditions
6. Medical Emergency
7. Other Conditions
8. Transportation

Wisdom Academy for Young Scientists

Parent/Student Sign-Off Page

Home-School Contract/*Contrato Casa-Escuela*

Student Responsibility Code/*Código de Responsabilidad del Estudiante*

Homework Policy/*Póliza para la Tarea*

Technology Responsibility Code/*Código de Responsabilidad Sobre Tecnología*

Textbook Contract/*Contrato de Libros Escolares*

Parent Volunteer/Participation Contract/*Padres Voluntarios Contrato de Participación*

Afterschool Program Family Handbook/*Programa después de Escuela y Manual*

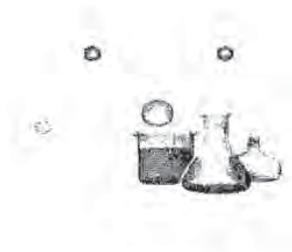
I have read the Home-School Contract and accept all "Parent/Guardian" responsibilities as identified in the document. Additionally, my child and I have discussed the Student Responsibility Code, Homework Policy, Technology Responsibility Code, and Textbook Contract and agree to support and cooperate by following all the cited rules. We agree to follow the guidelines for textbooks and pay for any lost or damaged books.

He leído el Contrato Casa-Escuela y aceptó todas las responsabilidades del "Padre/Guardián" identificados en el documento. Adicionalmente, mi hijo/a y yo hemos discutido el Código de Responsabilidad del Estudiante, Póliza para la Tarea, Código de Responsabilidad Sobre Tecnología, el Contrato de Libros Escolares. Nosotros estamos de acuerdo en apoyar y cooperar siguiendo las reglas.

Parent's/Guardian's Signature/*Firma de Padre/Guardián* Date/*Fecha*

Student's Signature/*Firma del Estudiante* Date/*Fecha*

Name of Teacher/*Maestro/a* Grade/*Grado*



WISDOM ACADEMY for YOUNG SCIENTISTS

AFTER SCHOOL EDUCATION AND SAFETY (ASES)
PROGRAM HANDBOOK

2013 - 2014

2013 – 2014 School Year ASES Program Handbook v. 1.0

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Program Introduction

The After School Education and Safety Program (ASES) program provides an opportunity to merge school reform strategies with community resources in efforts to improve assistance to students and broaden the base of support for education in the critical hours after school that parents can rely upon throughout the school year.

The ASES Program is created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe, constructive alternatives for students in kindergarten through grade five.

Program Elements

The goals, objectives, and outcomes of ASES are clearly defined and measurable. The program will successfully address the needs and risk factors of the targeted population. The program is an integration of four components: Academics, Self-Esteem & Leadership Building, Enrichment and Physical & Health Education to achieve its mission. ASES will unite each of the four components to improve the lives of high-risk families and traditionally labeled low-performing students. Our project will address the needs of 240 at-risk youth predominantly African-American and Latino, in grades 2nd - 5th. Our hours of operation will be five days a week, Monday - Friday and from 2:45 p.m. - 6:00 p.m.

Table of Measurable Objectives

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Objective	Number
Provide a safe, drug-free, supervised after school program	All
Deliver services and significant, expanded learning opportunities	All
Assist students in meeting state standards in academic subjects through rigorous tutoring	1
Increase parental involvement in students' education	6
Reduce conflict and violence	All
Engage students in vigorous physical activity	5

1. Component 1 - Academics:

Collaboration between our staff and the school's is key to the success of the **Academic Component** of the ASES. Homework Help will be aligned with teachers to ensure that the Academic component of ASES is effective. Students will be engaged in learning activities that are consistent with what they are learning in the classroom. The goal is to assist students in meeting state standards in academic subjects through rigorous tutoring.

The Academic component of ASES consists of Homework and Tutoring Sessions from 60 – 80 minutes every day. Homework and Tutoring Sessions' structure is as follows:

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Every session will begin with an Introduction to engage students in the learning goal. The Introduction will serve as an Icebreaker or Attention Getter which includes sing-alongs and educational raps, mock trials and debates, video clips, and recitation of poems. At the start of the session students will write and state their learning objective. Following the introduction, students will complete their homework while staff works with small groups on learning objective. 2 small groups will be worked with intensively per session; thus groups will rotate every other day. For example, a class of 20 will have 4 small groups with 5 students/group. Groups 1 and 2 will be pulled out to work with on Monday and Wednesday and Groups 3 and 4 will work in small groups on Tuesday and Thursday. Fridays will be used as assessment days. To conclude the Academic Session, students will write a reflection of what they learned; furthermore, they will have the opportunity to share their written reflection with peers to build oral and communication skills.

Introduction: 5 – 10 min

Interdependent HW/Study Time: 30 – 45 min

Closure: 10 – 15 min

2. Component 2: Self Esteem

ASES will work to build the self-esteem of the participants through facilitating student-led clubs and organizations. Student clubs will include STEM Club, Creative Writers, Theatre, Choir, Student Government, and Music. Students will be encouraged to design and run the clubs in an effort to build their leadership skills. The **Self Esteem and Leadership Workshops** will occur twice a week on Mondays and Wednesdays from 30 – 45 minutes.

3. Component 3: Enrichment

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

The Enrichment component will promote global awareness by offering foreign language classes for students. The classes may be offered twice a week for 30 – 45 minutes. Foreign language classes will include Spanish (Mexico), Mandarin (China), Igbo (Nigeria) and French (Europe).

4. Component 4: Physical Education

Before young people can learn, they must be healthy. Educational Research Service (1999) reported that scientific studies suggest moderate, vigorous physical activity, such as quality physical education programs, contributes to a student's ability to learn by enhancing the development of brain synapses and the motor-related functioning of the cerebellum (Black, 1994). The report further documents that physical exercise can reduce many problems adolescents face such as stress, depression, disease, and excess weight. Structured physical education can teach values, conflict resolution, and teamwork while improving physical conditioning (Steinberg, 1993). It can contribute to feelings of self worth and positive goal setting.

Students will partake in organized recreational activities to promote healthy lifestyles and physical fitness. Students will join a dance and sport and participate in that activity for the semester and will have the opportunity to try a different physical exercise activity during the following term. Exercise activities will include track (via WAYS Literacy & Fitness Park), dance, basketball, aerobics, and flag football. P.E. activities will occur daily for one (1) hour.

The following table identifies the location for each P.E. activity:

P.E. Activity	Location
Dance	Dance Studio

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Basketball	Black Top
Track	WAYS Literacy & Fitness Park
Aerobics	Gymnasium Play Area
Flag Football	WAYS Literacy & Fitness Park

5. Health Education:

Our curriculum will incorporate instruction on the food pyramid components and benefits of eating nutritious foods. Students will be taught about daily vitamin requirements and nutritional data on product packaging. The program will also incorporate creative learning activities about nutrition. Students will plan snacks with the nutrition requirements. In addition, teachers, students, parents, and businesses will be encouraged to advocate good nutrition practices. Program activities will include sponsoring Food and Fun festivals, teaching the effects of junk food, involving students in meal planning (e.g., students will develop healthy menus using culturally diverse foods and cook and serve the meals), and incorporating nutrition into activities (e.g., sending students to the grocery store to purchase healthy foods for senior citizens).

6. Family Involvement

Parental involvement is critical to a child's academic, physical, and emotional success, so both high-risk students and their families will be targeted. Parents will be involved as

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

partners in every aspect of the planning and implementation of ASES including serving on committees; attending orientation sessions; chaperoning educational field trips; attending monthly parent nights; and volunteering as teacher helpers, tutors, readers, and mentors.

This is a significant challenge, but parental participation is crucial.

The ASES Program collaborates and integrates with the regular school day and other extended learning opportunities while providing a safe physical and emotional environment, opportunities for relationship building, and promotes active student engagement by providing the following elements:

- An educational and literacy element, which includes tutoring and homework assistance in the core academic subjects: language arts, mathematics, history and social science, science, and computer training.
- An educational enrichment element, which includes an array of programs and activities to support positive youth development such as supervised and instructed recreational activities to advance fitness, including an assortment of performing arts.

All participating children can expect:

- Safety – basic health and safety is a top priority. *Parents/guardians must sign their children out daily, upon picking up any child(ren).*
- Eyes-on supervision at all times.
- Kind and respectful communication throughout the program.
- Staff interacting with children at all times.
- Staff on time and prepared with daily program schedules, lesson plans, adequate materials and supplies.

- SCHEDULE

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Time	Activity
2:45pm – 3:00pm	Sign-In/Attendance
3:00pm – 3:20pm	Health Education/Snack
3:20pm – 4:30pm	Homework Help/Tutoring
4:30pm – 5:30pm	Physical Education
5:30pm – 6:00pm	Academic Enrichment
6:00pm	Pick-Up/Sign Out
6:30pm	ASES Closed

Registration

To attend the program, a child must be enrolled at Wisdom Academy for Young Scientists.

Registration for the 2013-2014 ASES will be accepted before the school year begins on August 13, 2013. The required registration forms and must be completely filled out and submitted to the school main office. There is open enrollment throughout the school year.

It is the intent of the California Legislature that elementary school students participate in the **full program everyday** the program is in operation.

For the safety and security of all children, enrollment information is to be kept current. The parent/guardian is asked to notify the school main office immediately regarding any change of information on forms, such as emergency persons, names, employers, and phone numbers.

Program Days & Hours of Operation

The ASES Program operates every day school is in session, and on minimum schedule days.

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

The ASES Program begins immediately upon the conclusion of the regular school day and operates until 6:00pm prompt.

Children may not be picked up at any time during the program unless in the case of a family or medical emergency, appointment, or Early Dark Policy, with adequate written notice or contract.

Normal **dismissal and pick-up time** is 6:00pm. **Please advise us when you or the person that will be picking the child up will be running late.**

Release of Children

Student Release Policy

All children must be signed out of the program daily by their parent/guardian or an authorized person. Persons picking up children may be required to present acceptable photo identification for photocopying before being allowed to leave with the child. Persons picking up children must sign the Sign-out Sheet. The Sign-out Sheet form must indicate the time in which the child was released from the ASES Program. Children who walk from school will be signed out at the time they leave campus by an ASES Program staff member.

The ASES Programs supervisor must ensure that the sign-out sheets are completed entirely, including the time in which each child was released from the ASES program.

Children who walk from school must meet the following conditions to be considered for

“Walker Status”:

- Any child walking home alone from the program must be at least eight (8) years of age.
- A child under eight (8) years of age cannot be dismissed from the program to walk alone.
- A child who is eight (8) years of age or older can be the escort for children under the age of eight (8) years, with signed permission of the parent(s) or legal guardian.

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

- Walkers will be dismissed before dusk.
- Any child who is allowed to walk must have written permission (Walker Authorization) signed by the parent(s) or the guardian of the child.

Early Release Policy

All students enrolled in the ASES Program are expected to participate in the full program everyday that the program is in session.

Unauthorized instances or an unacceptable pattern of unauthorized early program departures violates the statutes of the ASES program risks the student(s) eligibility to participate and may result in expulsion from the ASES Program.

Excusable early releases include: family/medical emergencies, doctor appointments, and early dark days. Early dark early release remains exclusive to those families that walk from school on the days that dusk sets early. A written request for early dismissal must be submitted to the ASES Program staff upon releasing any student(s).

Late Pick-Up

We understand that problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the school or ASES Program Coordinator as soon as you know you will be late and let us know who will be picking up your child or when you will arrive.

If the program staff has not heard from you by 6:00pm, the persons on your authorized pick-up lists will be contacted to come and pick up your child immediately. In the event that we are unable to contact you or any of the authorized persons list by 6:30pm, the local police may be contacted.

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

First occurrence: Written warning.

Second occurrence: \$1 Per Minute

Third occurrence: Suspension from program.

Fourth occurrence: Loss of afterschool program privileges.

Parents or authorized persons are required by state law to sign children out of the after-school program. Picking up your child without signing them out the program can result in loss of the program privileges.

Child Custody/Communication

Safety and well-being of each child is the primary goal of the school. During the school year, a family situation can arise changing who the child lives with and who is authorized to take the child from school. If one guardian request that the other guardian be removed from the emergency card and authorized persons list, a legal document may be required explaining why this is to occur and a emergency card and pick up list must be updated. If this does not happen, the child will be released to whoever is authorized to take the child.

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WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

For serious wounds, such as a cut, possible sprain or fracture, a bump on the head, or loosening of teeth, the family will be notified immediately and an incident report will be completed. No child should ever go home with an injury without the families being informed.

In the event of a very serious injury, such as a potential broken bone, Emergency Services (911) will be immediately contacted, and then the family will be notified. If a child needs to go to the hospital, the ASES Program Director and or School Principal should accompany the family and child with the child's most recent medical record. If neither representative are able to accompany the child, a call to the family to follow up on the well being of the family and child will be placed.

Snacks

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- The child may be asked to do a "time out" from activities.
- The child may be suspended or expelled from the program.

The child's parent/guardian will be notified in the event of any of the three listed above.

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

Homework: The After School Program will have a designated homework time for those students with homework. A staff member will be assigned to the homework group for supervision and questions.

Participation: Children are required to participate in all other activities, unless there is a medical or parental request that the student should not participate in particular activities.

Personal Property

Children's personal property including, coats, clothing, school bags, etc. are the child's responsibility. Although the program attempts to help children stay organized, we cannot be responsible for lost personal property. Lost & found items will be placed in a designated area.

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Behavior Management

Children are entitled to a pleasant and safe environment at the program. The After School Program cannot serve children who display continual disruptive behavior. Disruptive behavior is defined as verbal or physical activity that may include, but not limited to, behavior that:

- Inflicts physical or emotional harm on self, other children, or staff.
- Threatens the safety of other through actions or words.
- Damages others or school property.
- Ignores or repeatedly disobeys the rules which guide behavior during the program, thereby endangering self and others
- Disobeys the regular school rules.

WISDOM ACADEMY FOR YOUNG SCIENTISTS AFTER SCHOOL PROGRAM HANDBOOK

If a child cannot adjust to the program setting and behave appropriately, the privilege of After School Program may be revoked.

Suspension/Termination Procedure

Failure to adhere to the policies and rules defined in the Parent/Student Handbook will be grounds for termination and will be determined by the After School Program Coordinator and/or the School Principal.

Additional Information & In case of late pick up :

Please contact the **Main Office at 323.752.6655** or,

After School Program Director, **Ms. Donna Armbrister at: (323) 309-4449**

Wisdom Academy for Young Scientists

**Master Plan
for
ENGLISH
LEARNERS**



Wisdom Academy for Young Scientists Master Plan for English Learners

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Program Position Statement

The purposes of the Program are to develop fluency in speaking, reading, and writing in English in each student whose primary language is not English (identified as English learners or ELs) and to provide equal opportunity for academic achievement. The role of District administration, general education teachers, and support staff are written into the EL Master Plan to ensure the commitment of all personnel to provide the best possible educational services for ELs.

Program Goal

The fundamental goal of the Program is for English learners to develop proficiency in English and in the grade level California Content Standards as rapidly and as effectively as possible. As a result, ELs will make appropriate progress through the curriculum as they acquire competence in English. ELs are reclassified as fluent English proficient (RFEP) after meeting established state and school criteria to ensure that these students have overcome language barriers, have recouped any academic deficits incurred in other areas of the curriculum, and have demonstrated English-language proficiency and academic achievement comparable to their native English speaking peers.

Initial Identification, Parental Notification of Instructional Program Options, Assessment and Program Placement and Reclassification

Initial Assessment

When new students register at Wisdom Academy for Young Scientists, their parents or guardians complete the state-mandated Home Language Survey (see questions below).

1. Which language did your child learn when he or she first began to talk?
2. What language does your child most frequently use at home?
3. What language do you use most frequently to speak to your child?
4. Name the language most often spoken by the adults at home.

These questions are used to determine a student's home language status as follows:

- English Only (EO)
 - If the answers to the four questions on the HLS are "English", the child is classified as English Only.
- Possible English Learner (EL)
 - If the answers to any of the first three questions on the HLS indicate a language other than English, or a combination of English and another language, the child is assessed to measure his or her level of English proficiency.

However, if the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student's home language. The school's administrator/designee must research the student's home language background using the following indicators, as well as consultation with the student's parent:

- Parent/guardian requires an interpreter to communicate in English
- Parent/guardian speaks to their child in a language other than English
- The HLS is completed in a language other than English (including spelling the word "English" in another language; e.g. inglés)
- Student initiates interaction with their parents/guardians in a language other than English
- It is revealed that the child, while their parent/guardian is at work, is under the care of a person(s) who speaks a language other than English
- Student, after having been enrolled in the Mainstream English Program designed for students with fluent-English proficiency for a reasonable length of time, demonstrates a lack of comprehension regarding instruction and classroom/school routines conducted in English

If an initially enrolling student is identified as a possible English learner, the student is referred to the Coordinator of English Learner Programs for mandated English proficiency testing using the California English Language Development Test (CELDT). This will take place within 30 calendar days of initial enrollment.

The results will indicate if the student qualifies as an English learner (EL). Students with overall scores of Beginning (1), Early Intermediate (2), or Intermediate (3) or with an overall score of Early Advanced (4) or Advanced (5) with any subtest lower than Intermediate (3) will be identified as English Learners. Students who score Early Advanced (4) or Advanced (5) overall and Intermediate (3) or higher on all sub-tests will be identified as Initial Fluent English (IFEP-Not an English Learner, but another language exists in the home).

English learners have information regarding language placed in the student's cumulative folder at the school site. The purpose of the EL folder is to assist teachers, parents, and administrators with program placement and development, student monitoring, and reclassification. The following items are placed in the EL folder:

- Home Language Survey
- Official CELDT Scores
- Copies of parent notification letters
- Placement program information
- English Language Development (ELD) progress reports
- Reclassification checklist and form, upon reclassification
 - Parent Exemption Waiver, if applicable

Language Proficiency Assessments

1. WAYS will use the California English Language Development Test (CELDT) when appropriate* for three purposes (instituted by *Education Code* sections 313 and 60810[d]):
 - a. To identify students who are English learners.
 - b. To determine the level of English proficiency in listening, speaking, reading, and writing of students who are limited English proficient.
 - c. To assess the progress of limited English proficient students in acquiring the skills of listening, speaking, reading, and writing in English.

* Sometimes students with significant disabilities are unable to take the CELDT because of the severity of the disability. Using the Participation Criteria for the Alternate Assessments, the IEP team determines if a student can participate in the CELDT or requires an alternate assessment--the results and designation will be posted on the Performance Profile and the student's IEP.

2. CELDT testing for new students who are potentially EL will occur within 30 days of initial enrollment, or prior to class placement whenever possible. The EL administrative designee shall score tests for initial identification of ELs (for immediate program placement) prior to sending the completed booklets to the contractor for official scoring. The scores will be used for unofficial purposes only. For continuing ELs, WAYS shall submit the annual assessment booklets to the contractor for scoring during the annual assessment window, July 1–October 31. Results of the annual assessments typically arrive in January of each year.
3. CELDT results for identified ELs indicate proficiency levels aligned with English Language Development (ELD) Standards in strands of listening, speaking, reading, and writing. The Overall CELDT is used to make a placement recommendation to an appropriate instructional program. Parent notification of initial CELDT results and consultation on program options precedes formal placement. Students continuing in the EL Program will take the CELDT, as appropriate, each year during the annual administration window until they qualify for reclassification.

Parent Notification

1. A notification of assessment results, program placement, and an explanation of the program options for ELs (i.e., Structured English Immersion and English Language Mainstream) is provided to parents or guardians at the time of initial identification within 30 calendar days. Parents are invited to a school meeting where school personnel will guide parents through interpreting CELDT results, program options, and the various educational strategies and educational materials to be used in each program. In addition, parents will learn about reclassification guidelines.

2. Parents of all identified students will be given written notification annually of the results of their student's CELDT and State academic assessments. Such information will be provided in the language best understood by the parents per California Education Code 48985. Parents will be invited to a school meeting where parents will learn about program options, program options, and the various educational strategies and educational materials to be used in each program. In addition, parents will learn about reclassification guidelines.

3. When a student is a candidate for reclassification as Fluent English Proficient, parents will be invited to a school meeting where they will have the opportunity to provide input about their child's readiness for reclassification. Parents will be informed of how their child will be monitored academically for the two years following reclassification.

Parent Notification Letters

See Addendum A for Parent Notification Letters

See Addendum F for Parent Notification of English Proficiency and Program Options

Reclassification

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the California English Language Development Test or CELDT. Students need an overall score of Early Advanced (4) or Advanced (5) in all domains (listening, speaking, reading, and writing). Students may take an alternative test as specified by the IEP if the board approves an alternative test.
- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English. Students need to achieve a minimum score of 325 on the latest CST or CMA in English language arts and math.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.

See Addendum K for Reclassification Worksheet

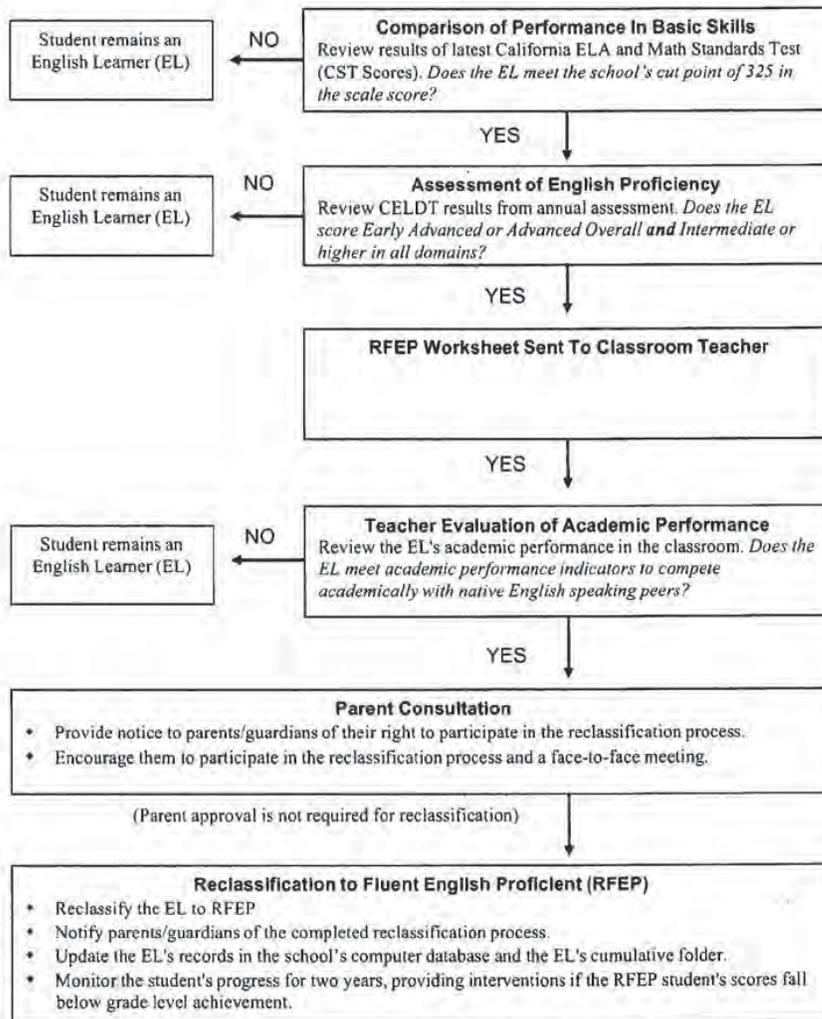
Addendum L for English Learner with Special Needs Reclassification Worksheet

Reclassification forms will be maintained in the student's cumulative file. Reclassified students are monitored for two years to ensure they are making adequate academic progress in all core curricular areas. A Reclassification 2-Year Monitoring Plan will be completed and communicated to parents annually for two years.

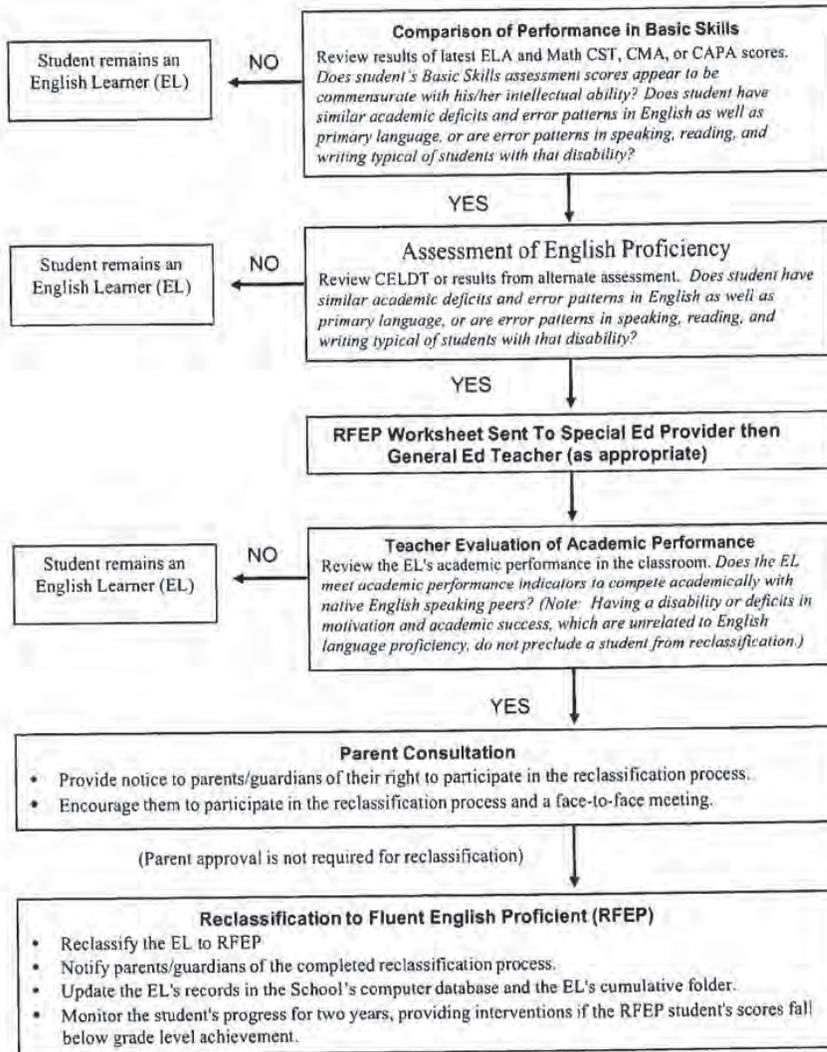
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Reclassification Process Flow Chart



Reclassification Process for Sped/EL Flow Chart



Instructional Program Options:

WAYS offers two program options to English Learners: Structured English Immersion and English Language Mainstream. Each of these options is designed to ensure that students acquire English-language proficiency and academic achievement.

Special Education Services for English Learners—The IEP team will determine an appropriate educational program to insure that the student receives English language development, access to the core curriculum, and any other services and supports determined by the IEP team to be necessary. The IEP will also include linguistic goals to address the student's area of need.

Structured English Immersion (SEI)

Students with less than reasonable fluency, scoring at the Beginning (1), Early Intermediate (2), or Intermediate (3) levels on the CELDT are placed in a Structured English Immersion (SEI) Program unless a waiver has been granted for an Alternative Program or the parent has requested another program (*EC 306*). This program requires a properly credentialed teacher with an EL authorization and includes ELD. Instruction in the core curriculum is designed for each level of English proficiency and may include Specially Designed Academic Instruction in English (SDAIE) and/or primary language support. Parents may request that their children be exempted from a specific instructional setting (SEI or ELM) (CCR, Title 5, section 11301 (b)).

See Addendum G: Request to Change English Learner Placement

However, districts still have an obligation to ensure that students receive ELD and access to other core content areas from teachers who are qualified to provide such instruction (*Castañeda v. Pickard*, 1981).

English Language Mainstream (ELM)

An EL shall be transferred from an SEI program to an English Language Mainstream program when the pupil has acquired a reasonable level of English proficiency (*EC 305*). ELs with a CELDT level of Early Advanced (4) and Advanced (5) are placed in English Language Mainstream unless a waiver has been granted for an Alternative Program. This program requires a properly credentialed teacher authorized to work with English Learner students. ELD continues to be part of the program until the student is reclassified.

Alternative Programs

Parents are informed of their right to submit a waiver for placement in an alternative program other than Structured English Immersion or English Language Mainstream. Alternative programs include Basic Bilingual or Dual Immersion.

Basic Bilingual Program

This program is designed to provide grade-level instruction in the primary language while students acquire English. Language arts, mathematics, social studies, and science are first taught in the primary language. As students increase their English proficiency, teachers decrease the amount of instruction provided in the primary language. In addition to primary language instruction, ELD instruction is provided on a daily basis. Currently, Wisdom does not offer this program. This program does require a parental exception waiver.

Dual Language Program

This program is designed to provide grade-level content instruction in English and in a target language. Instruction is provided in two languages beginning in kindergarten and continuing for a minimum of six years. Both English learners and English proficient students receive access to the core curriculum as well as instruction for language development in the two languages. English learners are also provided with daily ELD instruction. The goal is the development of bilingualism and biliteracy. Currently Wisdom does not offer this program. This program does require a parental exception waiver.

Waiver for Alternative Program

When waivers are granted, English learners ten years or older can be placed directly in an Alternative Program. When waivers are granted for English learners less than ten years of age, students are required to participate in a Structured English Immersion/English language classroom for a thirty calendar day period.

Schools must grant parental exception waivers unless the school principal and educational staff have substantial evidence, such as formal assessments, that the alternative program requested by the parent/guardian would not be better suited to the student. When 20 waivers have been granted at a given grade level, a basic bilingual class must be offered. When 20 or more waivers have been granted at two consecutive grade levels, the school may offer a basic bilingual class. The waiver must be requested annually and in person. It expires at the end of each school year. In cases where the waiver is denied, the parent must be informed in writing and advised of his/her right to appeal the denial.

The school principal will inform parents about the availability of alternate programs at neighboring schools. Availability depends upon the number of parents/guardians requesting the waivers. If less than 20 parents/guardians request and are granted a waiver, then your child's name will be placed on a waiting list until there are enough students to form a class. Students may transfer to a neighboring school that offers these instructional programs, provided that space is available. No transportation will be provided by the District.

III. Three Types of Waivers

311[a] Children Who Already Know English

This waiver is for English learners who already possess reasonable fluency in English language skills whose parents/guardians want to enroll them in the Dual Language Program because it would be in the best interest of the overall educational development of the student.

311[b] English Learners Age Ten (10) or Older

This waiver is for English learners age ten and older whose parents/guardians want to enroll them in the Basic Bilingual Program or Dual Language Program because it better meets their child's academic needs.

311[c] English Learners with Special Needs

This waiver is for English learners whose parents/guardians want to enroll them in a Basic Bilingual Program or Dual Language Program because of educational, psychological, or physical reasons.

IV. Steps to Request a Waiver

Step 1

Parents request a waiver at their child's school.

Step 2

Parents submit the completed parental exception waiver request in person to the principal and ask for a copy.

Step 3

Parents may submit a parental exception waiver in person during the first 30 calendar days in which their child is enrolled in a SEI Program. At the end of the mandatory 30-day placement period, the school must provide a written response to this request within 10 days.

Parents may submit a parental exception waiver after the initial 30-day mandatory SEI placement period at any time during the school year. The school must provide a written response to the request within 20 days.

V. Steps to Appeal a Denial of a Waiver Request

If the school principal denies a waiver request, parents may appeal the decision in the following manner:

Step 1

Parents conference with the principal.

Parents receive a copy of the completed Parental Exception Waiver Denial form.

Parents have the right to see the test results and other information that the school used to make the decision to deny the waiver request.

Parents not satisfied with the result of the conference with the principal, may continue the appeal process by moving to Step 2.

Step 2

Parents conference with the Executive Director to discuss concerns and ask for solutions.

The Executive Director may be able to facilitate a transfer for the child to attend a school that offers the program requested.

Parents who are not satisfied with the results of the conference and wish to appeal the Executive Director's decision, may continue the appeal process through the Wisdom Academy for Young Scientists Board of Directors and/or the court system.

English Learner Waiver Program

See Addendum B for information provided to parents, including letters and waiver

Instructional Services for English Learners

English Language Development

ELD is a component of all program options for English Learners through all CELDT levels at a minimum of 30 minutes per day by a credentialed teacher. During ELD instruction, Our English learner students receive instruction according to the California English Language Development Standards. In addition, Wisdom utilizes the ELD curriculum provided with our English language arts curriculum, Wonders. Wisdom utilizes the supplemental materials combined with a variety of instructional strategies to ensure the success of our EL students. These strategies include:

- Collaboration with parent and in grade level teams using RTI Success
- Modified Lessons for all five proficiency levels.
- Differentiated Instruction specific to English Learners in the general education setting
- SDAIE Strategies
- Thinking maps
- Culturally relevant lessons
- SMART Boards and Document Cameras that allow for visual support

The ELD curriculum caters to the four domains of English Language Development, listening, speaking, reading and writing through rich hands-on experiences to develop complete English fluency.

Ensuring Access to Core Academic Content

State and Federal regulations require that an intervention plan must be implemented to assist ELs while they are acquiring English if they are not making benchmarks in the core subjects. The site-developed intervention plan is available to assist ELs as necessary in recouping academic deficits incurred while learning English. Schools utilize a variety of learning opportunities to provide additional support. These opportunities may include Universal Access and/or Differentiated Instruction during school, before-and-after school programs, intensified strategies such as SDAIE; and intervention programs that facilitate student mastery of the grade-level Essential Standards.

To facilitate WAYS' process to identify ELs in need of an Intervention Plan, a Catch-Up Plan is developed in the fall for each student in Structured English Immersion and English Language Mainstream programs to determine which core areas show a deficit. The Catch-Up Plan pinpoints missed benchmarks in the core curriculum, including ELD. The Intervention Plan identifies the current support services and the intervention opportunities available for students. The Catch-Up Plan and Intervention Plan are reviewed with the parent and modified if necessary to include parental input. The student is then provided with the intervention programs/services as specified in the Intervention Plan. The student's progress is carefully monitored throughout the school year. Adjustments and modifications to the plan are made when necessary.

English Learners have access to Special Education services just as all other students at WAYS. Careful review by the SST takes place to identify potential interference between the primary language and English to determine if lack of academic proficiency is due to language difference or a disability. Specific criteria such as time in U.S., preliminary primary language proficiency, and attendance are used to prevent under or over identification of ELs in Special Education. If it is determined through an evaluation, that a student requires special education services, an Individualized Education Program (IEP) is developed. Instructional decisions related to student's language acquisition status must be described in the IEP. When students qualify for Special Education services, culturally and developmentally appropriate goals and objectives are written based on the student's needs.

See Addendum I for Catch Up Plan
See Addendum J for Intervention Plan

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Deleted: <#>At WAYS we believe in defining and meeting the needs of all subgroups. In addition to utilizing the supplemental materials Open Court Provides for English Language Development, WAYS will utilize supplemental materials combined with a variety of instructional strategies to ensure the success of our students identified as English Language Learners. These strategies include:
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Family and Community Involvement

WAYS strongly supports the involvement of all parents, including parents of ELs, in the educational process of their children. Research shows that parental involvement benefits the child as evidenced by higher academic achievement.

ELAC and DELAC

Per state requirements, Wisdom will also maintain a District-Level English Learner Advisory Committee (DELAC) when 51 or more English Learners are enrolled. Due to the structure of the school, the DELAC will serve the same purpose as an English Learner Advisory Committee (ELAC). Parents or guardians of English Learners not employed by Wisdom will make up a majority (51 percent) of the committee. Parents and guardians will be trained on the various responsibilities of the DELAC. Composition requirements, elections, major tasks, and training must meet state requirements described in the Categorical Program Monitoring (CPM) guide. Minutes of meetings where these items are on the agenda need to reflect discussions held.

The DELAC will advise Wisdom on programs and services for English learners, including revising the master plan for English learners, conducting district-wide needs assessment, establishing goals for programs and services of English learners, reviewing Wisdom's reclassification procedures and reviewing the written notifications required to be sent to parents and guardians.

School Site Council

Each school has a site council comprised of educators and parents. Their role is to develop and approve their Single Plan for Student Achievement (SPSA), recommend it to the local governing board for approval, monitor implementation of the plan, and evaluate the results.

Communication with Parents

Ongoing clear and timely communication is provided as follows:

1. School/Parent/Student Information

Information related to school and parent programs, meetings, and other activities will be distributed to parents in a format and, to the extent practicable, in a language the parents understand. Information may also include an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet and how parents can support their child academically. At a minimum, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and observe the educational program will be provided. WAYS also does voice call outs in both languages.

2. Translation

Wisdom maintains constant communication with parents and guardians and, in order to include all families, Wisdom makes every effort to provide translated documents. Wisdom provides parents with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand. When 15 percent or more of students enrolled at Wisdom speak a single primary language other than English, as determined by the Home Language Survey from the preceding year, all notices, reports, statements and records sent to parents of such students are written in English and the primary language.

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Program Monitoring, Evaluation and Accountability

Program Monitoring Methods

Evaluation of the School’s English Learner Program is measured in a variety of ways.

Annual Measurable Achievement Objectives (AMAOs)	Assessments
English Language Proficiency AMAO 1: Percent of ELs Making Annual Progress in Learning English	CELDT
English Language Proficiency AMAO 2: Percent of ELs Attaining the English Proficient Level	CELDT
Academic Achievement AMAO 3: Meeting AYP Requirements for the EL Subgroup at the District Level	CST, CMA

English Language Proficient on CELDT

A student is defined as meeting the English proficient level on the CELDT if both of the following criteria are met:

- Overall performance level of Early Advanced or Advanced and
- Domain performance level scores at the Intermediate level or above
 - For K-1, the listening and speaking domains need to be at the Intermediate level or above.
 - For grades two through five, all four domains need to be at the Intermediate level or above.

1: Percent of ELs Making Annual Progress in Learning English

Reflects the percentage of ELs making annual progress on the CELDT. There are three ways for ELs to meet the annual growth target on the CELDT depending upon what level they were at on the previous year CELDT. ELs at the Beginning, Early Intermediate, and Intermediate levels are expected to gain one performance level per year. ELs at the Early Advanced or Advanced level, who are not yet English proficient, are expected to achieve the English proficient level on the CELDT. ELs at the English proficient level are expected to maintain that level.

Previous Year CELDT Overall Performance Level	Annual Growth Target
Beginning	Early Intermediate Overall
Early Intermediate	Intermediate Overall
Intermediate	Early Advanced Overall
Early Advanced or Advanced, but not at the English proficient level on the CELDT. One or more domains is below Intermediate (listening and speaking domains for K-1) (listening, speaking, reading, and writing for grades 2-5).	Achieve the English proficient level. (Overall proficiency level needs to remain at Early Advanced or Advanced level and all domains need to be at the intermediate level or above. In K-1, just the listening and speaking domains need to be at the Intermediate level.)
Early Advanced or Advanced and at the English proficient level on the CELDT	Maintain English proficient level on the CELDT

2 – Percent of ELs Attaining the English Proficient Level on the CELDT

The AMAO 2 measures the extent to which ELs are attaining the English proficient level on the CELDT at a given point in time. In California, two cohorts have been established for the AMAO 2: (1) ELs who have been in language instruction educational programs for less than 5 years and (2) ELs who have been in language instruction educational programs for five years or more.

English Learner Progress Report

Wisdom principals and teachers also evaluate student performance through an addendum to the report card called English Language Learner Progress Report. Students who are recommended for the SEI program, will receive the regular report card and in addition, the English Language Learner Progress Report for language arts. The English Language Learner Progress Report identifies English Language Development Standards that students at the less than reasonable fluency stages are working towards.

English Learner students who are recommended for the ELM program will receive the regular report card because they have reasonable fluency and are working towards mastering the English Language Arts standards. Students who receive the English Language Learner Progress Report are graded on their developmental areas in the four domains: listening, speaking, reading, and writing.

See Addendum C: English Language Learner Progress Reports

ELD Monitoring System—An ELD monitoring system has been established:

- **EL Placement**—English Learners will be placed according to language proficiency levels for ELD instruction. Site staff will evaluate class lists to certify that all EL students are correctly placed in classes of similar CELDT levels and grade level.
- **ELD Instruction**—Class schedules will be evaluated to ensure uninterrupted blocks of time for ELs to receive explicit ELD instruction daily. Assistant Superintendent of Learning Support and Principals will monitor through walkthroughs and lesson plans that ELD instruction is provided through all CELDT levels at a minimum of 30 minutes per day by a credentialed teacher. District and site administrators and teachers will use ELD observation forms to evaluate the effectiveness of lesson delivery in ELD and to assist with planning.
- **Parent Survey**—Results from the annual parent survey, conducted through DELAC, will be used to amend policies and practices to improve parent involvement and student achievement.

Meeting State and Federal Compliance Requirements

Authorization to Teach English Learners

State and Federal laws require all teaching personnel assigned to instruct ELs be qualified to apply the appropriate instructional strategies including English Language Development (ELD), and Specially Designed Academic Instruction in English (SDAIE). The school provides ongoing training opportunities for teachers to become qualified in these appropriate instructional strategies for EL students.

STAFFING

English Learners are taught by highly qualified teachers with State and Federal approved authorizations. Most commonly, teachers possess a Bilingual or Cross-Cultural, Language, and Academic Development (BCLAD, CLAD) credential. However, the following authorizations have been approved by the California Commission on Teacher Credentialing:

- Multiple Subject Teaching Credential with English Learner Authorization or CLAD Emphasis
 - Multiple Subject Teaching Credential with a BCLAD Emphasis
 - Bilingual Crosscultural Specialist Credential
 - CLAD Certificate
 - BCLAD Certificate
 - Language Development Specialist (LDS) Certificate
 - Bilingual Certificate of Competence (BCC)
 - Supplementary Authorization in English as a Second Language (ESL)
 - University or District Internship Credential with English Learner Authorization
- Site administrators monitor the placement of ELs in classrooms with properly credentialed teachers.

TRAINING

1. WAYS teachers and administrators are provided training opportunities to support English Learners including the following:

1. Guided Language Acquisition Design (Project GLAD) training
2. ELD Curriculum Training
3. Intervention programs in ELA/math (Common Core)
4. Assistance and support to Special Educators serving English
5. Learners in ELD and ELA instruction
6. Professional Learning Communities focused conversations on ELs

Curriculum coaches will provide support (e.g., lesson planning for ELs, modeling, feedback from observations) Other personnel (paraprofessionals, counselors, and administrators) are provided with ongoing training opportunities in SDAIE strategies, preview/review strategy, frontloading strategy, providing academic support, EL Program Placement, Universal Access, Differentiated Instruction.

The school also provides ongoing training for administrators and staff on procedures relating to initial identification, assessment, placement, parental rights and informed consent, including the waiver process. The training will also include sensitivity to parents, including how to make parents feel welcome, and how to ensure that they are truly informed and enabled to take an active role in the process of deciding on an appropriate program for their child. The persons to be trained include principals and school office managers, EL resource teachers, teachers, paraprofessionals, and other staff as necessary.

Addendum A: Parent Notification Letters

**Sample Parent/Guardian Notification Letter for Annual Assessment Results
English learners Who Have Not Yet Reached Proficiency in English**

NOTE:

Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Dear Parents or Guardians:

State and federal laws require all school districts in California to give a state test of English proficiency each year to every student who has previously been identified as an English learner. In California, the name of this test is the California English Language Development Test (CELDT). The results of the CELDT help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child has been given the CELDT for the current school year, and the results are attached. Based on your child's performance on this test, **[he or she]** will continue to receive English language instructional support to become more proficient in English for continued success in the school's academic program. Your child will be placed in classroom where English is the principal language of instruction with strategies designed to support understanding of English, also known as Structured English Immersion. In addition, your child will receive daily instruction in English during English Language Development (ELD time). Students continue in this program until they demonstrate proficiency on the CELDT and adequate progress on the California Standards Test for English-language arts (given as part of the Standardized Testing and Reporting [STAR] Program), with input from the child's teacher and parents.

As you look at your child's CELDT results for this year, it is important to remember that these results are only one measure of your child's progress toward English language fluency. Students also show progress through trimester Benchmarks and periodic assessments.

You are invited to request a meeting at school where your child's CELDT results and instructional program will be explained. The meeting will be held on **[date and time here]**. For more information, please call **[put contact information here]**.

You are encouraged to be involved in your child's education. You are welcome to volunteer at the school and to participate on the school's District English Learner Advisory Committee (DELAC). If you have any questions regarding the CELDT or your child's instructional placement, or if you wish to observe the classroom, please contact the school office at **[put school office number here]** during school hours.

Sincerely,

Superintendent/Principal

Date

Sample Parent/Guardian Notification Letter for Annual Assessment Results - English Learners Who Have Not Yet Reached Proficiency in English (Spanish Version)

NOTE: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Estimados padres de familia o tutores:

Las leyes estatales y federales requieren que todos los distritos escolares de California apliquen cada año una prueba estatal de dominio del inglés a los estudiantes previamente identificados como estudiantes de inglés como segunda lengua (conocidos en inglés como *English learners*). En California esta prueba se llama la Prueba para Medir el Desarrollo del Inglés en California (conocida, por sus siglas en inglés, como la prueba CELDT). Los resultados de la prueba CELDT ayudan a medir el progreso de cada estudiante hacia el dominio del inglés en las áreas de comprensión auditiva, expresión oral, lectura y expresión escrita.

Su hijo/a ha participado en la prueba CELDT correspondiente al presente año escolar, y los resultados están adjuntos. De acuerdo con el rendimiento que demostró en esta prueba, continuará recibiendo apoyo instructivo en el idioma inglés para continuar con éxito en el programa académico de la escuela. Su hijo/a recibirá instrucción en inglés con estrategias diseñadas para apoyar la comprensión de inglés, también conocido como inmersión de inglés estructurado (conocido en inglés como Structured English Immersion). Adicionalmente, su hijo/a recibirá instrucción de inglés diariamente durante la hora del desarrollo de inglés (English Language Development o ELD). Los estudiantes continuarán en este programa hasta que demuestren dominio de inglés en CELDT y progreso adecuado en el examen estatal, con el consejo del maestro y los padres.

Al revisar los resultados de la prueba CELDT de su hijo/a correspondientes a este año, es importante recordar que estos resultados son sólo una medida del progreso de su hijo/a hacia el dominio del idioma inglés. Los estudiantes también demuestran progreso durante las evaluaciones al final del trimestre.

Le invitamos a una junta en la escuela, donde se le explicarán los resultados de la prueba CELDT y el programa instructivo de su hijo/a. La junta será **[date and time here]**. Para más información, por favor llame a **[put contact information for Spanish-speaking staff person here]**.

Le alentamos a que tome parte en la educación de su hijo/a. Le invitamos a que se ofrezca como voluntario en la escuela y a participar en el Comité Asesor para los Estudiantes de Inglés como Segunda Lengua (conocido, por sus siglas en inglés, como DELAC). Si tiene alguna pregunta acerca de la colocación educacional de su hijo/a o si desea observar las actividades del salón de clase, llame a la oficina de la escuela al **[put school office number here]** durante el horario escolar.

Atentamente,

Superintendente/Director

Fecha

Sample Parent/Guardian Notification Letter for Initial Identification of English Learners- Students Identified As English Learners

NOTE:

Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Dear Parents or Guardians:

State and federal laws require all school districts in California to give a state test of English proficiency to students whose primary language is not English. A student's primary language is identified on a home language survey, which is completed by the parents or guardians upon registering their child in a California public school for the first time. In California, the name of the state test is the California English Language Development Test (CELDT). The results of the CELDT help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

When your child enrolled in our school, **[he or she]** was given the CELDT, and the results are attached. These test results have identified **[him or her]** as an English learner. Your child will be assigned to an appropriate English language instructional support program based on the results. The goal of this program is to help your child become proficient in English and succeed in the school's academic curriculum. Your child will be placed in classroom where English is the principal language of instruction with strategies designed to support understanding of English, also known as Structured English Immersion. In addition, your child will receive daily instruction in English during English Language Development (ELD time). Students continue in this program until they demonstrate proficiency on the CELDT and adequate progress on the California Standards Test for English-language arts (given as part of the Standardized Testing and Reporting [STAR] Program), with input from the child's teacher and parents.

You are invited to request a conference at school where your child's CELDT results and details of the English language instructional support program will be explained. To schedule your conference, call **[put contact information here]**.

You are welcome to volunteer at the school and to participate on the school's District English Learner Advisory Committee (DELAC). If you have any questions regarding your child's instructional placement or wish to observe the classroom, please contact the school office at **[put school office number here]** during school hours.

Sincerely,

Superintendent/Principal

Date

Sample Parent/Guardian Notification Letter for Initial Identification of English Learners - Students Identified as English Learners (Spanish Version)

NOTE: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Estimados padres de familia o tutores:

Las leyes estatales y federales requieren que todos los distritos escolares de California apliquen una prueba estatal de dominio del inglés a los estudiantes cuya lengua materna no es el inglés. El idioma principal del estudiante se identifica en una encuesta de lengua materna contestada por los padres de familia o tutores al matricular a su hijo/a por primera vez en una escuela pública de California. En California esta prueba se llama la Prueba para Medir el Desarrollo del Inglés en California (conocida, por sus siglas en inglés, como la prueba CELDT). Los resultados de la prueba CELDT ayudan a medir el progreso de cada estudiante hacia el dominio del inglés en las áreas de comprensión auditiva, expresión oral, lectura y expresión escrita.

Cuando su hijo/a se matriculó en nuestra escuela se le aplicó la prueba CELDT, y los resultados están adjuntos. Estos resultados lo han identificado como estudiante de inglés como segunda lengua (conocido en inglés como *English learner*). Su hijo/a será asignado a un programa instructivo apropiado de apoyo en lengua inglesa basado en los resultados. La meta de este programa es ayudar a su hijo/a a dominar el inglés y a obtener un resultado satisfactorio en el currículo académico de la escuela. Su hijo/a recibirá instrucción en inglés con estrategias diseñadas para apoyar la comprensión de inglés, también conocido como inmersión de inglés estructurado (conocido en inglés como Structured English Immersion).. Adicionalmente, su hijo/a recibirá instrucción de inglés diariamente durante la hora del desarrollo de inglés (English Language Development o ELD). Los estudiantes continuarán en este programa hasta que demuestren dominio de inglés en CELDT y progreso adecuado en el examen estatal, con el consejo del maestro y los padres.

Le invitamos a que solicite una conferencia en la escuela, donde se le explicarán los resultados de la prueba CELDT y el programa instructivo de apoyo en lengua inglesa de su hijo/a. Para fijar la fecha de su conferencia, comuníquese con **[put contact information for Spanish-speaking staff person here]**.

También le invitamos a que se ofrezca como voluntario en la escuela y a participar en el Comité Asesor para los Estudiantes de Inglés como Segunda Lengua (conocido, por sus siglas en inglés, como ELAC). Si tiene alguna pregunta acerca de la colocación educacional de su hijo/a o si desea observar las actividades del salón de clase, llame a la oficina de la escuela al **[put school office number here]** durante el horario escolar.

Atentamente,

Superintendente/Director

Fecha

**Sample Parent/Guardian Notification Letter for Annual Assessment Results
English Learners Being Considered for Reclassification**

NOTE:

Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Dear Parents or Guardians:

State and federal laws require all school districts in California to give a state test of English proficiency each year to every student who is identified as an English learner. In California, the name of this test is the California English Language Development Test (CELDT). The results of the CELDT help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child has been given the CELDT for the current school year, and the results are attached. Based on your child's performance on this test, **[he or she]** may be reclassified as fluent English proficient (RFEP). In addition to the CELDT results, criteria used to make this decision include an evaluation of your child's academic performance by the teacher, your opinion as the parents or guardians about his/her proficiency in English, and your child's performance on the California Standards Test for English-language arts (given as part of the Standardized Testing and Reporting [STAR] Program).

You are invited to attend a special meeting at the school to discuss the reclassification process and the recommended program for your child on **[date]** at **[time]** in **[location]**. Please contact the school office at **[phone number]** to tell us whether or not you are able to attend. Questions about the CELDT or your child's results also should be directed to the same number.

We urge you to attend this important meeting and continue to be actively involved in your child's learning.

Sincerely,

Superintendent/Principal

Date

**Sample Parent/Guardian Notification Letter for Annual Assessment Results -
English Learners Being Considered for Reclassification
(Spanish Version)**

NOTE: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Estimados padres de familia o tutores:

Las leyes estatales y federales requieren que todos los distritos escolares de California apliquen cada año una prueba estatal de dominio del inglés a todos los estudiantes identificados como estudiantes de inglés como segunda lengua (conocidos en inglés como *English learners*). En California esta prueba se llama la Prueba para Medir el Desarrollo del Inglés en California (conocida, por sus siglas en inglés, como la prueba CELDT). Los resultados de la prueba CELDT ayudan a medir el progreso de cada estudiante hacia el dominio del inglés en las áreas de comprensión auditiva, expresión oral, lectura y expresión escrita.

Su hijo/a ha participado en la prueba CELDT correspondiente al presente año escolar, y los resultados están adjuntos. De acuerdo con el rendimiento que demostró en esta prueba, podrá ser reclasificado como estudiante con dominio competente del inglés (conocido en inglés como *reclassified fluent English proficient* o, por sus siglas en inglés, como RFEP). Además de los resultados de la prueba CELDT, los criterios usados para tomar esta decisión incluyen una evaluación del rendimiento académico de su hijo/a realizada por el maestro, su opinión, como padre de familia o tutor, sobre la competencia de su hijo/a en inglés y el rendimiento de su hijo/a en la Prueba de los Estándares Académicos de California en Lengua y Literatura en Inglés (conocida en inglés como *California English–Language Arts Standards Test*) y aplicada como parte del Programa de Exámenes y Reportes Estandarizados (conocido, por sus siglas en inglés, como el Programa STAR).

Le invitamos a asistir a una junta especial en la escuela para discutir el proceso de reclasificación y el programa recomendado para su hijo/a el [put date in Spanish here] a las [put time in Spanish here] en [put location in Spanish here]. Llame a la oficina de la escuela al [put phone number here] para indicar si podrá asistir. Si tiene alguna pregunta sobre la prueba CELDT o los resultados de su hijo/a, llame al mismo número.

Le instamos a asistir a esta importante junta y a que continúe participando activamente en el aprendizaje de su hijo/a.

Atentamente,

Superintendents/Director

Fecha

**Sample Parent/Guardian Notification Letter for Initial Identification of English Learners
Students Initially Identified as Fluent English Proficient (IFEP)**

Dear Parents or Guardians:

State and federal laws require all school districts in California to give a state test of English proficiency to students whose primary language is not English. A student's primary language is identified on a home language survey, which is completed by parents or guardians upon registering their child in a California public school for the first time. In California, the name of the state test is the California English Language Development Test (CELDT). The results of the CELDT help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

When your child enrolled in our school, [he or she] was given the CELDT, and the results are attached. These test results have identified [him or her] as initially fluent English proficient (IFEP). This means that your child will be assigned to a regular academic program and will not need to participate in an English language instructional support program. The school will continue to monitor the student's CST scores and in-class performance for two years to ensure the success of the child.

You are encouraged to be involved in your child's education. If you have any questions regarding your child's instructional placement or CELDT results, please contact the school office at [school phone number] during school hours.

Sincerely,

Superintendent/Principal

Date

Sample Parent/Guardian Notification Letter for Initial Identification of English Learners - Students Initially Identified as Fluent English Proficient (IFEP) (Spanish Version)

NOTE: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Estimados padres de familia o tutores:

Las leyes estatales y federales requieren que todos los distritos escolares de California apliquen una prueba estatal de dominio del inglés a los estudiantes cuya lengua materna no es el inglés. El idioma principal del estudiante se identifica en una encuesta de lengua materna contestada por los padres de familia o tutores al matricular a su hijo/a por primera vez en una escuela pública de California. En California esta prueba se llama la Prueba para Medir el Desarrollo del Inglés en California (conocida, por sus siglas en inglés, como la prueba CELDT). Los resultados de la prueba CELDT ayudan a medir el progreso de cada estudiante hacia el dominio del inglés en las áreas de comprensión auditiva, expresión oral, lectura y expresión escrita.

Cuando su hijo/a se matriculó en nuestra escuela se le aplicó la prueba CELDT, y los resultados están adjuntos. Estos resultados lo han identificado como estudiante que inicialmente domina el inglés competentemente (conocido en inglés como *fluent English proficient* o, por sus siglas en inglés, como IFEP). Esto significa que su hijo/a será asignado a un programa académico normal y que no tendrá que participar en un programa instructivo de apoyo en lengua inglesa. La escuela seguirá de monitorear los resultados de los exámenes estatales y desempeño en el salón del estudiante por dos años para asegurar el éxito del niño.

Le alentamos a que tome parte en la educación de su hijo/a. Si tiene alguna pregunta acerca de la colocación educacional de su hijo/a o de los resultados de la prueba CELDT, llame a la oficina de la escuela al **[put school phone number here]** durante el horario escolar.

Atentamente,

Superintendente/Director

Fecha

**Sample Parent/Guardian Notification Letter for Annual Assessment Results
English Learners Who Took an Alternate Assessment**

NOTE:

Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Dear Parents or Guardians:

State and federal laws require all school districts in California to give a state test of English proficiency each year to every student who is identified as an English learner, including students with disabilities. In California, the name of the required state test is the California English Language Development Test (CELDT). The results of the CELDT help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child's individualized education program (IEP) team determined that **[he or she]** was unable to take one or more parts of the test due to identified disabilities. To ensure full participation in the CELDT, however, the IEP has identified an alternate assessment to help your child complete the test. Your child was given the CELDT and/or the alternate assessment for the current school year, and the IEP team has compiled the results for your review.

As you look at your child's CELDT results for this year, it is important to remember that these results only are one measure of your child's progress toward English language fluency. Students also show progress through trimester Benchmarks and periodic assessments.

You are invited to request an IEP meeting at **[insert place, date, and time]** where the results of the CELDT and/or the alternate assessment and your child's English language instructional support program will be explained. To confirm your attendance at the meeting, please call **[put contact information here]**.

You are encouraged to be involved in your child's education. You are welcome to volunteer at the school and to participate on the school's District English Learner Advisory Committee (DELAC). If you have any further questions about the CELDT or your child's instructional program at any time during the school year, feel free to contact your child's teacher or bring them up for discussion at an IEP meeting.

Sincerely,

Superintendent/Principal

Date

Sample Parent/Guardian Notification Letter for Annual Assessment Results - English Learners Who Took an Alternate Assessment (Spanish Version)

NOTE: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Estimados padres de familia o tutores:

Las leyes estatales y federales requieren que todos los distritos escolares de California apliquen cada año una prueba estatal de dominio del inglés a todos los estudiantes identificados como estudiantes de inglés como segunda lengua (conocidos en inglés como *English learners*), incluidos los estudiantes con discapacidades. En California esta prueba se llama la Prueba para Medir el Desarrollo del Inglés en California (conocida, por sus siglas en inglés, como la prueba CELDT). Los resultados de la prueba CELDT ayudan a medir el progreso de cada estudiante hacia el dominio del inglés en las áreas de comprensión auditiva, expresión oral, lectura y expresión escrita.

El equipo del programa de educación individualizado (IEP) de su hijo/a determinó que éste/a no pudo tomar una o más partes de la prueba debido a discapacidades identificadas. Sin embargo, para garantizar la participación plena en la prueba CELDT, el IEP ha identificado una evaluación alternativa para ayudar a su hijo/a a completar la prueba. Su hijo realizó la prueba CELDT y/o evaluación alternativa correspondiente al presente año escolar y el equipo del IEP ha recopilado los resultados para que usted los examine.

Al revisar los resultados de su hijo/a en la prueba CELDT de este año es importante acordarse de que estos resultados son sólo una medida del progreso de su hijo/a hacia el dominio del idioma inglés. Los estudiantes también demuestran progreso durante las evaluaciones al final del trimestre.

Le invitamos a que solicite una reunión con el IEP en **[put place, date, and time in Spanish here]**, donde se le explicarán los resultados de la prueba CELDT y/o evaluación alternativa, así como el programa instructivo de apoyo en lengua inglesa de su hijo/a. Para confirmar su asistencia a la reunión, llame al **[put contact information in Spanish here]**.

Le alentamos a que tome parte en la educación de su hijo/a. Le invitamos a que se ofrezca como voluntario en la escuela y a participar en el Comité Asesor para los Estudiantes de Inglés como Segunda Lengua (conocido, por sus siglas en inglés, como ELAC). Si tiene alguna pregunta más acerca de la prueba CELDT o del programa de instrucción de su hijo/a durante el transcurso del año escolar, no dude en comunicarse con el maestro de su hijo/a, o de mencionar la pregunta en una reunión con el IEP para su discusión.

Atentamente,

Superintendente/Director

Fecha

Addendum B: English Learner Waiver Program

Parental Exception Waivers Information Letter

Dear Parent/Guardian,

Wisdom Academy for Young Scientists (Wisdom), in compliance with Title 5, California Education Code 300-340, instructs English learners in a Structured English Immersion Program. However, if you would like your child to be placed in an alternative program, the California Education Code (310 and 311) gives parents/guardians of English learners the right to request an Alternative Program of instruction for their child using a parental exception waiver. When waivers are granted, English learners ten years or older can be placed directly in an Alternative Program. When waivers are granted for English learners less than ten years of age, students are required to participate in a Structured English Immersion/English language classroom for a thirty calendar day period.

The Wisdom Master Plan currently offers parents/guardians of K-12 students the following two instructional programs:

1. Structured English Immersion (SEI) Program
2. Mainstream English

Parents are notified of their right to request a Basic Bilingual or Dual Immersion Alternative Program.

Below are descriptions of the SEI, Basic Bilingual, and Dual Language program options.

I. Program Descriptions

Structured English Immersion Program (SEI)

This program is designed to provide instruction in English for English learners (ELs). Students receive instruction overwhelmingly in English with primary language support in order to acquire the academic English they need to meet grade level content standards. In addition, English Language Development (ELD) instruction is provided on a daily basis. The Alternative program requires initial enrollees under the age of 10 to be placed in an SEI classroom for the first 30 days of instruction. This program does not require a parental exception waiver.

Basic Bilingual Program

This program is designed to provide grade-level instruction in the primary language while students acquire English. Language arts, mathematics, social studies, and science are first taught in the primary language. As students increase their English proficiency, teachers decrease the amount of instruction provided in the primary language. In addition to primary language instruction, ELD instruction is provided on a daily basis. Currently, Wisdom does not offer this program. This program does require a parental exception waiver.

Dual Language Program

This program is designed to provide grade-level content instruction in English and in a target language. Instruction is provided in two languages beginning in kindergarten and continuing for a minimum of six years. Both English learners and English proficient students receive access to the core curriculum as well as instruction for language development in the two languages. English learners are also provided with daily ELD instruction. The goal is the development of bilingualism and biliteracy. Currently Wisdom does not offer this program. This program does require a parental exception waiver.

II. Program Availability

Schools must grant parental exception waivers unless the school principal and educational staff have substantial evidence, such as formal assessments, that the alternative program requested by the parent/guardian would not be better suited to the student. When 20 waivers have been granted at a given grade level, a basic bilingual class must be offered. When 20 or more waivers have been granted at two consecutive grade levels, the school may offer a basic bilingual class. The waiver must be requested annually and in person. It expires at the end of each school year. In cases where the waiver is denied, the parent must be informed in writing and advised of his/her right to appeal the denial.

The school principal will inform you about the availability of alternate programs at your local school or at neighboring schools. Availability depends upon the number of parents/guardians requesting the waivers. If less than 20 parents/guardians request and are granted a waiver, then your child's name will be placed on a waiting list until there are enough students to form a class. Students may transfer to a neighboring school that offers these instructional programs, provided that space is available. No transportation will be provided by the District.

III. Three Types of Waivers

311[a] Children Who Already Know English

This waiver is for English learners who already possess reasonable fluency in English language skills whose parents/guardians want to enroll them in the Dual Language Program because it would be in the best interest of the overall educational development of the student.

311[b] English Learners Age Ten (10) or Older

This waiver is for English learners age ten and older whose parents/guardians want to enroll them in the Basic Bilingual Program or Dual Language Program because it better meets their child's academic needs.

311[c] English Learners with Special Needs

This waiver is for English learners whose parents/guardians want to enroll them in a Basic Bilingual Program or Dual Language Program because of educational, psychological, or physical reasons.

IV. Steps to Request a Waiver

Step 1

Request a waiver at your child's school.

Step 2

Submit the completed parental exception waiver request in person to the principal and ask for a copy.

Step 3

You may submit a parental exception waiver in person during the first 30 calendar days in which your child is enrolled in a SEI Program. At the end of the mandatory 30-day placement period, the school must provide a written response to this request within 10 days.

You may submit a parental exception waiver after the initial 30-day mandatory SEI placement period at any time during the school year. The school must provide a written response to the request within 20 days.

If you do not receive a response to your parental exception waiver request, schedule a meeting with the principal.

V. Steps to Appeal a Denial of a Waiver Request

If the school principal denies your waiver request, you may appeal the decision in the following manner:

Step 1

Ask for a conference with the principal to discuss why your waiver request was denied.

Ask for a copy of the completed Parental Exception Waiver Denial form.

Ask to see the test results and other information that the school used to make the decision to deny your waiver request.

If you are not satisfied with the result of your conference with the principal, then you may continue the appeal process by moving to Step 2.

Step 2

Ask for a conference with the Executive Director.

Give the Local District Superintendent a copy of the completed Parental Exception Waiver Denial form and any other information you received about your child. Explain your concerns and ask for solutions. The Executive Director may be able to facilitate a transfer for your child to attend a school that offers the program you requested. If you are not satisfied with the results of the conference and wish to appeal the Executive Director's decision, you may continue the appeal process through the Wisdom Academy for Young Scientists Board of Directors and/or the court system.

Wisdom Academy for Young Scientists

Student's Name _____ Grade _____ Date of Birth: _____

School Site _____ Teacher _____ 20____/20____
 School Year

PARENTAL EXCEPTION WAIVER REQUEST (Basic Bilingual Program)

I believe that Structured English Immersion will not meet my child's educational needs. I request a waiver which will allow my child to be instructed in his/her primary language while acquiring English (Basic Bilingual Program).

The alternative programs have been thoroughly described to me. I understand the waiver must be requested annually and in person. It expires at the end of each school year. I request that my child be placed in the alternative course of educational study indicated below (please check one):

Basic Bilingual Program

Choose one of the waiver options below (please check one):

	My child is ten years old or older. (5 CCR 311[b])
	My child has special needs. (5 CCR 311[c]) I understand that my child must participate in Structured English Immersion for thirty days during the first year of enrollment in California schools. I request the alternative program due to the special needs of my child (check below): <input type="checkbox"/> Educational Needs <input type="checkbox"/> Emotional/Psychological Needs <input type="checkbox"/> Physical Needs

Parent/Guardian Signature _____ Date _____

FOR SCHOOL USE ONLY (Place completed waiver request in Master Plan Folder)

- Waiver request granted. The student has been placed on the waiting list.
- Waiver request granted. The student has been placed in the following *Master Plan Program for English Learners*: _____
- Waiver request denied. The parent has been informed in writing of the reason(s) for the denial of the waiver and has been informed of the procedures for appeal.

Principal's Signature _____

Date

Wisdom Academy for Young Scientists

Nombre del Estudiante _____

Grado _____

Fecha de Nacimiento: _____ / _____ / _____

Escuela _____

Maestro/a _____

20____/20____
Año Escolar

SOLICITUD DE EXENCIÓN (Programa Bilingüe Básico)

Creo que el programa de Inmersión Estructurada en el Inglés no podrá satisfacer las necesidades educativas de mi hijo/a. Solicito una exención que permita que a mi hijo/a se le imparta instrucción en su idioma materno mientras que adquiere inglés (Programa Bilingüe Básico). Se me han explicado los programas alternativos completamente. Entiendo que la exención debe ser solicitada anualmente y en persona. La exención expira al final de cada año escolar. Solicito que asignen a mi hijo en el curso alternativo de estudio educativo indicado (por favor indique uno):

___ **Programa Bilingüe Básico**

Escoja una de las opciones para exención debajo.

	Mi hijo tiene diez años o más de edad. (5 CCR 311[b])
	<p>Mi hijo tiene necesidades especiales. (5 CCR 311[c])</p> <p>Entiendo que, el primer año de matriculación en las escuelas de California, mi hijo debe participar en inmersión estructurada en el inglés durante treinta días. Solicito una exención al programa alternativo debido a las necesidades especiales de mi hijo que he marcado:</p> <p>___ Necesidades Educativas ___ Necesidades Emocionales/Psicológicas ___ Necesidades Físicas</p>

Firma del Padre/Tutor _____

Fecha _____

PARA USO ESCOLAR SOLAMENTE (Colocar la exención completada en el fólder del Plan Maestro)

___ Solicitud de exención aprobada. El estudiante está en la lista de espera.

___ Solicitud de exención aprobada y el estudiante ha sido asignado al programa _____ del Plan Maestro para Alumnos de Inglés.

___ Solicitud rechazada. Al padre se le ha informado por escrito la(s) razón(es) por la(s) cual(es) se ha rechazado la solicitud de exención y se le ha informado cuáles son los procedimientos para apelar.

Firma de Director(a) _____

Fecha _____

Wisdom Academy for Young Scientists

Student's Name _____ Grade _____ Date of Birth: ____/____/____
 School Site _____ Teacher _____ 20____/20____
 School Year

PARENTAL EXCEPTION WAIVER REQUEST (Dual Language Program)

I believe that Structured English Immersion will not meet my child's educational needs. I request a waiver which will allow my child to receive instruction in English and in the target language (Dual Language Program). The alternative programs have been thoroughly described to me. I understand the waiver must be requested annually and in person. It expires at the end of each school year. I request that my child be placed in the alternative course of educational study indicated below (please check one):

Dual Language Program

Choose one of the waiver options below (please check one):

<input type="checkbox"/>	My child has good English skills. (5 CCR 311[a])
<input type="checkbox"/>	My child is ten years old or older. (5 CCR 311[b])
<input type="checkbox"/>	My child has special needs. (5 CCR 311[c]) I understand that my child must participate in Structured English Immersion for thirty days during the first year of enrollment in California schools. I request the alternative program due to the special needs of my child (check below): <input type="checkbox"/> Educational Needs <input type="checkbox"/> Emotional/Psychological Needs <input type="checkbox"/> Physical Needs

Parent/Guardian Signature _____ Date _____

FOR SCHOOL USE ONLY (Place completed waiver request in Master Plan Folder)

Waiver request granted. The student has been placed on the waiting list.
 Waiver request granted. The student has been placed in the following *Master Plan Program for English Learners*: _____

Waiver request denied. The parent has been informed in writing of the reason(s) for the denial of the waiver and has been informed of the procedures for appeal.

Principal's Signature _____ Date _____

Wisdom Academy for Young Scientists

Nombre del Estudiante _____ Grado _____ Fecha de Nacimiento: ____/____/____
Escuela _____ Maestro/a _____ 20____/20____
Año Escolar

SOLICITUD DE EXENCIÓN (Programa en Dos Idiomas)

Creo que el programa de Inmersión Estructurada en el Inglés no podrá satisfacer las necesidades educativas de mi hijo/a. Solicito una exención que permita que a mi hijo/a se le imparta instrucción en inglés y en el idioma objetivo (Programa en Dos Idiomas [Dual]). Se me han explicado los programas alternativos completamente. Entiendo que la exención debe ser solicitada anualmente y en persona. La exención expira al final de cada año escolar. Solicito que asignen a mi hijo en el curso alternativo de estudio educativo indicado (por favor indique uno):

Programa en Dos Idiomas

Escoja una de las opciones para exención debajo.

<input type="checkbox"/>	Mi hijo posee buenas destrezas en el inglés. (5 CCR 311[a])
<input type="checkbox"/>	Mi hijo tiene diez años o más de edad. (5 CCR 311[b])
<input type="checkbox"/>	Mi hijo tiene necesidades especiales. (5 CCR 311[c]) Entiendo que, el primer año de matrícula en las escuelas de California, mi hijo debe participar en inmersión estructurada en el inglés durante treinta días. Solicito una exención al programa alternativo debido a las necesidades especiales de mi hijo que he marcado: <input type="checkbox"/> Necesidades Educativas <input type="checkbox"/> Necesidades Emocionales/Psicológicas <input type="checkbox"/> Necesidades Físicas

Firma del Padre/Tutor

Fecha

PARA USO ESCOLAR SOLAMENTE (Colocar la exención completada en el folder del Plan Maestro)

Solicitud de exención aprobada. El estudiante está en la lista de espera.

Solicitud de exención aprobada y el estudiante ha sido asignado al programa _____ del Plan Maestro para Alumnos de Inglés.

Solicitud rechazada. Al padre se le ha informado por escrito la(s) razón(es) por la(s) cual(es) se ha rechazado la solicitud de exención y se le ha informado cuáles son los procedimientos para apelar.

Firma de Director(a)

Fecha

Wisdom Academy for Young Scientists

PARENTAL EXCEPTION WAIVER DENIAL FORM

Student's Name _____ Grade _____ Date of Birth: ____/____/____

School Site _____ Teacher _____ 20____/20____
School Year

Master Plan Requested: Basic Bilingual Dual Immersion

On _____, you requested a Parental Exception Waiver under Title 5, California Code of Regulations:

- 311[a] Children who already know English
- 311[b] English learners age ten or older
- 311[c] English learners with special needs

Your request for the Parental Exception Waiver has been denied for the following reason(s):

The following student assessments were reviewed in making the decision (documentation attached):

You may contact the Executive Director at _____ to schedule an appointment to appeal the denial of your parental waiver request. If you need more information regarding the appeal process, you may contact the Coordinator of English Learner Programs at _____.

Parent/Guardian Signature _____

Date _____

Addendum C: English Language Learner Progress Reports

Wisdom Academy for Young Scientists

English Language Learner Progress Report • Grade K

Student Name _____ Grade _____ School Year _____ School _____

Teacher _____ Comments _____

Trimester			Listening & Speaking in English
1	2	3	
			Beginning —Uses a few words, answers some questions, uses common social greetings.
			Early Intermediate —Begins to be understood with inconsistent grammar; communicates basic needs.
			Intermediate —Understood, using mostly standard English grammar; asks and answers questions; retells stories.
			Early Advanced —Uses consistent standard English grammar; actively participates and initiates conversations.
			Advanced —Negotiates and initiates conversations; listens attentively to stories and information.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Teacher: Complete "Reading" and "Writing" sections only if appropriate for individual kindergarten student.

Trimester			Reading in English
1	2	3	
			Beginning — Reads simple words; retells simple stories using visuals. Responds nonverbally or with a few words to stories and directions. Answers comprehension questions using a few words; draws pictures of setting and characters.
			Early Intermediate — Begins self-correcting errors; communicates basic needs; reads simple words, phrases, and sentences. Responds with phrases, simple sentences, or visuals to factual information; follows simple directions; identifies basic sequence of text. Identifies setting and characters using simple sentences; recites simple poems.
			Intermediate —Recognizes sound/symbol relationships and basic word rules. Self-corrects errors; uses decoding skills to read more complex words; recognizes simple prefixes and suffixes. Follows multistep directions; writes short captions for drawings. Answers factual questions using simple sentences; reads short poems.
			Early Advanced —Uses phonics, and phonemic awareness to derive meaning in oral and silent reading. Self-monitors and corrects errors; recognizes simple antonyms and synonyms. Answers factual questions about cause and effect relationships; identifies main idea. Identifies literary elements and beginning, middle, and end of a story.
			Advanced —Self-monitors and corrects errors; reads narrative texts aloud with appropriate pacing, intonations, and expression. Uses a variety of comprehension strategies; makes predictions. Compares and contrasts literary elements.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Trimester			Writing in English
1	2	3	
			Beginning —Copies the alphabet and writes a few commonly used words. Uses some capital letters and periods.
			Early Intermediate —Writes key words and simple sentences about an event or character. Uses question marks.
			Intermediate —Writes short paragraphs. Uses standard word order, with inconsistent grammar and punctuation.
			Early Advanced —Writes narratives with more detail; some grammatical rules. Consistent use of conventions and some correct spelling; some editing.

		Advanced —Writes short narratives using the writing process and correct grammatical forms. Consistent use of conventions and some correct spelling.
		Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Wisdom Academy for Young Scientists
Informe del progreso del alumno en vías de saber inglés • Grado K

Nombre del alumno _____ Grado _____ Año escolar _____ Escuela _____
Maestro _____ Comentarios _____

Trimestre			Comprensión auditiva y dicción en inglés
1	2	3	
			Nivel inicial —Utiliza pocas palabras; contesta algunas preguntas; utiliza saludos sociales comunes.
			Nivel preintermedio —Empieza a hacerse a entender al hablar con incoherente gramática; comunica sus necesidades básicas.
			Nivel Intermedio —Se le entiende cuando habla; aplica en mayor parte la gramática convencional; hace y contesta preguntas; relata cuentos.
			Nivel preavanzado —Utiliza coherente gramática del inglés convencional; activamente participa e inicia conversaciones.
			Nivel avanzado —Intercambia e inicia conversaciones; escucha atentamente a cuentos e información.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Maestro: Háganse las secciones de "Lectura" y "Escritura" solamente si son apropiadas para el alumno de kindergarten individual.

Trimestre			Lectura en inglés
1	2	3	
			Nivel inicial —Lee palabras sencillas; relata los cuentos simples utilizando visuales. Responde sin palabras o con pocas palabras sobre los cuentos o direcciones. Contesta preguntas que comprueban su entendimiento con pocas palabras; hace dibujos sobre la escena y los personajes.
			Nivel preintermedio —Empieza a corregir sus propios errores; comunica sus necesidades básicas; lee palabras, frases y oraciones simples. Responde con frases y oraciones simples, o con visuales sobre la información factual; sigue direcciones simples; identifica la secuencia básica de un texto. Identifica la escena y los personajes utilizando oraciones simples; recita poemas simples.
			Nivel intermedio —Reconoce la relación entre el sonido y la grafía y las reglas básicas de las palabras. Corrige sus propios errores; utiliza destrezas para leer palabras más complejas; reconoce prefijos y sufijos. Sigue direcciones de varios pasos; escribe pies de ilustraciones en sus dibujos. Contesta preguntas factuales con oraciones simples; lee poemas cortos.
			Nivel preavanzado —Utiliza la fonética y conocimiento fonémico para extraer significado en la lectura oral y silenciosa. Autovalora y corrige sus errores; reconoce antónimos y sinónimos simples. Contesta preguntas factuales sobre la relación de causa y efecto; identifica la idea principal. Identifica los elementos literarios y la sucesión de un cuento.
			Nivel avanzado —Autovalora y corrige sus propios errores; lee textos narrativos en voz alta con adecuado paso, entonación, y expresión. Utiliza una variedad de estrategias para entender la lectura; hace predicciones. Compara y contrasta los elementos literarios.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Trimestre			Escritura en inglés
1	2	3	
			Nivel inicial —Copia el abecedario y escribe algunas palabras comunes. Utiliza algunas letras mayúsculas y puntos finales.
			Nivel preintermedio —Escribe palabras claves y oraciones simples sobre un acontecimiento o un personaje. Utiliza signos de interrogación.
			Nivel intermedio —Escribe párrafos cortos. Utiliza la sintaxis básica de las palabras en la oración, con coherente gramática y puntuación.
			Nivel preavanzado —Escribe narraciones con más detalles, algunas reglas gramaticales. Constante uso de las convenciones y algunos errores en ortografía; poca corrección.
			Nivel avanzado —Escribe narraciones cortas siguiendo los pasos del proceso de redacción y correctas formas gramaticales. Sistemático uso de las convenciones; algunas correcciones ortográficas.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Make copies for Cum and Parents

Wisdom Academy for Young Scientists
 English Language Learner Progress Report • Grades 1–2

Student Name _____ Grade _____ School Year _____ School _____

Teacher _____ Comments _____

Trimester			Listening & Speaking in English
1	2	3	
			Beginning —Uses a few words, answers some questions, uses common social greetings.
			Early Intermediate —Begins to be understood with inconsistent grammar; communicates basic needs.
			Intermediate —Understood, using mostly standard grammar; asks and answers questions; retells stories.
			Early Advanced —Uses consistent standard English grammar; actively participates and initiates conversations.
			Advanced —Negotiates and initiates conversations; listens attentively to stories and information.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Trimester			Reading in English
1	2	3	
			Beginning —Reads simple words; retells simple stories using visuals. Responds nonverbally or with a few words to stories and directions. Answers comprehension questions using a few words; draws pictures of setting and characters.
			Early Intermediate —Begins self-correcting errors; communicates basic needs; reads simple words, phrases, and sentences. Responds with phrases, simple sentences, or visuals to factual information; follows simple directions; identifies basic sequence of text. Identifies setting and characters using simple sentences; recites simple poems.
			Intermediate —Recognizes sound/symbol relationships and basic word rules. Self-corrects errors; uses decoding skills to read more complex words; recognizes simple prefixes and suffixes. Follows multistep directions; writes short captions for drawings. Answers factual questions using simple sentences; reads short poems.
			Early Advanced —Uses phonics, and phonemic awareness to derive meaning in oral and silent reading. Self-monitors and corrects errors; recognizes simple antonyms and synonyms. Answers factual questions about cause and effect relationships; identifies main idea. Identifies literary elements and beginning, middle, and end of a story.
			Advanced —Self-monitors and corrects errors; reads narrative texts aloud with appropriate pacing, intonations, and expression. Uses a variety of comprehension strategies; makes predictions. Compares and contrasts literary elements.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Trimester			Writing in English
1	2	3	
			Beginning —Copies the alphabet and writes a few commonly used words. Uses some capital letters and periods.
			Early Intermediate —Writes key words and simple sentences about an event or character. Uses question marks.
			Intermediate —Writes short paragraphs. Uses standard word order, with inconsistent grammar and punctuation.
			Early Advanced —Writes narratives with more detail; some grammatical rules. Consistent use of conventions and some correct spelling; some editing.
			Advanced —Writes short narratives using the writing process and correct grammatical forms. Consistent use of conventions and some correct spelling.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Make copies for Cum and Parents

Wisdom Academy for Young Scientists
Informe del progreso del alumno en vías de saber inglés • 1^{ro} y 2^{do} Grados

Nombre del alumno _____ Grado _____ Año escolar _____ Escuela _____
Maestro _____ Comentarios _____

Trimestre			Comentarios
1	2	3	
Comprensión auditiva y dicción en inglés			
			Nivel Inicial —Utiliza pocas palabras; contesta algunas preguntas; utiliza saludos sociales comunes.
			Nivel preintermedio —Empieza a hacerse entender con inconsistente gramática; comunica las necesidades básicas.
			Nivel intermedio —Se le entiende; en mayor parte utiliza gramática convencional; hace y contesta preguntas; relata cuentos.
			Nivel preavanzado —Utiliza consistentemente las convenciones gramaticales del inglés; participa activamente en conversaciones e inicia conversaciones.
			Nivel avanzado —Intercambia e inicia conversaciones; escucha cuentos e información atentamente.
Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio			

Trimestre			Comentarios
1	2	3	
Lectura en inglés			
			Nivel Inicial —Lee palabras sencillas; relata cuentos simples utilizando visuales. Responde en una manera no verbal o con pocas palabras sobre los cuentos y las direcciones. Contesta preguntas que comprueban su comprensión utilizando pocas palabras; hace dibujos de la escena y de los personajes.
			Nivel preintermedio —Empieza a reconocer y a corregir sus propios errores; comunica las necesidades básicas; lee palabras, frases y oraciones simples. Responde con frases y oraciones simples, o visuales para la información factual; sigue direcciones simples; identifica la secuencia básica de un texto. Identifica la escena y los personajes utilizando oraciones simples; recita poemas sencillos.
			Nivel intermedio —Reconoce la relación entre el sonido y la grafía y las reglas básicas de las palabras. Autocorrige sus errores; emplea sus destrezas para descifrar las palabras complejas de la lectura y prefijos y sufijos. Sigue las direcciones de varios pasos; escribe pies de ilustraciones en sus dibujos. Contesta preguntas factuales con oraciones simples; lee poemas cortos.
			Nivel preavanzado —Utiliza fónica, y tiene conocimiento fonémico para extraer significado en la lectura oral o personal (en silencio). Autovalora y corrige sus errores; reconoce antónimos y sinónimos sencillos. Contesta preguntas factuales sobre la relación entre causa y efecto; identifica la idea principal. Identifica los elementos literarios y la sucesión de un cuento.
			Avanzado —Sigue su propia lectura y corrige los errores; lee textos narrativos en voz alta con adecuado paso, entonación, y expresión. Utiliza una variedad de estrategias para comprender la lectura; hace predicciones; compara y contrasta los elementos literarios.
Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio			

Trimestre			Comentarios
1	2	3	
Escritura en inglés			
			Nivel Inicial —Copia el abecedario y escribe algunas palabras comunes. Utiliza algunas letras mayúsculas y el punto final.
			Nivel preintermedio —Escribe palabras claves y oraciones sencillas sobre un suceso o un personaje. Aplica el signo de interrogación.
			Nivel intermedio —Escribe párrafos cortos. Usa la sintaxis básica de las palabras con inconstante gramática y puntuación.
			Nivel preavanzado —Escribe narraciones con más detalles; algunas reglas gramaticales. Constante uso de las convenciones y alguna correcta ortografía; poco para corregir.
			Nivel avanzado —Escribe narraciones cortas siguiendo los pasos del proceso de redacción y las correctas reglas gramaticales. Constante uso de las convenciones y algunos errores ortográficos.
Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio			

Make copies for Cum and Parents

Wisdom Academy for Young Scientists
English Language Learner Progress Report • Grades 3–5

Student Name _____ Grade _____ School Year _____ School _____
Teacher _____ Comments _____

Trimester			Listening & Speaking in English
1	2	3	
			Beginning —Begins to speak with a few words or sentences; answers simple questions.
			Early Intermediate —Begins to be understood, inconsistent grammar; communicates basic needs; follows multistep oral instructions.
			Intermediate —Understood when speaking using mostly standard grammar and pronunciation; asks and answers questions; actively participates in social conversations; retells stories.
			Early Advanced —Uses consistent standard English grammar; actively participates and initiates conversations; identifies main points of more complex information across content areas.
			Advanced —Uses appropriate ways of speaking and writing that vary based on purpose, audience, and subject.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Trimester			Reading in English
1	2	3	
			Beginning —Recognizes sound/symbol relationships. Begins self-correcting errors; produces and reads simple words and phrases; retells simple stories using visuals. Responds to stories; identifies different characters and settings.
			Early Intermediate —Uses contextual clues to derive meaning. Answers factual comprehension questions; identifies text features; identifies main events of the plot; describes what a character is like; recites simple poems.
			Intermediate —Self-corrects errors made when reading aloud; creates a dictionary using self-generated words; recognizes some common roots and affixes; uses decoding skills to read aloud with appropriate pacing, intonation, and expression. Identifies the speaker and the main problem of a plot and how it is resolved.
			Early Advanced —Uses standard dictionary; recognizes words that sometimes have multiple meanings; uses some common roots and affixes. Asks and responds to comprehension questions; distinguishes between fact, opinion, inference, cause/effect. Identifies and describes figurative language.
			Advanced —Applies knowledge of common roots and affixes; uses common idioms; reads narrative and expository texts aloud with appropriate pacing, intonations, and expression. Describes main ideas.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Trimester			Writing in English
1	2	3	
			Beginning —Writes familiar phrases and simple sentences using a few standard grammatical forms. Copies words used in the classroom, uses capital letters.
			Early Intermediate —Writes short narrative stories with inconsistent standard grammatical forms. Uses capital letters to begin a sentence and for proper nouns, periods at ends of sentences, and some commas appropriately.
			Intermediate —Writes paragraphs that develop a central idea with consistent use of standard English grammatical forms some inconsistent use of conventions.
			Early Advanced —Writes a detailed summary of a story, multiparagraph narratives, and expository compositions.
			Advanced —Writes persuasive compositions. Uses complete sentences, correct word order and the conventions.
			Student Effort O = Outstanding G = Good N = Needs Improvement U = Unsatisfactory

Make copies for Cum and Parents

Wisdom Academy for Young Scientists
Informe del progreso del alumno en vías de saber inglés • 3^{ro} a 5^o Grados

Nombre del alumno _____ Grado _____ Año escolar _____ Escuela _____
Maestro _____ Comentarios _____

Trimestre			Comprensión auditiva y dicción en inglés
1	2	3	
			Nivel inicial —Empieza a hablar con algunas pocas palabras u oraciones; responde a preguntas sencillas.
			Nivel preintermedio —Empieza a hacerse entender al hablar; inconstante gramática; comunica sus necesidades básicas; sigue instrucciones orales de varios pasos.
			Nivel intermedio —Se le entiende cuando habla utilizando, en mayor parte, gramática y pronunciación convencional; hace y contesta preguntas; activamente participa en conversaciones sociales; relata cuentos.
			Nivel preavanzado —Consistentemente utiliza gramática convencional del inglés; activamente participa e inicia conversaciones; identifica los puntos importantes de información más compleja sobre temas académicos.
			Nivel avanzado —Utiliza formas apropiadas para hablar y escribir que varían conforme al propósito, la audiencia, y la materia.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Trimestre			Lectura en inglés
1	2	3	
			Nivel inicial —Conoce la relación entre el sonido y la grafía. Empieza a autocorregirse; produce y lee palabras y frases sencillas; relata cuentos simples utilizando visuales. Verbalmente responde acerca de los cuentos; identifica diferentes personajes y escenas.
			Nivel preintermedio —Utiliza claves del contexto para extraer significado. Contesta preguntas factuales que comprueban su entendimiento; identifica rasgos textuales; identifica los acontecimientos de la trama; describe cómo es un personaje; recita poemas simples.
			Nivel intermedio —Autocorriges sus errores cuando lee en voz alta; genera un diccionario utilizando las palabras que más utiliza; reconoce algunas raíces comunes y afijos; utiliza destrezas para descifrar y lee en voz alta con adecuado paso, entonación, y expresión. Identifica al hablante y el problema principal de una trama y cómo se desenlaza.
			Nivel preavanzado —Utiliza un diccionario común; reconoce las palabras que a veces tienen varios significados; utiliza algunas raíces comunes y afijos. Hace y responde preguntas que comprueban su entendimiento; distingue entre un hecho, opinión, inferencia, causa y efecto. Identifica y describe expresiones retóricas.
			Nivel avanzado —Aplica su conocimiento de raíces comunes y afijos; utiliza modismos comunes; lee narraciones y textos expositivos con adecuado paso, entonación, y expresión. Describe las ideas principales.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Trimestre			Escritura en inglés
1	2	3	
			Nivel inicial —Escribe frases comunes y oraciones sencillas con formas gramaticales convencionales. Copia palabras que se aplican en el salón de clase; utiliza letras mayúsculas.
			Nivel preintermedio —Escribe cuentos narrativos cortos con inconstantes formas gramaticales convencionales. Utiliza letras mayúsculas para empezar una oración y nombres propios, puntos finales al final de las oraciones, y algunas comas aplicadas correctamente.
			Nivel intermedio —Escribe párrafos que desarrollan una idea central con el uso constante de las formas gramaticales básicas en inglés y con poca constancia del uso de convenciones.
			Nivel preavanzado —Escribe un resumen detallado de una historia, narraciones de varios párrafos, y composiciones expositivas.
			Nivel avanzado —Escribe composiciones persuasivas. Emplea oraciones completas, correcta sintaxis y las convenciones.
			Esfuerzo del alumno: O = Sobresaliente G = Buen esfuerzo N = Necesita mejorar U = Insatisfactorio

Make copies for Cum and Parent

Addendum D: Administrative Regulation

Administrative Regulation
Education For English Language Learners

Instruction

Definitions

English Learner means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English, also known as a limited English proficient or LEP child. (Education Code 306)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Sheltered English immersion or structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessment

Upon enrollment, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Within 30 calendar days of their initial enrollment, students who are identified as having a primary language other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test shall be assessed using the California English Language Development Test (CELDT). (5 CCR 11511)

All students shall have sufficient time to complete the CELDT as provided in the directions for test administration. (5 CCR 11516)

Any student with a disability shall take the CELDT with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated

in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. (5 CCR 11516.5)

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education under Section 504)

The district shall notify parents/guardians of their child's results on the CELDT within 30 calendar days. (5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing. The Superintendent or designee shall develop criteria for determining student needs on the basis of these assessments. (former Education Code 52164.1, 62002)

Before students are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that an individual student's participation in the program is voluntary on the part of the parent/guardian. (Education Code 52173)

Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. The notice shall include all of the following: (Education Code 440; 20 USC 6312)

1. The reason for the student's classification as English language learner
 2. The level of English proficiency
 3. A description of the program for English language development instruction, including a description of all of the following:
 - a. The manner in which the program will meet the educational strengths and needs of the student
 - b. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
 - c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English language learner students, and the expected rate of graduation from secondary school if Title I funds are used for students in secondary schools
 - d. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
 - 4.
-

Information regarding a parent/guardian's option to decline to allow the student to become enrolled in the program or to choose to allow the student to become enrolled in an alternative program

Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered

Parent/guardians also shall be notified of the results of any reassessments. (Education Code 52164.3)

Parental Exception Waivers

At the beginning of each school year, parents/guardians shall be informed of the placement of their children in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

A parent/guardian may request that the district waive the requirements of Education Code 305, pertaining to the placement of a student in a structured English immersion program if the one of the following circumstances exists:

1. Students who already know English: The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower. (Education Code 311(a))
2. Older students: The student is age 10 years or older, and it is the informed belief of the school principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills. (Education Code 311(b))
3. Students with special needs: The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the school principal and educational staff that the student has special physical, emotional, psychological or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311(c))

The parent/guardian shall personally visit the school to apply for the waiver. (Education Code 310)

Upon request for a waiver, the Superintendent or designee shall provide to the parents/guardians: (Education Code 310, 311; 5 CCR 11309)

1. A full written description, and a spoken description upon request, of the intent and content of the structured English immersion program, any alternative courses of study and all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices
 2. For a request for waiver pursuant to Education Code 311(c) for students with special
-

needs, notification that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the Superintendent must approve the waiver pursuant to Governing Board guidelines

Pursuant to Education Code 311(b) and 311(c), the principal and educational staff may recommend a waiver to a parent/guardian for a student 10 years or older and a student with special needs. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (5 CCR 11309)

When evaluating waiver requests pursuant to Education Code 311(a) for students who already know English and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include local assessments, local standards and teacher evaluations.

Parental exception waivers pursuant to Education Code 311(b) for students 10 years or older shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to Education Code 311(c) for students with special needs shall be granted if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

The principal shall consider all waiver requests made pursuant to Education Code 311(c) for students with special needs and shall submit a rationale of the decision regarding the waiver to the Superintendent or designee. When determining whether or not to recommend the approval of the waiver request, the principal shall assume that the facts justifying the request attested by the parent/guardian are a true representation of the child's condition.

Each waiver shall be considered on its individual merits with great deference given to parental preference for student placement.

The principal or designee shall act upon all parental exception waivers within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to Education

Code 311(c) for students with special needs shall not be acted upon during the 30-day placement in an English language classroom. These waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later.

(5 CCR 11309)

All parental exception waivers shall be granted unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student. (5 CCR 11309)

Individual schools in which 20 students or more of a given grade level receive a waiver shall be required to offer such a class; otherwise they must allow the students to transfer to a public school in which such a class is offered. (Education Code 310)

Students wishing to transfer shall be subject to the district's intradistrict and interdistrict attendance policies and administrative regulations. Students wishing to transfer to another district shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations.

In cases where a parental exception waiver pursuant to Education Code 311(b) or (c) is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English language learners for the purposes of overcoming language barriers until the English language learners have: (5 CCR 11302)

1. Demonstrated English language proficiency comparable to that of the district's average native English language speakers
2. Recouped any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English language learners shall be redesignated as fluent English proficient when they are able to comprehend, speak, read and write English well enough to receive instruction in the regular program and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient: (5 CCR 11303)

1. Assessment of English language proficiency utilizing the CELDT as the primary criterion, and objective assessment of the student's English reading and writing skills
-

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions
3. Parent/guardian opinion and consultation during a redesignation interview

Parents/guardians shall receive notice and a description of the redesignation process, including notice of their right to participate in the process. Parent/guardian participation in the process shall be encouraged.

4. Comparison of performance in basic skills, including performance on the English- Language Arts section of the California Standards Test
5. Objective data on the student's academic performance in English

In considering whether there is a need for WAYS to provide a special language service outside of the regular program and whether the alternative program is likely to be effective, OCR examines some important issues listed below.

- **Whether a district has identified all LEP students who need special language assistance.**

A school district must be able to account for all of its LEP students. A small district may be able to do this informally. A large district, or one with a great number of students whose first language or home language is not English, must have a formal system for objectively identifying students whose limited proficiency in speaking, reading, writing, or understanding English denies them the opportunity to meaningfully participate in the regular education environment and achieve high academic standards.

- **Whether a district can ensure the placement of LEP students in appropriate programs.**

Once a school district has identified students who need assistance, it must determine what types of assistance are warranted.

- **Whether all LEP students who need a special language assistance program are being provided such a program.**

A school district must ensure that all LEP students receive English-language development services.

- **Whether a district has taken steps to modify a program for LEP students when that program is not working.**

If the district's alternative language services program is not successful after a reasonable time period, the district must take steps to determine the cause of the program's failure and modify it accordingly.

- **Whether a district ensures that LEP students are not misidentified as students with disabilities because of their inability to speak and understand English.**

If national-origin minority students are not proficient in speaking, reading, writing, or understanding English, testing them in English may not demonstrate their ability or achievement skills. Steps must be taken so that LEP students are not assigned to special education classes because of their lack of English language proficiency, rather than because they have a disability. Such steps may include assessing the student in his or her own language, making sure that accurate information regarding the student's language skills is taken into account in evaluating assessment results, and comparing results obtained when a part of the assessment is repeated in the student's first language.

- **Whether a school district ensures that parents who are not proficient in English are provided with appropriate and sufficient information about all school activities.**

School districts have a responsibility to notify effectively national-origin minority parents of school activities that are called to the attention of other parents. Notices, to be effective, may have to be provided in a language other than English.

Addendum E: Home Language Survey

School Use Only —If the answer to any of the 4 questions on the Home Language Survey is not English, see administrator	ID# _____
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STUDENT INFORMATION		School _____	Grade _____
Last Name (Legal) _____	First Name (Legal) _____	Middle Name (Legal) _____	
Student Birth Date _____	Parent Name _____	Telephone _____	

SCHOOLS STUDENT HAS ATTENDED					
Last School Attended _____	Address _____	City _____	State _____	Zip Code _____	Phone _____
When was your child first enrolled in a U.S. and/or California School?					
U.S. school _____		California school _____			
month / day / year		month / day / year			
What was the most recent California school attended? _____					
school / district					
Has your child attended a La Mesa-Spring Valley school before? <input type="checkbox"/> Yes <input type="checkbox"/> No Year _____ Grade _____					
Has your child attended this school before? <input type="checkbox"/> Yes <input type="checkbox"/> No					

HOME LANGUAGE SURVEY	
In what language do you prefer to receive phone calls and notices? <input type="checkbox"/> English <input type="checkbox"/> Spanish	
1. Which language did your child learn when he or she first began to talk? _____	
2. What language does your child most frequently use at home? _____	
3. What language do you use most frequently to speak to your child? _____	
4. Name the language most often spoken by the adults at home. _____	

ETHNICITY/RACE	
Part A. Is this student Hispanic or Latino? (<i>Select only one</i>)	
<input type="checkbox"/> No, not Hispanic or Latino	
<input type="checkbox"/> Yes, Hispanic or Latino (5)	
The definition of Hispanic/Latino ethnicity is "a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race." —From www.cde.ca.gov/ds/td/lo/refaq.asp	
The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider the student's race to be.	
Part B. What is this student's race? (<i>Select one or more</i>)	
<input type="checkbox"/> Asian <input type="checkbox"/> Chinese (2-01) <input type="checkbox"/> Japanese (2-02) <input type="checkbox"/> Korean (2-03) <input type="checkbox"/> Vietnamese (2-04) <input type="checkbox"/> Asian Indian (2-05) <input type="checkbox"/> Laotian (2-06) <input type="checkbox"/> Cambodian (2-07) <input type="checkbox"/> Hmong (2-08) <input type="checkbox"/> Other Asian (2-99) <input type="checkbox"/> Filipino (4)	<input type="checkbox"/> Black or African American (6) <input type="checkbox"/> White (7) <input type="checkbox"/> American Indian or Alaska Native (1) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hawaiian (3-01) <input type="checkbox"/> Guamanian (3-02) <input type="checkbox"/> Samoan (3-03) <input type="checkbox"/> Tahitian (3-04) <input type="checkbox"/> Other Pacific Islander (3-99)
What are the definitions of the federal race categories? "American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Black or African American: A person having origins in any of the Black racial groups of Africa. Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa." —From www.cde.ca.gov/ds/td/lo/refaq.asp	

MIGRANT WORK —Are you now engaged in migrant work, or have you been engaged in migrant work (moved and worked seasonally in agricultural, lumber or fishery related jobs) in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

School Use Only—If the answer to any of the 4 questions on the Home Language Survey is not English, see administrator _____ ID# _____

INFORMACIÓN DEL ESTUDIANTE		Escuela _____	Grado _____
Apellido (Legal) _____	Nombre de pila (Legal) _____	Segundo nombre (Legal) _____	
Fecha de nacimiento _____	Padre de familia—Apellido _____	Teléfono _____	

ESCUELAS A LAS QUE HA ASISTIDO EL ALUMNO

Última escuela que asistió _____	Domicilio _____	Ciudad _____	Estado _____	Zona Postal _____	Teléfono _____
----------------------------------	-----------------	--------------	--------------	-------------------	----------------

¿Cuándo fue inscrito primero en una escuela de EUA o una escuela de California?

Escuela de EUA	mes / día / año	Escuela en CA	mes / día / año
----------------	-----------------	---------------	-----------------

¿Cuál es la escuela de California a la que ha asistido más recientemente?
escuela/distrito _____

¿Ha asistido su niño previamente a una escuela de La Mesa-Spring Valley? Sí No Año _____ Grado _____

¿Ha asistido su niño previamente a esta escuela? Sí No

ENCUESTA DEL IDIOMA QUE SE HABLA EN CASA

¿En qué idioma prefiere recibir las llamadas telefónicas y avisos? Inglés Español

- ¿Qué idioma aprendió su hijo cuando empezó a hablar? _____
- ¿Qué idioma habla su hijo en casa con más frecuencia? _____
- ¿Qué idioma utiliza usted más frecuente para hablar con su niño? _____
- ¿Qué idioma hablan los adultos con más frecuencia en casa? _____

ETNIA / RAZA

Parte A. ¿Este alumno es hispano o latino? (*Marque sólo una*)
 No es hispano ni latino
 Sí es hispano o latino (5)

La definición de Hispano / Latino es "una persona de cultura u origen cubano, mexicano, puertorriqueño, suramericano, centroamericano, o cualquier otra cultura u origen español, sin importar la raza". (De: cde.ca.gov/ds/td/lo/refaq.asp)

La parte anterior de la pregunta es sobre la etnia, no la raza. No importa cuál de las casillas haya marcado arriba, **por favor siga contestando las preguntas siguientes** y marque una o más de las casillas, para indicar la que usted considera que es la raza del alumno.

Parte B. ¿Cuál es la raza del alumno? (*Marque uno o más*)

<input type="checkbox"/> Asiático <input type="checkbox"/> Chino (2-01) <input type="checkbox"/> Japonés (2-02) <input type="checkbox"/> Coreano (2-03) <input type="checkbox"/> Vietnamita (2-04) <input type="checkbox"/> Nativo de Asia (2-05) <input type="checkbox"/> Laosiano (2-06) <input type="checkbox"/> Camboyano (2-07) <input type="checkbox"/> Otro asiático (2-99) <input type="checkbox"/> Filipino (4)	<input type="checkbox"/> Negro o afroamericano (6) <input type="checkbox"/> Blanco / Anglosajón (7) <input type="checkbox"/> Indiamericano (1) <input type="checkbox"/> Nativo hawaiano otros archipiélagos del Pacífico <input type="checkbox"/> Hawaiano (3-01) <input type="checkbox"/> Nativo de Guam (3-02) <input type="checkbox"/> Samoano (3-03) <input type="checkbox"/> Tahitiano (3-04) <input type="checkbox"/> Otros archipiélagos del Pacífico (3-99)	¿Cuáles son las definiciones de las categorías raciales federales? "Amerindio o nativo de Alaska: Una persona oriunda de cualquiera de las poblaciones nativas originales de Norteamérica, Sudamérica (incluyendo Centroamérica), que mantenga su afiliación tribal o sus lazos comunitarios. Asiático: Una persona oriunda de cualquiera de las poblaciones nativas originales del Lejano Oriente, Sudeste de Asia o el Subcontinente Indio. Por ejemplo, Cambodia, China, India, Japón, Corea, Malasia, Paquistán, las Filipinas, Tailandia y Vietnam. Negro o Afroamericano: Una persona oriunda de cualquiera de los grupos raciales negros de África. Nativo de Hawai u Otro isleño del Pacífico: Una persona oriunda de cualquiera de las poblaciones originales de Hawai, Guam, Samoa u otras islas del Pacífico. Blanco: Una persona oriunda de cualquiera de las poblaciones nativas originales de Europa, el Medio Oriente o el Norte de África." —De www.cde.ca.gov/ds/td/lo/refaq.asp
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TRABAJO MIGRATORIO—¿Trabaja Ud. o ha trabajado bajo trabajo migratorio (mudanza y trabajo de agricultura temporal, o trabajos de industria forestal o trabajos relacionados a la pesca) en los últimos tres años? Sí No

Addendum F: Parent Notification of English Proficiency and Program Options

Wisdom Academy for Young Scientists

Student ID# _____ For Office Use Only: Waiver Requested? Yes No
 Faxed to School _____ Teacher: _____

Parent Notification of English Proficiency and Program Options

To the parents of: _____ School: _____ Grade: _____ Date: _____

The District is required to determine the English Language Proficiency of students whose enrollment records indicate that another language other than English is spoken in the home. These students are tested in English using the **California English Language Development Test (CELDT)**. Whenever possible, they are also tested in the primary (home) language you indicated when registering.

<input type="checkbox"/> OFFICIAL	CELDT Levels/Scores (English Proficiency)		TEST YEAR _____
<input type="checkbox"/> UNOFFICIAL			TEST GRADE _____
Listening:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Early Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Early Advanced	<input type="checkbox"/> Advanced	Scale _____
Speaking:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Early Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Early Advanced	<input type="checkbox"/> Advanced	Scale _____
Reading:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Early Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Early Advanced	<input type="checkbox"/> Advanced	Scale _____
Writing:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Early Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Early Advanced	<input type="checkbox"/> Advanced	Scale _____
Overall:	<input type="checkbox"/> Beginning	<input type="checkbox"/> Early Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Early Advanced	<input type="checkbox"/> Advanced	Scale _____
Pre-Kindergarten		K-3 rd Grade	Other Spanish Assessments
Spanish Pre-LAS 2000	Language Scale 1-5	Spanish LAS Links Level 1-5	IPT
Oral Level	Reading/Writing	L S R W O	WCM

Student Classification

Based on the assessment results, your child will be classified as a/an:

- Fluent-English Proficient Student – NO SPECIAL PLACEMENT IS REQUIRED**
- IFEP – Academically and Linguistically Proficient in English:**
 School/District: _____
- RFEP – Reclassified Date _____ School/District _____**
- English Language Learner (EL) Eligible to receive support in a Structured-English Immersion classroom, English Language Mainstream, or Alternative (primary language) program. Placement Options:**
 - Structured English Immersion (SEI) – Specially-Credentialed Teacher at _____ School.**
 - English Language Mainstream (ELM) – Specially-Credentialed Teacher at _____ School.**
 - Contingent on parent's completion of Waiver Application process at _____ School.**

Spec. Ed.	_____
RSP	_____
Speech	_____

Language Assessment Department Personnel _____

Date _____

PARENT/GUARDIAN'S ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING:

I acknowledge that I have been shown my child's CELDT and primary language assessment results. EL instructional program options were explained to me and I understand the placement options.

Parent or Guardian (Print Name) _____

Parent or Guardian (Signature) _____

Date _____

For Office Use Only

Returning Transfer Previous School: _____ Previous District: _____

Levels/Scales: L S R W O YEAR

E/O Instruction per Parent (Initial _____) No transportation for Bilingual per Parent (Initial _____) No Space for Bilingual per School

PEI PBI Parent Letter Sent Home Parent Letter Given at School Site E/O at Previous School Cleanup – Date _____

EXPLANATION OF LANGUAGE TEST SCORE RESULTS

**English Language Assessment using the
California English Language Development Test
(CELDT)**

Beginning (Level 1)
Student may demonstrate little or no receptive or productive English skills.

Early Intermediate (Level 2)
Student continues to develop receptive and productive English skills.

Intermediate (Level 3)
Student begins to tailor the English language skills to meet communication and learning demands with increasing accuracy.

Early Advanced (Level 4)
Student begins to combine the elements of the English language in complex, cognitively demanding situations and is able to use English as a means for learning in content areas.

Advanced (Level 5)
Student communicates effectively with various audiences on a wide range of familiar and new topics to meet social and learning demands.

STUDENT CLASSIFICATION

English Learner (EL)	Initial Fluent English Proficient (IFEP)	Reclassified Fluent English Proficient (RFEP)
Student has limited ability to speak and/or read and write in the English language. Special placement required.	Student demonstrates full English Language proficiency in listening, speaking, reading, and writing. No special placement is required.	Previous English Learner who has met academic proficiency in English. No special placement is needed.
Note: English testing to be completed within 30 days of enrollment. Spanish primary language testing to be completed within 90 days of enrollment.		

PROGRAM MODELS

SHELTERED / STRUCTURED ENGLISH IMMERSION (SEI)

1. Students are clustered with appropriately certificated teachers.
2. English Language Development (ELD) instruction is provided daily to facilitate English language acquisition.
3. The core curriculum is taught using Specially Designed Academic Instruction in English (SDAIE) using ELD strategies such as Guided Language Acquisition Design (GLAD). Teachers use a variety of techniques including content-based English Language Development (ELD), Total Physical Response (TPR), and sheltered instruction to ensure that concepts are comprehensible and meaningful to students.

ENGLISH LANGUAGE MAINSTREAM PROGRAM (ELM)

1. Academic instruction is in English and is targeted for students who are native English speakers or who have acquired considerable fluency in conversational English.
2. ELD instruction is provided daily to build academic language needed for success in school.
3. The core curriculum is taught similarly to all students in the classroom with special attention to the acquisition of more formal English needed to succeed in high school and beyond.

Wisdom Academy for Young Scientists

Nº de ID del alumno _____ For Office Use Only: Waiver Requested? Si No
Mandado por FAX a la escuela _____ Maestro(a) _____

Notificación a los padres de familia respecto al nivel de aptitud del idioma inglés y opciones de programas

Para los padres o tutor legal del alumno: _____ Escuela: _____ Grado: _____ Fecha: _____
El Distrito es requerido a determinar el nivel de aptitud del idioma inglés de los alumnos cuyos expedientes indican haber otro idioma que se habla en casa aparte del idioma inglés. Estos alumnos son evaluados en inglés utilizando la **Evaluación del Aprendizaje Progresivo del Idioma Inglés de California (California English Language Development Test; CELDT, por sus siglas en inglés)**. Cuando es posible, ellos también son evaluados en su lengua materna (idioma que se habla en casa) que usted indicó en la inscripción.

<input type="checkbox"/> OFICIAL <input type="checkbox"/> NO OFICIAL	Niveles / Puntuación de la aptitud en inglés conforme a la CELDT					AÑO DE PRUEBA _____ FECHA DE PRUEBA _____
Comprensión auditiva (L):	<input type="checkbox"/> Inicial	<input type="checkbox"/> Preintermedio	<input type="checkbox"/> Intermedio	<input type="checkbox"/> Preavanzado	<input type="checkbox"/> Avanzado	Escala _____
Expresión oral (S):	<input type="checkbox"/> Inicial	<input type="checkbox"/> Preintermedio	<input type="checkbox"/> Intermedio	<input type="checkbox"/> Preavanzado	<input type="checkbox"/> Avanzado	Escala _____
Lectura (R):	<input type="checkbox"/> Inicial	<input type="checkbox"/> Preintermedio	<input type="checkbox"/> Intermedio	<input type="checkbox"/> Preavanzado	<input type="checkbox"/> Avanzado	Escala _____
Escritura (W):	<input type="checkbox"/> Inicial	<input type="checkbox"/> Preintermedio	<input type="checkbox"/> Intermedio	<input type="checkbox"/> Preavanzado	<input type="checkbox"/> Avanzado	Escala _____
TOTAL GLOBAL (O):	Inicial	Preintermedio	Intermedio	Preavanzado	Avanzado	_____
Pre-Kindergarten		Kindergarten a 5º Grado			Otras evaluaciones en español	
Español Pre-LAS 2000	Escala de lenguaje 1-5	Español LAS Links - Niveles			IPT	
Nivel Oral	Lectura / Escritura	L	S	R	W	O
						WCM

Clasificación del alumno conforme a su nivel de inglés

Conforme a los resultados de la evaluación, su niño será clasificado como:

Alumno que domina el idioma inglés (IFEP/RFEP) – NO REQUIERE ASIGNACIÓN EN UN ÁMBITO EDUCATIVO ESPECIAL.

Educación Programa de Habla	Especial Recursos y Especializados
-----------------------------	------------------------------------

IFEP – Académicamente y lingüísticamente competente en inglés: Escuela / Distrito

RFEP – Fecha de la reclasificación _____ Escuela / Distrito

Estudiante de inglés como segunda lengua (EL). Elegible para recibir apoyo en un salón de clase de enseñanza contextualizada; clases regulares en inglés o; programa alternativo (bilingüe). **Opciones de la asignación del ámbito educativo:**

Programa de enseñanza contextualizada para el aprendizaje del inglés (Structured English Immersion: SEI) – Maestros con credenciales especializadas en la escuela: _____

Programa regular en inglés (English Language Mainstream; ELM) – Maestros con credenciales especializadas en la escuela: _____

Programa Alternativo–Bilingüe(BI)Alfabetismo (ALT-BB) - Maestros bilingües con credenciales especializadas _____

Sujeto a la solicitud de exoneración realizada por el padre(madre) de familia en la escuela: _____

Personal del Departamento de Evaluaciones de Idiomas _____ Fecha _____

ACUSE DE RECIBO Y ENTENDIMIENTO DEL PADRE(MADRE) DE FAMILIA / TUTOR LEGAL:

Conste que se me han mostrado los resultados que mi niño(a) obtuvo en la Evaluación del Aprendizaje Progresivo del Idioma Inglés de California (CELDT, por sus siglas en inglés) y de la evaluación de la lengua materna. Las opciones de programas para la enseñanza de los alumnos aprendiendo inglés como segunda lengua se me explicaron y entiendo las opciones de la asignación del ámbito educativo. En caso que tenga preguntas sé que puedo llamar al Departamento de Evaluación de Idiomas (en inglés, Language Assessment Department) al (619) 666-5700 Ext. 6400

Nombre del padre(madre) de familia o tutor legal (en letra de molde) _____ Firma del padre(madre) de familia o tutor legal _____ Fecha _____

For Office Use Only Returning Transfer Previous School: _____ Previous District: _____

Levels/Scales: L S R W O YEAR

E/O Instruction per Parent (Initial) No transportation for Bilingual per Parent (Initial) No Space for Bilingual per School

PEI PBI Parent Letter Sent Home Parent Letter Given at School Site E/O at Previous School Cleanup - Date _____

EXPLICACIÓN DE LOS NIVELES DE LAS PRUEBAS		
<p>Prueba de inglés Valoración del idioma inglés empleando la Evaluación del Aprendizaje Progresivo del Idioma Inglés de California (California English Language Development Test; CELDT, por sus siglas en inglés)</p>	<p>Definiciones de los niveles de competencia rendidos en ambas pruebas: Inicial (Nivel 1) El alumno muestra pocas o ninguna destreza receptiva o productiva en inglés. Preintermedio (Nivel 2) El alumno sigue desarrollando destrezas receptivas y productivas en inglés. Intermedio (Nivel 3) El alumno empieza a elaborar sus destrezas en el idioma inglés para cumplir las exigencias de comunicación y del aprendizaje con creciente exactitud. Preavanzado (Nivel 4) El alumno empieza a combinar los elementos del idioma inglés en situaciones que exigen las destrezas cognitivamente complejas y puede utilizar el idioma inglés como medio para aprender las materias académicas. Avanzado (Nivel 5) El alumno se comunica eficazmente con varias audiencias sobre una amplia variedad de temas conocidos y nuevos para cumplir las exigencias sociales y del aprendizaje.</p>	
CLASIFICACIÓN DEL ALUMNO CONFORME A SU NIVEL DE INGLÉS		
<p>Estudiante de inglés como segunda lengua (EL) Habilidad limitada del alumno al hablar y/o leer y escribir en inglés. Se requiere asignación en un ámbito educativo especial.</p>	<p>Alumno que domina el idioma inglés (Initial Fluent English Proficient; IFEP) El alumno muestra dominar el inglés completamente en términos de entender auditivamente, hablar, leer y escribir. No se requiere asignación en un ámbito educativo especial.</p>	<p>Reclasificación de un alumno que domina el idioma inglés (Reclassified Fluent English Proficient; RFEP) Previamente estudiante de inglés como segunda lengua que es competente al nivel académico en inglés. No se requiere asignación en un ámbito educativo especial.</p>
<p>ATENCIÓN: La evaluación en Inglés será realizada dentro de los 30 días después de haberse matriculado. La evaluación del Idioma español materno será realizada dentro de los 90 días de la matrícula.</p>		
MODELOS DE PROGRAMAS		

PROGRAMA DE ENSEÑANZA CONTEXTUALIZADA PARA EL APRENDIZAJE DEL INGLÉS (SEI)

1. Los alumnos son asignados con maestros con credenciales apropiadas.
2. Diariamente se imparte el aprendizaje progresivo del idioma inglés (English Language Development; ELD).
3. El currículo fundamental se enseña utilizando los métodos de la enseñanza académica especialmente diseñada en inglés (Specially Designed Academic Instruction in English; SDAIE, por sus siglas en inglés) utilizando las estrategias del aprendizaje progresivo del idioma inglés (English Language Development; ELD) tal como Guided Language Acquisition Design (GLAD). Los maestros utilizan una variedad de técnicas incluyendo la enseñanza de ELD basada en el currículo académico; métodos de Respuesta Física Total (Total Physical Response; TPR), y enseñanza apoyada para garantizar que los conceptos sean comprensibles y significativos para los alumnos.

PROGRAMA REGULAR EN INGLÉS (ELM)

1. La enseñanza académica es en inglés y orientada para los alumnos angloparlantes de nacimiento o quienes han adquirido considerable fluidez para conversar en inglés.
2. Diariamente se imparte la enseñanza formal de ELD para aumentar el lenguaje académico necesario para triunfar en la escuela.
3. El currículo académico fundamental se enseña de igual manera a todos los alumnos en el salón de clase y se enfoca en la adquisición del inglés más formal necesario para ser exitoso en la escuela preparatoria y más allá.

Addendum G: Request to Change English Learner Placement

Wisdom Academy for Young Scientists

REQUEST TO CHANGE ENGLISH LEARNER PLACEMENT

School Year			
Student Name	School	Age	Grade
Street	Zip Code	Phone	
Most Current Overall CELDT Level			
<input type="checkbox"/> Beginning <input type="checkbox"/> Early Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Early Advanced <input type="checkbox"/> Advanced			

My child is currently receiving services in the following instructional program setting:

- Structured English Immersion (SEI)
For students with less than reasonable fluency in English
- English Language Mainstream (ELM)
For students with reasonable fluency in English

Please place my child in the following instructional program setting:

- Structured English Immersion (SEI)
For students with less than reasonable fluency in English
- English Language Mainstream (ELM)
For students with reasonable fluency in English

Please describe below why you want this change:

I understand that by requesting this placement, my child will continue to receive English Language Development and it is the responsibility of the classroom teacher to provide appropriate services. I also understand that until my child is reclassified, my child is still considered an English Learner and will continue to receive English Language Development, regardless of their class placement.

Parent Signature

Date

Principal Signature

Date

Wisdom Academy for Young Scientists
SOLICITUD PARA CAMBIAR LA ASIGNACIÓN EDUCATIVA DEL ESTUDIANTE DE INGLÉS

Ciclo escolar			
Nombre del alumno	Escuela	Edad	Grado
Domicilio	Zone Postal	Teléfono	
El nivel actual obtenido en la Evaluación del Aprendizaje del Idioma Inglés de CA (CELDT)			
Inicial _____ Preintermedio _____ Intermedio _____ Preavanzado _____ Avanzado _____			

Mi niño actualmente recibe servicios en los siguientes ámbitos educativos:

Programa de enseñanza contextualizada para el aprendizaje del inglés (Structured English Immersion; SEI)
Para los alumnos con un bajo nivel de fluidez en inglés

Programa regular en inglés (English Language Mainstream; ELM)
Para los alumnos con un nivel razonable de fluidez en inglés

Favor de asignar a mi niño en el siguiente programa educativo:

Programa de enseñanza contextualizada para el aprendizaje del inglés (Structured English Immersion; SEI)
Para los alumnos con un bajo nivel de la fluidez en inglés

Programa regular en inglés (English Language Mainstream; ELM)
Para los alumnos con un nivel razonable de la fluidez en inglés

Favor de explicar por qué solicita el cambio de la asignación educativa:

Entiendo que al solicitar esta asignación del ámbito educativo, mi niño continuará recibiendo enseñanza de inglés y que el maestro del salón de clase tiene la responsabilidad de proveer los servicios adecuados. También entiendo que mi niño es considerado ser un estudiante de inglés y que seguirá recibiendo enseñanza de inglés sin importar la asignación de su ámbito educativo hasta que sea clasificado como alumno que domina el idioma inglés.

Firma del padre(madre) de familia / Tutor legal

Date

Firma del Director(a)

Date

Addendum H: Score Ranges for CEDLT, CST ELA and CST Math

CUT SCORES / RANGES for CELDT, CST ELA, and CST MATH

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT) OVERALL SCORES					
Grade	Beginning	Early Intermediate	Intermediate	Early Advanced	Advanced
K	180 - 351	352 - 399	400-448	449 - 497	498 - 598
1	184 - 358	359 - 405	406- 453	454 - 506	507 - 598
2	215 - 396	397 - 446	447-495	496 - 539	540 - 635
3	230 - 414	415 - 459	460- 513	514 - 556	557 - 700
4	230 - 432	433 - 472	473- 530	531 - 574	575 - 700
5	230 - 437	438 - 482	483- 538	539 - 586	587 - 700
6	248 - 441	442 - 491	492- 551	552 - 601	602 - 741
7	248 - 446	447 - 501	502- 555	556 - 609	610 - 741
8	248 - 452	453 - 509	510- 568	569 - 622	623 - 741

CALIFORNIA STANDARDS TEST – ENGLISH LANGUAGE ARTS					
Grade	Far Below Basic	Below Basic	Basic	Proficient	Advanced
2	150 - 261	262 - 299	300 - 349	350 - 401	402 - 600
3	150 - 258	259 - 299	300 - 349	350 - 401	402 - 600
4	150 - 268	269 - 299	300 - 349	350 - 392	393 - 600
5	150 - 270	271 - 299	300 - 349	350 - 394	395 - 600

CALIFORNIA STANDARDS TEST – MATHEMATICS					
Grade	Far Below Basic	Below Basic	Basic	Proficient	Advanced
2	150 - 235	236 - 299	300 - 349	350 - 413	414 - 600
3	150 - 235	236 - 299	300 - 349	350 - 413	414 - 600
4	150 - 244	245 - 299	300 - 349	350 - 400	401 - 600
5	150 - 247	248 - 299	300 - 349	350 - 429	430 - 600

Addendum I: Catch Up Plan

**Wisdom Academy for Young
 Scientists**
Catch-Up Plan Benchmarks For English Learners
ELEMENTARY (Grade 2)

STUDENT INFORMATION						
School Year			Student ID			
Last Name			First Name			
School			Grade		Teacher	
Special Ed Status			First US Enrollment Date		Number of Years in US School	

English Learners have an annual growth target based on their previous CELDT score:

- ELs with an overall CELDT 1, 2, or 3 must gain one proficiency level.
- ELs with an overall CELDT 4 or 5 must reach the English proficient level by bringing all skills (listening, speaking, reading, and writing) up to intermediate level (3) or higher.
- ELs at English proficient level are expected to maintain that level.

CELDT Overall		
Listening		
Speaking		
Reading		
Writing		

Key:

CIRCLE the number of years a student has been enrolled in a U.S. school.
 Using the overall CELDT Score, circle the assessment performance level.

Number of Years Enrolled in a U.S. School	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years+
	Expected Levels ↓	Expected Levels ↓	Expected Levels ↓	Expected Levels ↓	Expected Levels ↓	Expected Levels ↓
ASSESSMENT	CELDT Overall Level	Beginning	Early Intermediate	Intermediate	Intermediate	Early Advanced Advanced
	HM Summative	Below	Below	Approaching	Approaching	Proficient Advanced
	2 nd Grade Reading Level Assessment	Beg. 2 nd N/A	N/A	N/A	N/A	Level I Level I or higher

If the child is not meeting the expected levels, an Intervention Plan is required.

Wisdom Academy for Young Scientists
**Plan para alcanzar los normas de los alumnos aprendiendo inglés (ELs)
Primaria y Secundaria (Grado 2)**

Información del estudiante					
Año escolar		# de ID			
Apellido		Nombre			
Escuela		Grado		Maestro	
Estatus de Ed. Especial		Primera fecha de inscripción en EEUU		Número de años en una escuela de EE.UU.	

Los alumnos aprendiendo inglés como segunda lengua tienen un objetivo de superación anual basado en sus puntajes previos de CELDT.

- ELs con un CELDT global de 1, 2 ó 3 deben obtener un nivel de competencia.
- ELs con un CELDT global de 4 ó 5 deben alcanzar el nivel de competente en inglés, elevando todas las destrezas (comprensión auditiva, expresión oral, lectura y escritura) hasta el nivel intermedio (3) o más alto.
- Se espera que los ELs de nivel competente en inglés mantengan ese nivel

CELDT Global		
Comprensión auditiva		
Expresión oral		
Lectura		
Escritura		

Clave:

CIRCULE el número de años que el alumno ha estado inscrito en una escuela de los EE.UU.

Usando los puntajes globales de CELDT circule los niveles del rendimiento en las pruebas.

0

# de años en una escuela de EE.UU.	1 Año	2 Años	3 Años	4 Años	5 Años	6 Años o más
	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓
Evaluaciones	CELDT Nivel Global	Inicial	Pre-Intermedio	Intermedio	Intermedio	Pre-Avanzado Avanzado
	HM Sumativo	Por debajo	Por debajo	Aproximándose al básico	Aproximándose al básico	Competente Avanzado
	2 ^{do} Grado Prueba de lectura - Nivel	Inicial de 2 ^{do} N/A	N/A	N/A	N/A	Nivel I Nivel I ó mayor

Si el alumno no está logrando los niveles esperados, se requiere un Plan de Intervención.

Wisdom Academy for Young Scientists
Catch-Up Plan Benchmarks For English Learners
ELEMENTARY (Grades 3–5)

STUDENT INFORMATION					
School Year		Student ID			
Last Name		First Name			
School		Grade		Teacher	
Special Ed Status		First US Enrollment Date		Number of Years in US School	

English Learners have an annual growth target based on their previous CELDT score:

- ELs with an overall CELDT 1, 2, or 3 must gain one proficiency level.
- ELs with an overall CELDT 4 or 5 must reach the English proficient level by bringing all skills (listening, speaking, reading, and writing) up to intermediate level (3) or higher.
- ELs at English proficient level are expected to maintain that level.

CELDT Overall*			
Listening			
Speaking			
Reading			
Writing			
CST ELA*			
CST Math			
CMA ELA			
CMA Math			

Key:

CIRCLE the number of years a student has been enrolled in a U.S. school.

Using the overall CELDT and CST Scores, circle the assessment performance levels.

	Number of Years Enrolled in a U.S. School	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years+
		Expected Levels ↓					
ASSESSMENTS	CELDT Overall Level	Beginning	Early Intermediate	Intermediate	Intermediate	Early Advanced	Early Advanced Advanced
	CST or CMA—ELA	Far Below Basic	Below Basic	Basic	Basic	Proficient	Proficient Advanced
	CST or CMA—Math	Far Below Basic	Below Basic	Basic	Basic	Proficient	Proficient Advanced

If the child is not meeting the expected levels, an Intervention Plan is required.

* If CELDT overall is 4 or 5 and CST scaled score is 325 or higher, consider reclassification.

Original—Cum/EL Folder 2 copies made: 1—Parent, 1—Principal

Wisdom Academy for Young Scientists

Plan para alcanzar los estándares de los alumnos que están aprendiendo inglés (ELs)
Primaria (Grados 3–5)

Información estudiantil					
Año escolar		# de ID			
Apellido		Nombre			
Escuela		Grado		Maestro	
Estatus de Ed. Especial		Primera fecha de inscripción en EEUU		Número de años en una escuela de EE.UU.	

Los alumnos que están aprendiendo inglés (ELs) tienen un objetivo de superación anual basado en sus puntajes previos de CELDT.

- ELs con un CELDT global de 1, 2 ó 3 deben obtener un nivel de competencia.
- ELs con un CELDT global de 4 ó 5 deben alcanzar el nivel de competente en inglés, elevando todas las destrezas (comprensión auditiva, habla, lectura y escritura) hasta el nivel intermedio (3) ó más alto.
- Se espera que los ELs de nivel competente en inglés mantengan ese nivel.

CELDT Global*		
Comprensión auditiva		
Expresión oral		
Lectura		
Escritura		
CST ELA*		
CST Matemáticas		
CMA ELA		
CMA Matemáticas		

Clave:

CIRCULE el número de años que el alumno ha estado inscrito en una escuela de los EE.UU.

Usando los puntajes globales de CELDT y la Prueba de estándares en español (STS) circule los niveles del rendimiento en las pruebas.

# de años en una escuela de EE.UU.	1 Año	2 Años	3 Años	4 Años	5 Años	6 Años o más
	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓	Niveles esperados ↓
Evaluaciones	CELDT Nivel Global	Inicial	Pre Intermedio	Intermedio	Intermedio	Pre Avanzado Avanzado
	CST o CMA—ELA	Muy por debajo del básico	Por debajo del básico	Básico	Básico	Competente Avanzado
	CST o CMA—MAT.	Muy por debajo del básico	Por debajo del básico	Básico	Básico	Competente Avanzado

Si el alumno no está logrando los niveles esperados, se requiere un Plan de Intervención.

* Si el puntaje general en la CELDT es 4 ó 5 y el puntaje escalado en la CST es 325 ó mayor, considérese la reclasificación.

Original—Expediente Cum/Carpeta EL hacer 2 copias: 1—Padres, 1—Director(a)

Addendum J: Intervention Plan

**Wisdom Academy for Young Scientists
Intervention Plan**

Student _____ Grade _____
Teacher _____ Date _____

Based upon last year and the beginning of this year's achievement information, your child demonstrated performance that was below grade-level standards. He/she is currently receiving the following support services:

Current Support Services

- English Language Development
- Individualized Educational Program (IEP)
- 504 Plan
- Other _____

In addition, to help your child improve his/her academic performance, the following interventions are recommended:

Intervention Recommendations

Academic

English Language Arts

- Core Program Differentiation Options:
 - Extra Support Handbook
 - English Learners Handbook
- Intervention (in addition to core):
 - Medallion's Toolbox
 - Fluency Lab/Read Naturally
 - Rewards
 - Other _____
- Intensive Intervention Program
 - Fast Track
 - Read 180
 - Portals

Mathematics

- Core Program Differentiation Instruction and Intervention (in addition to core) Options:
 - Everyday Math (EDM) Differentiation Options - Part 3
 - EDM Differentiation Handbook
 - EDM English Learners Handbook
 - Multilingual Handbook
- Intensive Intervention Program
 - iPass
 - Number Worlds

Academic (continued)

- Oasis Reading Tutor
- Everyone a Reader
- Modified Assignments
- Newcomer Group
- Recess Study Group
- Other _____

Attendance

- Attendance Letter #1, #2, #3
- School Attendance Review Team (SART)
- School Attendance Review Board (SARB)

Other

- Health Referral
- Student Assignment Planner
- Alternative Recess
- Behavior/Study Contract
- Other _____

Comments _____

→ I will support my child's participation in the intervention programs marked above. yes no

Parent Signature _____ Date _____
Principal Signature _____

Wisdom Academy for Young Scientists
Plan de Intervención de la Escuela

Alumno(a) _____ Grado _____
Maestro(a) _____ Fecha _____

Basado en la información de aprovechamiento del año pasado y del principio de este año, su niño(a) mostró tener un rendimiento de por debajo de las normas del nivel de grado. Su niño(a) actualmente está recibiendo los siguientes apoyos.

Actuales servicios de apoyo

- Aprendizaje de inglés (ELD) Plan 504
 Programa de Educación Individualizada (IEP) Otro _____
 Programa de asesoría _____

Además, para ayudar a su niño a mejorar su rendimiento académico, se recomiendan las siguientes intervenciones:

Recomendaciones para la intervención

Académica

Disciplinas lingüísticas en inglés

- Opciones diferenciales del programa fundamental:
 Guía sobre el apoyo extra
 Guía sobre estudiantes de inglés
 Intervención (además del currículo común):
 Medallion's Toolbox (Herramientas)
 Fluency Lab (Laboratorio para fluidez)/leer naturalmente
 Rewards (Premios)
 Otro _____
 Programa de intervención intensiva
 Fast Track
 Read 180
 Portals

Matemáticas

- Opciones de programa de enseñanza fundamental e intervención diferencial (además del común):
 Opciones diferenciales para matemáticas cotidianas (EDM) - Parte 3
 Guía diferencial para matemáticas cotidianas
 Guía de EDM para estudiantes de inglés
 Guía multilingüe
 Programa de intervención intensiva
 iPass
 Number-Worlds (Mundos numéricos)

Académica (continuación)

- Tutor de lectura (Oasis Reading Tutor)
 Todos son lectores (Everyone a Reader)
 Asignaturas modificadas
 Grupo de recién llegado
 Grupo de estudio durante el recreo
 Otro _____

Asistencia

- Carta sobre la asistencia #1, #2, #3
 Equipo de Revisión de Asistencia Escolar (SART)
 Consejo Administrativo de Revisión (SARB)

Otro

- Recomendación sobre la salud
 Agenda para las asignaturas del alumno
 Recreo alternativo
 Contrato de estudio o superación conductual
 Programa *Second Step*
 Otro _____

Comentarios _____

75

→ Apoyaré la participación de mi niño(a) en los programas de intervención susodichos marcados. sí no

Firma del padre(madre) de familia / Tutor legal _____

Fecha _____

Firma del Director(a) _____

Addendum K: Reclassification Worksheet

ELEMENTARY RECLASSIFICATION WORKSHEET
English Learner to Fluent English Proficient (RFEP)

Student Name: _____ Grade: _____ School: _____

District Entry Date: _____ Teacher: _____

Parent Name: _____

Address: _____

We are pleased to inform you that your child has successfully completed all of the requirements necessary to be reclassified from English Learner to Fluent English Proficient. Based on multiple measures of academic data, your child has developed sufficient English language skills to achieve academically in a Mainstream English program. The minimum requirements for reclassification are listed below, along with your child's scores.

Multiple Criteria	Minimum Requirements	Your Child's Scores
CELDT (California English Language Development Test)	Overall score of Level 4 or 5 AND Listening Level 3 or higher Speaking Level 3 or higher Reading Level 3 or higher Writing Level 3 or higher	Overall _____ Listening _____ Speaking _____ Reading _____ Writing _____
CST (California Standards Test) CMA (California Modified Assessment) • Language Arts • Math	Scale Score of 325 or higher in Language Arts and Math (Basic Level or higher)	Language Arts Proficiency _____ Scale Score _____ Math Proficiency _____ Scale Score _____
Teacher Approval Scale – Low, Average, or High • Verbal Expression • Reading • Writing • Math	Average or High	Verbal Expression _____ Reading _____ Writing _____ Math _____

Teacher supports reclassification? Yes ___ No ___ Teacher Signature _____

Comments:

Parent supports reclassification? Yes ___ No ___ Parent Consulted _____ by mail _____ phone _____ in person _____
Date

Parent Comments:

EL Designee Signature _____ Date _____

Principal Signature _____ Date _____

Reclassification date to be effective: _____ or To be reviewed next year ___ by _____

**Formulario correspondiente a la reclasificación de alumnos de
escuela primaria que han alcanzado el nivel competente del idioma inglés (RFEP)**

Nombre del alumno: _____ Grado: _____ Escuela: _____

Fecha en la cual ingresó al Distrito: _____ Maestro(a): _____

Nombre del padre de familia: _____

Domicilio: _____

Nos complace informarle que su hijo(a) ha realizado todos los requisitos necesarios para ser reclasificado de alumno en vías de saber inglés (English Learner) a un alumno que domina el idioma inglés (Fluent English Proficient). Basado en múltiples fuentes de datos académicos, su hijo(a) ha desarrollado suficientes destrezas en el idioma inglés para triunfar académicamente en un programa de inglés regular. Los mínimos requisitos para reclasificar y las puntuaciones de su niño(a) son las siguientes:

criterio determinante	Mínimos requisitos	Puntuación del nivel de su niño
CELDT (Evaluación del Aprendizaje Progresivo del Idioma Inglés de California)	Nivel general	4 ó 5
	Comprensión auditiva	3 ó mayor
	Expresión verbal (hablar)	3 ó mayor
	Lectura	3 ó mayor
	Redacción	3 ó mayor
CST (Pruebas de las normas de California) CMA (Evaluación Modificada de California) • Disciplinas lingüísticas en inglés • Matemáticas	Puntuación escalada de 325 ó mayor en: Disciplinas lingüísticas en inglés y matemáticas (nivel <i>suficiente</i> o mayor)	Aptitud en disciplinas lingüísticas
		Puntuación escalada
		Aptitud en matemáticas
Aprobación docente Escala – bajo, promedio, o alto • Expresión verbal: • Lectura • Escritura • Matemáticas	Promedio o alto	Expresión verbal (Hablar)
		Lectura
		Escritura
		Matemáticas

¿Aprueba la reclasificación el maestro de disciplinas lingüísticas? Sí No Firma del maestro(a): _____

Comentarios del maestro(a): _____

¿Aprueba el padre(madre) de familia la reclasificación? Si No

El padre de familia fue consultado en _____ por correo por teléfono en persona
Fecha

Comentario del padre(madre) de familia: _____

Firma del maestro(s) responsable a reclasificar _____ Fecha _____

Firma del Director _____ Fecha _____

La reclasificación se efectuará a partir del _____ o se volverá a revisar el próximo ciclo escolar Si No por _____

Addendum L: English Learner with Special Needs Reclassification Worksheet

English Learner with Special Needs Reclassification Worksheet

Name: _____ D.O.B. _____ Grade: _____ Date of Meeting: _____

Primary Disability: _____ Secondary Disability: _____

Summary of English language development services received: _____

1. Assessment Results of Language Proficiency

(Note: The CDE regulations allow the IEP team to designate that a student take an alternate assessment to CELDT if appropriate)

Language Proficiency Assessment Taken: CELDT or Alternate Assessment

Current School Year Data Date: _____

CELDT Overall Score: _____ Listening: _____ Speaking: _____ Reading: _____ Writing: _____

Alternate Assessment (ALPI) Overall Score: _____ Listening: _____ Speaking: _____

Other Alternate Assessment: _____ Listening: _____ Speaking: _____ Reading: _____ Writing: _____

Previous School Year Data Date: _____

CELDT Overall Score: _____ Listening: _____ Speaking: _____ Reading: _____ Writing: _____

Alternate Assessment (ALPI) Overall Score: _____ Listening: _____ Speaking: _____

Other Alternate Assessment: Listening: _____ Speaking: _____ Reading: _____ Writing: _____

Student met language proficiency level criteria as assessed by CELDT? Yes No

Note: Overall proficiency level must be early advanced or higher, listening must be intermediate or higher, speaking must be intermediate or higher, reading must be intermediate or higher, and writing must be intermediate or higher.

If student's overall proficiency level was in the upper end of the intermediate level, did the reclassification team review other informal measures of proficiency and determine that it is likely the student is proficient in English? Yes No

If student took alternate assessment(s), answer the following questions:

Does the reclassification team feel the student's disability impacts the ability to manifest English proficiency? Yes No

If so, in what areas: Listening Speaking Reading Writing

Note: Possible indicators: Student has similar academic deficits and error patterns in English as well as primary language, or error patterns in speaking, reading, and writing are typical of students with that disability versus students with language differences, etc.

Comments: _____

Does the reclassification team feel it is likely the student has reached an appropriate level of English proficiency? Yes No

2. Teacher Evaluation

Note: Having incurred deficits in motivation & academic success unrelated to English language proficiency (i.e. disability) do not preclude a student from reclassification.

Evaluation was based on: Classroom performance Districtwide assessments
 IEP Goal Progress Other: _____

Comments: _____

Does the Reclassification Team feel teacher input/evaluation warrants possible reclassification? Yes No

3. Parent Opinion and Consultations was solicited through:

Letter to Parent
 Parent Conference
 Other _____

Does the Reclassification Team feel parent input warrants possible reclassification at this time? Yes No

Comments: _____

4. Comparison of Performance in Basic Skills

Note: CST score in English/language arts (ELA) must be at least beginning of basic level to midpoint of basic - each district may select exact cut point; for pupils scoring below the cut point, determine whether factors other than English language proficiency are responsible and whether it is appropriate to reclassify the student.

Assessment taken: CST CMA

English/Language Arts Score _____

Student met the Performance on CST criteria? Yes No

If student took CMA, did he/she perform at the beginning basic level to the midpoint of basic in ELA? Yes No

If performance in basic skills criteria based on CST or CMA was not met, answer the following questions to help determine if "factors other than English language proficiency are responsible for limited achievement in ELA"

Student's Basic Skills assessment scores appear to be commensurate with his/her intellectual ability due to a disability such as an intellectual disability, language and speech impairment, etc., versus a language difference, and primary language assessments indicate similar levels of academic performance (if available and applicable) or,

Error patterns noted mirror the patterns of errors made by students with a particular disability versus a peer with language differences, and student manifests language proficiency in all other areas

Does the Reclassification Team feel analysis of Performance in Basic Skills (ELA)
warrants reclassification? Yes No

**Does the reclassification team feel the student should be reclassified at this time based on
analysis of the four criteria above? Yes No**

Signatures of Reclassification Team Members:

_____ Date: (optional)	_____ Date: Parent Classroom Teacher
_____ Date: Education Case Manager (optional)	_____ Date: Special EL Representative
_____ Date:	_____ Date: Other Other

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Wisdom Academy for Young Scientists

Personnel Handbook Acknowledgement

By my signature below, I acknowledge that I have received a copy of Wisdom Academy for Young Scientists' Personnel Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Personnel Handbook carefully. I also acknowledge that it my responsibility to ask for clarification if I do not understand any of the policies included in the Personnel Handbook.

I understand that the Personnel Handbook contains important information regarding Wisdom Academy for Young Scientists' expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Personnel Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of Wisdom Academy for Young Scientists' policies.

Just as I am free to terminate the employment relationship with Wisdom Academy for Young Scientists at any time, Wisdom Academy for Young Scientists, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason. Further, there is no agreement, express or implied, written or verbal, between the employee and Wisdom Academy for Young Scientists for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment

Other than Wisdom Academy for Young Scientists School Director with the ratification of WAYS' Board of Directors, no other entity or person has the authority to modify this personnel handbook.

Employee Name (printed)

Employee Signature

Date

***(PLEASE RETURN TO WISDOM ACADEMY FOR YOUNG SCIENTISTS SCHOOL
DIRECTOR)***

**WISDOM ACADEMY
FOR YOUNG SCIENTISTS**

**EMPLOYEE
HANDBOOK**

2013-2014

SCHOOL YEAR

Wisdom Academy for Young Scientists Employee Handbook

Welcome to Wisdom Academy for Young Scientists

Handbook Use and Purpose

This Handbook is designed to help employees get acquainted with Wisdom Academy for Young Scientists (“WAYS”). It explains some of our philosophies and beliefs, and describes, in general terms, our employment guidelines. We hope that this Handbook will serve as a useful reference document for employees throughout their employment at WAYS. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of WAYS or its employees. In no way does the Handbook replace the official plan documents (i.e., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases.

Because WAYS is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. WAYS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the School Director, with the ratification of WAYS’ Board of Directors, has the authority to enter into any employment or other agreement that modifies WAYS’ policies. Any such modification *must* be in writing.

Employees must sign the acknowledgment form at the back of this Handbook, tear it out, and return it to the School Director.

Wisdom Academy for Young Scientists Employee Handbook

At-Will Status Employment

It is the policy of WAYS that all employees are employed at will for an indefinite period. Accordingly, either WAYS or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without notice.

Nothing contained in this Handbook, employment applications, WAYS memoranda or other materials provided to employees in connection with their employment shall require WAYS to have "cause" to terminate an employee or otherwise restrict WAYS' right to terminate an employee at any time for any reason. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict WAYS' right to terminate at will. No WAYS representative is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with WAYS that are not consistent with WAYS' policy on "at will" employment except the School Direct with the ratification of WAYS' Board of Directors.

This policy shall not be modified by any statements contained in this Handbook or employee applications, WAYS memoranda, WAYS agreements, or other materials provided to employees in connection with their employment. Further, none of those documents, either singly or combined, nor any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Equal Opportunity Employer

WAYS is an equal opportunity employer. It is the policy of WAYS to afford equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees

Any employee who is disabled as defined by applicable law and needs an accommodation in order to perform the essential functions of his or her position must advise WAYS. Upon verification of the disability and of the need for an accommodation, WAYS will explore what accommodations may be effective and their reasonableness.

Policy Against Sexual Harassment

All employees should be able to work in an atmosphere free of sexual harassment. WAYS will not condone or tolerate sexual harassment of any type by any employee. This policy applies to all employee actions and relationships, regardless of position or gender. WAYS will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action, if warranted.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.

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2. Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination.
3. Such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile or offensive working environment.

Each supervisor has the responsibility to maintain a work place free from any form of sexual harassment. Consequently, should supervisors become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct.

Employees are expected to behave in a positive and professional manner and to contribute to a productive work environment that is free from harassing or disruptive activity.

Prohibited conduct by anyone includes but is not limited to:

- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body;
- Sexually degrading words;
- The display in the workplace of sexually suggestive or offensive objects or pictures.

Any employee who has experienced or is aware of a situation, which is believed to be sexually harassing, has a responsibility to report the situation immediately to the individual's supervisor and/or to the appropriate human resource representative. A Sexual Harassment Complaint Form may be obtained from your manager or the human resources representative. The School Director and the individual's supervisor will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) is determined to be valid, appropriate remedial action will be taken immediately and may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the employee's supervisor or School Director, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of the President of Wisdom Academy for Young Scientists Board of School Directors.

All complaints of sexual harassment will be investigated promptly, objectively and as confidentially as possible. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for termination.

Personnel Files

At the time of your employment, a personnel file is established for you. Please keep your supervisor advised of changes that should be reflected in your personnel file. Such changes

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include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable WAYS to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a WAYS representative, at a mutually convenient time. No copies of documents in your file may be made with the exception of documents you have previously signed. You may add your comments to any disputed item in the file. WAYS will restrict disclosure of your personnel file to authorized individuals within WAYS. A request for information contained in the personnel file must be directed to your supervisor. Only the School Director is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, WAYS will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

THE PROFESSIONAL ENVIRONMENT OF WISDOM ACADEMY FOR YOUNG SCIENTISTS

General Professional Expectations

At WAYS, we regard the work we do as being of the utmost importance. Therefore, we have very high expectations for professionalism and performance of each one of our employees. All employees should treat all individuals, students, teachers, School Directors, volunteers, and family members, with respect and approach all situations as opportunities to learn.

PROFESSIONAL DEVELOPMENT AT WISDOM ACADEMY FOR YOUNG SCIENTISTS

In pursuit of our mission to serve and prepare our students for college or a career of their choice, all teachers are expected to keep their professional training and knowledge current through ongoing courses and workshops in education. The School Director will work with teachers to develop Professional Development Plans (PDP). This may be accomplished at local colleges and universities, professional workshops, and conferences.

Each year all teachers shall complete up to five (5) days of coursework, seminars, or workshops related to their PDP. WAYS will reimburse the teacher up to a pre-determined maximum of funding. Your supervisor must approve reimbursed professional development in advance. In order to fulfill this requirement, teachers are required to include documentation of completed coursework in their Professional Development Plan.

All new teachers are required to complete one approved three-hour course in cardiopulmonary Resuscitation (CPR) and one approved three-hour course in first aid before the first official day of school. All continuing teachers are required to take a refresher course in both CPR and first aid. Teachers will make their own arrangements for such training and will provide documentation of completion and cost to the school. As allowed by the school's budget, the school will reimburse the teacher for the cost of the course (s) up to a maximum of \$75.00 for a 6-hour CPR/First Aid course, and up to \$40.00 for a CPR refresher course.

Professional Development Plans

All instructional and professional staff will create and maintain a Professional Development Plan containing the professional goals for continuous improvement of each employee and all relevant documents delineating past and current development. After an initial meeting between the employee and her/his supervisor – at which time mutual goals are reviewed and a professional growth program is developed – the employee will maintain the PDP, and include samples of their

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work. Teachers will include samples of classroom or schoolwork, observation records, personal reflections, and any other material deemed appropriate as evidence of continuous improvement.

Professional Development Institute (PDI)

In the creation and development of a highly professional environment, faculty and appropriate staff will participate in a two-week professional development institute (PDI) before the first day of school with students. PDI activities may take place on and off site and may require overnight arrangements.

EMPLOYMENT AT WISDOM ACADEMY FOR YOUNG SCIENTISTS

Licensure and Certification

Core Teaching Staff

All teaching staff, further defined by the terms of the charter as “core” teachers, including substitutes shall be certified by the Commission On Teacher Credentialing with a valid credential and shall be required to pass the CBEST. However, teachers-in-training who are working toward a credential and others with specialized and appropriate experience may also be retained if their skills and abilities will further the educational mission of the Charter School and if they are in the process of securing a credential.

Non-Core Teaching Staff

Non-core teachers are not required to hold credentials but must demonstrate subject knowledge and the ability to work well with students, as well as the ability to carry out the roles and responsibilities as stated in their specific job description.

Other Staff and Consultants

All other staff must demonstrate the abilities necessary to effectively carry out their responsibilities and do not require a California Teaching Credential.

Performance Standards and Evaluations

Each employee shall be evaluated by his/her supervisor on an annual basis based on criteria set forth by the employee’s job responsibilities. Results shall be in writing and included in the employee’s personnel file. Favorable performance evaluations do not guarantee increases in salary or promotions, or even continued employment. Failure to provide performance evaluations will not prevent WAYS from terminating an employee’s employment.

Work Schedule

Teachers are on a ten-month work year and begin official duties on the first day of the Professional Development Institute. Administrators are on a twelve-month work year. The number of months worked each year by other employees may vary. Daily work schedules will vary and will be set by the employees’ supervisors, departments or by contract.

WAYS’ school year calendar (including holidays) is similar to LAUSD’s single track schedule.

Meal and Rest Breaks

WAYS provides hourly employees with meal and rest breaks according to applicable laws. Currently nonexempt (hourly) employees working a shift of between 5 and 10 hours on any given workday will receive at least a 30-minute unpaid meal break. A nonexempt (hourly)

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employee working a shift of 6 hours or less may waive their meal period if both WAYS and the employee consent to the waiver in writing.

A nonexempt (hourly) employee working a shift of 3 ½ hours or more also is given a 10-minute paid rest break per every 4 hours worked. In practical terms, this means that a nonexempt (hourly) employee who works 8 hours in one day is given two 10-minute rest breaks in addition to the 30-minute unpaid meal break. A full-time nonexempt (hourly) employee who works an 8-hour day should typically take one rest break mid-morning, and one rest break mid-afternoon. Employees should make every effort to take their rest breaks. Rest break time may not be combined with meal break time. Employees who work less than 3 ½ hours in a day are not entitled to a rest break.

If any employee is prevented from taking his/her meal and rest breaks as provided by this section, please report it immediately to the Principal or the School Director.

Timekeeping Procedures

All nonexempt (hourly) employees must record the time their work begins and ends, as well as the beginning and ending time of each meal break on a WAYS time sheet/card or other prescribed method for payroll, benefit, vacation and illness leave tracking purposes. Nonexempt (hourly) employees must also record any departure from work for any non-work-related reason.

Exempt employees, including all faculty must record their attendance on a WAYS time sheet/card or other prescribed method for payroll, benefit, vacation and sick leave tracking purposes.

It is each employee's responsibility to sign their own time record to certify the accuracy of all time recorded. Failure to complete and sign a time sheet/card in a timely manner will result in disciplinary action. In addition, incomplete attendance reporting may result in the delay of the availability of the subsequent pay check or direct deposit. Errors should be reported immediately to the School Director, who will attempt to correct legitimate errors. Altering, falsifying, and tampering with time records, or recording time on another employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

Teacher-Student Interactions

Boundaries Defined

For the purposes of this policy, the term "Boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the Boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

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Unacceptable Behaviors

(These lists, and any subsequent lists, are not meant to be all-inclusive, but, rather illustrative of the types of behavior addressed by this policy.)

- a. Giving gifts to an individual student that are of a personal and intimate nature
- b. Kissing of ANY kind
- c. Any type of unnecessary physical contact with a student in a private situation
- d. Intentionally being alone with a student away from the school
- e. Making, or participating in, sexually inappropriate comments
- f. Sexual jokes, or jokes/comments with sexual double-entendre
- g. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- h. Listening to or telling stories that are sexually oriented
- i. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- j. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- k. Giving students a ride to/from school or school activities without parent permission.
- l. Being alone in a room with a student at school and with the door closed
- m. Allowing students in your home without signed parent permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- n. Remarks about the physical attributes or physiological development of anyone.
- o. Excessive attention toward a particular student
- p. Sending e-mails, text messages, Facebook responses, or letters to students if the content is not about school activities

Acceptable and Recommended Behaviors

- a. Obtaining parents' written consent for any after-school activity on or off campus (exclusive of tutorials)
- b. Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- c. E-mails, text-messages, phone conversations, and other communications to and with students must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment.
- d. Keeping the door open when alone with a student
- e. Keeping reasonable space between you and your student
- f. Stopping and correcting students if they cross your own personal boundaries
- g. Keeping parents informed when a significant issue develops about a student
- h. Keeping after-class discussions with a student professional and brief
- i. Asking for advice from senior staff or administrators if you find yourself in a difficult situation related to Boundaries
- j. Involving your supervisor if conflict arises with a student
- k. Informing your Assistant Principal about situations that have the potential to become more severe
- l. Making detailed notes about an incident that could evolve into a more serious situation later

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- m. Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- n. Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator)
- o. Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- p. Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high-five's, and handshakes are appropriate
- q. Keeping your professional conduct a high priority during all moments of student contact
- r. Asking yourself if any of your actions which go contrary to these provisions are worth sacrificing your job and career

Reporting

When any staff member becomes aware of a staff member having crossed the Boundaries specified in this policy, he or she must report the suspicion to the Principal or the School Director promptly. All reports shall be confidential. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses Boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The Principal or School Director will promptly investigate and document the investigation of any allegation of sexual misconduct, using such support staff or outside assistance as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s), including any potential witnesses, as much as possible. The Principal or School Director shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Principal or School Director shall report to the Governing Board any conclusions reached. The Principal or School Director shall consult with WAYS legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and, where appropriate, will be reported to authorities for potential legal action.

Compliance With Child Abuse Reporting Law

California Penal Code section 11166 requires any teacher or child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

All employees of WAYS will comply with California Penal Code requirements regarding reporting of, or reasonable suspicion of, child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

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Compensation and Benefits

Faculty and Staff Compensation

Individual faculty and staff salaries will be determined each year according to WAYS' staffing needs and budget availability.

Faculty and Staff Benefits

WAYS will provide health insurance coverage for current staff provided such coverage is commercially or otherwise available at reasonable cost. WAYS will pay the cost of such coverage for full time employees. Part time employees working at least 20 hours per week may also request such coverage at their own expense. No staff member will receive paid health benefits beyond their term of employment.

Medical Plans

Eligibility

An Employee is eligible for medical coverage if she/he is a full-time or part-time employee working for WAYS who has been employed by WAYS for at least 30 days. "Full-time" employee means that you are hired to work at least 40 regular hours per week. "Part-time" employee means that you are hired to work at least 20 regular hours per week. Temporary and internship employees are not eligible to participate in the plans. The WAYS plan does not cover the cost of medical coverage for part-time employees or for dependents.

When Coverage Starts

Your coverage will begin 30 days after your first day of official employment, where possible. Your enrollment form must be submitted to the Principal or the School Director as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for your coverage.

Cost of Coverage

The current cost for coverage under the plan is available from the Principal or the School Director. This cost may change from time to time.

Eligibility

You are eligible for dental coverage if you are a full-time or part-time regular employee working for WAYS who has been employed by WAYS for at least 30 days. "Full-time" employee means that you are hired to work at least 40 regular hours per week. "Part-time" employee means that are hired to work at least 20 regular hours per week. Temporary and internship employees are not eligible to participate in the plans. The WAYS plan does not cover the cost of medical coverage for part-time employees or for dependents.

When Coverage Starts

Your coverage will begin 30 days after your first official day of employment, where possible. Your enrollment form must be submitted to the Principal or the School Director. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for your coverage.

Payroll Information

Payroll Withholdings

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All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the School Secretary to explain them to you. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the School Secretary and to fill out a new W-4 form. You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to your supervisor.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description or employment contract. Employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek will apply in calculating overtime. Your supervisor must previously authorize all overtime work. WAYS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. The workday begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later. Workweeks begin each Sunday at 12:01 a.m. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

Paydays are scheduled on the 14th and the last day of each month. If you observe any error in your check, please report it immediately to your supervisor.

Wage Attachments and Garnishments

Under normal circumstances, WAYS will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require WAYS, by law, to withhold part of your earnings in their favor.

You are strongly encouraged to avoid such wage attachments and garnishments. If WAYS is presented a second garnishment request concerning you, your managers will discuss the situation with you.

Workers' Compensation

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All employees at WAYS are protected under the State of California's Workers' Compensation Laws. This benefit covers accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of employment at the School.

If a staff member is injured, no matter how slightly, the injury must be reported immediately to the Personnel Department. The proper steps to follow in the case of an injury or exposure to hazardous materials are listed below. The proper steps to follow in the case of an injury or exposure to hazardous materials are listed below.

1. Report the injury to the School Director within five days of the injury.
2. The School Director will provide the employee with a claim form within 24 hours of knowledge of the injury.
3. The employee takes necessary paperwork and goes to the approved medical center unless they have submitted a predesignation form to name their own doctor as their medical care provider in case of a work-related injury.
4. After the appointment, the employee must return the "pink" copy of the doctor's report to the School Director.
5. The employee's job duties will be modified to adhere to the doctor's requests.
6. The employee cannot return to full/unrestricted duty without the doctor's written consent. When written consent is given the file will be considered closed.

More information is available from the School Director.

LEAVES AND ABSENCES

Holidays

Holidays will occur in accordance with the school calendar. At this time, WAYS does not compensate employees for any holidays

Sick Leave

All salaried employees will accrue one-half day of sick leave each month, up to a maximum of five (5) days of sick leave per academic year. These days are set aside for employees to use due to illness of the employee or the employee's family member or domestic partner. If not used during the year, sick leave will not carry over.

Vacation

At this time, WAYS does not provide its employees with paid vacation.

Family and Medical Leave/California Family Rights Act

Pursuant to the Family Medical Leave Act and the California Family Rights Act (collectively, the "FMLA"), eligible full-time employees may take up to 12 weeks unpaid leave per rolling 12-month period for their own Medical Leaves or to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent, parent-in-law (including parent of a domestic partner), spouse, domestic partner, or sibling to care for an active duty member of the Armed Forces who is the employee's spouse, son, daughter or parent and who is undergoing medical treatment, recuperation or therapy, in outpatient status or on the temporary disability retired list for serious injury or illness, or for a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty (or has

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been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation..

FMLA benefits are available to a full-time employee only after the employee has been working at WAYS for a total of at least twelve (12) months and has worked at least 1,250 hours in the 12 month period before the date the employee wants to begin his or her leave. In order to request leave under this policy, employees should fill out an Employee Time-Off Request Form as soon as the employee is aware of the need for such leave. These forms can be obtained from the Principal or the School Director.

WAYS will maintain, for up to a maximum of 12 workweeks of FMLA leave, any group health insurance coverage that an employee was provided before the leave on the same terms as if the employee had continued to work. In some instances, WAYS may recover premiums it paid to maintain health coverage if the employee does not return to work following medical leave.

If an employee is on FMLA leave, but is not entitled to continued paid coverage, the employee may continue his or her group health insurance coverage through WAYS in conjunction with federal or state COBRA guidelines by making monthly payments to WAYS for the amount of the relevant premium. Please contact the Principal or School Director for further information.

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to his/her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, during and upon return from an FMLA leave, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off had he or she not gone on FMLA leave, or if his or her position has been eliminated during the leave, then the employee will not be entitled to reinstatement.

If an employee is returning from FMLA leave taken for the employee's own serious health condition, but the employee is unable to perform the essential functions of his or her job because of a physical or mental disability, WAYS will attempt to reasonably accommodate the employee. The employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Certification by Health Care Provider

WAYS requires an employee seeking to take FMLA leave to provide certification as noted below, within 15 days of any request for such leave. WAYS reserves the right to request additional re-certification from the health care provider should there be a need to extend the duration of the leave.

If the leave request is for the employee's own serious health condition, the employee must provide a certification from the health care provider indicating:

- Commencement date of the serious health condition
- Probable duration of the condition
- Confirmation that this serious health condition does not allow the employee to either work at all or to perform one or more of the essential functions of his or her position.

If the leave request is to care for a sick spouse, child or parent, the employee must provide a certification from the health care provider indicating:

- Commencement date of the serious health condition
- Probable duration of the condition

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- Estimated amount of time for care by the health care provider and
- Confirmation that the employee's presence is needed for the treatment of the serious health condition.

If both parents work for WAYS, and they request simultaneous leave for the birth, adoption or foster care of a child, WAYS will grant no more than a total of 12 weeks of FMLA leave for each employee.

If the leave was for an employee's own serious health condition, WAYS will require the employee to provide certification from a health care provider that the employee is fit to return to work. Employees may not return to work without such certification.

Return from Family/Medical Leave

Under most circumstances, employees will be reinstated to their original job or to an equivalent job upon their return from FMLA leave. An equivalent job would be one which has the same pay, benefits and other employment terms and conditions. Employees will also not lose any employment benefit that they had earned prior to going on FMLA leave. However, they do not have a greater right to this reinstatement than if they had been regularly employed. For example, if an employee's job is eliminated whether or not the employee is on leave, and there is no equivalent job, then the employee would not be entitled to reinstatement.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions: (a) an employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request; (b) the refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the School's operations; (c) the employee is notified of WAYS' intent to deny reinstatement at the time WAYS determines the denial is necessary; and (d) if the leave has already begun, WAYS gives the employee a reasonable opportunity to return to work following the notice described previously.

Family/Medical Leave Carryover

If an employee is granted an approved leave under FMLA, it will be counted as part of the 12 work week entitlement in a 12 month period. The 12 month period is measured forward from the date the employee's first family/medical leave began. Successive 12 month periods commence on the date of the employee's first use of such leave after the preceding 12 month period has ended. Employees may not carryover any unused leave from one 12 month period to the next.

Intermittent Family/Medical Leave

Employees may take FMLA leave in shorter blocks of time if the reason for your leave is the employee's own serious health condition or that of the employee's spouse, child or parent and your health care provider certifies that this is medically necessary. The shortest block of time that an employee may take is one hour at a time.

Substitution of Other Available Leave for FMLA Leave

An employee taking FMLA leave must substitute any available sick days (pursuant to WAYS' Sick Leave policy) and may substitute any available vacation days for his or her leave. The substitution of sick pay or vacation pay for FMLA leave does not extend the total duration of the leave to which the employee is entitled.

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Pregnancy Disability Leave

WAYS complies with the requirements of the California Pregnancy Disability Act, in addition to other family and medical leaves required by law. WAYS will give each female employee an unpaid leave of absence of up to four months, as needed, for the period(s) of time the employee is actually disabled by pregnancy, childbirth or related medical conditions.

Eligibility

To be eligible, the employee must be disabled by pregnancy, childbirth or a related medical condition and must provide appropriate medical certification concerning the disability.

Reasons to Take Leave

The employee is entitled to take up to four months of pregnancy disability leave if the employee is actually disabled by her pregnancy, childbirth or a related medical condition. This includes time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth and any related medical condition. Generally, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness).

Length of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full time employee who works five eight-hour days per week, four months means 88 working and/or paid eight-hour days of leave entitlement based on an average of 22 working days per month for four months.

Pregnancy disability leave is not counted as leave taken under the California Family Rights Act.

Periodic absences for pregnancy-related illness of limited duration taken prior to an actual leave may be subtracted from the four months of disability leave for pregnancy.

Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider. If an employee requires intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position. WAYS will also require written notice of a foreseeable leave request except in case of an emergency.

Pay During Pregnancy Disability

An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation during the otherwise unpaid leave period. The receipt of vacation pay, sick leave pay or state disability insurance benefits will not extend the length of pregnancy disability leave.

Employee Benefits

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WAYS will maintain health coverage (if applicable) and continue to pay its share of the premium. The employee is responsible to pay her portion of the premium as well (if applicable). Benefits do not accrue while on pregnancy disability leave, but begin accruing once the employee returns from the leave. An employee on pregnancy disability leave remains an employee of WAYS and a leave will not constitute a break in service for purposes of longevity and/or seniority. When an employee returns from pregnancy disability leave, she will resume her benefits in the same manner and the same level as provided with the leave began, without any new qualification period, physical exam, etc.

Medical Certifications

An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by WAYS, which may be obtained from the School Director. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in a denial of the leave request until such certification is provided.

Requesting and Scheduling Pregnancy Disability Leave

An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal or School Director for approval. Employees should provide not less than thirty (30) days or if such notice is not possible, as soon as is practicable if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the WAYS' operations.

In most cases, WAYS will respond to a pregnancy disability leave request within two days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten days of receiving the request. If a pregnancy disability leave request is granted, WAYS will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested) because of legitimate business reasons unrelated to the pregnancy disability leave or if the means to preserve the position would substantially undermine WAYS' ability to operate the business safely and efficiently.

If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available or filling the available position with the returning employee would substantially undermine WAYS' ability to operate the business safely and efficiently.

When a request for pregnancy disability leave is granted to an employee, WAYS will provide the employee with a guarantee to reinstate the employee to the same position or to a comparable position, unless justified by law. The guarantee will be provided in writing if requested by the employee.

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Before an employee will be permitted to return from a pregnancy disability leave of 30 work days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work. If the employee can return to work with limitations, WAYS will evaluate those limitations, and if possible, will accommodate the employee as required by law.

Drug and Alcohol Rehabilitation Leave

WAYS will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. WAYS will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him/herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact the Principal or School Director. WAYS will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use yearly sick leave, if any, during requested leave.

Nothing in this policy shall prohibit WAYS from refusing to hire or from discharging an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

Bereavement Leave

Employees who regularly work 20 or more hours per week may be granted up to three (3) days of paid bereavement leave if they suffer the loss of an immediate family member. This time may also be used for handling death-related personal affairs. The employee may also be granted up to one full day of paid leave to attend the funeral of a relative who is not in the employee's immediate family.

Employees who work less than 20 hours per week are entitled to unpaid leave to attend the funeral of an immediate family member or other relative.

Any school employee who requires more than three (3) days of bereavement leave must submit a written request to the School Director and must receive written approval from his/her supervisor prior to the taking of any leave.

Jury Duty/Witness Duty

Regular full-time and part-time non-exempt employees will be excused from work for required duty as a juror or witness, but this time shall be unpaid.

All employees should notify the School Director immediately when they receive notice to report for jury or witness duty. Employees must show proof of jury or witness service. On any day of jury service in which an employee is excused entirely or in sufficient time to permit him/her to return to work for a minimum of one-half (1/2) of his/her regularly scheduled work day, s/he will be required to report to work.

Military Leaves of Absence

Military leaves of absence will be granted without pay in accordance with State and Federal Law. However, in order to be eligible, employees must submit verifications from the appropriate military authority.

Time Off for Voting

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If circumstances prevent an employee from voting during non-working hours, the employee may be given up to 2 hours paid time off to vote. The employee should give at least two (2) workdays notice of the need to take time off to vote. In order to receive paid time off, the employee must provide his or her supervisor with a copy of his or her ballot stub when the employee returns to work.

Assistance for Victims of Domestic Violence

An employee who is the victim of domestic violence will be given a reasonable amount of time off without pay to obtain court relief and obtain other assistance to help ensure the health, safety, or welfare of the employee or the employee's children. Employees must provide WAYS with reasonable notice for the need for such time off. Employees must also provide satisfactory documentation of the need for such leave, as may be required by WAYS.

Time Off to Attend Child's School Discipline

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact your supervisor to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

Time Off for Victims of Crime or Domestic Violence

Employees who are victims of domestic violence or sexual assault will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. WAYS will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim/domestic violence leave. Please notify your supervisor of your need to seek relief as far in advance as possible. If applicable, an employee may use yearly sick leave for these purposes.

Time Off for Victims of Crime

An employee who is a victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is an immediate family member of a victim, is a registered domestic partner of a victim or the child of a registered domestic partner of a victim will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. WAYS will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim leave. Please notify your supervisor of your need for time off as far in advance as possible. As applicable, an employee may use accrued vacation leave or sick leave for crime victim leave purposes.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given time off as necessary in accordance with the law. Employees are requested to alert the Principal or School Director of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that WAYS will have advanced notice of the employee's potential need to leave WAYS in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify his/her supervisor before leaving work.

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STANDARDS OF CONDUCT

Punctuality and Attendance

Any employee who is unable to report for work on any particular day must call their supervisor at least one hour before the start of the scheduled workday. If an employee fails to report to work without notification to their supervisor, the school may consider that employee has abandoned his/her employment and has voluntarily terminated the employment.

Any teacher who is unable to report for work must arrange for a substitute teacher for the duration of the absence. The substitute selected must be from the WAYS substitute pool. The employee must inform his/her supervisor with the name and contact information of the designated substitute prior to their scheduled absence.

Upon returning to work after an absence for any reason, the employee must complete an absence form and turn it in to their supervisor by the end of the workday on which the employee returns. If an employee is absent for medical reasons for more than ten (10) working days, the employee must, immediately upon his or her intended day of return to work, provide the supervisor with a physician's statement certifying that the employee is able to return.

Arrangement for Substitutes

Once teachers know of their anticipated absence, they are required to call their supervisor and then make arrangements for substitutes using designated individuals from the WAYS Substitute Pool.

Personal Appearance and Conduct

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Because each employee is a representative of WAYS in the eyes of the public, each employee must report to work properly groomed, wearing appropriate clothing and maintaining a professional appearance that sets a good example for WAYS students.

Smoking

All WAYS buildings and facilities are no-smoking facilities.

WAYS/Personal Property

All WAYS property – including desks, storage areas, work areas, file cabinets, credenzas, computer systems (including laptops), office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles – must be used properly and maintained in good working order. They must be kept clean and are to be used only for work-related purposes.

WAYS reserves the right to inspect desks/workstations, as well as any contents, effects or articles that are in desks. Such inspection can occur at any time, with or without advance notice or consent.

Employees are discouraged from bringing personal property of the types noted above to school. The need for such equipment should be brought to the attention of the School Director for review and/or action. Likewise, damaged or broken equipment should be reported as soon as noted so that repairs or replacements can be provided. Terminated employees should remove any personal items at the time they leave the school. Personal items left in the workplace are subject

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to disposal if not claimed at the time of an employee's termination.

HEALTH AND SAFETY AT WISDOM ACADEMY FOR YOUNG SCIENTISTS

Health and Safety Requirements for Employment

Tuberculosis Test

Before the first day of employment, all employees must have a tuberculosis test as described in Education Code 49406. The current physician's statement must be on file in the office before the first day of employment. Failure to provide documentation on time may result in immediate termination.

Criminal Background Check

All first year employees without credentials must submit fingerprints to the Department of Justice and Federal Bureau of Investigation for the purpose of obtaining a criminal record summary as required by Education Code Section 44237. Such fingerprints must be submitted prior to employment and are a condition of employment. Criminal record summaries will be maintained by the administration in a secured file separate from personnel files, as required by Section 44237.

First-Aid and CPR Training

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, non-core teachers, School Directors) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students.

Security Protocols

WAYS has developed guidelines to maintain a secure school site. Be aware of unknown persons loitering in walkways, entrances, and exits of the school. Report any suspicious persons or activities to office staff. Secure your classroom or office at the end of each day. When Called away from your classroom for an extended length of time, do not leave students, valuable or personal articles unattended. The security of our facility is directly related to the health and safety of our students and our colleagues. Employees must immediately notify a school administrator when school facilities keys are missing or if security access or codes have been breached.

Emergency Plans

Appropriate fire exit and earthquake preparedness drills will be administered at least two times per year. In the case of an actual emergency, teachers are responsible for staying at the school site (or evacuation staging area) until they are released by a school administrator. During an emergency, teachers must always have a roster of students under their direct supervision.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during school activities or on the WAYS premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

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It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff or school administrators. In addition, all employees should know the local emergency numbers.

Guests and Visitors

All guests and visitors must report to the main office to sign in and receive a guest pass to enter Wisdom Academy for Young Scientists.

INFORMATION AND COMMUNICATION

Use of WAYS Technology and Other Property

WAYS' technical resources, such as its computer system, voice mail system, and e-mail, fax machines, printers, photo copiers, laptops and mobile telephones are provided for use in WAYS business, and are to be reviewed, monitored, and used only for business purposes, except as provided in this policy. Employee computer data, voice mail messages, and e-mail transmissions may be reviewed by WAYS. Employees should understand that they have no right of privacy as to any information or file maintained in or on WAYS' property or transmitted or stored through WAYS' computer systems, voice mail, e-mail, or other technical resources. All bills and other documentation related to the use of WAYS equipment or property are the property of WAYS and may be reviewed and used for purposes that WAYS considers appropriate.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

Use of Social Media

Social media can be a valuable and powerful means of communication. The Society recognizes the importance of the Internet in shaping public thinking about the Society and our current and potential services, employees, partners, volunteers, donors and customers. The Society is also committed to supporting your right to interact knowledgeably, responsibly and socially in the blogosphere and on the Internet through blogging and participation in social media sites.

Posting During Work Time

WAYS understands that employees may from time to time engage in online social media activities at work for legitimate work related purposes, and that these activities may be helpful for WAYS affairs. You are, however, prohibited from engaging in personal posting during work time, unless specifically authorized by the Principal or School Director. Further, personal social media activity should be kept distinct from professional social media activity, and communications with purely personal social media sites should be conducted from personal email accounts only.

No Expectation Of Privacy

Because our organization retains the right (but not the obligation) to monitor all files and messages stored on and transmitted through WAYS' electronic devices (such as desktop computers, laptop computers, blackberries, personal digital assistances, and cell phones), remember you have no reasonable expectation of privacy regarding social media accessed

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through these devices, even if you have used a private account and/or password.

Speak For Yourself, Not WAYS

Unless you have been authorized by the Principal or School Director, your postings should not comment on behalf of WAYS or represent that such authority has been granted. Therefore your postings should express your own opinion, not WAYS' information, positions, strategies or opinions. Make certain that your choice of words does nothing to suggest that you are representing the WAYS' official position, unless you have been authorized by the Principal or School Director to do so.

Protect Confidential Information

Do not post confidential information about WAYS, our employees, our students or any other party. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information which might identify the student.

Respect WAYS policies

Your postings should not violate any other applicable policy of WAYS.

Be respectful of others.

Please be professional and respectful of others in your communications. You may be subject to discipline up to and including termination for posting or displaying comments about competitors, volunteers, coworkers, supervisors, students, parents or WAYS that are false, defamatory, libelous, tortious, vulgar, obscene, threatening, intimidating, harassing, invasive of the privacy of others, or a violation of the organization's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Report inappropriate conduct appropriately.

If you feel that employees of our organization are, have been, or will be engaged in any inappropriate conduct regarding the use of social media, please discuss your concerns with your supervisor. Employees are urged to use internal channels, rather than social media, to resolve workplace concerns. This may spare both you WAYS the unintended repercussions of false, half-true, or misleading allegations.

Policy Limitation.

WAYS respects the rights of employees to communicate with one another or with third parties for purposes protected by law, including concerted activity protected by state and federal laws and the National Labor Relations Act. Nothing in this policy will be interpreted to prohibit such communications, nor shall any employee suffer any adverse job action due to such communications.

Media Relations

It is our goal to give the press a clear, consistent, and up-to-date message about our school and its programs and vices. Since information about our activities change often, it is easy to provide the press with information that may be inaccurate or misleading.

All calls from newspapers, magazines, or radio and television reporters should be immediately referred to the School Director of Development and Community Assets.

ENDING EMPLOYMENT

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Dismissal, Discipline, and Termination of Employment

All employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet WAYS' standards, the employee may be subject to discipline, up to and including termination.

By way of example (but by no means is this intended to be an exhaustive list), the following constitute grounds for discipline and/or termination:

- Unsatisfactory performance,
- Unfit for service, including the inability to appropriately instruct or associate with students;
- Insubordination;
- Falsifying or concealing information on employment records, employment information, an employment application, time record, or other WAYS record;
- Willfully or maliciously making false statements regarding any coworker or WAYS, making threats or using abusive language toward fellow employees, supervisors, students, parents, or visitors;
- Theft or the deliberate or careless damage or destruction of WAYS property, or the property of WAYS employees, students or anyone on WAYS property;
- Possessing weapons on WAYS property at any time or while acting on behalf of WAYS;
- Violation of WAYS' Policy Against Harassment;
- Excessive absenteeism
- Violating any safety, health, security, or school policy, rule or procedure;
- Refusal to comply with any federal or state regulation or law, or refusal to comply with any WAYS policy or procedure.
- Possession of or being under the influence of illegal drugs or alcohol while performing any professional duties or when publicly representing WAYS, such as a professional conference;
- Engaging in criminal conduct whether or not related to job performance;
- Gross negligence leading to the endangerment or harm of a child or children;

Discipline may range from verbal or written reprimands, unpaid or paid suspension to termination depending upon the nature and severity of the offense, and at the sole discretion of the School Director and/or the WAYS Board of Directors. The rules set forth above are

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intended to provide employees with some guidelines regarding expected conduct and performance that might lead to discipline and/or termination. Employees should be aware that conduct not specifically listed also might result in disciplinary action, up to and including termination.

Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance process outlined in the Grievance section of these policies.

Exit Interviews

All employees who leave employment at Wisdom Academy for Young Scientists will take part in an exit interview with their supervisor to reflect upon their challenges and growth while employed at Wisdom Academy for Young Scientists. Information shared during an exit interview will be treated as confidential and acted upon in a timely and appropriate manner.

Wisdom Academy
For
Young Scientists

SAFETY PLAN

SAFETY PLAN

Statement of Purpose

The Wisdom Academy for Young Scholars' mission is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists. A comprehensive Safety Plan helps to ensure a safe school environment, thereby enhancing the learning experience and improving student academic achievement. This plan is implemented to protect the safety of students and staff and to provide emergency preparedness and guidelines. This plan addresses the following objectives:

- Protect the safety and welfare of students and staff.
- Provide for a safe and coordinated response to emergency situations.
- Protect the school's facilities and property.
- In the case of an emergency, allow the school to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for coordination between the school and local emergency services when necessary.

This Safety Plan consists of the following Sections:

- I. Staffing
- II. General Policies and Procedures for Handling Safety and Specific Emergency Situations
- III. Drugs, Alcohol and Tobacco
- IV. Child Abuse Reporting
- V. Campus "Coming and Going"
- VI. Harassment Policy-Appendix A
- VII. Disciplinary, Suspension & Expulsion Policy-Appendix B

VIII. Incident Report-Appendix C

This plan encompasses a broad range of potential safety issues and major emergencies. Such incidents may include earthquake, hazardous materials, widespread power outage, and similar events affecting normal operations at the school.

I. Staffing

A. Employee Preparedness

A number of measures are taken on an ongoing basis to ensure that school staff is prepared to respond immediately and appropriately to disasters. These include:

1. Review of this Plan and any other emergency policies and procedures;
2. Review of an employee's role during an emergency;
3. Knowledge of how to conduct and evaluate required drills;
4. Familiarity with the layout of buildings, grounds and all emergency procedures;
5. Review of the location of all emergency exits, fire extinguishers, fire alarms and emergency equipment and supplies;
6. Attend update training in first aid, CPR, use of fire extinguishers and search and rescue as necessary.

B. Employee Responsibilities

At the beginning of each school year, all instructional and non-instructional staff will be asked by the Wisdom Academy for Young Scholars ("School") Director, or his/her designee, to identify those with special skills or experience that may be helpful during an emergency. These employees may be asked to fulfill certain emergency management roles (i.e., first aid, CPR, search & rescue and/or fire extinguisher training & certification).

Instructional staff is responsible for the following:

1. Present instruction to students about emergency preparedness plans for the site and student responsibilities in case of a major emergency;
2. Keep attendance sheets readily accessible at all times in order to check attendance in the event of evacuation;
3. Update the contents of classroom emergency kit and keep it in a safe, accessible location;
4. Participate fully in fire, earthquake and evacuation drills;
5. Have planned activities for students for use during periods of confinement during an emergency situation.

The Director, or his/her designee, is responsible for the following:

1. Assign employees to roles and responsibilities for an emergency, taking into consideration the skills, abilities and normal functions of employees;
2. Ensure that all employees are familiar with the site maps and evacuation plans and are trained in emergency response and preparedness roles and responsibilities;
3. Update the list of employees who are trained in first aid, CPR, the use of fire extinguishers, and search and rescue. Arrange for update training as necessary;
4. Update as necessary the site floor plan showing evacuation routes and the location of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pulls, master electrical panels, and main water and gas shut off valves;

5. Ensure that emergency procedures are posted in classrooms, hallways, school office, cafeterias and employee lounges;
6. Update the list of any disabled students or employees or those who may need evacuation assistance or other special assistance;
7. Test the site warning system and ensure that the system's signal(s) is recognized and understood by employees and students;
8. Conduct an inventory of all emergency supplies and equipment and replace used or outdated supplies and equipment;
9. Maintain a list of emergency phone numbers in a readily accessible location.

C. Employee/Student Special Needs

Staff with temporary or permanent impairments of sight, hearing or mobility may self-identify indicating what assistance may be required in the event of an emergency. Students with special needs are identified at the beginning of each school year. Parents are asked to provide written information/instructions concerning specific needs.

Those areas of the school that have employees and/or students with permanent mobility impairments should maintain any necessary evacuation device on each floor where such employees and/or students are located.

D. Emergency On-Site Personnel

Staff emergency phone contacts will be kept on file at the school office. Staff with specific training in emergency response, safety, CPR, etc. will also be noted on a list kept at the school.

E. Notification List

In the event of an emergency or safety risk, the following personnel will be notified as appropriate:

Personnel Emergency Telephone Number List

	<u>Ext. #</u>	<u>Home #</u>	<u>Mobile #</u>
Director			
School Secretary			
Emergency or Safety Designee			

Teachers with CPR or First Aid (list by name):

Outside Emergency Telephone Number List

	<u>Ext. #</u>	<u>Telephone #</u>
Police Dept.	911	
Ambulance	911	
Sheriff's Dept.	911	
Fire Dept.	911	
Hazardous Materials	911	
Others:		

II. General Policies and Procedures for Handling Safety and Specific Emergency Situations:

The purpose of the safety and emergency sections of this Plan is to provide safety and emergency preparedness and response instructions to protect the safety and well being of students and staff at the time of an emergency. Specific goals include:

1. Protect the safety and welfare of students and staff;
2. Provide for a safe and coordinated response to emergency situations;
3. Protect the school's facilities and property;
4. Enable the school to restore normal conditions with minimal confusion in the shortest time possible;
5. Provide for interface and coordination between the school and local authorities and resources.

A. Emergencies

In the case of an emergency, the general policy is that actions should be taken to allow the school to remain in operation to the extent possible. The situation should be addressed to minimize interruption of normal operations at the school, and students will usually be cared for until regular dismissal time. Where an emergency situation poses a serious threat to the safety and well being of students and staff, evacuation will occur until any danger has passed. When necessary, school may be dismissed by the Director, or his/her designee.

• **Fire:**

In the case of a school fire, the following procedures should be implemented:

1. Sound building fire alarm.
2. Notify Fire Department by dialing 911. The Fire Department is to be notified of any fires larger in size than a wastebasket. The Fire Department should be given the following information:
 - School name and phone number.
 - Building address, including nearest cross street(s).
 - Exact location of the fire within the building.
3. Have students and staff evacuate the building in accordance with established procedures.
4. Evacuate to outdoor assembly area.
5. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor, close to walls, thus making breathing easier and providing direction. Before opening any door, place a hand one inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire to avoid the spread of fire.
6. Clear access routes for emergency vehicles. Remain at a safe distance from the fire and away from fire fighting equipment.
7. Render first aid as necessary.
8. Check attendance. Remain with students.

• **Medical Emergency:**

Medical emergencies and accidents can occur at any time and may involve a student or employee. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, it is better to err on the side of caution and dial 911.

1. Medical emergencies involving any student or employee must be reported to the Director, or his/her designee. Dial 911 or direct someone to do so. Provide the following information:

- School name and phone number.
- Building address, including nearest cross street(s).
- Exact location within the building.
- Your name and phone number.
- Nature of the emergency.
- Do not hang up until advised to do so by dispatcher.

2. Notify the school office that an individual has been injured and an ambulance has been called.

3. Ask someone to dispatch a first aid/CPR trained employee to the victim.
 4. Stay calm. Keep victim warm with a coat or blanket.
 5. Do not move the victim unless there is danger of further injury. Do not give the victim anything to eat or drink.
 6. Draft written incident report and submit it to School Director, or his/her designee, before the end of the next workday.
- **Earthquakes:**

Earthquakes strike without warning and the major shock is usually followed by numerous after shocks, which may last for weeks or months. An earthquake's effect on buildings will vary from building to building.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass, partitions and shelves. In the case of an earthquake, the following procedures should be followed:

1. Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops. Give DROP AND COVER command.
2. After shaking stops, check for injuries, and render first aid.
3. If ordered by the Director, or his/her designee, evacuate.
4. Do not return to building.
5. Do not light any fires.
6. Keep a safe distance from any downed power lines.
7. Check attendance whether or not evacuation takes place. Report any missing students to the Director, or his/her designee.
8. Stay alert for aftershocks.
9. Beware that shaking may activate fire alarm or sprinkler systems.
10. Elevators and stairways will need to be inspected for damage before they can be used.

11. The School principal, or his/her designee, will issue further instructions.
12. Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

• **Assaults:**

Assaults involve acts of striking or inflicting injury to a person and are regarded as serious matters. Any threat or assault on students or employees should be reported immediately to the Director, or his/her designee. The Director (or designee) will determine if law enforcement officials should be notified.

If a serious assault occurs:

1. Dial 911.
2. Seek first aid or medical attention, if indicated.
3. Have photographs taken of any injuries.
4. Write down a physical description of the assailant (sex, age, height, weight, race, clothing, and any weapon used) as soon as possible after the incident.
5. Obtain names and telephone numbers of any witnesses.
6. Draft incident report and submit it to the Director, or his/her designee.
7. The Director or his/her designee will submit incident report to the local law enforcement if incident is serious.

• **Hazardous Materials:**

Hazardous material spills may occur inside a building, such as a spill in a chemistry lab. Incidents of disaster magnitude may occur outside, such as a tank truck accident involving large quantities of toxic material. Procedures:

1. If a spill is minor and inside, notify buildings and grounds personnel immediately for clean up. Open windows for ventilation.
2. If a more serious spill occurs inside or outside:
 - o Call 911. Notify Fire Department, Emergency Response Unit, and/ or Public Health Department.
 - o Provide the following:

School name.

Building address, including nearest cross street(s).

Your name and phone number.

Location of the spill and/or materials released.

Characteristics of spill (colors, smells, visible gases).

Name of substance, if known.

Injuries, if any.

3. Notify buildings and grounds personnel.
4. Close all windows and doors if the spill is outside.
5. Request that buildings personnel shut off mechanical ventilating systems if it might spread toxic material.
6. Remain inside building unless ordered to evacuate by the Fire Department.
7. Fire Department will advise of further actions to be taken.
8. Do not eat or drink anything or apply cosmetics.
9. If there appears to be imminent danger, a fire drill may be called while approval for student release or site evacuation is sought.
10. The Director, or his/her designee, if necessary, will give approval for student release or site evacuation.

• **Civil Disturbance:**

A civil disturbance is any situation where a person or group of persons disrupts operations or threatens the safety of individuals. The following precautionary protective measures should be taken:

1. Notify local law enforcement authorities-Dial 911.
2. If participants enter the building, remain calm and do not provoke aggression. Report disruptive circumstances to school Director, or his/her designee.
3. Do not argue with participant(s).
4. Have all students and employees leave the immediate area of disturbance.
5. If the disturbance is outside the building, remain inside building, unless instructed otherwise by the Director or police officials. Lock all doors. Stay away from windows and exterior doors.
6. If the disturbance is inside the building, follow procedures for evacuation of the school site.
7. Follow further instructions as police officials and other local law enforcement authorities issue them.
8. Draft incident report for School Director, or his/her designee.

• **Vandalism:**

The following procedures should be used in the case of school vandalism:

1. Notify school principal, or his/her designee.
2. Notify building and ground maintenance personnel.
3. The Director, or his/her designee, will assess the seriousness of the situation and determine the level of assistance needed, including local law enforcement.
4. If possible, identify the parties involved.
5. Interview witnesses and obtain written statements.
6. Document the incident as soon as possible and give the incident report, with any witness statements, to the Director or his/her designee.
7. Notify parents or legal guardian.

8. Determine what disciplinary measures are appropriate (in-house or police involvement). See *Disciplinary, Suspension & Expulsion Policy*.
9. Determine any monetary restitution issues and amounts.

• **Utility or Power Failure:**

The following procedures should be used in case of utility or power failure:

1. Staff and students should remain in classroom until further instruction.
2. Custodial and maintenance personnel should determine cause of incident and seek outside assistance if necessary.
3. Staff and students outside of a classroom at the time of the incident should report to main office.
4. Building and grounds personnel report to utility company if necessary.
5. If situation requires long-term maintenance and repair and prevents class activities, the Director, or his/her designee, may take measures to dismiss school for the day.
6. Where utility failure presents an emergency, evacuation procedures should be implemented immediately.

• **Bomb Threat:**

Person receiving call:

1. Listen - Do not interrupt caller.
2. If possible, alert other staff by a pre-arranged signal while the caller is on the line.
3. In the event that a bomb threat is received, it is important for the person receiving the call to attempt to keep the caller on the telephone as long as possible. It is also important to listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises.
4. Attempt to ask questions and elicit the information required to determine the severity of the threat.
5. Notify School Director, or his/her designee, immediately.

The Director or his/her designee will:

1. Notify Police Department – Dial 911.

2. With the assistance of responding law enforcement personnel, conduct a thorough search of the building & surrounding areas:

- o Classrooms and work areas.
- o Public areas - foyers, office bathrooms and stairwells.
- o Lockers and unlocked closets.
- o Exterior areas -- shrubbery, trashcans, debris boxes, gas valves, etc.
- o Power sources -- electric panels, telephone panels, computer rooms, etc.

3. With assistance from responding law enforcement personnel and/or Fire Department, the Director, or his/her designee, will evaluate the threat and will determine whether to evacuate the building and/or to continue to search the premises.
 4. If there appears to be imminent danger, a fire drill may be called while approval for student release or site evacuation is sought. The Director, or his/her designee, must grant approval for student release.
 5. An incident report should be drafted before the end of the workweek.
- **Explosion:**

If an explosion occurs at the school, the following procedures should be used:

1. Give DROP AND COVER command.
2. Sound building fire alarm. This will automatically implement action to leave the building.
3. Notify Fire Department – Dial 911.
4. Provide the following information:
 - School name.
 - Building address, including nearest cross street(s).
 - Exact location within the building.
 - Your name and phone number.
5. Evacuate to outdoor assembly area.
6. Check attendance. Remain with students.
7. Render first aid as necessary.
8. Notify grounds and building personnel.
9. Keep students and staff at a safe distance from the building(s) and away from firefighting equipment.

10. Public safety officials will determine when the building is safe for re-entry, and along with the Director, or his/her designee, whether student release from the school site is necessary.
11. Draft incident report by the end of the week.

- **Fighting or Riot:**

School staff should follow these guidelines when a fight occurs:

1. Send a reliable student to the office to summon assistance.
2. Speak loudly and let everyone know that the behavior should stop immediately.
3. Obtain help from other teachers if at all possible.
4. If students are starting to gather, attempt to get students away from the commotion as quickly as possible.

5. Call out the names of the involved students (if known) and let them know they have been identified.
6. For the safety of all students, get additional help from law enforcement personnel if confronted with a serious fight, especially one that involves weapons.
7. Attempt to separate the involved students by speaking to them in an assertive tone of voice. Consider the age and/or size of the students, as well as personal safety, before stepping between/among those involved in an altercation. If successful in separating the students, try to avoid using further confrontational behavior.
8. Remember that no one can "cool down" instantly; give the students time to talk in a calm setting and gradually change the climate of the situation.

Staff should follow these guidelines when a riot occurs:

1. The Director, or his/her designee, should encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
2. Notify local law enforcement of the disturbance and meet at a pre-designated site to evaluate the situation.
3. Have a law enforcement officer evaluate and call for any necessary resources such as back-up help, emergency medical help, etc.
4. Activate needed emergency plans, which may include:
 - a. Instructing office staff to handle communications and initiate lockdown orders.
 - b. Notify transportation to bring appropriate numbers of buses for evacuation or transportation if necessary.
 - c. Assign staff a temporary detention facility, such as a gymnasium, to secure students and log information.
 - d. Direct a teacher or designee to initiate lockdown and immobilize the campus.
 - e. Brief a representative to meet the media.
 - f. Assign staff to a pre-designated medical treatment/triage facility.

• **Hostage Situation:**

In case there is a hostage situation at the school, staff should attempt to follow these guidelines:

1. Stay calm.
2. Don't be a hero.
3. Follow instructions of captor.

4. Cooperate; be friendly if possible; don't argue with or antagonize captor or other hostages.
5. Inform captors of medical or other needs.
6. Be prepared to wait; elapsed time is a good sign.
7. Don't try to escape; don't try to resolve situation by force.
8. Be observant and remember everything that is seen or heard.
9. If a rescue takes place, lie on the floor and await instructions from rescuers.

The Director or his/her designee should be responsible for the following:

1. Immediately notify law enforcement.
2. Move other students and teachers completely away from those who are in the hostage situation.
3. Keep everyone as calm as possible.
4. Be prepared to answer questions from media or family.

• **Death of a Student:**

By far the worst crisis situation is the death of a student. When a student dies, emotional trauma is a natural occurrence for students, faculty, and staff. A student's death, which occurs on campus, particularly as a result of school violence, is admittedly the most extreme case of trauma for family and the school community. There is no procedure that fits every scenario; each case requires individual attention. Certainly, there is no prescribed method for dealing with such tragedy; however, the following are suggestions for a school's response to death, particularly death that occurs as a result of school violence:

1. After the initial response, administrators and counselors will meet immediately to review what has happened. Responding to the psychological needs of both staff and students as soon as possible is the best prevention for the development of post-traumatic stress.
2. Get as much information as possible from the family and ask their permission to share it with the students, faculty, and staff. Ask if they have any objection to students, faculty, and staff attending the funeral.
3. Relay the information to the students in a factual way, careful to avoid breaching the student or family's privacy. The Director and a counselor might consider moving from room to room to tell the students what has happened. They should tell the truth, allow

for expression of feelings, and affirm any expressions or feelings the students have. Students need to be told that they may visit a counselor's office for special assistance if they need to talk.

4. If possible, allow a break after telling the students in order to give them an opportunity to express their grief with other students.
5. Upon returning to school, students should be allowed time to discuss their feelings, talk about the deceased, and discuss memories. Give students, faculty, and staff information about the funeral and allow them to attend, provided the family has granted permission.
6. Watch for trouble signs among the students. Be prepared to call in extra counselors if necessary.

- **Intruder or Individual With Deadly Weapon:**

If someone enters the school grounds or buildings with a deadly weapon, the staff should follow these guidelines:

1. Avoid confronting the student or gunman.
2. Notify the Director, or his/her designee, or school office immediately.
3. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.

The Director or his/her designee should follow these guidelines:

1. Notify law enforcement immediately.
2. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.
3. Determine the level of threat. If the level of threat is high, call for additional backup.
4. Attempt to get the weapon from the gunman or student through negotiation, or take other appropriate action with the aid of local law enforcement.
5. If the level of threat is low, call the student to the office and have law enforcement take the appropriate action.

B. Evacuation

In the event conditions in the community or within the school itself necessitate a site evacuation, the following steps should be taken:

The Director or his/her designee should:

1. Notify the school district office, county official or designee.
2. Notify local law enforcement authorities.

3. Notify school transportation support.
4. Note the special needs of students or staff.
5. Direct clerical staff to take schools master enrollment list.
6. Direct school nurse or designee to prepare emergency medications to be transported.
7. Direct all personnel to leave the building and secure the building.
8. Notify students' parents or legal guardians as situation permits.

School staff should:

1. Plan to evacuate his/her class and ride the bus or walk as situation dictates.
2. Take a copy of class enrollment list.
3. Take emergency instructional materials and first aid kits in the event the evacuation lasts several hours.
4. Notify the Director or his/her designee of any special needs of students and their requirements.

The first choice for a shelter during a building site evacuation is another building designated by the school district, county or other local authority. Once staff and students have arrived at the host site, the following steps should be taken:

1. Notify school nurse or local medical personnel of any medical emergencies.
2. Consider how students will be fed and restroom needs met.
3. Activate crisis intervention team to deal with any emotional trauma.
4. Provide area and materials for parents who may arrive to pick up students.
5. Provide an area for non-school community evacuees.

C. Floor Plan

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A floor plan of the school site buildings and grounds, which indicates the location of all exits, utility shut-offs, fire extinguishers, and emergency equipment and supplies, will be maintained and updated, as necessary. The floor plan should also indicate outdoor assembly area(s) and evacuation route(s) from the site.

A copy of the floor plan will be posted in each classroom at the school, in the school hallway and at the school's main office. Staff should familiarize themselves with the contents of the floor plan and with evacuation procedures.

D. Fire Drills

The school shall conduct fire drills on a quarterly basis to prepare for possible evacuation in case of an emergency. The Director, or his/her designee, will specify the date and time of fire drills.

Fire drills will be conducted on a monthly basis. Earthquake "drop and cover" drills will be conducted once per quarter. All students and staff are required to participate in these mandated drills.

The Director, or his/her designee, will designate an outdoor assembly area(s) where students and staff will gather whenever the building is evacuated. Unless instructed otherwise by public safety officials, students and staff will gather by class and attendance will be taken. The names of any missing individuals will be relayed to search and rescue teams and public safety officials.

E. Annual Inspections

The Director, or his/her designee, with the assistance of local support personnel where necessary, will conduct an annual inspection for situations that pose potential hazards. Of particular importance is proper storage of chemicals and correct labeling of all containers. Failure of one or more of the utilities (electricity, gas, water) constitutes a condition that must be dealt with on a situational basis. A walk-through inspection of each area of each building will be conducted using a checklist of the following:

1. Classroom
2. Corridors
3. Laboratory/Shop
4. Cafeteria/Auditorium (use for all assembly areas)
5. Kitchen
6. Office (also used for conference rooms)
7. Teacher's Workroom and Employee Lounge
8. Toilet
9. Custodial
10. Boiler Room
11. Storage Room (also use for File Rooms)

12. Yard (or Grounds)

Where multiple rooms of the same type are to be inspected (e.g., classrooms, offices), be sure to note the exact identification (e.g., Classroom 14, Room 7; second floor women's restroom). Complete each section of the checklist. Provide a brief description of the problem in the section provided.

Appropriate measures will be taken to correct the problem at the direction of the Director. When possible, personnel at the site (e.g., custodian) will handle corrections or repairs and may provide an estimate of the necessary repairs and corrections. The custodian or other buildings and grounds personnel will advise the Director, or his/her designee, of problems that cannot be corrected by site staff.

F. Parental Notification

In the case of an emergency requiring evacuation of the school site, parents will be notified as soon as possible. At the beginning of each school year, all parents will be asked to provide emergency contact information, sign an emergency medical release form for their child, and designate persons who are authorized to pick-up their child in the event of an emergency.

In the event of an emergency, parents/guardians should keep radios tuned to the local radio station for advisory information. Parents should not call the school because we must have the lines open for emergency calls.

G. Classroom Safety Kits

Emergency and first aid supplies are necessary when an emergency or injury occurs at the school. Emergency and first aid supplies should be kept in the school's central office and in individual classrooms as needed. At the beginning of each school year, each classroom will receive a classroom safety kit. Suggested items in case of an emergency:

- Blankets
- Matches
- Pillows
- Bottled Water
- Flashlights
- Paper Towels
- Batteries
- Wet Ones

Radio (battery operated)

Sheets

Candles

Suggested first aid items:

Hydrogen Peroxide
Iodine
Alcohol
Assorted Band Aids
Gauze
Sterile Water (for burns)
Tape
Scissors
Tweezers
Bandages
Instant Ice Packs
Ace Bandages
Package of Sewing Needles
Slings
Anti-bacterial salve
Steri-strips or butterfly stitches
Disposable gloves
Face masks
CPR (disposable mouthpieces)
Current first aid book

In case of an emergency evacuation, staff will take this kit to the evacuation site, along with an attendance sheet.

H. School Safety Management Team

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The Director is the overall director of the School Safety Management Team and will appoint those members of the staff necessary to respond to issues of safety at the School and in the case of an emergency. Depending upon the nature of an emergency, additional administrative, teaching and support staff may also be part of the team, but may act only when assigned specific duties by the Director.

I. Guidelines for Handling the Media

Whenever a natural disaster or crisis situation occurs, media coverage is a certainty. School staff and administrators are encouraged to follow these guidelines when dealing with the media. The Director should assign a school spokesperson to deal directly with the media.

- Develop a written statement for dissemination.

- Get the maximum amount of information out to the media - and thus the public - as rapidly as possible.

Appoint a spokesperson (usually the principal).

Keep the staff informed through one person.

Be proactive with the media.

Contact the media before they contact the school.

Set geographic and time limits.

Explain restrictions.

Hold the press accountable.

Create positive relations with the media before an emergency crisis occurs.

Stress positive actions taken by the school.

Announce new changes made after the incident has passed.

J. Drugs, Alcohol and Tobacco

The use or possession of drugs, alcohol or tobacco are strictly prohibited at the school or around school grounds. If a member of staff suspects that a student is

in the possession of a controlled substance, he or she should:

1. Identify the parties involved.
2. Notify the Director or his/her designee immediately.
3. Follow-up with a written incident report, including any witness statements.

The Director, or his/her designee, should do the following:

1. Assess the situation and determine the level of assistance needed (i.e. school counselor, police)
2. Isolate the parties involved for interview/investigation.
3. Notify parent or legal guardian.
4. Obtain witness statements and document in a written incident report.

5. Determine disciplinary consequences. See *School Disciplinary, Suspension & Expulsion Policy*.
6. Determine what intervention or follow-up procedures are necessary including counseling.

K. Child Abuse Reporting

Child abuse shall be reported in compliance with the procedures set forth in the school's Employee Handbook and in accordance with California law. The reporting of suspected child abuse is mandatory.

All employees of the School are committed to children. Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child.

When a teacher or other school staff suspects a case of child abuse, he or she should contact the appropriate child protective authorities immediately.

L. Campus "Coming and Going"

Visitors and guests are welcome at the school. However, to safeguard students and staff, reasonable precautions should be taken.

Visitors should:

1. Always report and sign in at the office.
2. Be provided with a visitor's badge.
3. Be prepared to provide identification to school personnel.
4. Respect school rules.

School personnel should:

1. Ensure all exterior doors are marked with a notice to visitors to first report to the office.
2. Exterior doors should remain locked, except doors near the office area.
3. Staff should receive training on how to greet visitors. The first question is "May I help you?"
4. Someone should greet every visitor.
5. Any intruder found roaming the building should be escorted to the office. Someone can then provide any additional information or directions. (NOTE: An intruder is anyone without a visitor's badge or lacking visible identification stating who they are, i.e., school employee)

Visitors who fail to comply with school procedures:

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1. Should verbally be informed they are in violation of school policy. (Example - "Sir, you must report to the office immediately. If you fail to do so, you will be considered a trespasser, and school security will be called.")
2. If this fails:
 - Notify the office of the situation.
 - Follow the person, if possible, and continue to give notice of the violation of school rules.
3. Police should be notified, or call 911.
4. Office should activate building-wide notification plan concerning intruder:
 - PA announcement using pre-determined code phrase.
 - Classroom doors should be closed.
 - Students should remain in current areas.

M. Notifying Teachers of Dangerous Pupils

1. The Director will inform teachers and other relevant staff of students who are defined as dangerous as set forth in the California Education Code sec. 48900, including the exceptions to this rule provided therein. The School will provide this information to the teacher based upon any records that the school maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this Section. The School is not civilly or criminally liable for providing information unless it is proven that the information was false and that the School employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
2. Any information received by a teacher pursuant to this Section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

N. Harassment and Discrimination

Harassment and Discrimination are prohibited. They include the following:

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- Verbal Threats
- Threatening Behavior
- Hazing
- Intimidation
- Gang Behavior
- Fights

Policies for dealing with harassment and discrimination are described in the *Employee Handbook*.

If harassment or discrimination occurs, school staff should:

1. Evaluate the seriousness of the situation and determine the level of assistance needed. If intervention is required, contact support staff. Where a threat of serious bodily injury and/or weapons are involved, call 911.
2. Identify the parties involved and give specific verbal directions to discuss the situation. Where a physical altercation is occurring, or is about to occur, call for staff support and immediately separate the parties involved.

3. Document the incident, including the names of witnesses and any statements.
4. Give incident reports to the Director, or his/her designee, as soon as possible.

The Director, or his/her designee, should:

1. Assess the seriousness of the incident. If assistance is needed, call necessary support staff. Where a threat of serious bodily injury or weapons is involved, call 911.
2. Identify the parties involved.
3. Seek written documentation from witnesses.
Determine disciplinary consequences. See *Employee Handbook*; and *Disciplinary, Suspension & Expulsion Policy*.
5. Determine what intervention or follow-up is necessary, including referral to a school counselor, psychologist, or local law enforcement.
6. Notify parents or legal guardian and appropriate school personnel of incident.
7. Complete a report with a description of the incident and include the names of witnesses and any statements. Summarize the disciplinary procedures used in resolution of the incident.

O. School Discipline

Discipline will be handled as set forth in the *Disciplinary, Suspension & Expulsion Policy*.

Acknowledgement of Receipt of Safety Plan

I understand and agree that I will read and comply with the Safety Plan for the Wisdom Academy for Young Scholars.

Signature

Date

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Comprehensive School Safety Plan SB 187



**706 E Manchester Ave
Los Angeles, CA 90002

**7651 S Central Ave.
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Reviewed and Updated November 2013

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- The Safety Plan will be made available to all staff, students, parents, and the community to review either on-line or in the main offices.
- The school site council is responsible for developing the school site safety plan and the School board will approve
- Local law enforcement has been consulted. Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 32280 through 32289)

Wisdom Academy for Young Scientists Safety Policies

1.1 SCHOOL WILL MEET THE REQUIREMENTS THAT EACH EMPLOYEE OF THE SCHOOL FURNISH CRIMINAL RECORD SUMMARY AS REQUIRED IN EC44237

Wisdom Academy for Young Scientists shall comply with the provisions and procedures of Education Code 44237, including the requirement that as a condition of employment each new employee must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. No employee shall be permitted to commence work at WAYS until clearance has been obtained from the Department of Justice. Policies and procedures shall be adopted for issues such as fires, earthquakes, compliance with health and safety laws and other emergency responses.

1.2 HOW THE SCHOOL WILL ENSURE THAT ITS FACILITIES ARE SAFE

Wisdom Academy for Young Scientists will maintain a safe and secure environment for its students, staff, administration, school volunteers, and visitors. Wisdom Academy has developed a school safety plan and it will acquire emergency supplies for the school. Additionally, our school has developed and implemented the following policies and procedures:

- Periodic Fire and Earthquake Drills.
- Policies and procedures for responding to natural disasters and emergencies.
- Policies relating to the administration of prescription drugs and other medications.
- Equipped with disaster emergency supplies including water, food, blankets and supplies necessary to sustain the campus population for three days.
- Ensure that a minimum of 75% of the staff is CPR/First Aid certified.
- Procedures for preventing contact with blood-borne pathogens.
- Policy that establishes the school functions as a drug, alcohol and tobacco-free workplace and that adheres to Title IV of the Safe and Drug-Free Schools and Communities Act.
- Policy that require that all school employees (paid or volunteer), furnish the school with a criminal background check and submit a criminal record summary as described in Education Code 44237.
- A requirement that all enrolling students and staff provide records documenting current immunizations.
- Ensure that administrator and staff receive sexual harassment training.

Wisdom Academy for Young Scientists will have a Health, Safety and Emergency Plan in place prior to beginning the operation of the school. Wisdom Academy will ensure that staff has been

trained in health, safety, and emergency procedures and will maintain a calendar and conduct emergency response drills for students and staff. Wisdom Academy for Young Scientists, its employees and officers will comply with the Family Educational Rights and Privacy Act (FERPA) at all times. Wisdom Academy shall require all employees of the Charter School, and all volunteers who will be performing services that are not under the direct supervision of a Charter School employee, and any onsite vendors having unsupervised contact with students to submit to criminal background checks and fingerprinting. The Charter School will maintain on file and available for inspection evidence that the Charter School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

The written policies will updated and revised as needed and distributed as appropriate to all students and staff annually. Emergency and school safety procedures will routinely be covered during staff development.

1.3 HOW THE SCHOOL WILL ENSURE THAT ITS AUXILIARY SERVICES ARE SAFE (FOOD SERVICES, TRANSPORTATION, CUSTODIAL SERVICES, HAZARDOUS MATERIALS)

Wisdom Academy for Young Scientists will provide food for our students that is prepared in our commercial kitchen. WAYS reserves the right to prepare food on site in our commercial kitchen or contract with a third party vendor.

The school will maintain a list of locally stored hazardous materials and will prepare a safety plan. The school will also request periodic safety inspections from its insurer.

1.4 ROLE OF STAFF AS MANDATED OR NON-MANDATED CHILD ABUSE REPORTERS

WAYS Learning administrators and employees are responsible for complying with the Child Abuse and Neglect Reporting Act, California Penal code Sections 11165.7, 11165.8, and 11166.

1.5 TB, vision, hearing and scoliosis compliance

Records of student immunizations shall be maintained, and staff shall follow the L.A. County's requirements and timelines for periodic TB tests using the Mantoux tuberculosis test. Students will not be permitted to enroll and staff will not be permitted to work without negative TB clearances. Wisdom Academy will provide screening of pupils' vision and hearing as well as screening for scoliosis to the same extent as would be required if the students attended a non-charter public school.

1.6 Maintenance, repairs and improvement

Wisdom Academy for Young Scientists will contract with outside professionals for the ongoing custodial and grounds maintenance of the property. The Director of Operations of Wisdom Academy for Young Scientists is responsible for supervising the following:

- The janitorial service and ensuring daily cleaning duties are carried out.
- Gardening services.

- Rubbish pick-up service.
- Outside contractors for major repairs or improvements.

Insurance Requirements

The County under any of the County's self-insured programs or commercial insurance policies shall provide no coverage to Wisdom Academy for Young Scientists. Wisdom Academy shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the County[A.M. Best A-, VII or better] to protect the Charter School from claims which may arise from its operations.

It shall be the Charter School's responsibility, not the County's, to monitor its vendors, contractors, partners or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the County which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Office of Risk Management for the County.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if the Charter School does not operate a student bus service. If the Charter School provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
4. Fidelity Bond coverage shall be maintained by the Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.
5. Professional Educators Errors and Omissions liability coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
6. Sexual Molestation and Abuse coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and

Omissions Policy.

7. Employment Practices Legal Liability coverage with limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
8. Excess/umbrella insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

**Coverage and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy.*

Mandated Policies and Procedures

An assessment of the current status of crime committed on school campus and at school functions.

- Child abuse reporting is consistent with Penal Code 11164. Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079. A sexual harassment policy pursuant to Education Code 212.6.
- Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school
- The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 in order to create a safe and orderly environment conducive to learning at school.

Child Abuse Reporting

WHAT IS CHILD ABUSE AND NEGLECT?

Child abuse can be caused by family members, acquaintances, or strangers.

CHILD ABUSE IS:

- physical injury that is inflicted by other than accidental means on a child by another person;
- sexual abuse or molestation;
- mental suffering or well-being endangered;
- unjustifiable punishment;
- neglect, including failure to provide food, shelter, or proper hygiene;

- unlawful corporal punishment or injury.

CHILD ABUSE IS NOT:

- a mutual affray between minors;
- an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

WHO MUST REPORT?

This is a select list of mandated reporters employed with Wisdom Academy for Young Scientists. A complete list of mandated reporters is found at section 11165.7 of the Penal Code. The absence of training shall not excuse a mandated reporter from their duties.

- A teacher
- An instructional aide, teacher's aide, or teacher's assistant.
- A classified employee of any public school.
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- An administrator of a public or private day camp, youth center, youth recreation program, or youth organization.
- A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- An employee of a school district police or security department.
- Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- A physician, psychiatrist, psychologist, intern, marriage, family and child counselor, inter or trainee.

PENALTIES FOR FAILURE TO REPORT

Child abuse and neglect reporting is an individual duty.

Failure to report is a crime!

Any mandated reporter who fails to report is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1000) or by both a fine and punishment.

WHAT IS A REASONABLE SUSPICION?

General Considerations

Reporting is an individual responsibility and requires independent judgment. People may differ on what would make them “reasonably suspect” child abuse or neglect.

Trust your instincts. When you feel that you have enough information, you should report.

You may want to write down, for yourself, the factor or factors that make you suspect abuse or neglect. Articulating your concerns on paper may help you determine whether you feel that you have enough information. This will also be helpful if and when you file a written report.

Don't worry about statutes of limitations or whether suspected abuse happened in the past. If you reasonably suspect that child abuse occurred at any time, report it.

DO NOT investigate the abuse yourself. Leave it to the professionals.

Youth pregnancy alone does not necessarily constitute reasonable suspicion.

WHAT IS A REASONABLE SUSPICION?

Physical Abuse

Any number of factors may contribute to your individual determination regarding a reasonable suspicion of physical abuse. The following are examples of indicators, but this list is by no means definitive.

- The type and location of an injury can help distinguish accidental injuries from suspected physical abuse. Injuries to the elbows, knees or forehead are typical locations of accidental injuries, like trips and falls. Typical locations of injuries resulting from abuse are the back surface of a child's body from the neck to the knees, or injuries to the face.
- A statement by the child that the injury was caused by abuse. Children rarely lie about abuse, so take their comments to heart.
- The child has a history of previous or recurrent injuries.
- The parent cannot explain reason for an injury, or there are discrepancies in the explanation.

The following behaviors are often exhibited by abused children:

- fear of parents or caretakers;
- the child and/or parent or caretaker attempts to hid injuries;
- child is frequently absent from school or misses physical education classes if changing into gym clothes is required;
- the adolescent exhibits depression, self-mutilation, suicide attempts, substance abuse, or sleeping and eating disorders

WHAT IS A REASONABLE SUSPICION?

Physical Neglect

Neglect includes both acts and omissions by a parent or caretaker. California law defines two categories of neglect: severe neglect and general neglect.

- Severe neglect means the negligent failure of a parent or caretaker to protect the child from severe malnutrition or a medically diagnosed non-organic failure to thrive. It also includes situations where the parent or caretaker willfully causes or permits the body or health of the child to be endangered. This includes the intentional failure to provide adequate food, clothing, shelter or medical care.
- General neglect means the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care or supervision where not physical injury to the child has occurred. Neglect may be suspected when one or more of the following conditions exist:
 - The child is lacking adequate medical or dental care;
 - The child is often sleepy or hungry or malnourished
 - The child is often dirty, demonstrates poor personal hygiene;
 - The child is depressed, withdrawn or apathetic, exhibits antisocial or destructive behavior, shows fearfulness, or suffers from substance abuse, speech, eating or habit disorders (biting, rocking, whining).

WHAT IS A REASONABLE SUSPICION?

Sexual Abuse

- The single most important indicator is a statement by the child to a friend, classmate, teacher, or other trusted adult. The statement may be hypothetical ("I know someone who.....), or direct.
- The disclosure may be delayed. This is rarely an indication that the story is fabricated, as children seldom invent allegations of sexual abuse.
- Pregnancy of a minor does not, in and of itself, constitute the basis of reasonable suspicion of sexual abuse. You may develop a reasonable suspicion, however, based on information inferring coercion, rape, or a large age gap between the child and the person she states is the father.
- Abused children sometimes display a detailed and age-inappropriate understanding of sexual behavior.

HOW TO REPORT

First by telephone:

Once you have determined that a reasonable suspicion exists, you must report immediately or as soon as is practicably possible by telephone.: 800-540-4000 is the child abuse hotline.

- Report must be made to the police department, sheriff's department, county probation department if designated by the county to receive mandated reports, or the county welfare department.
- You **MAY NOT** report to school district police or security department.
- Be prepared to provide the following information by telephone:
 - your name, business address, and telephone number
 - your job title
 - the child's name and address, present location
 - the child's school, grade, and class
 - the names, addresses, and telephone numbers of the child's parents or guardians
 - the information that gave rise to the reasonable suspicion of
 - child abuse or neglect and the source or sources of that information
 - the name, address, telephone number, and other relevant
 - personal information about the person or persons who might have abused or neglected the child
- You must make a report even if some of this information is not known or is uncertain.

HOW TO REPORT

- A written report must be sent to Child Protective Services within 36 hours of your initial report. An official copy should be available in the front office at your school site and from Child Welfare and Attendance.
- Keep the copy marked "Reporting Party" for your own records.
- If you determine on a Friday, or before a holiday, that reasonable suspicion exists, you should make the written report that day because the deadline may fall when school is not in session.
- If two or more mandated reporters have a reasonable suspicion of child abuse, they may elect one person to make the report. **EACH PERSON STILL HAS AN INDIVIDUAL DUTY TO MAKE SURE THAT IT IS DONE.** Follow up with the elected person and verify that the report was made. If in doubt, make the report yourself.

CONFIDENTIALITY

- Mandated reports are confidential and may be disclosed only among agencies receiving, investigating, and prosecuting.

- Any violation of confidentiality is a misdemeanor punishable by imprisonment in a county jail not to exceed six months, by a fine of five hundred dollars (\$500), or by both imprisonment and fine.
- Do not discuss the details and information with your colleagues, except as suggested by District policy.
- A mandated reporter cannot be required to disclose his or her identity to their employer.
- Do not tell the parent about the report, even if you do not suspect that the parent is responsible.
- Deflect parental contact. Parents sometimes guess who was responsible for reporting. Tell the parent that you cannot discuss it.
- If the police or a child protective services worker discloses to anyone that you made a report, call their supervisor.

IMMUNITY

- Mandated reporters are immune from both civil and criminal liability when making reports.
- Any person, who, pursuant to a request from a government agency investigating a report of suspected child abuse or neglect, provides the requesting agency with access to the victim of a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of providing that access.

School Discipline

A. Statement of Rules and Procedures On School Discipline

Education Code 44807:

"Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning."

B. Notification to Students and Parents

Education Code 35291:

.a. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter. The discipline policy shall be reviewed annually with input from the site administrators, campus, staff, students, and parents.

Suspension & Expulsion Policies

Student Suspension and Expulsion Policy

The Pupil Suspension and Expulsion Policy will be established and adopted by the governing board in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 et seq, which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions.

Suspension Procedure

Wisdom Academy for Young Scientists will provide a Student Handbook to each family upon enrollment that delineates the list of offenses and progressive discipline procedures and expectations to provide adequate safety for students, staff, and visitors to the school in order to serve the best interests of the school's pupils and their parents/guardians. School staff will enforce all disciplinary rules and procedures fairly and consistently among all students.

Suspension and Expulsion Periodic Review

The Wisdom Academy for Young Scientists' Board of Directors or a committee appointed by the Board of Directors will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school, are aligned with applicable law, and are efficient, effective, and fair. As part of the review, the Board of Trustees will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

The principal will provide a report to the Board which shall include consideration of the findings of the annual reports of student conduct, including suspensions and expulsions; input from faculty, staff, parents and pupils, to be collected from sources such as surveys and meetings; and changes necessary to comply with applicable state and/or federal law.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. As outlined in sections A and B below, there are listed serious offenses for which expulsion may be mandatory or recommended. This policy shall serve as the model for the Charter School's policy and procedures for student suspension and expulsion which will be updated yearly for the school handbook in order to reflect Education Code changes. If changes occur after publication and the board approves the changes, students and families shall receive notice of these changes both in writing and on all documentation associated with the school, such as published handbooks and the website. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. These Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline

expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The school administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Wisdom Academy for Young Scientist shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

Wisdom Academy for Young Scientists shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

Wisdom Academy for Young Scientists shall ensure the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process.

Wisdom Academy will implement operational and procedural guidelines ensuring federal and state laws and regulations regarding the discipline of students with disabilities are met. If the student receives or is eligible for special education, Wisdom Academy shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process.

Wisdom Academy shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

A.)Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or a Charter School-sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school sponsored activity.

B.)Enumerated Offenses

1.) Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil: (Education code 48900-48927)

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

“**Bullying**” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, or image.
- A post on a social network Internet Web site, including, but not limited to:
- Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- Committed sexual harassment, as defined in Education Code Section 48900. For the purposes of this section, the conduct described Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there

is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family. (Ed. Code 48900.7)

2.) Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- Brandishing a knife at another person.

3) Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force of violence upon the person of another, except self-defense.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.

- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- Committed sexual harassment, as defined in Education Code Section 48900.2. For the purposes of this section, the conduct described in Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This

section shall apply to pupils in any of grades 4 to 12, inclusive.

- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

4.) Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- Brandishing a knife at another person.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year,

pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Readmission

Students found to have committed any non-discretionary offenses will be expelled for one school year. The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

Progression of Discipline, Teachers to Administration

Teachers are responsible for the day-to-day discipline in their classrooms while working with their students to meet their individual needs in order that learning takes place. WAYS has a discipline structure and character-building program that delineates uniform, school-wide expectations for conduct. When it become necessary to implement disciplinary action, the following options are available to the teachers: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Principal. Prior to suspensions and expulsions, students may receive any or all of the following: warnings, detentions, phone calls home, parent conferences, and a behavior contract. Any WAYS teacher may assign a teacher's detention to a student. During detention students may have to write a reflective response about their conduct that could require a parent signature. Detentions will be held onsite during lunch or after school. A teacher may elect to hold detention in a classroom or in a designated detention room.

Offenses That May Result in a Teacher's Detention

Teacher and Administrative detention process is the same. As a general rule teachers assign a Teacher Detention for minor classroom misconduct such as: cell phone usage, passing notes, making noises, minor inappropriate conflicts with others, or cheating. Repeated violations by individuals will be referred to the Principal. When there is a serious violation of the rules, the student will be referred to the Principal. A serious violation may include any violation listed

under Suspension of Expulsion section in this element of the charter petition below:

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his or her behavior and a possible pattern of behavior that will be more positive, as well as to protect the student body as a whole from dangerous and disruptive behavior.

A student serving on campus suspension reports to school at the regular time. Each teacher will give the student written assignments that he or she must complete under the direct supervision of the Principal or designee. The student will eat lunch in the assigned room.

Whether suspension occurs in school or out, the maximum number of consecutive days a student may be suspended five (5), unless the suspension is extended pending an expulsion hearing from the recommendation of the Administrative Panel. Upon a recommendation of Expulsion by the Panel, the pupil and the pupil's guardian or representative will be invited to a conference with the Administrative Panel to determine if the suspension for the pupil should be extended pending an expulsion hearing. The Administrative Panel will make this determination: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. Students shall not be suspended for more than twenty (20) school days in a year, unless the suspension has been extended pending an expulsion hearing. Students on suspension pending an expulsion hearing may request that academic work be made available for pick up at the office.

Suspensions shall include the following procedures:

Conference - Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Wisdom Academy for Young Scientists employee who referred the student. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notices to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Authority to Expel

A student may be expelled by the Board following a hearing before it or upon the recommendation of an Administrative Panel. The Panel would be convened as part of the suspension and expulsion process once it was determined that there is any reasonable concern that the pupil was in danger of expulsion or extended suspension. The Administrative Panel should consist of at least three members of the faculty or professional representatives who are certificated but are neither a teacher of the pupil or a Board member of Wisdom Academy for Young Scientists' governing board. The Administrative Panel may recommend expulsion to the Board of any student found to have committed an expellable offense.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;

4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

Wisdom Academy for Young Scientists may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by Wisdom Academy for Young Scientists or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The panel conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The panel conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from

removing a support person whom the presiding person finds is disrupting the hearing. The panel conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness's prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, administrative panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the administrative panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Written Notice to Expel

The Principal, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

- Notice of the specific offense committed by the student
- Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with WAYS.

The Principal or designee shall send a copy of the written notice of the decision to expel to LACOE. This notice shall include the following:

- The student's name, and
- The specific expellable offense committed by the student.

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, Wisdom Academy for Young Scientists shall notify the superintendent of the school district of the pupil's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

The Board of Directors' decision to expel shall be final.

If a student is expelled from Wisdom Academy for Young Scientists, the school shall forward student records upon request of the receiving school district in a timely fashion, WAYS shall

also submit an expulsion packet to LACOE immediately or as soon as practically possible, containing:

- pupil's last known address
- a copy of the cumulative record
- transcript of grades or report card
- health information
- documentation of the expulsion proceeding, including specific facts supporting the expulsion
- student's current educational placement
- copy of parental notice expulsion
- copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.
- if the Student is eligible for Special Education, the Charter School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, the Charter School must provide evidence that it convened a Link Determination meeting to address two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability: B) Was the misconduct a direct result of the Charter's failure to implement 504 Plan?

Staff Notification of Dangerous Students

Notification to Teacher Re: Violent or Dangerous Student

Ed Code 49079 requires that we notify classroom teachers of students who have engaged in, or are reasonably suspected of engaging in certain suspendable or expellable acts.

The goal of the plan is to define a system whereby every classroom teacher and substitute will have immediate access to the names of those students currently enrolled in his/her classroom who meet the criteria of Education Code section 48900, regarding violent or dangerous acts.

Each classroom teacher will be notified of any of his or her students who have committed an offense by e- mail or other means within a reasonable time from the date of offense.

Sexual Harassment Policy

Wisdom Academy for Young Scientists is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Wisdom Academy considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the proper authority (whether in an office or a school) so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.

- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Definitions: Incidents, Emergencies, Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency • State of Emergency • State of Local Emergency

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOC's.

District and Parent Responsibilities for Students

District Responsibility

- If the superintendent declares a district emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

- 1.) Until regular dismissal time and released only then if it is considered safe
 - 2.) Until released to an adult authorized by the parent or legal guardian whose name appears on district records.
- 3.) If students are on their way to school, they will be brought to school if bussed, or they should proceed to school if walking.
 - 4.) If students are on their way home from school, they are to continue home.
- During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

Parent Responsibility

- Parents and legal guardians of students will be provided with a Student Disaster Preparedness Form or emergency Card each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Disaster Preparedness Form or Emergency Card is current at all times.
- Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

- School authorities will do everything possible to care for each student while he/she is under district supervision.
- It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

Responsibilities for a School Disaster

- Everyone at Wisdom Academy for Young Scientists will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) will be adapted at our school.
- Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called *Management, Planning, Operations, Logistics, and Finance/Administration*.
- Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.

Critical Information for 9-1-1 Calls:

When to call:

POLICE: for any situation that is suspicious or where you feel that you or another person may be harmed or in danger. □ **FIRE:** Any fire. Any hazardous situation (chemical spills, flooding, downed wires, etc)

AMBULANCE: Any severe medical problem of an adult or child.

What to expect when you call 9-1-1:

You will be asked to remain on the line if you are in a place of safety.

- Try to remain as calm as possible.
- Remember that the dispatcher does not have to hang up in order to send help. They may remain on the phone with you and another dispatcher will send assistance.
- Do not assume the dispatcher knows where you are located. *Always* provide a location of occurrence.

Earthquake Drill

The earthquake emergency procedure system shall encompass, but not be limited to, all of the following:

Drop procedure:

"Drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and their back to the windows. A drop procedure practice shall be held at least once each semester in secondary

schools.

Protective measures to be taken before, during and following an earthquake. A program to ensure that the students, certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system. (Education Code Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- **DUCK**, or **DROP** down on the floor.
- Take **COVER** under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- **HOLD** onto the furniture and be prepared to move with it.
- Stay in this position for at least one minute or, in a real situation, until shaking stops.
- Evacuation. An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside.
- If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.
- Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).
- Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non hazardous alternate routes may be needed.
- Practice evacuation using alternate routes to the assembly areas. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/first responders. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Assistant Superintendent of Student Services.

Standards for a Successful Earthquake Drill:

- The Earthquake Alarm can be heard by all staff and students.
- Immediately after the earthquake alarm sounds, all students, teachers and other employees shall:
 - **DUCK**, or **DROP** down on the floor.
 - Take **COVER** under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
 - **HOLD** onto the furniture and be prepared to move with it.

Evacuations shall occur when directed by the Principal/designee. When evacuations are included as part of the drill, appropriate non hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc, shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers will take roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.

Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Fire Drill

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year at all high schools. (Code of Regulations, Title 5, Section 550)

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Designated evacuation routes shall be posted in each room.
3. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
4. Evacuation areas will be established away from fire lanes.
5. Students are to remain with their teacher in the evacuation area.
6. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form

Standards for a Successful Fire Drill:

1. The Fire Alarm can be heard by all staff and students.
2. Orderly evacuation begins immediately and is completed within 5 minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.
5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Medical Emergencies

- Typically medical emergencies should be handled by calling 911 and following the directions given by the 911 operator. In the event that 911 cannot be reached or because of disaster conditions medical help will be delayed it may become necessary for staff to assist victims.
- In the event of an emergency involving injuries or immediate severe illness when medical services are not available, calmly and carefully, assess the medical emergency you are faced with. Take only those measures you are qualified to perform.
- Each school should have a list, updated annually, of those employees who have current certification in CPR and First Aid who will act as the core medical emergency response

team. This list should be immediately available to administrators, health clerks, and the school secretary.

Lockdown Drills

A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk to outside contaminants: people, exposures or situations. The practice of lockdown drills pertains to both staff and students to the process and probability, and ultimately avoids unnecessary responses.

There are several reasons for a school to determine that a lockdown status is most protective of its staff and students. There may be an unwelcomed person or persons on the campus grounds; local law enforcement has notified administration of a situation (i.e., chemical accident) or person of concern in the vicinity; or a menacing animal has been seen on the grounds. In short, there is some sort of event occurring, or threatening to occur, that the school believes can be mitigated by limiting access to staff and students.

The following are steps that will be taken during a lockdown:

- Lock classroom and office doors
- Call 9-1-1 (only in a real emergency/threat)
- Cover windows
- Turnoff lights
- Build barricades (only in a real emergency/threat)
- Review classroom
- Review off site evacuation locations
- Calm and reassure students

Be aware that it is impossible to fully prepare for all possible scenarios with an internal threat. For instance, if an armed intruder enters the main office, it may not be possible to make an announcement.

During a lockdown drill or situation, parents must not attempt to enter the building until the area has been secured by local law enforcement or cleared by administration.

Intruder on Campus

- The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.
- Have the person(s) under suspicion kept under constant covert surveillance.
- Approach and greet the intruder in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what their purpose is for being on campus.
- Advise intruder of the trespass laws.

- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office. If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers. If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.
- If Intruder(s) are on playground or grounds at breakfast or lunch time:
- Outdoor Supervisors should notify the office by cell and move all students into the gym/dance studio/classrooms unless otherwise directed.
- If the intruder is armed and dangerous, a school lockdown will be taken into action.

Hostage Situation

- Staff and students should sit quietly if the situation is in their presence. Try to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.
- **Do not engage in a conversation or try to persuade the intruder to leave your classroom or school.** Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/herself as being sane.
- If the intruder speaks to you or to your students, then answer him or her. **Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and probably mentally ill, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access to a room, they should, depending on the situation, initiate Action "**TAKE COVER**" position or run in a zig-zag fashion to the staging areas and **STAY CALM**.
- If and when possible, call Administration and/or 9-1-1.

Bomb Threat

The person receiving the bomb threat will:

- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- Use the "**bomb threat checklist**" form (attached) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.
- The most important information is:
- **When will the bomb explode and where is the bomb located?**
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).

- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves-- could trigger a bomb).

Building Administrator will (IF NECESSARY):

- Call 9-1-1. Give the following information:
- Your name
- Your call-back phone number
- Exact street location with the nearest cross street
- Nature of incident
- Number and location of people involved and/or injured

**Most likely, threats of a bomb or other explosive device
will be received by telephone.**

- Evacuate involved buildings using fire drill procedures.
- Implement a systematic inspection of the facilities to determine if everyone is out.
- Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object.
- Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.
- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- Re-occupy buildings only when proper authorities give clearance

Questions to Ask:

- **Exact Wording of Threat:**
- **Caller's Voice:** (circle all that apply)
- **Caller's**
- **Language:**(circle all that apply)
- **Caller demographics**
- **Background sounds**

1. When will the bomb explode?
2. Where is the bomb right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?

8. How did the bomb get in the school?

9. Where are you calling from? If voice is familiar, who did it sound like?

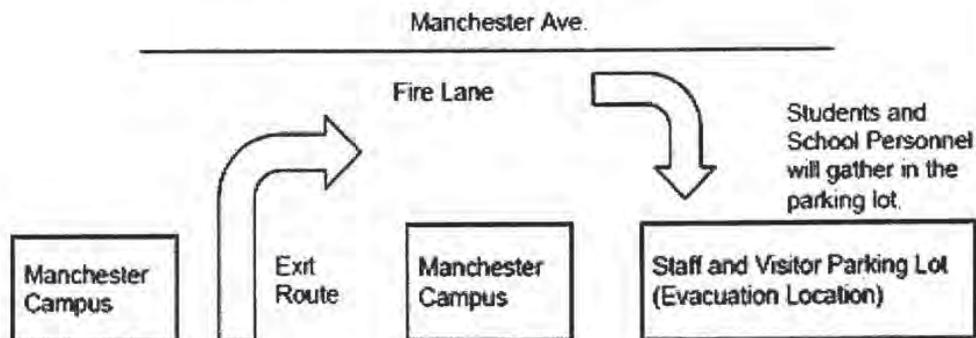
10. What is your name, address, phone?

Other Observations:

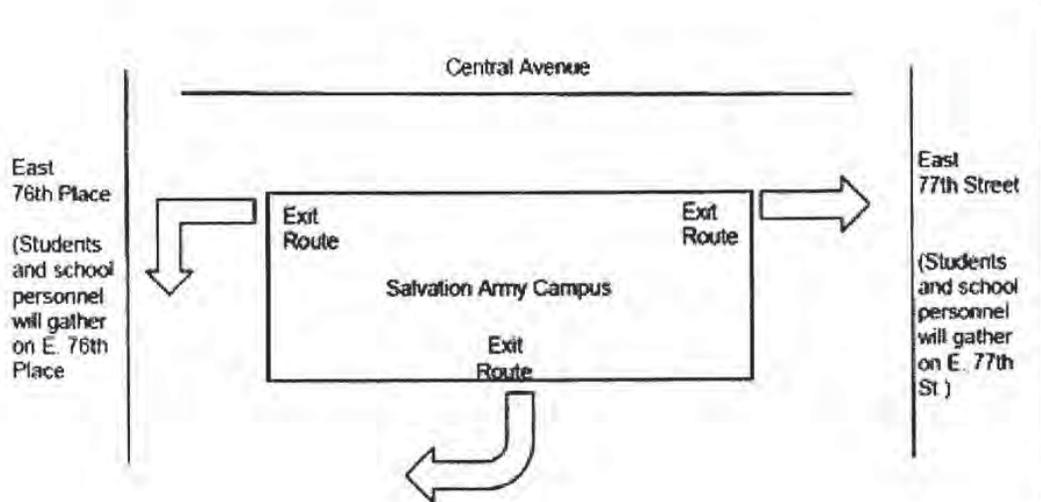
- **School: Time Call Received: Date:**
- **Time Caller Hung Up:**
- **Caller ID Info (*69)**

Campus Evacuation & Emergency Assembly Location

Manchester Site Evacuation Location: All students and school personnel will evacuate the campus and gather in the staff parking lot off of Manchester Ave.



Salvation Army Site Evacuation Location: All students and school personnel will evacuate the campus and gather on 76th Place and 77th Street.



Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by district or local community resources.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it may be changed. Counselors and crisis survivors find the concept of a "new normal" to be very reassuring and accurate.

One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Los Angeles County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Los Angeles County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis. Local agencies, like BCHD, may also be available for support. School staff should have contact information for local mental health resources.

State of California Authorities and References

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that all public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.
- The law has two ramifications for School District employees:
 1. In the event of an emergency, it is possible that public school employees will be pressed into service as **disaster service workers** by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
 2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

The Governor's Office of Emergency Services has stated that inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042 requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

California Emergency Plan

The California Emergency Plan was established in accordance with the California Emergency Services Act. It defines overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Online Resources

<http://www.ready.gov> Disaster Preparedness Information <http://www.whitehouse.gov> White House <http://www.dhs.gov> Federal Department of Homeland Security <http://www.nasponline.org> National Association of School Psychologists <http://www.fema.gov/> Federal Emergency Management Agency <http://www.oes.ca.gov/> California Office of Emergency Services <http://www.bt.edc.gov/> Centers for Disease Control and Prevention <http://www.fbi.gov/> Federal Bureau of Investigation www.lacoe.edu Los Angeles County Office of Education

Wisdom Academy for Young Scientists Student Fee Policy

Wisdom Academy for Young Scientists

Student Fee Policy

PROPOSED

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Wisdom Academy for Young Scientists Student Fee Policy

Student Fees Policy

Compliant with Assembly Bill 1575 (2012), Wisdom Academy for Young Scientists ("WAYS") has adopted the following policies and procedures regarding student fees.

1. Students enrolled at WAYS shall not be required to pay "pupil fee" for participation in an "educational activity."
2. All supplies, materials, and equipment needed to participate in educational activities shall be provided to students free of charge.
3. Any "supplies list" is purely a recommendation and is not required for admission or participation in educational activities at WAYS.
4. WAYS does not intend to establish a two-tier educational system by requiring a minimal educational standard and also offering a second higher educational standard that students may only obtain through payment of a fee or purchase of additional supplies that the school does not provide.
5. WAYS does not offer course or credit privileges related to educational activities in exchange for money or donations of goods or services from a student or the student's parents or guardians, nor shall the school remove such credit or privileges for failure to make a donation.
6. Voluntary donations of funds or property or participation in fundraising activities are encouraged and allowed, but such fundraising is completely voluntary.
7. WAYS Charter advocates school uniforms. The purchase and/or wearing of this apparel is completely voluntary and not required to participate in our educational program.
8. All fees allowed under Ed Code § 48904 regarding damaged or unreturned items remain allowed under this policy. Specifically, computers, books, or other materials provided free of charge to students must be replaced if lost or damaged. Given the nature of WAYS as a public charter school of choice, in which a parent enrolls their child partly with the intent to instill a sense of personal responsibility in the child, WAYS believes that when a student loses or damages an item, the school's responsibility to instill that responsibility includes an obligation to repay the school for that item in the form of cash or services equivalent to the value of the lost or damaged item(s) at a rate of \$10 per hour of service.
9. Purely recreational activities may be subject to mandatory fees (dances, attendance at optional outdoor education programs, leadership development, or athletic events).
10. WAYS will not discriminate in any way based on whether a pupil, parents, or guardians contribute time or money to the school.
11. WAYS allows the purchase of optional items such as yearbooks, school pictures, etc. and does not consider those as required fees.

Wisdom Academy for Young Scientists Student Fee Policy

12. WAYS does not ask families to donate a specific number of service hours to the school, but does encourage volunteering and attendance at events (such as Back-to-School Night, Open House, Parent-Teacher Conferences, School Site Council Meetings and Events, and community outreach events). Parent participation in school events is a vital element in the success of our students and the strength of our WAYS Community; however it is completely voluntary.
13. Parents or guardians who believe they are being charged a fee for anything they believe is illegal under AB1575 should contact the Principal or Office Manager immediately to file a complaint under WAYS' Uniform Complaint Procedures.
14. Complaints will be investigated and resolved within 60 days of receipt of the complaint. If the complaint is resolved pursuant to an investigation, the WAYS School Board shall issue a written decision stating the findings of fact and the reasons for the disposition of the complaint.
15. If a complaint is found to have merit, the school will reimburse all affected pupils, parents, or guardians.
16. If a complainant is not satisfied with the decision of the board, the complainant may appeal to the State Superintendent of Public Instruction directly.

This policy will be published in the school's "Family and Student Handbook" and posted on the school website.

Wisdom Academy for Young Scientists Student Fee Policy

Wisdom Academy for Young Scientists

Student Fee Complaint Form

(Uniform Complaint Procedures for complaints filed under California Education Code Section 49013)

Anyone may use this form to file a complaint regarding a "pupil fee" that is require for participation in an educational activity offered by a California public school, as defined in California Education Code Section 49010. After completing this form, file it with the WAYS School Board.

➤ Do you want to receive a copy of the written response to your complaint?

Yes, I request a copy of the written response to my complaint.

Name: _____ Address:

City & Zip Code: _____ Phone Number (optional):

No, I do not request a copy of the written response. I am filing this complaint anonymously.

➤ I request immediate action to address the imposition of the following pupil fees: Please circle all that apply and provide supporting details (attach additional pages, if needed).

(Please note that the remedy must be provided to all affected pupils, parents, and guardians per California Education Code Section 49013.)

I. Fees Charged for Registration or Participation:

A fee was charged as a condition for registration for school or classes

A fee was charged as a condition for participation in a class or extracurricular activity (whether or not the activity or class is compulsory, elective, or for course credit).

Description of the fee: include (1) the school, class or extracurricular activity for which the registration or participation fee was charged, (2) details regarding how the fee requirement was communicated, and (3) the total amount of the fee.

II. Security Deposits or Other Payments for Materials or Equipment:

Wisdom Academy for Young Scientists Student Fee Policy

A security deposit or other payment was required to obtain materials or equipment, including but not limited to, a lock, locker, class apparatus, musical instrument, uniform, etc.

Description of the fee: include (1) the class or extracurricular activity, (2) details regarding how the security deposit or other payment requirement was communicated, (3) the item of equipment or material for which a deposit or payment was required, and (4) the total amount of the deposit or payment.

III. Required Purchases for Educational Activities:

A purchase was required to obtain materials, supplies, equipment or uniforms associated with an educational activity.

Description of the fee: include (1) the class or extracurricular activity, (2) details regarding how the requirement to purchase the materials, supplies, equipment or uniform was communicated, (3) the item required to be purchased, (4) the total cost of the purchase.

IV. Miscellaneous/Other Fees or Charges:

The school is violating the requirements Article 5.5 (commencing with Section 49010) of Ch. 6 of Part 27 of Div. 4 of Title 2 of the California Education Code, regarding prohibition of pupil fees for participation in educational activities.

Description with as much detail as possible:

➤ IMPORTANT: I am mailing/hand-delivering (circle one) this form on _____ (date) to _____ (name) at Wisdom Academy for Young Scientists.

Please make and keep a copy of this completed form for your records.

Wisdom Academy for Young Scientists Student Fee Policy

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

Wisdom Academy for Young Scientists

Suspension and Expulsion Policy

As written in Wisdom Academy for Young Scientists Charter

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

*Governing Law: The procedures by which pupils can be suspended or expelled.
Education Code Section 47605(b)(5)(J).*

Student Suspension and Expulsion Policy

The Pupil Suspension and Expulsion Policy will be established and adopted by the governing board in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions.

Suspension and Expulsion Periodic Review

The WAYS Board of Directors or a committee appointed by the Board of Directors will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school, are aligned with applicable law, and are efficient, effective, and fair. As part of the review, the Board of Trustees will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

The principal will provide a report to the Board which shall include consideration of the findings of the annual reports of student conduct, including suspensions and expulsions; input from faculty, staff, parents and pupils, to be collected from sources such as surveys and meetings; and changes necessary to comply with applicable state and/or federal law.

PROCESS FOR ANNUAL REVIEW OF SUSPENSIONS AND EXPULSIONS POLICY

COMPLETION DATE (TENTATIVE)	ACTION
April 30	Principal compiles and analyzes discipline data, reviews necessary legal changes, and reports to Board committee
May 30	Board committee reviews report and make recommendation to Board for any changes; Board takes any necessary action

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

August 1

Handbooks are updated

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. As outlined in sections A and B below, there are listed serious offenses for which expulsion may be mandatory or recommended. This policy shall serve as the model for the Charter School's policy and procedures for student suspension and expulsion which will be updated yearly for the school handbook in order to reflect Education Code changes. If changes occur after publication and the board approves the changes, students and families shall receive notice of these changes both in writing and on all documentation associated with the school, such as published handbooks and the website. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. These Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

WAYS shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

WAYS shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

WAYS shall ensure the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process.

WAYS will implement operational and procedural guidelines ensuring federal and state laws and regulations regarding the discipline of students with disabilities are met. If the student receives or is eligible for special education, WAYS shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process.

WAYS shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or a Charter School-sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil: (Education code 48900-48927)

a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force of violence upon the person of another, except self-defense.

b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

c) Unlawfully possessed, offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

s) Committed sexual harassment, as defined in Education Code Section 48900. For the purposes of this section, the conduct described Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim

Wisdom Academy for Young Scientists Suspension and Expulsion Policy

suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family. (Ed. Code 48900.7)

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

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- (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

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- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

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- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would

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reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- s) Committed sexual harassment, as defined in Education Code Section 48900.2. For the purposes of this section, the conduct described in Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to

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another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

4. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and

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Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:

- (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Readmission

Students found to have committed any non-discretionary offenses will be expelled for one school year. The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

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C. Suspension Procedure

WAYS will provide a Student Handbook to each family upon enrollment that delineates the list of offenses and progressive discipline procedures and expectations to provide adequate safety for students, staff, and visitors to the school in order to serve the best interests of the school's pupils and their parents/guardians. WAYS staff will enforce all disciplinary rules and procedures fairly and consistently among all students.

Progression of Discipline, Teachers to Administration

Teachers are responsible for the day-to-day discipline in their classrooms while working with their students to meet their individual needs in order that learning takes place. WAYS has a discipline structure and character-building program that delineates uniform, school-wide expectations for conduct. When it becomes necessary to implement disciplinary action, the following options are available to the teachers: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Principal.

Prior to suspensions and expulsions, students may receive any or all of the following: warnings, detentions, phone calls home, parent conferences, and a behavior contract. Any WAYS teacher may assign a teacher's detention to a student. During detention students may have to write a reflective response about their conduct that could require a parent signature. Detentions will be held onsite during lunch or after school. A teacher may elect to hold detention in a classroom or in a designated detention room.

Offenses That May Result in a Teacher's Detention

Teacher and Administrative detention process is the same. As a general rule teachers assign a Teacher Detention for minor classroom misconduct such as: cell phone usage, passing notes, making noises, minor inappropriate conflicts with others, or cheating. Repeated violations by individuals will be referred to the Principal. When there is a serious violation of the rules, the student will be referred to the Principal. A serious violation may include any violation listed under Suspension of Expulsion section in this element of the charter petition below.

Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his or her behavior and a possible pattern of behavior that will be more positive, as well as to protect the student body as a whole from dangerous and disruptive behavior.

A student serving on campus suspension reports to school at the regular time.

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Each teacher will give the student written assignments that he or she must complete under the direct supervision of the Principal or designee. The student will eat lunch in the assigned room.

Whether suspension occurs in school or out, the maximum number of consecutive days a student may be suspended five (5), unless the suspension is extended pending an expulsion hearing from the recommendation of the Administrative Panel. Upon a recommendation of Expulsion by the Panel, the pupil and the pupil's guardian or representative will be invited to a conference with the Administrative Panel to determine if the suspension for the pupil should be extended pending an expulsion hearing. The Administrative Panel will make this determination: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. Students shall not be suspended for more than twenty (20) school days in a year, unless the suspension has been extended pending an expulsion hearing.

Students on suspension pending an expulsion hearing may request that academic work be made available for pick up at the office.

Suspensions shall include the following procedures:

Conference - Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or WAYS employee who referred the student.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notices to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a

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reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

D. Authority to Expel

A student may be expelled by the Board following a hearing before it or upon the recommendation of an Administrative Panel. The Panel would be convened as part of the suspension and expulsion process once it was determined that there is any reasonable concern that the pupil was in danger of expulsion or extended suspension. The Administrative Panel should consist of at least three members of the faculty or professional representatives who are certificated but are neither a teacher of the pupil or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion to the Board of any student found to have committed an expellable offense.

E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

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1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

WAYS may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by WAYS or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules

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and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The panel conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The panel conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The panel conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting,

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swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness's prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

H. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of

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evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, administrative panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the administrative panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

I. Written Notice to Expel

The Principal, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with WAYS.

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The Principal or designee shall send a copy of the written notice of the decision to expel to LACOE.

This notice shall include the following:

- a) The student's name, and
- b) The specific expellable offense committed by the student.

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, WAYS shall notify the superintendent of the school district of the pupil's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

The Board of Directors' decision to expel shall be final.

If a student is expelled from WAYS, WAYS shall forward student records upon request of the receiving school district in a timely fashion. WAYS shall also submit an expulsion packet to LACOE immediately or as soon as practically possible, containing:

- pupil's last known address
- a copy of the cumulative record
- transcript of grades or report card
- health information
- documentation of the expulsion proceeding, including specific facts supporting the expulsion
- student's current educational placement
- copy of parental notice expulsion
- copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.
- if the Student is eligible for Special Education, the Charter School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, the Charter School must provide evidence that it convened a Link Determination meeting to address two questions:

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A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter's failure to implement 504 Plan?

J. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

K. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School, as the Charter School Board's decision to expel shall be final.

L. Expelled Pupils/Alternative Education

The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Outcome Data

WAYS shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to LACOE upon request.

Rehabilitation Plans

Pupils who are expelled from the Charter School shall be given a rehabilitation plan developed by the Administrative panel upon expulsion as approved by the Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later

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than one year from the date of expulsion when the pupil may apply to the Charter School for readmission.

Readmission

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

Special Education Students

In the case of a student who has an Individualized Education Plan ("IEP"), or a student who has a 504 Plan, the Charter School will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. An IEP team will meet to conduct a manifestation determination and to discuss alternative placement. Prior to recommending expulsion for a student with a 504 Plan, the Charter School's administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter School's failure to implement 504?

Gun Free Schools Act

The Charter School shall comply with the federal Gun Free Schools Act.

Wisdom Complaint and Grievance Procedures

From our Personnel Handbook

Policy Against Sexual Harassment

All employees should be able to work in an atmosphere free of sexual harassment. WAYS will not condone or tolerate sexual harassment of any type by any employee. This policy applies to all employee actions and relationships, regardless of position or gender. WAYS will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action, if warranted.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination.
3. Such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile or offensive working environment.

Each supervisor has the responsibility to maintain a work place free from any form of sexual harassment. Consequently, should supervisors become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct.

Employees are expected to behave in a positive and professional manner and to contribute to a productive work environment that is free from harassing or disruptive activity.

Prohibited conduct by anyone includes but is not limited to:

- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body;
- Sexually degrading words;
- The display in the workplace of sexually suggestive or offensive objects or pictures.

Any employee who has experienced or is aware of a situation, which is believed to be sexually harassing, has a responsibility to report the situation immediately to the individual's supervisor and/or to the appropriate human resources representative. A Sexual Harassment Complaint Form may be obtained from your manager or the human resources representative. The School Director and the individual's supervisor will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) is determined to be valid, appropriate remedial action will be taken immediately and may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the employee's supervisor or School Director, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of the President of Wisdom Academy for Young Scientists Board of School Directors.

All complaints of sexual harassment will be investigated promptly, objectively and as confidentially as possible. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for termination.

From our Parent/Student Handbook

Uniform Complaint Process

Wisdom Academy for Young Scientists recognizes its responsibility for ensuring compliance with applicable state and federal laws and regulations governing educational programs. The following procedures will be followed to resolve conflicts in a timely manner:

Parent(s) meet with a Director.

If not resolved, the individuals involved will meet and collectively prepare a written proposal for resolution and submit to parent(s).

If not resolved, parent(s) may submit concern in writing to Wisdom Academy for Young Scientists Governing Board

The School Governing Board will meet and render a final decision on the matter.

Continued non-adherence to the Home-School Contract will result in a review by the Governing Board. The Board may recommend disenrollment from the school.

From Our Charter

Parent/Guardian Concerns and Complaints

WAYS shall respond to parental concerns or complaints related to special education services. WAYS shall instruct parents/guardians to raise concerns regarding special education services, related services and rights directly to the Charter School.

The Charter School's designated representative shall investigate as necessary, respond to, and address the parent/guardian concern or complaint.

The Charter School, as the LEA, shall be ultimately responsible for determining how to respond to parent concerns or complaints.

WAYS shall respond to any complaint to or investigation by the California Department of Education, the United States Department of Education, or any other agency.

Grievance Procedure for Parents and Students

WAYS will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with WAYS alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. WAYS will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.

WAYS will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504. WAYS will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

TRANSITIONAL KINDERGARTEN POLICY

Purpose

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 0420 - School Plans/Site Councils) (cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

November 2 and December 2 in the 2012-13 school year

October 2 and December 2 in the 2013-14 school year

September 2 and December 2 in the 2014-15 school year and each school year thereafter.

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements.

Enrollment in the transitional kindergarten program shall be voluntary.

Curriculum and Instruction

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

Upon recommendation by the Executive Director or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills, which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

The Executive Director or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

Program Evaluation

The Superintendent or designee shall develop or identify appropriate assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD GOVERNANCE: BOARD AGENDA AND MEETINGS

Regular Meetings

Regular meetings of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

Special Meetings

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

Notification of Meetings

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Principal shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings.

Meetings Open To The Public

A. **Open Session**

All meetings of the Board shall be open to the public except Closed Sessions, as authorized by law.

B. **Presentations to the Board/Agenda Items**

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

C. **Oral Communications**

Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (3) minutes. No more than a total of fifteen (15) minutes shall be devoted to all non-agenda items at a regular meeting. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.

Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be offered the option to meet with staff to file a complaint under the School's established complaint procedures.

D. Disturbance of Meetings

Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

E. Requests to Address the Board

Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for oral communications shall complete the card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the School Board President or Secretary to the Board.

Minutes of Board Meetings

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall also record all resolutions, the recommendations of the administration. The minutes shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively.

The official minutes of the Board shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;
- Copies of any document determined by the Board of Trustees to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Trustee action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

Brown Act

The Board shall comply with the Brown Act and other applicable laws of the State of California with regard to open meetings and Board agendas.

Preparation Of School Board Agenda

The Principal shall be responsible to prepare the agendas for all special and regular meetings of the Governing Board.

Agenda Posting

Agendas for regular School Board meetings shall be posted 72 hours in advance of such meetings at the School for public preview. Special meeting agendas shall be posted at least 24 hours in advance of such meetings.

Agenda Distribution

The Board agenda with supporting information for a regular School Board meeting should be delivered to Board members as soon as is practicable but preferably 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The Principal is responsible for the distribution of Board packets (which include the official agenda and all supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the School's mailing list. A fee may be charged for the service of providing agenda.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act.

Anonymous Letters

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

Principal Duties Concerning Agendas

1. The Principal shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
2. The Principal shall include on the agenda items which relate to school business as are requested for inclusion by the President of the Board. If an individual Board member would like an item included on the agenda, he or she must submit a request to the Board President for inclusion.
3. The Principal is responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.

Requests for Agenda Items

Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to decide whether to include the topic on the Board's agenda.

Board Action/Voting

1. The Board may only take action on items formally listed on the School Board agenda except in emergency or other circumstances as authorized by law.
2. When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.

Adopted:

Amended:

**MERLE WILLIAMSON FOUNDATION
DOING BUSINESS AS
WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS)**

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the Merle Williamson Foundation, a California nonprofit public benefit corporation doing business as the Wisdom Academy for Young Scientists, a California public charter school, hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Wisdom Academy for Young Scientists ("Charter School"), as consistent with California Government Code Section 87300. As the Charter School has also agreed in its charter to comply with Government Code Section 1090, in addition to the Political Reform Act, this Code intends to conform to the requirements of that Section.

II. DEFINITION OF TERMS

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Form 700 Statement of Economic Interests ("Statement") at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the designated employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Filing of Annual Statements. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School and the Charter School's filing officer shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Financial interest in a contract: Where a Governing Board member has a personal, material financial interest in a contract, the financial interest will be reviewed under Government Code Section 1090 to determine whether the remote or non-interest exceptions apply. Should the Board determine that no applicable remote or noninterest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code Section 1090 prevents the entire board from voting on the contract; or (2) prior to the Board of Director's discussion of and/or taking any action on the contract at issue, the Board member must resign from the Board of Directors. The resignation shall be made part of the Board's official record.

All other financial interests: Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).
- A. Members of the Board of Directors
 - B. Executive Director of Charter School
 - C. Principal of Charter School
 - D. Director of Operations
 - E. Director of Instruction
 - F. Consultants¹

¹ The Executive Director may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District where the Charter School is located, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the Charter School. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include the interests described in Category 1.

EXHIBIT 74

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
July 31, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 4 to 1 which is the accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 30%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$650,051 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$472,077.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending August 31, 2013, Net Income (loss) is \$239,404 versus budgeted net loss of (\$93,826). The difference is as a result of state deferral of revenues.

REVENUE:

For the period ending August 31, 2013 total revenue is \$306,403 this is \$306,403 over budgeted revenue for the period.

EXPENDITURES:

- For the period ending July 31, 2013, total expenses are \$250,008. This is \$156,182k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$707 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$8909k over budget for the period due to timing difference. Services and Other Operating Expenses are over-budget by \$147k due to timing differences.

Reviewed :



8/15/13

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
August 31, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 4 to 1 which is the accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 30%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$650,051 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$472,077.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending August 31, 2013, Net Income (loss) is (\$239,404) versus budgeted net income of 61,570. The difference is as a result of timing difference.

REVENUE:

For the period ending August 31, 2013 total revenue is \$329,016 this is \$366,871 under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending August 31, 2013, total expenses are \$568,419. This is \$65,807k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$148,985 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$7,589k under budget for the period due to timing difference. Services and Other Operating Expenses are over-budget by \$42k due to timing differences.

Reviewed:



9/13/13

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
September 30, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 4 to 1 which is the accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 25%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$695,589 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$472,077.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending September 30, 2013, Net Income (loss) is (\$160,574) versus budgeted net income of 75,346. The difference is as a result of timing difference.

REVENUE:

For the period ending September 30, 2013 total revenue is \$689,296 this is \$354,399 under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending September 30, 2013, total expenses are \$849,871. This is \$166k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$121,733 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$12,598k under budget for the period due to timing difference. Services and Other Operating Expenses are under-budget by \$37k due to timing differences.

Reviewed



12/15/13

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
October 31, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 4 to 1 which is the accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 21%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$743,157 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$472,077.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending October 31, 2013, Net Income (loss) is (\$126,236) versus budgeted net income of 246,463 The difference is as a result of timing difference.

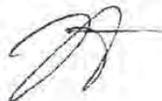
REVENUE:

For the period ending October 31, 2013 total revenue is \$1,097,235 this is \$503,810 under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending October 31, 2013, total expenses are \$1,223,472. This is \$131k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$92,654 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$20,418k under budget for the period due to timing difference. Services and Other Operating Expenses are under-budget by \$59k due to timing differences.

Reviewed



11/15/13

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
November 30, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 4 to 1 which more than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 20%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$616,098 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending November 30, 2013, Net Income (loss) is (\$74,549) versus budgeted net income of 319,445 The difference is as a result of timing difference.

REVENUE:

For the period ending November 30, 2013 total revenue \$1,511,200 this is \$492,779 under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending November 30, 2013, total expenses are \$1,585,749. This is \$98,784k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$71,104 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$14,385 under budget for the period due to timing difference. Services and Other Operating Expenses are under-budget by \$499,22k due to timing differences.

Reviewed



12/13/13

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
December 31, 2013
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 14 to 1 which more than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 5%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$452,530 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending December 31, 2013, Net Income (loss) is (\$17,085) versus budgeted net income of 396,152. The difference is as a result of timing difference.

REVENUE:

For the period ending December 31 2013 total revenue \$2,039,961 this is \$364,814 under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending December 31, 2013, total expenses are \$2,057,045. This is \$48,422k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$78,692 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$19,679 under budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$95,242k due to timing differences.

Revised



1/15/14

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
January 31, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 7 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 11%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$498,769 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending January 31, 2014, Net Income (loss) is \$113,278 versus budgeted net income of 46,190. The difference is as a result of timing.

REVENUE:

For the period ending January 31 2014 total revenue \$2,637,623 this is \$186k under budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending January 31, 2014, total expenses are \$2,524,344. This is \$13k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$59,758 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$12,515 under budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$118,715 due to timing differences.

Reviewed

2/14/14

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
February 28, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 9 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 9%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$339,730 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending February 28, 2014, Net Income (loss) is \$84,078 versus budgeted net income of 69,395. The difference is as a result of timing.

REVENUE:

For the period ending February 28, 2014 total revenue \$2,895,456 this is \$105k over budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending February 28, 2014, total expenses are \$2,811,377. This is \$19k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$55,374 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$5k over budget for the period due to timing difference. Services and Other Operating Expenses are under budget by \$104k due to timing differences.

Reviewed



3/11/14

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
March 31, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 10 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 8%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$419,186 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses. The School has deposited \$50,000 in escrow on behalf of 706 East Manchester LLC, a single owner limited liability company own by Merle Williamson Foundation. The limited liability company is entering into a contract to buy the property at 706 East Manchester where is the school currently located. The school plan to lease the facility from the limited liability company. The deposit will be paid back by the LLC or applied to future rent.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

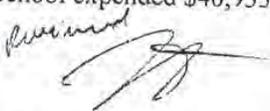
For the period ending April 30 2014, Net Income (loss) is \$ 264,161 versus budgeted net income of \$115,807. The difference is as a result of timing.

REVENUE:

For the period ending April 30, 2014 total revenue \$3,875,011 this is \$16k over budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending March 31, 2014, total expenses are \$3,315,967. This is \$160k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$40,933 over budget in salaries and benefits. This is due to the timing of expenditures.

 4/15/14

- Books and Supplies are \$166,005k over budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$107k due to timing differences.

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
April 30, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 8 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 10%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$419,186 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses. The School has made payable \$58,200 on behalf of 706 East Manchester LLC, a single owner limited liability company own by Merle Williamson Foundation. The limited liability company is entering into a contract to buy the property at 706 East Manchester where is the school currently located. The school plan to lease the facility from the limited liability company. The deposit will be paid back by the LLC or applied to future rent.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending April 30 2014, Net Income (loss) is \$ 264,161 versus budgeted net income of \$115,807. The difference is as a result of timing.

REVENUE:

For the period ending April 30, 2014 total revenue \$3,875,011 this is \$396,026k over budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending April 30, 2014, total expenses are \$3,610,850. This is \$131,422k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$29,478 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$168,862k over budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$73,263k due to timing differences.

Summit

5/15/14

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
May 31, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 9 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 9%, meaning the school can withstand losses in the future without worrying about paying its bills.

Deposit in Transit amount of 500,000 represents a cashier check payable to Wells Fargo transferring funds from the Citibank saving account to the Wells Fargo main operating account. The check was not deposited before the month end close.

The accounts receivable balance is \$339,030 which comprises deferred payments related to apportionment and other revenue.

Other Assets represents prepayments of rent, insurance and other expenses. The School has made payable \$58,200 on behalf of 706 East Manchester LLC, a single owner limited liability company own by Merle Williamson Foundation. The limited liability company is entering into a contract to buy the property at 706 East Manchester where is the school currently located. The school plan to lease the facility from the limited liability company. The deposit will be paid back by the LLC or applied to future rent.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending May 31, 2014, Net Income (loss) is \$ 191,776 versus budgeted net loss of \$488. The difference is as a result of timing.

REVENUE:

For the period ending May 31, 2014 total revenue \$4,221,336 this is \$394,453k over budgeted revenue for the period due to timing difference.

EXPENDITURES:

- For the period ending May 31, 2014, total expenses are \$4,029,559. This is \$202,188k over budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$19,897 over budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$33,932k over budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$101,073k due to timing differences.

 6/13/14

**WISDOM ACADEMY FOR YOUNG SCIENTISTS
FINANCIAL STATEMENT NARRATIVES
June 30, 2014
(FISCAL YEAR TO DATE)**

BALANCE SHEET:

Wisdom Academy for Young Scientists continues to show strong financial position and performance in line with historical records of the school over the past seven years. This is an indication that the school is one of the best fiscally managed schools. Some of the ratios indicating strong financial position include current ratio, (the ability to pay current liabilities when due) of 12 to 1 which is better than accepted industry average of 2 to 1. Other ratios include coverage ratio of total debt to total assets of 9%, meaning the school can withstand losses in the future without worrying about paying its bills.

The accounts receivable balance is \$655,993 which comprises deferred payments related to apportionment and other revenue.

? Other Assets represents prepayments of rent, insurance and other expenses. The School has made payable \$58,200 on behalf of 706 East Manchester LLC, a single owner limited liability company own by Merle Williamson Foundation. The limited liability company is entering into a contract to buy the property at 706 East Manchester where is the school currently located. The school plan to lease the facility from the limited liability company. The deposit will be paid back by the LLC or applied to future rent.

The book value of the fixed assets is \$477,022.

Accounts Payable and Accrued expenses: This reflect accrued expenses at end of the period.

INCOME STATEMENT:

For the period ending June 30, 2014, Net Income (loss) is \$ 418,574 versus budgeted net loss of \$532. The difference is as a result of timing and the receiving of unbudgeted prior year revenue in the current year. Unbudgeted prior year Class Size Reduction and Facilities Grant received in the current year totaled \$ 319,000. The remaining amount is due to LCFF transition funds received in the current year.

REVENUE:

For the period ending June 30, 2014 total revenue \$4,625,231 this is \$450,449k over budgeted revenue for the period due to timing difference and unbudgeted revenue.

EXPENDITURES:

- For the period ending June 30, 2014, total expenses are \$4,206,656. This is \$31,343k under budget. This is due to timing of expenditures.
- Salaries and Benefits: The School expended \$112,307 under budget in salaries and benefits. This is due to the timing of expenditures.
- Books and Supplies are \$14,705k over budget for the period due to timing difference. Services and Other Operating Expenses are over budget by \$90,956k due to timing differences.

Resigned

7/23/14



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August 4, 2014

VIA E-MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists ("WAYS") April 11, 2014
Public Records Act Request

Dear Ms. Brady:

On behalf of WAYS, we write to follow up regarding our outstanding California Public Records Act request dated April 11, 2014. This letter raises the same issues regarding video surveillance records that were raised in my June 20, 2014 letter. We have not received a response to that letter from you or anyone else at LACOE on these issues.

We requested 38 categories of records from the Los Angeles County Office of Education ("LACOE") in order to review the "evidence" against WAYS referenced in both the audit of WAYS by the CSIS Fiscal Crisis and Management Assistance Team ("FCMAT") and in the Notice of Violation issued by the LACOE Board of Education ("NOV"). Our request also specifically noted that, because of litigation between the parties, it was LACOE's obligation to preserve all documents related to WAYS.

You responded on April 23, 2014 that because our request was "extensive," you anticipated no records would be available for **two months** because LACOE staff needed to "research[] the relevant documents" for production. We later learned that during those two months when LACOE staff was supposedly "researching the relevant documents" to produce to us, your office was actually preparing revocation proceedings against WAYS for presentation to the LACOE Board of Education. LACOE staff presented the NOV for revocation of the WAYS charter to the LACOE Board of Education before we even received a single record of the evidence against us. The NOV *was based almost entirely on the FCMAT report and the unproduced "evidence" we requested.*

On June 19, 2014—three days after LACOE's own arbitrary deadline—you produced two flash drives in response to our PRA that you claimed contained all of the requested documents. We reviewed the flash drives immediately and responded the following day that the production was grossly inadequate for several reasons. As noted in your own April 23, 2014 letter, WAYS sought *thirty-eight categories of*



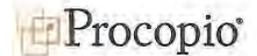
Courtney M. Brady
August 4, 2014
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records, yet LACOE staff only produced a total of twenty-three documents. *All of the documents were WAYS' own board resolutions, agendas and emails*—documents WAYS clearly already has. One of the flash drives (Flash Drive #2) contained only *empty folders and corrupt documents* that could not even be opened. This production was completely void of any of the useful, substantive records that WAYS had formally requested. No reasonable person could believe LACOE's production of documents was sufficient. Worse, the LACOE Board of Education had already given WAYS a deadline of July 31, 2014 to prepare a comprehensive, document-heavy response to each and every allegation in the NOV and FCMAT report. While LACOE staff stalled in producing the “evidence” against WAYS, it was impossible for WAYS to work on the response the Board of Education requested.

Finally, on June 23, 2014 we received two more flash drives that contained approximately 5,000 pages of records. While some of these documents were responsive to our requests, many were copies of items WAYS already possessed, including some LACOE staff had already previously produced and many documents we specifically informed you WAYS did *not* want. Further, ***the production included more than 1,000 documents that were duplicates of one another.*** By producing 5,000 pages of mostly duplicative, non-responsive records, and *our own documents*, it appeared to us that LACOE staff was attempting to “bury” us in paper ahead of the NOV response deadline. For all of the time that LACOE staff claimed it needed to “research[] the relevant documents,” it appeared to us that your office jumbled 5,000 pages of records together at the last minute, leaving many of our requests unfulfilled and producing mostly useless records.

We again note that our April 11, 2014 PRA request contained thirty-eight separate and distinct requests for records including, but not limited to, records regarding the basis for the allegations contained in the FCMAT audit report. After more than three months, numerous letters requesting compliance from our office, and two rounds of document production, ***WAYS has still not received any documents or other explanation responsive to some of our requests.*** Below is a list of our April 11, 2014 requests that LACOE staff has entirely failed to respond to:

5. Any and all records that show, substantiate, provide backup explanation, or are in any way related to the statement on page 3 of the Audit that “county staff cite . . . [that WAYS] management is unresponsive to reasonable requests for timely financial information for supporting documentation regarding implementation of the WAYS policy and procedure regarding . . . attendance reports.”
22. Any and all records LACOE received or created, such as Board minutes or audio recordings, that verify, substantiate, provide backup explanation, or are in any way related to the statement on page 4 of the Audit that “three of five [WAYS] board members resigned, citing similar complaints that are verified in the minutes and audio recordings of board meetings.”



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30. Any and all "written complaints" received by LACOE that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit, as well as any and all records related to these "written complaints."
31. Any and all records that show, substantiate, provide backup explanation, or are in any way related to any and all "verbal complaints" received by LACOE "that "the vice principal of WAYS was working at Innovative WAYS Academy" as referenced on page 38 of the Audit.
32. Any and all LACOE Board of Education meeting agendas, minutes, transcripts and/ or audio or video recordings that reflect the Board of Education's approval for Judy Higelin and/ or any other LACOE staff to hire a private investigator to investigate any current and/ or former employee of WAYS, as referenced on page 38 of the Audit.
33. Any contract, engagement agreement, or other agreement between LACOE and the private investigator referenced on page 38 of the Audit.
34. Any and all video records, and any other records, of the "direct surveillance and video [of a WAYS employee] on 16 separate occasions between March 5, 2013 and April 22, 2013" referenced on page 38 of the Audit.

We have not received any indication that LACOE is willing to produce the records responsive to these requests, *many of which we know exist*. For instance, we know from information we received from FCMAT that LACOE staff initiated the FCMAT audit and provided the auditors with "evidence." Please provide immediately all evidence that LACOE provided to FCMAT.

In particular, in request #34 above, we asked for video surveillance records of Deara Okonkwo. You and I discussed these surveillance records at length when I spoke to you on the telephone on June 17, 2014, and you confirmed to me that such records exist. In fact, you specifically stated that LACOE had the video surveillance records on DVD versus CD. As you may recall, you and I went back and forth about which format LACOE would produce the video in. Your letter *the very next day* stated that LACOE suddenly did not have possession, custody, or control of the records after all. What happened to the surveillance records? The FCMAT report states that LACOE engaged the services of a private investigator to record video surveillance of the school's vice-principal. FCMAT also informed us they do not have possession of these records. Who has possession of the video records, if not LACOE or FCMAT? We have very serious concerns with the fact that it appears LACOE staff has lost, or given a third party control of, video surveillance records of WAYS' vice-principal, which the vice-principal herself has not been permitted to see. If the video records were destroyed, then LACOE is in violation of our litigation hold request. Either way, LACOE staff's handling of this situation has been completely opposite to the public policy underlying the Public Records Act and we believe unethical.



Courtney M. Brady
August 4, 2014
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As you know, WAYS' response to the NOV issued by the LACOE Board of Education was due last week. Yet LACOE staff never provided WAYS with all the "evidence" that formed the basis for the allegations in the FCMAT report and NOV. This failure greatly prejudiced WAYS' ability to respond to the NOV. LACOE staff's pattern of delay and failure to produce records that we know are in its possession, custody, and control, has created grounds for a suit by WAYS against LACOE for failure to properly respond to WAYS' public records request.

We again request LACOE to produce *all* of the above records by **August 8, 2014**. We wish to avoid legal action to enforce WAYS' rights under the California Public Records Act.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Greta A. Proctor', written over a faint, larger signature.

Greta A. Proctor

cc: Edward Cabil

APPROVED
NO. 4:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, August 5, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, August 5, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Ms. Katie Braude, Dr. Jose Calderon, Mrs. Rudell S. Freer, and Dr. Rebecca Turrentine

UNCOMPENSATED: Mr. Thomas A. Saenz

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:07 p.m.

PLEDGE OF ALLEGIANCE

Mr. Boyd led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

It was **MOVED** by Mrs. Freer, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Board agenda as presented.

APPROVAL OF MINUTES

- **July 8, 2014** – It was **MOVED** by Mrs. Freer, **SECONDED** by Dr. Calderon, to approve the minutes of June 3, 2014 with noted changes. There were 6 ayes.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mrs. Freer

Mrs. Freer mentioned that she would not be able to attend the September 12 luncheon for the Hispanic Heritage as she was scheduled to attend a meeting that same day with the California County Boards of Association meeting on that same day. She mentioned that it was the first time she was going to miss this event.

Mr. Boyd

- Mr. Boyd reported that he attended an event at the Hollywood Bowl on July 27.
- Mr. Boyd mentioned that for the August 19, 2014 County Board meeting, he will need to leave the meeting at 5:00 p.m.

Los Angeles County Board of Education
Minutes of August 5, 2014

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Dr. Calderon

Dr. Calderon indicated that he was not going to attend the August 19, 2014 County Board meeting.

Ms. Braude

Ms. Braude indicated that she attended the Freedom Schools Read-Out-Loud event at Camp Gonzalez. She said she found it to be a lively program and is looking forward to see what the results are from this summer's program.

Dr. Reisler

Dr. Reisler inquired about what was the source of data, for an Edsource report on Freedom Schools, where it talked about some gains that were made at some of the school sites.

Dr. Delgado

- Dr. Delgado indicated that he attended an event at the Hollywood Bowl featuring Ms. Gloria Estefan. He said that one of the highlights of the evening included students from the YOLA program for the Los Angeles County High School for the Arts who accompanied her as Estefan sang one of her songs. He said he was thrilled to be able to hear comments from attendees who spoke highly about the student performance.
- Dr. Delgado reported that he attended the Superintendent's Collaborative last week where 80 district superintendents are invited to meet with the County Superintendent to have an annual discussion on issues that affect our schools, districts and students, such as LCAP. He said this year, the father of Rachel Scott, who was the first student killed in the Columbine tragedy in 1999. The father spoke about Rachel's Challenge, which is a national nonprofit organization dedicated to creating safe, connected school environments where learning and teaching are maximized and where students are motivated and equipped to start and sustain a chain reaction of kindness and compassion that transforms schools and communities. He said that the father will be coming to a LACOE-sponsored event in October 2014 with the Los Angeles County School Trustees Association, where he will be speaking with participants, including board members and superintendents about the program.

COMMUNICATIONS: ASSOCIATIONS

Mr. Brian Christian, President of Los Angeles County Employees Association (LACEA) addressed the County Board.

COMMUNICATIONS: HEAD START POLICY COUNCIL

Mr. Humberto Lopez, Policy Committee Chair, gave an update of the Policy Council to the County Board.

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COMMUNICATIONS: PUBLIC

Mr. Leonard Dilpit from the 54th Assembly Council and Mr. Damon Johnson from the 54th Democratic Council spoke in favor of Wisdom Academy for Young Scientists (WAYS). Material dated July 31, 2014, was shared with the County Board.

PRESENTATIONS (none)

HEARINGS (none)

REPORTS / STUDY TOPICS

EARLY HEAD START GRANT APPLICATION

Ms. Yolanda Benitez, Chief Academic Officer for Educational Services, introduced the report to the County Board.

She reported that LACOE proposes to expand its comprehensive birth-to-five continuum of services by requesting \$12 million (\$7,761,952 basic budget, \$194,049 training and technical assistance, and \$4,044,000 start-up) to serve 372 infants and toddlers. Of the 19 zip codes identified for services, 11 are part of the federally recognized Promise Zone, two are considered high poverty in the funding opportunity announcement (FOA), and the remaining are in high need of services. LACOE will primarily serve parenting teens, homeless families, incarcerated women, families on public assistance, and foster children.

Ms. Benitez said that LACOE proposes a program design that layers LACOE and its delegates' California Department of Education, General Child Care funding to enhance services provided to infants and toddlers; improves teacher qualifications and staff development; and expands the resources available to support children and their families. She said that LACOE will contract with five existing delegate agencies: Mexican American Opportunity Foundation, Para Los Niños, Plaza de la Raza Child Development Services, Inc., Pomona Unified School District, and St. Anne's Maternity Home. These delegates were selected for expansion based on the following criteria: (1) operates a California Department of Education, General Child Care (CCTR) program; (2) has organizational capacity to expand; (3) committed to a five-year expansion project; and (4) assigned service area aligns with the ZIP codes identified and designated for LACOE. Ms. Benitez said that the grant application is based on the Four Pillars of Responsibility.

Ms. Keesha Woods, Director for the Head Start Division, gave an Early Head Start-Child Care Partnership Application Overview presentation to the County Board that included background information, the application proposal, criteria for selecting delegates, the proposed service areas, need by service areas, the service delivery and changes between the existing LACOE Early Head Start program and the proposed LACOE Early Head Start program.

The County Board had a discussion on this item.

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CONSENT CALENDAR RECOMMENDATIONS (none)

RECOMMENDATIONS

APPROVAL OF THE ADOPTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS LIST FOR EDUCATIONAL PROGRAMS

The Superintendent recommended that the County board adopt the Textbook and Instructional Materials List (K-12) for Educational Programs as required by Education Code Section 60400 and 60411.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mrs. Freer, and **CARRIED** to approve the adoption of textbooks and instructional materials list for Educational Programs. There were 6 ayes.

APPROVAL OF LACOE FY 2014-15 BUDGET TO ACTUALS REPORT WITH BUDGET REVISIONS AS OF JULY 17, 2014

The Superintendent recommended that the County Board approve budget revisions to the Fiscal Year 2014-15 budget. The current budget recognizes changes, transfers, and increases to the adopted budget.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mrs. Freer, and **CARRIED** to approve the LACOE FY 2014-15 Budget to actuals report with budget revisions as of July 17, 2014. There were 6 ayes.

APPROVAL OF POSITION RECOMMENDATION REPORT FOR AUGUST 2014

The Superintendent recommended that the County Board approve the position recommendation made by Governmental Relations for the following legislative bills:

<u>Bill No.</u>	<u>Author</u>	<u>Topic</u>	<u>Position</u>
*AB 1432	Gatto	Mandated child abuse reporting: school employees: training.	Support
AB 1539	Hagman	Content standards: computer science.	Support
*AB 2125	Ridley-Thomas	Child care: standard reimbursement rates.	Support
AB 2216	Muratsuchi	Regional occupational centers and programs: funding.	Oppose
*AB 2235	Buchanan	Education facilities: Kindergarten- University Public Education	Support

Los Angeles County Board of Education
 Minutes of August 5, 2014

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		Facilities Bond Act of 2014.	
AB 2303	Bloom	State Recognition Program of Multiple Pathways to Biliteracy and State Seal of Biliteracy.	Support

*Bills that the Superintendent has taken a position on.

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Reisler, and **CARRIED** to approve the Position Recommendation Report for August 2014.

The County Board had a County Board discussion on this item.

Mr. Boyd indicated that he approved all of the above bills with the exception of AB 1539 (Hagman) Content standards: computer science because of a conflict of interest.

An amended motion was made.

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Reisler, and **CARRIED** to approve the Position Recommendation Report for August 2014 with the exception of AB 1539. There were 5 ayes.

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve AB 1539 (Hagman) Content standards: computer science.

A separate roll call vote was taken by the County Board to vote separately for AB 1539. Voting yes on AB 1539 were Dr. Reisler, Dr. Calderon, Mrs. Freer, Dr. Turrentine and Ms. Braude. There was one abstention by Mr. Boyd. The motion carried to approve AB 1539.

APPROVAL OF SECOND READING AND ADOPTION OF BOARD POLICY BP 0410 (NONDISCRIMINATION), BP 3280 (SALE LEASE LACOE REAL PROPERTY), BP 5144 (DISCIPLINE), BP 5145.3 (NONDISCRIMINATION HARASSMENT), BP 5145.6 (PARENTAL NOTIFICATION), BP 6142.92 (MATHEMATICS INSTRUCTION), BP 6145.2 (ATHLETIC COMPETITION), BP 6162.54 (TEST INTEGRITY TEST PREPARATION)

The Superintendent recommended that the County Board approve the second reading and adoption of Board Policy BP 0410 (Nondiscrimination), BP 3280 (Sale Lease LACOE Real Property), BP 5144 (Discipline), BP 5145.3 (Nondiscrimination Harassment), BP 5145.6 (Parental Notification), BP 6142.92 (Mathematics Instruction), BP 6145.2 (Athletic Competition), BP 6162.54 (Test Integrity Test Preparation)

These policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA's periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the second reading and adoption of Board Policy BP 0410 (Nondiscrimination), BP 3280 (Sale Lease LACOE Real Property), BP 5144 (Discipline), BP 5145.3

Los Angeles County Board of Education
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(Nondiscrimination Harassment), BP 5145.6 (Parental Notification), BP 6142.92 (Mathematics Instruction), BP 6145.2 (Athletic Competition), BP 6162.54 (Test Integrity Test Preparation)

The County Board had a discussion on this item.

Mr. Boyd asked for a separate vote on BP 0410 (Nondiscrimination) and BP 5145.3 (Nondiscrimination Harassment) due to the ambiguity of the proposed amendment language.

An amended motion was made to approve the second reading and adoption of Board Policy ~~BP 0410 (Nondiscrimination)~~, BP 3280 (Sale Lease LACOE Real Property), BP 5144 (Discipline), ~~BP 5145.3 (Nondiscrimination Harassment)~~, BP 5145.6 (Parental Notification), BP 6142.92 (Mathematics Instruction), BP 6145.2 (Athletic Competition), BP 6162.54 (Test Integrity Test Preparation). There were 6 ayes.

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the second reading and adoption of Board Policy BP 0410 (Nondiscrimination).

The County Board had a discussion on this item.

A roll call vote was taken. Voting yes were Dr. Calderon, Mrs. Freer, Dr. Turrentine and Ms. Braude. Voting no were Mr. Boyd and Dr. Reisler. The motion carried to approve the second reading and adoption of Board Policy BP 0410 (Nondiscrimination).

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the second reading and adoption of Board Policy BP 5145.3 (Nondiscrimination Harassment).

The County Board had a brief discussion on this item.

A roll call vote was taken. Voting yes were Dr. Calderon, Mrs. Freer, Dr. Turrentine and Ms. Braude. Voting no were Mr. Boyd and Dr. Reisler. The motion carried to approve the second reading and adoption of 5145.3 (Nondiscrimination Harassment).

ADOPTION OF BOARD RESOLUTION NO 1: 2014-15: EXCEPTION TO THE CALPERS 180-DAY WAIT PERIOD (GOVERNMENT CODE SECTION 7522.56)

The Superintendent recommended that the County Board adopt Resolution No. 1, which provides exception to the 180-day CalPERS wait period for Redondo Beach Unified School District.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve Resolution No. 1: 2014-15: Exception to the CalPERS 180-day wait period for Redondo Beach Unified School District. There were 6 ayes.

APPROVAL FOR THE COUNTY BOARD PRESIDENT TO FORM A SUBCOMMITTEE – 2013-14 ANNUAL SUMMARY REPORT ON EDUCATIONAL PROGRAMS

Los Angeles County Board of Education
Minutes of August 5, 2014

-7-

During the July 22, 2014 County Board meeting, the County Board made a recommendation to form a subcommittee that would study and make recommendations on a draft framework of the 2013-14 Annual Summary Report on Educational Programs.

The subcommittee will report its proposed recommended framework for the Annual Summary Report on Educational Programs to the full County Board during an open meeting of the Los Angeles County Board of Education.

The subcommittee shall be dissolved when its final report has been made, unless the County Board, by majority vote, terminates the subcommittee's activities prior to that time.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mrs. Freer, and **CARRIED** to approve the County Board President to form a subcommittee –2013-14 Annual Summary Report on Educational Programs.

The County Board had a discussion on this item.

Ms. Braude informed the County Board that this would be an adhoc committee that would be dissolved when its final report to the County Board has been made. She also indicated that the composition of the committee would be three County Board members. She reminded the County Board regarding the Los Angeles County Board of Supervisors motion and read: *Accept the Chief Executive Officer's recommendation and add language to the County Superintendent of Schools employment contract that articulates that the Superintendent will be responsible for collaborating with the Board of Supervisors or their designee, and the Board of Education, to develop a framework to annually evaluate the instructional program performance of LACOE-operated programs, based on student outcomes, with the evaluation report annually submitted to the Board of Supervisors.*

Ms. Braude said she wanted to highlight the framework and that the charge of the committee would be to develop that framework and not write a full lengthy report. She said that the committee would determine, based on the information made available by staff, how the framework would be developed and what information would be included.

Material by the Superintendent's office was distributed to the County Board and made available to the public.

Dr. Reisler requested that the recommendation be amended as follows:

Item VIII. Recommendations

F. Approval for the County Board President to form a subcommittee – 2013-14 Annual Evaluation Report on Educational Program

During the July 22, 2014 County Board meeting, the County Board made a recommendation to form a subcommittee that would study and make recommendations on a draft framework of the evaluation of instructional program performance of LACOE-operated programs, based on student outcomes, on the 2013-14 Annual Evaluation Report on Educational Program.

Los Angeles County Board of Education
Minutes of August 5, 2014

-8-

The subcommittee will report its proposed recommended draft framework of the evaluation of instructional program performance of LACOE-operated programs, based on student outcomes, on the 2013-14 Annual Evaluation Report on Educational Program to the full County Board, during an open meeting of the Los Angeles County Board of Education.

The subcommittee shall be dissolved when its final report has been made, unless the County Board, by majority vote, terminates the subcommittee's activities prior to that time.

Board Bylaw 9130: County Board Committees is attached.

The motion carried to approve the County Board President to form a subcommittee - 2013-14 Annual Evaluation Report on Educational Program. There were 6 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado gave an update on AB 1851 (Bradford): School attendance – interdistrict attendance.

Dr. Delgado indicated that Mr. Saenz had requested that we review Legislative position recommendations report process and collaboration during the County Board Retreat.

Dr. Reisler would like to see the final outcome / conclusion of legislative bills that come before the County Board for a position recommendation.

BOARD COMMITTEE/LIAISON REPORTS

Mrs. Freer indicated that there was a County Board Finance Committee meeting today.

Dr. Calderon spoke about visiting delegate agencies and that last week, he visited a PACE Board meeting. He gave an update on PACE. He thanked staff for the list of Head Start contacts provided in the Weekly Board Memo.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

Dr. Delgado reported on the Board calendar for the August 12, 2014 meeting.

The Board requested to move the Board Curriculum, Instruction and Assessment Committee meeting from August 19, back a week to August 12 at 2:00 p.m. Also, the regular Board meeting on August 19 would start at 2:00 p.m.

Los Angeles County Board of Education
Minutes of August 5, 2014

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INTERDISTRICT AND EXPULSION APPEAL HEARINGS (none)

ADJOURNMENT

Ms. Braude adjourned the meeting at 5:08 p.m.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Calderon, and **CARRIED** to adjourn the meeting. There were 6 ayes.



Los Angeles County Office of Education

Serving Students • Supporting Communities • Leading Educators

August 7, 2014

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Katie Braude
President

Thomas A. Saenz
Vice President

Douglas R. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Reisler

Rebecca J. Turrentine

Mr. Armando Espinoza, Board Chair
Wisdom Academy for Young Scientists Board
Ms. Adriane Cook
Ms. Maria Garcia
Ms. Cheryl Johnson
Ms. Diana Miketta
Dr. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Via First Class Mail & E-mail:
armando.espinoza.10@my.csun.edu
aecook@lasd.org
cmmarycg@hotmail.com
johnsoncenter@msn.com
mikettad@aol.com
dvalenti747@Yahoo.com
edcabil@sbcglobal.net

Dear Mr. Espinoza and Members of the Wisdom Academy for Young Scientists Board:

Wisdom Academy for Young Scientists' Response to June 3, 2014 Notice of Violation

A *Notice of Violation* was issued to Wisdom Academy for Young Scientists (WAYS) by the Los Angeles County Board of Education (County Board) on June 3, 2014, based on a substantial showing of evidence that WAYS has engaged in activities and/or committed violations pursuant to *Education Code (EC)* section 47607(c)(1) as follows:

- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement (*EC* 47607(c)(1)(C)).
- WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter (*EC* 47607(c)(1)(A)).

The *California Code of Regulations*, Title 5, section 11968.5.2(c) states:

Upon receipt of a Notice of Violation, the charter school's governing body as described in the school's charter, if it chooses to respond, shall take the following actions:

(1) Submit to the chartering authority a detailed, written response addressing each of identified violations which shall include the refutation, remedial action taken, or proposed remedial action by the school specific to each alleged action. The written response shall be due by the end of the remedy period identified in the Notice of Violation.

(2) Attach to its written response supporting evidence of the refutation, remedial action, or proposed remedial action, if any, including written reports, statements, and other appropriate documentation. (Emphasis added)

The *Notice of Violation* issued by the County Board specified that WAYS was to "provide a detailed, written response addressing each of the specifically identified violations **that has been approved by the WAYS Board (and evidence of such approval)**" by July 31, 2014. (Emphasis added)

Mr. Armando Espinoza
Wisdom Academy for Young Scientists Board
August 7, 2014
Page 2

The WAYS response to the *Notice of Violation* was received by the Los Angeles County Office of Education (LACOE) on behalf of the County Board on July 31, 2014. However, the response does not include evidence that the WAYS governing board took action to approve the response or submission thereof.

On or before **5:00 p.m. on Monday, August 18, 2014**, please submit evidence that, prior to its submission, the WAYS Board took action to approve the July 31, 2014 response and its submission to the County Board.

Please submit to the Charter School Office (CSO) using any of the following delivery methods:

By email to: Higelin_Judy@lacoed.edu and Sanchez_Lila@lacoed.edu

By delivery to: Judy Higelin, Project Director III
Charter School Office
Los Angeles County Office of Education
12830 Columbia Way
Downey, CA 90242

By USPS to: Judy Higelin, Project Director III
Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway, ECW 222
Downey, CA 90242

Please contact the CSO at (562) 922-8806 if you have any questions regarding this letter.

Sincerely,



Judy Higelin
Project Director III
Charter School Office

JH:ls

c: Edward Cabil, Executive Director, WAYS
Los Angeles County Board of Education
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Chief Academic Officer, LACOE
Olivia Fuentes, Director, Division of Accountability, Support & Monitoring



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

Arturo Delgado, Ed.D.
Superintendent

August 7, 2014

Via E-mail

Los Angeles County
Board of Education

Greta A. Proctor
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101

Katie Braude
President

Thomas A. Saenz
Vice President

Re: Public Records Act Request re Wisdom Academy for Young Scientists
("WAYS")

Douglas R. Boyd

José Z. Calderón

Dear Ms. Proctor:

Rudell S. Freer

Raymond Reislser

Rebecca J. Turrentine

The Los Angeles County Office of Education ("LACOE") is in receipt of your August 4, 2014 correspondence regarding the Wisdom Academy for Young Scientists ("WAYS") public records act request. Your correspondence contains false allegations that LACOE staff was attempting to "bury" you in paper. This is simply not true. WAYS submitted an extensive records request and LACOE produced the responsive records. You have repeatedly complained that we produce records that were from WAYS; however, many documents generated by WAYS were responsive to your request. LACOE was required to produce these records in order to be compliant with the California Public Records Act.

The majority of your request was for records supporting statements made by FCMAT in their March 14, 2014 audit of WAYS. LACOE is only able to provide records in its custody, possession, and control. As I have repeatedly explained, FCMAT conducted its own investigation into WAYS and may have additional documents. Also, you have requested records regarding the basis for various statements in the FCMAT audit. LACOE did not author the FCMAT audit. We do not have knowledge of which particular document FCMAT used to support each statement that FCMAT made.

You also complained that you received many duplicates. WAYS' records request sought records that were provided to a variety of people and LACOE had provided the same documents to each person. You were provided with the documents as produced to each person resulting in duplicate production. To not produce these records would have resulted in non-compliance with the California Public Records Act. You have been provided with the documents LACOE produced to FCMAT.

Ms. Greta A. Proctor
August 7, 2014
Page 2

In regards to the specific categories of records identified in your August 4, 2014 correspondence, LACOE responds as follows:

5. All responsive documents to this request in the possession, custody, and control of LACOE have been produced.
6. LACOE has produced the board minutes and other written documents responsive to this request.
30. LACOE is not in possession of any written complaints of this nature. All other responsive documents to this request in the possession, custody, and control of LACOE have been produced.
31. All responsive documents to this request in the possession, custody, and control of LACOE have been produced.
32. The records requested do not exist.
33. The record requested is protected by the attorney-client privilege.
34. As I have repeatedly explained to you, LACOE does not have possession, custody, or control of this video recording. The report of the private investigator, containing stills of the video surveillance, has been produced to you. That is the only responsive document LACOE has regarding this request.

Sincerely,


Courtney M. Brady
Deputy General Counsel

CMB:riv

Wisdom Academy for Young Scientists

August 13, 2014

Judy Higelin
Project Director III
Charter School Office
Los Angeles County Office of Education
9300 Imperial Highway, ECW 222
Downey, CA 90242
Higelin_Judy@lacoed.edu

Re: Wisdom Academy for Young Scientists' ("WAYS") Response to your letter dated
August 7, 2014

Dear Ms. Higelin:

On July 31, 2014, Armando Espinoza, Board Chair of the WAYS Board of Directors, submitted to the Charter Schools Office the WAYS Governing Board's response to the Notice of Violation ("NOV") issued by the Los Angeles County Board of Education. That letter provided a "detailed, written response addressing each identified violation," and provided extensive documentary evidence refuting LACOE's allegations and/or describing meaningful remedies, as required by the regulations. To our surprise, your only response to date has been your letter dated August 7, 2014, demanding that WAYS submit additional "evidence that, prior to its submission, the WAYS Board took action to approve the July 31, 2014 response and its submission to the County Board." This is astounding in light of the fact that you receive audio recordings of all WAYS' board meetings, including July 30, 2014 where the NOV response was explicitly agendaized and discussed by the WAYS board. The following paragraphs explain that there is no such legal requirement for you to impose; but in any event, we provide additional "evidence" as you ask.

The WAYS Governing Board chose to respond to your NOV, and unanimously voted to submit the detailed response you timely received on July 31, 2014, in full compliance with Title 5, section 11968.5.2(c) of the California Code of Regulations ("CCR"). Enclosed with this letter is a copy of the draft minutes from WAYS' July 30, 2014 board meeting, which reflect the WAYS board's vote approving WAYS' response to the NOV. Of course, these minutes are in draft form because minutes of a board meeting cannot be approved by the WAYS board until its next meeting.

Your letter apparently assumes, albeit incorrectly, WAYS was required to provide additional "evidence" to you of the WAYS board's approval of its response to the NOV, other than the signed letter itself submitted on behalf of the board. There is no such requirement. The Charter Schools Act and the State Board of Education's regulations have fully occupied the field of the charter revocation process. Pursuant to 5 CCR 11968.5.2(c), the WAYS board "[chose] to respond" to the NOV by "submit[ting] to the chartering authority a detailed, written response."

*Empowering Students to be Leaders,
Change Agents, and True Scientists*

706 E. Manchester Avenue
Los Angeles, CA 90001
(323) 752-6655 + Fax: (323) 752-6644

- 1 -

8778 S. Central Avenue
Los Angeles, CA 90002
(323) 589-6500 + Fax: (323) 589-6550

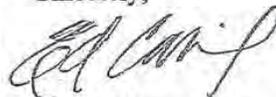
e-mail: wisdomacademy4ys@yahoo.com + web: www.wisdomacademy.org

Your office received that response July 31, 2014. Your letter quotes the NOV (drafted by CSO staff) that asks for such “detailed, written response” to be “approved by the WAYS Board (and evidence of such approval).” You cannot unilaterally add to or subtract from the requirements prescribed by the Legislature or State Board of Education in the Charter Schools Act and regulations. (See, e.g., *UTLA v. LAUSD* (2012) 54 Cal.4th 504, 513-16.) The “evidence” is the response letter itself, which was signed by WAYS’ Board Chair. No further “approval” or “evidence” is required. It is a basic precept of law that a board’s president may execute documents on behalf of the entire board. (See, *City Street Improv. Co. v. Laird* (1902) 138 Cal. 27 [signature of a corporation’s board president is ample evidence that the action was authorized by the corporation].) Even the MOU between LACOE and WAYS identifies the governing board’s president as the duly authorized representative.

By this letter, we are also requesting, again, that LACOE CSO staff comply with the requirements of the MOU with regard to delivery of notices to WAYS and its board. The MOU requires LACOE to provide all notices to the school by way of the Executive Director at the school’s address. Your letter was inappropriately addressed to individual WAYS board members and delivered to their personal email addresses, which were inappropriately listed on your letter. This is significant because in the NOV, CSO staff complained that in the past, it has received overlapping correspondence on behalf of WAYS from individual WAYS board members as well as WAYS’ Executive Director. The NOV listed that kind of duplicative correspondence as a reason for revocation of the WAYS charter. Now, your letter has entirely cut out the Executive Director—the school’s *designated* point of contact—and *asked each* WAYS Board member for a separate response. This is not only a violation of the MOU, it appears to be an improper attempt by LACOE CSO staff to bait WAYS board members into the behavior for which the CSO staff has asked the County Board of Education to revoke our charter.

We believe this letter fully resolves any concern or question posed by your August 7, 2014 letter.

Sincerely,



Ed Cabil
Executive Director

cc: Members, Los Angeles County Board of Education
Superintendent Arturo Delgado

WISDOM ACADEMY FOR YOUNG SCIENTISTS

BOARD OF DIRECTORS Special Board Meeting

Wednesday, July 30, 2014 6:00 PM

- I. The Regular Meeting of the WAYS Governing Board was held on Wednesday, July 30, 2014 at the school of Wisdom Academy for Young Scientists. Board Member, Armando Espinoza, called this meeting to order at 6:36pm.
Location: 706 East Manchester Ave Los Angeles, Ca 90001
- II. All members and guests stood and saluted the flag.
- III. **Board Members Present** : Cheryl Johnson, Dr. Dorothy Valenti, Armando Espinoza, Adraine Cook, Diana Miketta, Annette Ford
Board Members Absent: Maria Garcia
- IV. All members of WAYS Board took the WAYS Oath of Office
- V. **Additions to the Agenda**
 - a. Approval of the WAYS 2014-15 Bell Schedule.
 - i. The Vice Principal reported that under Government Code section 54954.2, there is a need for the Board to take immediate action to approve the Bell Schedule because classes will start this week, and the need to modify the Bell Schedule came to the Vice Principal's attention subsequent to the agenda being posted. The Board voted to add the item to the agenda.
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Diana Miketta, Annette Ford
 2. Oppose – None
 - ii. The Board voted to approve the WAYS 2014-15 Bell Schedule.
 1. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Diana Miketta, Annette Ford
 2. Oppose – None
- VI. **Approval of Minutes**
 - a. June 12, 2014 – Corrections noted by Mr. Espinoza require confirmation, approval in future board meeting.
 - b. May 20, 2014, July 9, 2014
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Diana Miketta, Annette Ford
 - ii. Oppose – None
- VII. **Reports/ Oral Communication**
 - a. None
- VIII. **Closed Session**
 - a. Public Employee Appointment (Executive Director) - Discussion
 - b. Conference with Legal Counsel – Anticipated Litigation (one matter, Gov. Code § 54956.9(d)(2) – Notice of Violation
 - c. Conference with Real Property Negotiator (pursuant to Gov. Code § 54956.8) Negotiator: Cushman & Wakefield; Negotiating parties: Merle Williamson Foundation and 706 East Manchester Ave CA 90001; Real Property: (706 East Manchester Buildings A-E) Under Negotiation: Request to Extend Escrow
- IX. **Open Session**

Board Member

Date

Board Chairperson

Date

WISDOM ACADEMY FOR YOUNG SCIENTISTS

- a. Mr. Espinoza made a report out of Closed Session that the Board voted to approve WAYS' Response to the LACOE Notice of Violation, and delegated authority to execute on behalf of the board to Board Chair Espinoza
 - i. In favor – Cheryl Johnson, Armando Espinoza, Dorothy Valenti, Adraine Cook, Diana Miketta, Annette Ford
 - ii. Oppose – None
 - b. Consider and approve back office provider contract - Approval on contract with Charter School Management Corporation
 - i. In favor – Armando Espinoza, Adraine Cook, Diana Miketta
 - ii. Oppose – Cheryl Johnson
 - iii. Abstained – Dorothy Valenti, Annette Ford
 - c. Consider and approve charter school consultant contract – Discussion - Board will consider and may take action on a contract with the Celerity Global Development in a future board meeting to assist with certain aspects of charter operations.
 - d. Consider and approve material terms of 706 East Manchester LLC lease agreement - Discussion
 - e. Consider and approve 2014-15 Lease Agreement with Salvation Army – Approval
 - i. In favor – Armando Espinoza, Adraine Cook, Diana Miketta Dorothy Valenti, Annette Ford, Cheryl Johnson
 - ii. Oppose – None
- X. **Future Agenda Items**
- a. Consider and approve charter school consultant contract – Board will consider and may take action on a contract with the Celerity Global Development
 - b. Consider and approve material terms of 706 East Manchester LLC lease agreement
- XI. The board meeting of WAYS was officially adjourned at 8:44 PM.

Board Member

Date

Board Chairperson

Date



www.procopio.com

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
T. 619.238.1900
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Direct Dial: (619) 515-3219
E-Mail: greta.proctor@procopio.com

September 2, 2014

VIA E-MAIL AND U.S. MAIL

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists ("WAYS") Public Records Act ("PRA") Request
Regarding Report of Investigation

Dear Ms. Brady:

On behalf of WAYS and pursuant to the California Public Records Act (Gov. Code, § 6250 *et seq.*), we request copies of ***all records that relate to the Subrosa Report of Investigation ("Report") by the Titan Group dated April 30, 2013 regarding Deara Okonkwo.*** Below is a non-exhaustive list of specific records we seek related to the Report.

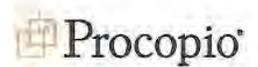
As you know, WAYS requested numerous documents from the Los Angeles County Office of Education ("LACOE") on April 11, 2014 which included requests for the Report and related documents. Despite your assertion to the contrary, *LACOE never produced to WAYS the Report or related documents.* WAYS recently obtained a copy of the Report from a third party.

To be clear, this letter is not a new Public Records Act request. The requests in this letter are subsumed under our previous requests in our April 11, 2014 letter. The purpose of this letter is to describe *specific documents* covered by our April 11, 2014 requests that LACOE has failed to produce, which we now know exist because we have recently reviewed a copy of the Report provided by a third party.

We remind LACOE that for purposes of the Public Records Act, "public records" include electronic correspondence (email) and phone records. (Gov. Code, § 6252.)

We request to inspect and copy the following public records pursuant to Government Code section 6253(b), which are encompassed in our April 11, 2014 Public Records Act request:

- 1. Any and all communications to, from, or between LACOE staff members and The Titan Group's investigators, staff or contractor(s) related to the investigation of Deara Okonkwo.***



Courtney M. Brady
September 2, 2014
Page 2

2. ***Any and all records of instructions, directions, or assignment information provided by LACOE to The Titan Group's investigators, staff or contractor(s) related to the investigation of the subject Deara Okonkwo.***
3. ***Any and all records that comprise or are related to any contract, engagement agreement, retainer agreement, or other agreement between LACOE and The Titan Group for services, including any "master contract" as well as any contract specific to the investigation of Deara Okonkwo.***
4. ***Any and all invoices, receipts, records of payment, pay stubs, or accounting, for The Titan Group's services related to the investigation of Deara Okonkwo.***
5. ***Any and all records, including communications to or from LACOE, related to any surveillance or investigation(s) initiated, requested or contracted by LACOE of any other charter school by The Titan Group or any other investigator, including any investigation of another charter school's board members, officers, or employee(s).***
6. ***Any and all records of phone logs, audio recordings or notes of phone conversations between LACOE and The Titan Group's investigator(s), staff or contractor(s) related to the investigation of Deara Okonkwo.***
7. ***Any and all records, which may include background information, biographical information, profiles, or other materials, provided by LACOE to The Titan Group's investigator(s), staff or contractor(s) about WAYS or any member of the Okonkwo family.***
8. ***Any and all records that show or evidence approval by any person at LACOE for the surveillance and investigation of the subject Deara Okonkwo.***
9. ***Any and all records that comprise or relate to Deara Okonkwo's "contract with LACOE" that is mentioned throughout the Report, including on page 2 in the first paragraph under the "Results" subheading.***
10. ***Any and all records, including video, audio, notes and any other documents, contained in the "investigation packet" mentioned on page 32 of the Report.***
11. ***The "date and time stamped SD cards" mentioned on page 32 of the Report.***
12. ***Any and all records that comprise, describe or relate to the "total amount of loss to LACOE" that "is on file with Vibiana M. Andrade, General Counsel for LACOE", according to page 33 of the Report.***



Courtney M. Brady
September 2, 2014
Page 3

Note that these requests are not time-limited. For instance, they include any communications *before, during or after* the investigation by The Titan Group.

We understand that you have already withheld records responsive to this request from WAYS (e.g. the Report itself). At the same time, LACOE staff has asked the Board of Education to rely upon some of these records (e.g. the Report) as evidence against WAYS in pending revocation proceedings. This is a violation of WAYS' due process.

LACOE has also failed to provide WAYS with a written justification and cite to any exemption claimed, as well as the names, titles and positions of each person responsible for the withholding of records, as required under the Public Records Act. (Gov. Code, §§ 6253(d), 6255.) We also note that if a record that would otherwise be exempt from disclosure was previously disclosed to another member to the public (e.g. the Report, which we obtained from a third party), any claimed exemption is thereby waived and the record must be disclosed upon request. (Gov. Code, § 6254.5.)

We request production of the above documents immediately.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Greta A. Proctor', written over a light blue horizontal line.

Greta A. Proctor



Los Angeles County Office of Education

Serving Students • Supporting Communities • Leading Educators

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Kalle Braude
President

Thomas A. Saenz
Vice President

Douglas R. Boyd

José Z. Calderón

Rudell S. Freer

Raymond Fleisler

Rebecca J. Turrentine

September 9, 2014

Via E-mail

Greta A. Proctor
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101

Re: Public Records Act Request re Wisdom Academy for Young Scientists
("WAYS")

Dear Ms. Proctor:

The Los Angeles County Office of Education ("LACOE") is in receipt of your correspondence dated September 2, 2014. Please be advised that the April 30, 2013 Investigative Report regarding Deara Okonkwo was produced to your office on June 20, 2014. The report was included on a flash drive and was entitled DOC062014-0620214140733. Another copy of this report is attached to this correspondence.

The records requested in your September 2, 2014 correspondence are protected by the attorney-client privilege and attorney work product doctrine and accordingly will not be produced. The Office of General Counsel is responsible for the withholding of these documents.

Sincerely,

A handwritten signature in black ink, appearing to read 'CMB', written over a light blue background.

Courtney M. Brady
Deputy General Counsel

CMB: riv

Attachment

1 3. After efforts to resolve the matter informally were unsuccessful, LACOE initiated
2 the mediation procedure through AAA, culminating in single-day mediation on June 15, 2012.
3 The mediation resolved with a one-page agreement (the "Mediation Agreement"), whereby the
4 Parties agreed that WAYS would "revise its charter to reflect LACOE's conditions of approval
5 and MOU attachments F and G", and provided a timeline such that the matter would be resolved
6 by September 14, 2012.

7 4. Thereafter, WAYS made substantive revisions to the Charter Renewal Petition and
8 presented it to LACOE in August 2012, and understood that it had complied with the Mediation
9 Agreement. LACOE disputed that contention, and on or about May 21, 2013, LACOE initiated
10 this arbitration proceeding by filing a Demand for Arbitration pursuant to Element 14 of the
11 Charter Renewal Petition (the "Dispute").

12 5. In order to resolve the Dispute, the Parties have met and conferred concerning
13 additional revisions to the Charter Renewal Petition. Without admission of fault or wrongdoing,
14 the Parties stipulate to this Stipulated Consent Order because they wish to resolve all matters
15 arising from and/or relating to the Dispute, and to avoid incurring additional costs and attorney
16 fees litigating this Dispute.

17 **THE PARTIES HERETO AGREE AND STIPULATE AS FOLLOWS:**

18 6. The document attached hereto as **Exhibit 1** is the Charter Renewal Petition, as
19 revised and agreed upon by the Parties. The revised Charter Petition resolves the disputes
20 outlined in LACOE's Demand for Arbitration. It may be distinguished from earlier versions by
21 the date stamp on the cover page indicating "May 20, 2014".

22 7. Execution of this Stipulated Consent Order shall result in full resolution of the
23 Dispute.

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Dated: September 9, 2014

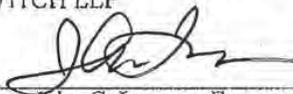
LOS ANGELES COUNTY OFFICE OF
EDUCATION

By: 
Courtney M. Brady, Esq.
Deputy General Counsel

*Attorneys for Los Angeles County Office of
Education*

Dated: September 10, 2014

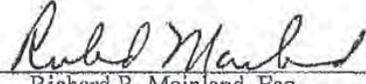
PROCOPIO, CORY, HARGREAVES &
SAVITCH LLP

By: 
John C. Lemmo, Esq.

*Attorneys for Wisdom Academy for Young
Scientists*

IT IS SO ORDERED.

Dated: September 10, 2014

By: 
Richard R. Mainland, Esq.
Arbitrator

American Arbitration Association

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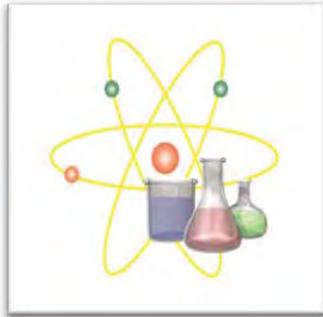
**Wisdom Academy
for
Young Scientists**

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**706 E. Manchester Avenue .
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Charter Document B

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Petition Submitted on Appeal to the Los Angeles County Board of Education, and approved as reflected in LACOE Board Meeting Minutes on June 7, 2011.

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Edward Cabil, Lead Petitioner

323-752-6655

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This document reflects conditions and changes required by the Memorandum of Understanding between LACOE and WAYS.

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Revisions Presented: May 20, 2014

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Introduction & Self Assessment

Introduction

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of 520 students. WAYS became a charter school in July of 2006. WAYS is located in its original opening location in the South Los Angeles Barea of Green Meadows Villa. WAYS serves Kindergarten through grade five students. Now in our fifth year of operation, WAYS has quickly gained a strong reputation as an academically high performing charter successfully serving a population of students traditionally labeled as underperforming. As a charter school, WAYS is authorized by the Los Angeles County Board of Education (the "County") and the California State Board of Education, and receives public per-pupil funding, federal and local grants and in-kind donations to support its operations. B

In our diligent task of seeking a renewal of the WAYS charter petition, the WAYS community has engaged an authentic and reflective examination process. We have thoroughly analyzed the strengths and weaknesses of our school community, and in doing so, highlighted our successful academic and fiscal results as well as made recommended adjustments. As a school community we are inspired by our successes and accountable to our challenges. We are committed to the ongoing vitality of WAYS and will highlight ways in which we seek to better serve our students and families. We respectfully submit this petition for charter renewal for the 2011 - 2012 – 2015 - 2016 school years. B

We believe that WAYS provides a proven educational program in which all stakeholders – students, parents, teachers, community leaders and the school administration embrace a shared vision for the goal of providing a high quality, transformative learning experience that is steeped in principles of learning for the twenty-first century and is equitable for every child that joins the WAYS family. B

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A Brief Bio on the Founder of WAYS

Kendra Konkwo is the founder of Merle Williamson Foundation (MWF) a California non-profit organization, and Executive Director of Wisdom Academy for Young Scientists. As a part of fulfilling her dream of giving back to her community, Kendra founded WAYS in 2005. Her mission in founding is to provide quality and enriching education for all children in her South Los Angeles community. Kendra obtained her Bachelor's Degree in Human Services with a minor in Early Childhood Education from California State Dominguez Hills and the following year, she obtained her Child Care License and Director's Permit. Kendra opened her first day-care center, Wisdom Preschool and private school in 1988, Wisdom School and Performing Arts Center. B

Her awards and recognition include County of Los Angeles Certificate of Commendation, Department of Parks Award of Appreciation, President Clinton's B

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and Governor Davis' Award for Community Activist and Wisdom Academy Platinum Plaque for her Outstanding Contribution among many. Mrs. Okonkwo is an embodiment of a humanitarian to many and she continues to inspire children of the local community by her overflowing benevolence, words of wisdom and community outreach for South, Los Angeles. B

A detailed analysis of the school student achievement data including STAR/CST, API and AYP Data B

We believe the viability of WAYS' academic programs can be validated by assessment data that exemplifies WAYS success at educating those students whom the school seeks to educate. Our assessment outcomes indicate that WAYS is making an unprecedented effort in achieving its mission of providing a transformational learning climate by closing the achievement gap for African-American and Latino students. WAYS has consistently exceeded both Los Angeles Unified School District (the "District"), state and neighboring school outcomes on the California Standards Test in the areas of English Language Arts, Math and Science throughout the implementation of the charter. According to the following assessment results, WAYS has met the minimum criteria for B renewal set forth by Education Code 47607. B

B

	API	SWR	Met AYP
2009 – 2010 B	879 B	* B	Yes B
2008 – 2009 B	843 B	8 B	Yes B
2007 – 2008 B	774 B	7 B	Yes B
2006 – 2007 B	782 B	5 B	Yes B

Our success at making AYP and achieving an unprecedented API score for our local area is but one indicator of our success. In an effort to convey a detailed composite of the WAYS' success we will employ a benchmarking strategy of our schools performance against similar schools and against public schools in our neighborhood. B

B

API Scores of neighborhood schools (2009 – 2010) B

School B	API B
Wisdom f Academy for f Young Scientists f	879
Watts Learning B Center Charter B	860 B
96 th St. B	801 B
93 rd St. B	745 B
South Park Elem. B	738 B

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	American B	
Wisdom f Academy for f Young Scientists f	881 B	879 B
Watts Learning B Center Charter B	858 B	855 B
96 th St. B	751 B	799 B
93 rd St. B	665 B	745 B
Compton Ave. B	723 B	734 B
Grape Elem. B	698 B	726 B
McKinley Elem. B	682 B	717 B
Cornerstone Prep. B Charter B	582 B	570 B
LAUSD f	662 B	691 B

Wisdom Academy for Young Scientists ranks 1st among neighborhood schools B for socio-economically disadvantaged students and African American Students. B

Combined API analysis B

A comparison of our API, Similar Schools Rank, and API for African American B and Economically Disadvantaged students reveals that WAYS is meeting our B mission of providing a B transformational B learning B climate B that B empowers B our B students to succeed. These results also, reveal that WAYS is meeting its B mission of providing a high-quality public education program when compared B statewide, district wide and locally. B

B

California Standards Test (CST) English Language Arts (ELA) Analysis B

During our petition period, we have met our goal of continuously increasing the B percentage of students that score advanced or proficient school wide while B decreasing the number of students that score below basic and far below basic. B WAYS students continue to show growth and exceed AYP goals with continued B enrollment in the charter. This growth demonstrates a significant “value –add” for B each year a student spends in the charter: B

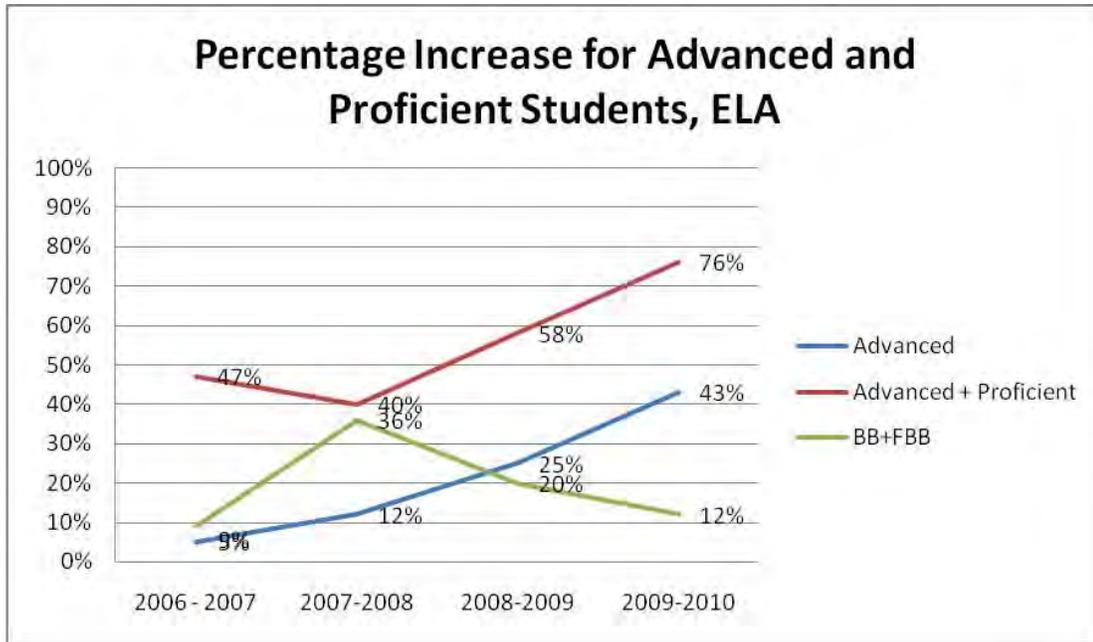
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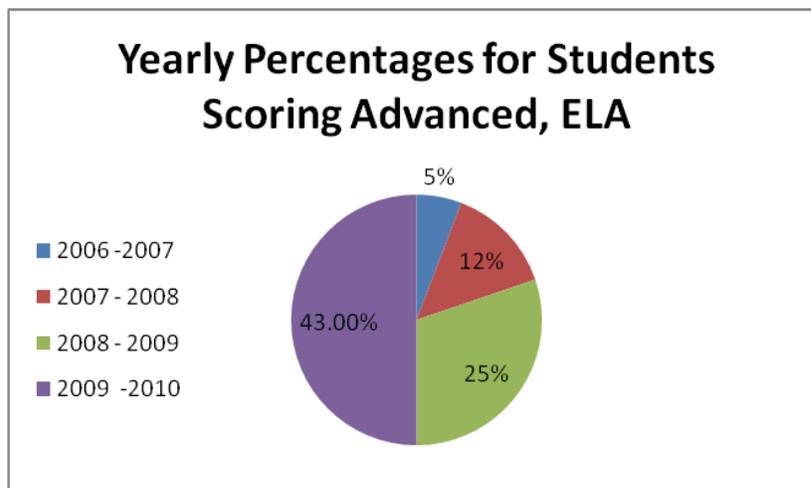


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ELA trend analysis B

When we compare school years by conducting an analysis of students scoring B advanced and proficient, we find that overall the performance of our students in B ELA has given us room for growth. When we analyzed the results of our 2008 B assessments we designed new approaches to teaching reading comprehension B and writing. We believe that reading comprehension and writing must be taught B systematically and explicitly. B We conducted an assessment of our ELA B curriculum materials and at this time adopted supplemental materials to aid in the B teaching of comprehension and writing. We also dedicated considerable to time B to analyzing student progress in these areas. The results reflect school wide B growth in our targeted areas with WAYS students who test advanced on ELA B achieving yearly gains, growing from 5% during our initial testing year to 43% in B 2009 – 2010. B

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English Language Arts B

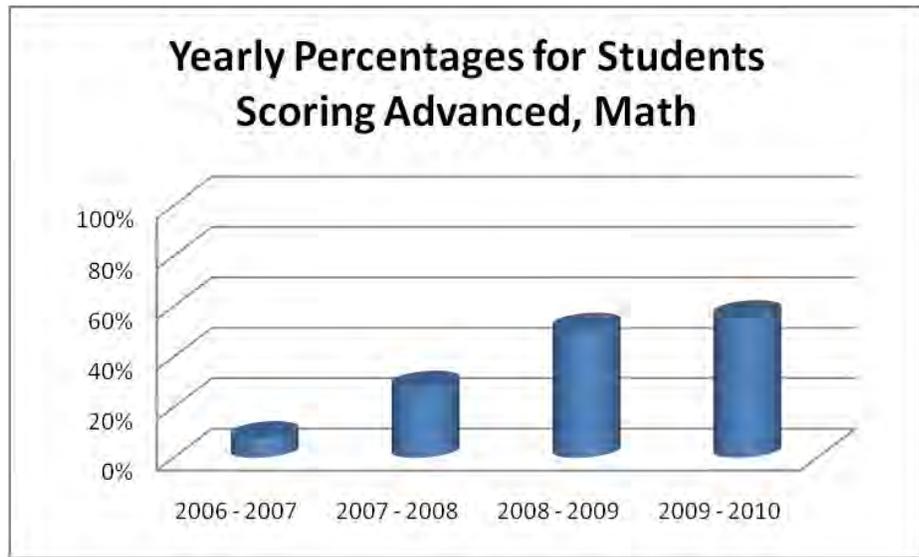
B	2006-2007	2007 - 2008	2008-2009	2009 -2010
Advanced B	5% B	12% B	25% B	43% B
Prof +Adv B	47% B	40% B	58% B	76% B
B+FB B	15% B	36% B	20% B	12% B

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California Standards Test (CST) Math Analysis B

During our petition period, we have met our goal of continuously increasing the B percentage of students that score advanced or proficient in math school wide. B

WAYS students continue to show growth and exceed AYP goals with continued B enrollment in the charter. This growth demonstrates a significant “value –add” for B each year a student spends in the charter: B

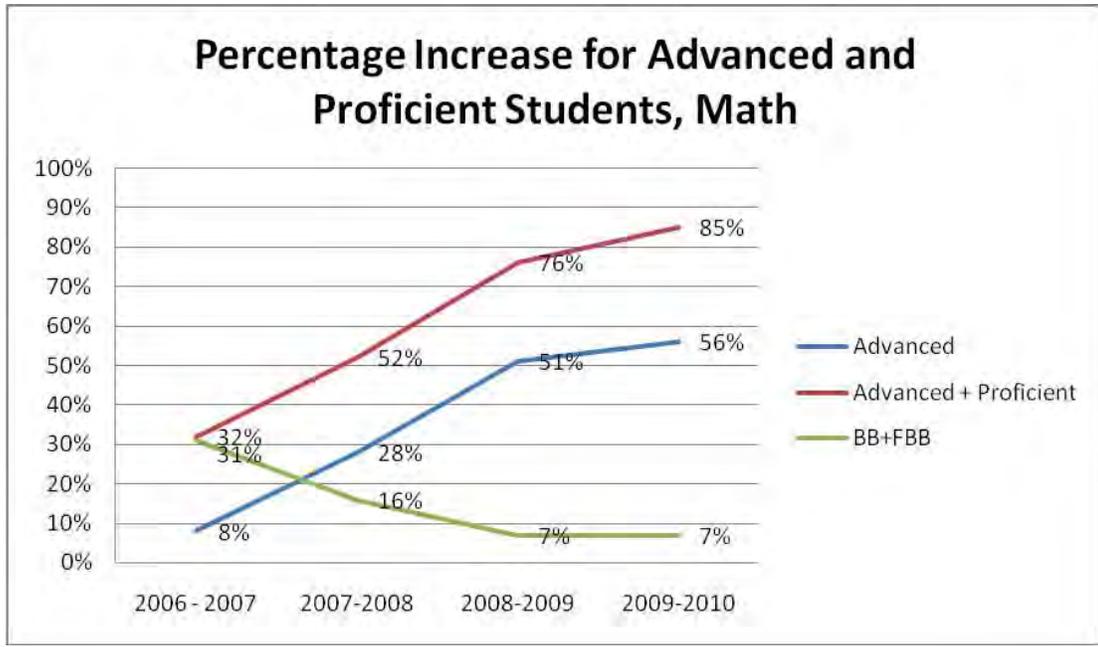


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Math B

	2006-2007	2007-2008	2008-2009	2009-2010
Advanced B	8% B	28% B	51% B	56% B
Adv+Prof B	32% B	52% B	76% B	85%
B + FB B	31% B	16% B	7% B	7% B

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Progress of Subgroups B

When we examine the progress of our numerically significant subgroups, it is B noted Bby Bthe Btable Bbelow Bthat Beach Bsubgroup Bhas Bmet Bthe Bschool Bwide B participation rate of 95% as well as AYP percent proficient targets during each B year of testing. B

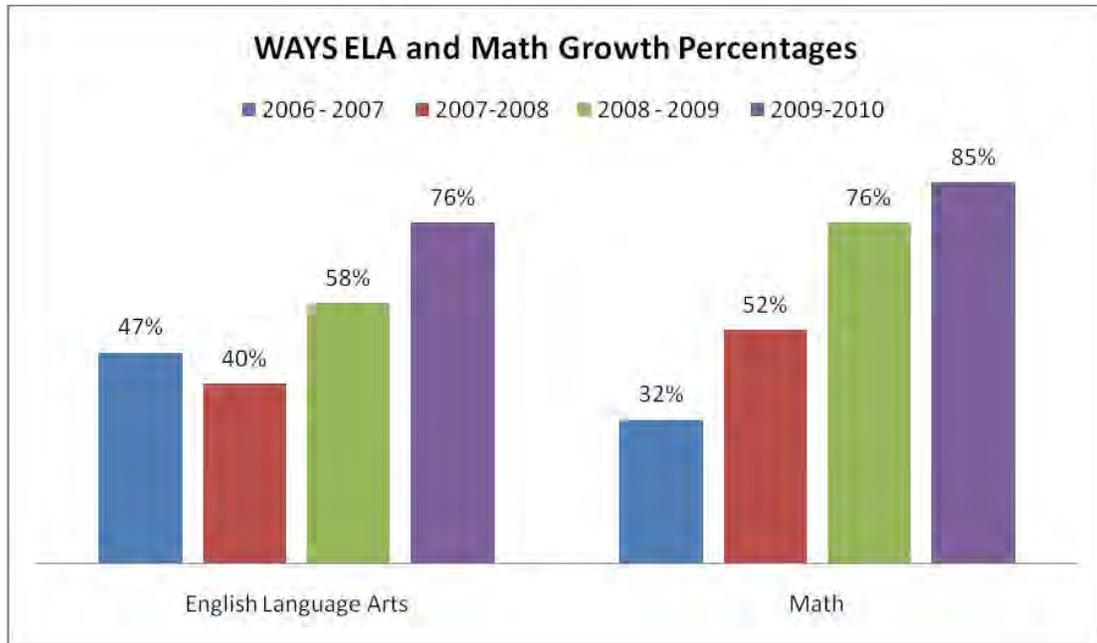
Subgroups	2007 * (24.4)	2008* (35.2)	% Diff.	2009 *(46.0)	% ncrease	2010	% ncrease
School wide	51.9 B	35.9 B	- 16 B	53.7 B	17.8%	76%	23%
African American	51.3 B	35.4 B	-15.9 B	51.7 B	16.3%	81	30%
Socio – Eco. Disadv.	54.8 B	35.1 B	19.7 B	53.1 B	33.4%	76	23%

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WAYS point gains for ELA and Math, Percent Advanced or Proficient B



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Year	English Language Arts	Math
2006 – 2007 B	47% B	32% B
2007 - 2008 B	40% B	52% B
2008 – 2009 B	58% B	76% B
2009 - 2010 B	76% B	85% B
4 – year gains	+32	+53

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An explanation of how other periodic, formative assessment data is used informatively to guide instruction for all stakeholders

We believe that periodic assessments drive rigor. We regularly and systematically administer periodic and formative assessments that are given to teachers in advance, to be used as a road map to guide instruction. We use these assessments to track student progress throughout the year to provide meaningful data that can be used to make a difference in instruction. Beginning with the end in mind, teachers first create rubrics and benchmarks for student progress and use curriculum maps to plan their instruction for the year. An assessment calendar is generated that is aligned with curriculum maps and focuses on the standards that need to be assessed and re-assessed for proficiency. The curriculum maps and periodic assessments act as the guide for sound data-driven instruction.

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We have seen an improvement in the effectiveness of teaching due to our use of B software tools that allow us to successfully aggregate student data and analyze B the results for strengths and weakness in instructional delivery, allowing teachers B to change strategies in response to changing needs. B

The results of periodic and formative assessments are regularly communicated B with students and parents as part of our collaborative culture. B

Actual In-Seat Attendance Rate

Year	Actual In-Seat Attendance Rate
2006 – 2007 B	183.09 B
2007 – 2008 B	179.06 B
2008-2009 B	180.05 B
2009-2010 B	227.74 B
Projected 2010-B 2011 B	265 B



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A description of best practices that fulfilled our school’s mission as well as challenges from the prior petition period

We attribute our accomplishments to a variety of factors B

During the initial petition period, WAYS accomplished the following successes B

- *B Effective instructional techniques* – By creating an environment that is B responsive to each students individual needs and designing lesson plans B that differentiate instruction, our teachers are able to closely identify with B each Young Scientists.

- *B High Expectations for Student Achievement* – When one examines the B programs of our school it is apparent that the strength of WAYS is student B achievement. We are most encouraged by our student’s performance. B ISchool wide indicators of success reveal that we are meeting the goals of B the charter as it is evident that our students are learning. We B acknowledge that our charter is a contracted agreement with the County B with student achievement as the foremost expected outcome. We further B acknowledge our student achievement results:
 - B We have met any required AYP in every year of operation

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- B We have been ranked in API decile 8 among statewide B demographically comparable schools
 - B The academic performance of our students is greater than the B academic performance of the majority of the public schools that our B pupils would otherwise have been required to attend as well as the B academic performance of the schools in LAUSD taking into account B the composition of the student population whom we serve
 - B 43% of our students are scoring advanced on the CST in English B language arts and 76% are scoring advanced or proficient.
 - B 56% of our students are scoring advanced on the CST in math and B 85% of our students are scoring advanced or proficient in math on B the CST.
 - B Less than 19% of our students are scoring at below basic or far B below basic on the CST in English language arts, math
 - B Less than 10% of our students are scoring below basic or far below B basic on the CST in science
- B *Meeting the needs of Exceptional Students* – Another success we have B achieved that adds to our strength of diversity is success with our B exceptional population of students. Our exceptional students include B students with Individual Education Plans with specific goals for Speech B and Language Impairments, Development Delay, Specific Learning B Disability and Autism.
 - B *Flexible scheduling* – Once we have aggregated and analyzed periodic B and formative assessment data, adjustments in the daily schedule are B sometimes needed that allow for additional time to master learning B objectives that lead to standards mastery. Flexible scheduling also allows B our students to delve deeper in concepts they are learning through the B application of project – based learning. B
 - B *Extended School Day/Increased Instructional Time* – Since the charter’s B inception, WAYS has provided a longer school day as well as a free after B school program for families in need of such service. With the awarding of B the ASES grant, we have been able to develop a comprehensive, B academically enriched after school program that is tailored to meet the B needs of our Gifted and Talented students as well as those who need B intervention to progress at minimum one level of proficiency each year as B measured by the California Standards Test. Students groups specific to B the after school program have been created in Data Director, our B assessment software program. This program is used to monitor the B effectiveness of intervention and enrichment instruction provided during B after school hours as well as communicate progress to parents. Physical B fitness and enrichment activities such as Mock Trial, Entrepreneur’s Club, B

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Doctor's Club, Kimya's 21st Century Nook Readers' Club, Princess, Club, B Noble Men and Dance occur during the after school program.

- **B *Integrated Core Curriculum with an Inquiry based approach*** – The WAYS B curriculum is integrated as a whole and connections are made between B content, processes, knowledge and skills. We believe providing real time B applications of what students learn increases the relevancy and B meaningfulness of learning for our students. When you visit WAYS you B will see classes in which all subjects are taught, multiple modalities to B learning utilized with critical thinking and inquiry being promoted through B the use of Bloom's Taxonomy.
- **B *Exemplary Science Education*** - We believe we are dispelling the B achievement myth that exists with underserved students and girls in B science. We are making a bold attempt to prepare our students for 21st B century career choices that will weigh heavily in the sciences. We are B most proud of our accomplishments in science as they relate to our girls B with 50% of our participating girls scoring advanced in science on the CST B and 78% scoring advanced or proficient in science on the CST.
- **B *Diversity*** -WAYS is proud to support a learning environment that mirrors B our community. The Green Meadows Villa area of Los Angeles is located B two miles from the historic Watts area of South Los Angeles. The B community has a racial mix of African-American and Hispanic -Latino B residents. WAYS' student population is proud to represent both sub-B groups. Our Hispanic – Latino student population has grown significantly B during the petition to closely reflect that of the neighborhood. Similar to B WAYS most students in the Similar Schools Rank qualify for Free or B Reduced Lunch. B

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- **B *Highly qualified leadership, teachers and support staff*** – Our faculty has B been selected for their innovative yet complimentary talents, team attitude, B diversity and commitment to urban students and their families. All of B teachers and instructional aides are highly qualified and No Child Left Behind compliant. In addition to completing rigorous teaching training B programs, many of our teachers have received Clear credential status B

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through participation in the Beginning Teacher Support and Assessment B Program. Our faculty embraces the mission of the school and is B encouraged to act as change agents in the lives of the students we serve.

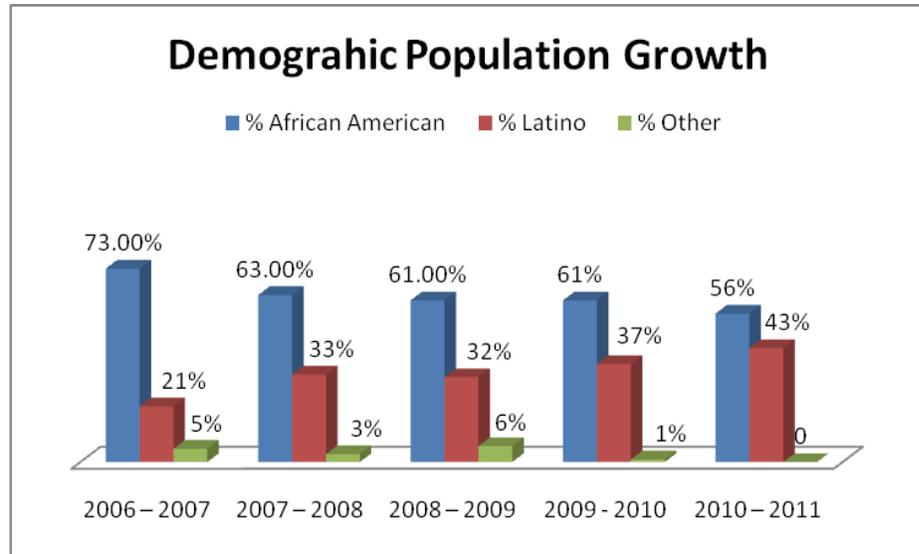
- *B Provided a transformational learning climate by succeeding with underserved students* – A feature that sets us apart from traditional B charter schools is our efforts to educate the whole child and continuously B find ways to meet the individual needs of all of our students. We are proud B of our success with underserved students. We have never expelled or B “kicked out” a student from WAYS. We utilize interventions such as B Student Success Team, parent education and counseling to address the B unique needs of our student population.
- *B Growth in Balance of Racial Ethnicity in Student Population*–We B conducted a comprehensive outreach program to attract a diverse B population of students, however due to our strong academic culture many B of our students come to WAYS through the referral of our parents. B Community involvement and engagement is an essential component of B our success. We make intentional efforts to promote a school climate that B systematically promotes communal bonds amongst students as well as B encourages community awareness and service. Over the course of the B petition period, students have learned to care for and rely on classmates B of diverse backgrounds while drawing from the unique attributes of those B other personalities and cultures. B

School Year	% African American	% Latino	% Other
2006 – 2007 B	73.24 B	21.12 B	5.64 B
2007 – 2008 B	63.44 B	33.33 B	3.23 B
2008 – 2009 B	61.22 B	32.65 B	6.13 B
2009 - 2010 B	61.41 B	37 B	1.59 B
2010 – 2011 B	56.7 B	43.3 B	0 B

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- **B Student, Parent and Community Engagement** – We celebrate the B success of our students with our parents and enjoy their input during B monthly Family Nights. Parents serve on the Parent Advisory Council, B which is elected yearly. Through their service we have held several B successful fundraisers that have enabled our students to form the Student B Travel and Research (STAR) program. Through the efforts of our parents, B WAYS students have participated in science excursions to Ensenada, B Mexico, Sacramento, Lake Arrowhead Ranch Outdoor Science Camp and B the Aquarium of the Pacific, Under the Sea Stars overnight stay.

Challenges of initial petition period B

Although accomplished in several dynamics, success has come with challenges B that we humbly acknowledge and address B

- **Leadership Transitions** –During the first year of operation WAYS was B initially led by a leadership team consisting of consultants from California B State University, Los Angeles. During this initial year of operation an B alternative was sought to placing the leadership of the school at the B direction of consultants. The WAYS Governing Board decided to hire a B Principal as school leader. The first Principal of WAYS was Jan Lyle. B Later during the initial year, Alake Watson joined WAYS as Principal. We B are grateful for the contributions of the initial leaders of WAYS. B

In addition to the principal another leadership transition occurred with the B recruitment of Loretta McDonald as Chairman of the WAYS Governing Board. Ms. McDonald has led the WAYS governing board for the past 3 B years and has helped to provide sound counsel on fiscal matters as well B as strategic leadership for the growth and development of WAYS. Ms. B McDonald was chosen to lead the WAYS governing board for her B knowledge of charter school operations and her expertise in charter B

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school finance and governance. She is a former charter school business B executive. Ms. McDonald is a graduate of USC's Marshall School of Business and USC's Chief Business Operator Program for Charter B Schools. B

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- *B Outsourcing to a food service vendor*– We believe one important aspect of B providing a transformational climate for our students involves feeding them B a diet that is healthy, sustainable and nutritional in value. For this reason, B we have struggled with the concept of outsourcing our meals to a food B service vendor. We have made attempts to work with different vendors on B menu planning and preparation; however, we feel it is most beneficial to B prepare our students meals on-site. The outsourcing of our meal program B is a challenge that we would like to remediate during the new petition B period.
- *B Facility Expansion* – Our student population continues to grow along with B the reputation of the quality of our school program and although B encouraged by the aspect of growth, we are challenged due to a lack of B space in our current facility that will accommodate our entire student body. B For this reason WAYS has a satellite site nearby in which two B kindergarten classes are held.

B

We've found a number of solutions to remediating our challenges B

- *B To address our leadership challenges* and after careful consideration, we B made another transition during our first year and hired our second B Principal, Alake Watson. Ms. Watson was chosen for her strong B commitment to urban education, instructional expertise on implementing B standards – based, data – driven instruction and for her ability to lead a B dynamic staff as a visionary. We are confident that we have the right B person on board as we are experiencing outstanding school wide results B under her leadership. Ms. Watson is a graduate of Pepperdine B University's Educational Leadership Academy and is a current Doctoral B Student in Pepperdine's Organizational Leadership program. B
- *B To address our challenge of meal program outsourcing* we have B constructed a commercial kitchen that has received all necessary B clearances for preparation of meals as commercial kitchen. (building and B safety requirements) B
- *B To address our facility expansion needs*, WAYS is strategically planning to B partner with local schools for additional space. B

A detailed analysis of the extent to which WAYS has achieved its mission intended in the initial charter petition

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Achievement of mission B

The mission of WAYS is to create a transformational learning climate in which B students become empowered to be leaders, self-responsible learners, agents of B change, and true scientists. The mission is the centerpiece of the school’s B educational plan. The mission consists of three main concepts: Empowering B students to be leaders, through high quality education that is anchored in the B California State Standards, enabling them to become true scientists who are B global citizens as evidenced by their participation in a rigorous content rich B science program and expecting them to be leaders who will act as change B agents in their local community. We have made measurable strides toward our B mission during our past 4 years: B

- *B Closing the achievement gap for underserved students in science – We B are proud of our accomplishments in science education and more B remarkably our success with dispelling the norm of low performance in B science amongst girls. Through a rigorous application of the California B State Standards for science we have been able to strengthen and expand B our FOSS curriculum to include meaningful real-time science education for B our students through high quality instruction that is standards – based, B thematic and partnered with scientific organizations such as Heal the Bay, B The California Science Center, The Aquarium of the Pacific, Arrowhead B Lake Science Camp. For effective science instruction, teachers use the 5 B E model of instruction in which teachers are to Engage, Explore, Explain, B Elaborate, and Evaluate. Students learn from these guided principles B through hands on activities, such as games, and projects. WAYS’ B students have participated in hands on science through the extensive care B of animals, which they were able to “adopt” and care for during non-school B hours. Our focus on science is a factor in the strength of our API score. B When we benchmark the progress of our students against those in our B neighborhood schools we find that our students benefit greatly from an B educational program with science as a focus:*

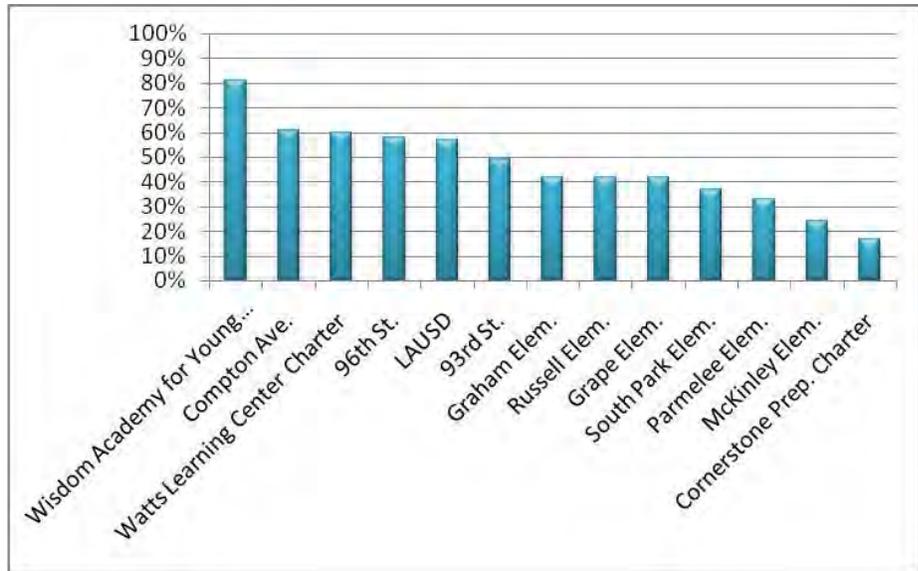
Wisdom Academy for Young Scientists	81%
Compton Ave. B	61% B
Watts Learning Center Charter B	60% B
96 th St. B	58% B
LAUSD	57% B
93 rd St. B	49% B
Graham Elem. B	42% B
Russell Elem. B	42% B
Grape Elem. B	42% B

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South Park Elem. B	37% B
Parmelee Elem. B	33% B
McKinley Elem. B	24% B
Cornerstone Prep. Charter B	17% B

When we examine the results of our neighboring schools on the ECST for Science, our results reveal that WAYS leads our neighboring schools in the percentage of students scoring advanced and proficient. B



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- B Implementation of a rigorous California standards based education –** WAYS’ educational program uses inquiry-based approach to create a B student-centered learning community, and address students’ individual B interests, developmental levels, and learning styles. The curriculum is B grounded in the California standards and adheres to the concepts and B goals identified in the state frameworks. Instruction emphasizes power B standards that focus on depth of instruction instead of quantity of B instruction by systematically pacing instructional units. WAYS’ program is B structured around a dynamic and integrated curriculum that has been B aligned with the California core curriculum of English-Language Arts, B Mathematics, Science, and Social Science. The infusion of purposeful B technology serves to stimulate students’ enthusiasm and interest in linking B students to the global community in the learning process. B
- B Partnerships with community service organizations that promote student leadership –** Partnerships with organizations such as the American B Leukemia Society and Heal the Bay, give our students opportunities to B fulfill the WAYS mission of empowering our students to be leaders. B Recently our students raised nearly \$700.00 for the American Leukemia B

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Society's "Pennies for Patients" program. In collaboration with Heal the Bay our students have assisted with Malibu and Santa Monica Beach Cleanups, as well as in Coastal Cleanup Day, the world's largest volunteer event that occurs annually in September. WAYS participates as one of only a few sites that are located in the metropolitan Los Angeles area. WAYS students were recently featured in a one – hour documentary on the significance of Coastal Cleanup Day which aired on September on KTLA. WAYS' partnership with Heal the Bay began through a collaboration with the Watts Gang Task Force in which we've partnered to be active participants in remediating gang activity in the immediate area of WAYS. Each year we host Thanksgiving dinner for families and friends of WAYS and give away gift baskets of food provided through a partnership with Neighborhood Outreach Council. This is a student led event in which turkeys are given away to families in need and the entire school community is invited this celebratory event.

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- *Parent Participation* - Our parents act as integral part of WAYS helping us to achieve our mission through partnering with us in their child's education. Parents are encouraged to willingly volunteer 30 hours per year as well as participate in parent education and training classes and monthly Family Nights. We created Family Nights as a means of providing our parents a window of opportunity to grasp the concepts and objectives of their child's learning through their participation in fun, hands-on activities with their children that promote the California state standards.



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How WAYS meets the needs of subgroups African American, Socio-Economically Disadvantaged, English Learners and Students with Disabilities

African American

Our African – American students benefit mostly from a positive growth in school climate where high expectations for learning as well as behavior are upheld. As a Professional Learning Community, we monitor the progress of our students through supportive management tools that are tracked through Response to Intervention and Instruction(RTI^{2R}). Through home visits we develop we develop

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relationships with our students and their families that allow for a team centered B approach to helping our students success. B

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Economically Disadvantaged B

The saying, “It takes a village to raise a child” is apparent and observable at B WAYS. As a school community, we believe and expect all of our students to B become high achievers. We have found success with our African-American B students through adopting a whole – child approach to education. We are B cognizant of the fact that a child’s education is socially dynamic and therefore B must reach beyond the classroom to include families, extended family , teachers, B *the student* and all stakeholders involved in the child’s educational success. As a B means of collaboration with our families, we conduct home visits, have monthly B Family Nights where dinner is served to all attendees. We also partner with B social welfare organizations such as Operation School Bell where children in B need receive school uniforms and the Neighborhood Outreach Council which B provides free food that is available to families in upon request. At WAYS we B maintain an open door policy within our school community where the school B administrators and teachers are highly accessible. B

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Implementation of program components of charter B

Educational program–We are proud of our accomplishment of achieving the B learning outcomes proposed in our initial petition. B

Achievement of school wide goals–WAYS is achieving its mission of “growing our B own scientists” by providing an educational program that gives our students B early exposure to the skills that will be in demand in the twenty-first century. We B have Baccomplished Bour Btask Bof Bachieving Ba B’systems” Bapproach Bfor Bthe B sustainment of the WAYS organization. All aspects of the schools operations are B effective in promoting high student achievement. Our students learn in a clean, B well-maintained facility amongst caring adults who model positive interactions for B our students resulting in a disciplined school environment. B

Innovative Program

Several pioneering programs distinguish WAYS as an innovative educational B model: B

Exemplary Hands – on, Project Based Science B Education Program B	Cultural Diversity of Staff and Students B
Incorporation of STEM initiatives B	Elective Block Period - Fun Friday! B
Stellar Performing Arts Program incorporating B dance and physical fitness B	Student Travel and Research Program – fourth B grade tours to Sacramento, third grade tours to B Catalina Island, fifth grade tours to Lake B

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	Arrowhead Ranch Outdoor Science Camp B
Well Balanced Core Curriculum in which all B subjects are taught B	After school enrichment and intervention B program B
Environmental Ambassadors Program B	Summer Enrichment Program - Summer B Science and Dance Camps B
NASA Fellow Teacher Program Participation B	Awarded grant funding from the Walton Family B Foundation's high Quality Charter Schools B Grant, William C. Bannerman Foundation After B School Education and Safety (ASES), B Community Beautification and Riordan B Foundation B
Cognitive Behavior Counseling Program B	Strong Environmental Partnerships with CA B Science Center, Aquarium of the Pacific and B Generation Earth B
Ongoing Professional Development based on B the Principals of the Professional Learning B Community (PLC) and Response to B Intervention (RTI) model B	WASC Initial Candidacy Accreditation B

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21st century learning in action – what you will see when visiting Wisdom B Academy for Young Scientists B

- ❖ BStudents who are happy and love their school B
- ❖ BA Bprint Bich Benvironment B-a Bvariety Bof Breading Bmaterial, Bnon-fiction, Bfiction, Breference, student made B
- ❖ BTechnically Bich Benvironment Bwith Bstudent Blearning Benhanced Bby the Buse Bof Bcomputers, SMART boards, and document and video cameras B
- ❖ BThematic classrooms that change periodically B(per trimester) and focus on the Bdifferent genres of science – life, physical and earth B
- ❖ BStudent created graphs, charts and projects with a thematic focus B
- ❖ BElective learning with a focus on art, music, crafts, dance, cooking, gardening B and service learning B
- ❖ BA variety of activities going on at the same time B
- ❖ BOlder children helping younger children B
- ❖ BChildren working collaboratively to solve problems B
- ❖ BA demonstration of group norms of expected behavior B
- ❖ BA faculty committed to the success of urban students B

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Curriculum Framework

The California State Content Standards operates as a guiding framework for both B curriculum and assessment development at WAYS. WAYS will transition from the B CA State Content Standards to the Common Core Standards when deemed B appropriate and mandated by the State of CA. Until such time, the CA Standards B will be used in the following ways: B

- BUsed to map curriculum into units and lessons B
- BUsed to as a guide when writing behavioral level performance objectives B for lessons. B
- BIncorporated into Adopted Text Program outcomes and assessments B
- BUsed as a guide when developing formative and summative unit level B benchmark performance assessment rubrics. B
- BAggregated into benchmark performance indicators for tri-yearly B summative benchmark performance assessment. B

WASC Accreditation

To evaluate the strength of our programs, we sought an outside evaluation. As a B result, BWAYS Bs Baccredited Bwith Bthe BWestern BAssociation Bof BSchools BAnd BColleges. WAYS received initial candidacy status in May of 2010. B

Our administrative team participates as WASC Visiting Committee Members to B evaluate schools seeking candidacy. Our participation on these visits provides B us with a powerful tool for benchmarking the continual growth and improvement B of WAYS. B

We developed our Expected School wide Learning Results through participation B in the accreditation process. Our ESLR's give us a framework for achieving the B school's mission of empowering students to become leaders, change agents and B true scientists. B

Young Scientists as Global Citizens who will

- BThrough early exposure to science, learn on a platform that is B educationally equitable
- BDevelop an appreciation and respect for cultural differences B
- BDevelop a personal connection to learners of different cultures B
- BCommunicate effectively their ideas and learning to others B
- BContribute to their community through responsible actions that benefit B humanity B

Young Scientists as Leaders of the 21st Century who will

- BWork together to solve complex, real world problems through project B based learning B
- BThink critically and creatively B

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- Be Technologically literate and competent in reading, mathematics,)B sciences and performing arts)B
- BDevelop independence as lifelong learners and problem solvers)B

Young Scientists as Researchers who will

- BKnow how to comprehend, apply, analyze, synthesize and evaluate B
- BAsk essential questions B
- BWork collaboratively through teamwork to produce a culture of scientific B discovery B

Young Scientists as Thriving Learners who will

- BDemonstrate confidence in their abilities and develop high self-esteem B
- BLearn the habits that contribute to a healthy lifestyle B
- BWill experience wellness through physical fitness and proper nutrition B

An analysis of how data analysis and professional development were used to improve instruction

Professional development at WAYS focuses on improving the ability of teachers B to Bensure Bacademic Bsuccess Bfor B'all Blearners. BAlthough, Bthe Bmajority Bof B'our Bstudents are scoring on grade-level on formative and summative assessments, B during Bthe B'initial B'petition B'period Bwe Bhave Bfound Bnew Bways Bto Brefine B'our Binstructional Bstrategies Bfor Bproviding Bmore B'individualized B' Binstruction Bthat B's strategically designed to meet the *academic and social* needs of our students. B The Professional Learning Community B(PLC) and Response to Intervention² B models Bhave Bprovided B'a Bframework Bfor B'implementation Bof B'our B'professional Bdevelopment goals. Additionally, strategic planning occurs that is structured by B the B'design Bof BSMART Bgoals. BSMART Bgoals B'are B'specific, B'measurable, B attainable, realistic and timely. An example of a recent SMART goal analyzed B the recent performance data of third grade students in ELA, specifically writing B conventions. A SMART goal was developed to increase the percentage of B students demonstrating proficiency on both periodic assessments and the CST. B Strategies and action steps were developed that addressed scheduling, grouping B of students into groups that delineate the level of support needed as intensive, B strategic or benchmark. Through collaboration, a key component of the PLC B model, grade level teams continue to monitor the performance of students in B groups with the expectation of student movement to benchmark groups as well B as moving up one proficiency level on the CST, within a designated period of B time. B

The Bresults Bof B'our B'professional Bdevelopment Bplanning B'and B'our B'expected B outcomes are shared with parents at the beginning of the year during B'back to B school B'night B'and Bongoing Bthroughout Bthe B'year B'during B'family B' Bnights B'and B Parent/Student/Teacher conferences. B

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How the WAYS' Governing Board has provided leadership for effective implementation of the charter

Our governing board has provided excellent leadership in matters of strategic B planning, finance, law, human resources, negotiation and evaluation. Members B of the board have received training in and comply with the regulations for open B local government meetings set forth in the Ralph M. Brown Act. During the B petition period the governing board established a finance committee, which B provided Bncentives Bfor Bncreasing Bstudent Bachievement Brelative Bto Bstudent B attendance. Their effective leadership in this area resulted in an increased B average daily attendance rate of 95% for the 2009 – 2010 school year. The B governing board has also formed special committees for community outreach, B and public relations. The governing board meets monthly on the last Thursday of B each school month. The board has fulfilled its purpose of ensuring that WAYS B carries out the school mission and vision.

The District has benefited from WAYS' existence

Our charter school is a vital component of our community. Most of our students B live in the immediate area and are the recipients of a high quality education. The B achievement of our students is a most direct benefit of WAYS to the District. We B understand our obligation to our students, their families and the District. We are B grateful for the opportunity to make the kind of impact on the lives of the children B we serve that will influence them to go to college, to study the sciences if they B choose and to live as life - long learners. B

WAYS desires to continue to make a positive impact in the lives of the children B we serve by providing the kind of educational opportunities that have propelled B our school to become the leading school of 3 in our local area that has an API B score of 800 or above. We believe that diversity is an indication of the strength B of B our B program B and B we B are B proud B to B represent B the B ethnic B groups B of B our B surrounding B neighborhood B with B 57% B percent B of B our B students B being B African- B American and 43% being Hispanic – Latino. Our parent testimonials assure us B that they are committed to the further growth of WAYS. WAYS owes a great deal B of B its B success B to B the B leadership B parents B and B will B continue B to B give B parents B opportunities to contribute to WAYS and the community overall. B

While we recognize the growth of our neighboring schools, we believe that B WAYS provides a choice for a high-quality, enriched education as evidenced by B the scholastic achievement of our students who would have otherwise attended B other B neighborhood B schools. B

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Affirmations

As the lead petitioner, I Edward Cabil, hereby certify that the information B submitted in this petition for the renewal of a California public charter school for a B 5 year term, Wisdom Academy for Young Scientists also referred to herein as, B “WAYS” and “Charter School”, located at 706 E. Manchester Ave., Los Angeles, B with satellite sites at 7651 S. Central Ave., Los Angeles, and 8778 S. Central B Ave. Los Angeles , is true to the best of my knowledge and belief; I also certify B that this petition does not constitute the conversion of a private school to the B status of a public charter school; and further, I understand that if awarded a B charter, the Charter School will:follow any and all federal, state, and local laws B and regulations that apply to the Charter School, including but not limited to : B

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- BThe Charter School shall be nonsectarian in its programs, admission B policies, employment practices and all other operations. [Ref. Education B Code Section 47605(d)(1)] B
- BThe Charter School shall not charge tuition. [Ref. Education Code Section B 47605(d)(1)] B
- BThe Charter School shall not discriminate against any student on the basis B of the characteristics listed in Education Code Section 220 Bactual or B perceived disability, gender, nationality, race or ethnicity, religion, sexual B orientation, or any other characteristic that is contained in the definition of B hate crimes set forth in Section 422.55 of the Penal Code. B
- BThe Charter School shall admit all students who wish to attend the Charter B School, and who submit a timely application; unless the Charter School B receives B a greater number of applications than there are spaces for B students, in which case each application will be given equal chance of B admission through a public random drawing process. Except as required B by Education Code Section 47605(d)(2), admission to the Charter School B shall not be determined according to the place of residence of the student B or his or her parents within the State. Preference in the public random B drawing Bshall Bbe Bgiven Bas Brequired Bby BEducation BCode BSection B 47605(d)(2)(B). In the event of a drawing, the chartering authority shall B make Breasonable Befforts Bto Baccommodate Bthe Bgrowth Bof Bthe BCharter B School in accordance with Education Code Section 47605(d)(2)(C)B[Ref. B Education Code Section 47605(d)(2)(A)-(B)] B
- BThe Charter School shall not enroll pupils over nineteen (19) years of age B unless continuously enrolled in public school and making satisfactory B progress toward high school diploma requirements. B
- BThe Charter School shall not require any child to attend the charter school B nor any employee to work at the charter school. B
- BIn accordance with Education Code Section 47605(d)(3), if a pupil is B expelled or leaves the charter school without graduation or completing the B school year for any reason, the charter school shall notify the B superintendent of the school district of the pupil’s last known address B within 30 days, and shall, upon request, provide that school district with a B

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copy of the cumulative record of the pupil, including a transcript of grades B or report card, and health information. [Ref. California Education Code B Section 47605(d)(3)] B

- B The Charter School shall meet all statewide standards and conduct the B student assessments required, pursuant to Education Code Sections B 60605 and 60851, and any other statewide standards authorized in B statute, or student assessments applicable to students in non-charter B public schools. [Ref. Education Code Section 47605(c)(1)] B
- B The Charter School shall be deemed the exclusive public school employer B of the employees of Wisdom Academy for Young Scientists for purposes B of the Educational Employment Relations Act. [Ref. Education Code B Section 47605(b)(5)(O)] B
- B The Charter School shall adhere to all provisions of federal law related to B students with disabilities including, but not limited to, Section 504 of the B Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of B 1990 and the Individuals with Disabilities in Education Improvement Act of B 2004. B
- B The Charter School shall meet all requirements for employment set forth B in applicable provisions of law, including, but not limited to credentials)B [Ref. Title 5 California Code of Regulations Section 11967.5.1(B)(5)(C)])B
- B The Charter School shall ensure that teachers in the Charter School hold B a Commission on Teacher Credentialing certificate, permit, or other B document equivalent to that which a teacher in other public schools are B required to hold. As allowed by statute, flexibility will be given to noncore, B noncollege preparatory teachers. [Ref. California Education Code Section B 47605(l)] B
- B The Charter School shall at all times maintain all necessary and B appropriate insurance coverage. B
- B The Charter School shall, for each fiscal year, offer at a minimum, the B number of minutes of instruction per grade level as required by Education B Code Section 47612.5(a)(1)(A)-(D). B
- B The Charter School will follow federal, state, and local laws and B regulations that apply to it. B
- B The Charter School shall maintain accurate and contemporaneous written B records that document all pupil attendance and make these records B available for audit and inspection. [Ref. California Education Code Section B 47612.5(a)] B
- B The Charter School shall, on a regular basis, consult with its parents and B teachers regarding the Charter School's education programs. [Ref. B California Education Code Section 47605(c)(2)] B
- B The Charter School shall comply with any jurisdictional limitations to B locations of its facilities. [Ref. California Education Code Section 47605-B 47605.1] B

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- B The Charter School shall comply with all laws establishing the minimum B and maximum age for public school enrollment. [Ref. California Education B Code Section 47612(b), 47610] B
- B The Charter School shall comply with all applicable portions of the No B Child Left Behind Act. B
- B The Charter School shall comply with the Public Records Act. Government B Code § 6250, et seq. B
- B The Charter School shall comply with the Family Educational Rights and B Privacy Act. B
- B The Charter School shall comply with the Ralph M. Brown Act. B
- B The Charter School shall meet or exceed the legally required minimum of B school days. [Ref. Title 5 California Code of Regulations Section 11960] B
- B The Charter shall comply with all applicable State and Federal Laws in B serving students with disabilities, including, but not limited to, Section 504 B of the Rehabilitation Act (“Section 504”), the Americans with Disabilities B Act (“ADA”) and the Individuals with Disabilities in Education Improvement B Act (“IDEA”). B

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1 Educational Program

The address of the Charter School is located at: B

706 E. Manchester Avenue B

Los Angeles, California 90001 B

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Satellite Sites at: B

7651 S. Central Ave. B

Los Angeles, California 90001 B

8778 S. Central Ave. B

Los Angeles, California 90001 B

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The phone number of the Charter School is (323) 752 - 6655 B

The contact person for the Charter School is Edward Cabil, Executive Director. B

The term of this charter shall be from July 1, 2011 – July 1, 2016 B

The number of rooms at the Charter School is 13 with scheduled expansion to 25 B
by the end of the charter term. B

The grade configuration is Kindergarten - Fifth. B

The number of students in the first year will be 520. B

The grade level(s) of the students the first year will be Kindergarten — Five. B

The opening date of the Charter School is September 7, 2011. B

The admission requirements include: Students must reside in state of CA. B

The operational capacity will be 26 classrooms, 580 students. B

The instructional calendar will be: 187 Days, August – May – (See Appendix A) B

The bell schedule for the Charter School will be: 8:00 – 2:45, K – 5. B

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1.1 Attendance Requirements

Wisdom Academy for Young Scientists will adopt a school calendar with at least B
180 full-days and provide more instructional minutes than required by the State B
of California through the use of an extended day schedule. The calendar for the B
2012-2013 school year will be the similar the District's 2012-2013 Single Track B
Instructional School Calendar. B

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1.2 Statement of Intent

Wisdom Academy for Young Scientists (WAYS) is committed to developing a B model comprehensive elementary program that meets the unique needs of the B 21st century student. We respectfully submit this charter petition for approval by B Los Angeles County Board of Education for the period of five school years, 2011-B 2012- 2015 – 2016. We intend to prove that a scientifically based curriculum can B balance project-based learning with explicit, rigorous standards-based instruction B and, in so doing, attain academic excellence.

Mission

The mission of WAYS is to create a transformational learning climate in which B students become *“Empowered to be Leaders Change Agents and True Scientists”*.

Vision

The vision of WAYS is to create an educational program that educates the whole B child. This includes an intentional engagement of development of the child’s B intellect, physical body, emotions, and spirit.

Our charter school intends to establish a program that educates the whole child. B Our goals include: B

- B Support each student in meeting the California State Content Standards. B
- B Create a climate that supports each student’s love of learning, psychology B of success, inquiry and problem solving skills, and social and emotional B growth. B
- B Incorporate a variety of assessment strategies including the regular use of B authentic assessments, standardized tests, diagnostic tests, portfolios, B and parent surveys. In addition, WAYS will create tailored aggregate B benchmark B assessments B which B will B be B used B to B measurable B student B performance related to key learning outcomes in core curriculum areas B three times a year in all grades and use the results to make decisions B related to instructional approaches necessary for the success of individual B students, whole class progress evaluation, and program evaluation. B
- B Achieve B each B student’s B mastery B of B language B arts B and B mathematics B California B content B standards B as B defined B in B the B Measurable B Student B Outcomes section of this petition. B
- B Significantly B improve B student B connections B among B between B conceptual B understandings, B practical B applications, B skills, B procedures, B content B and B appropriate vocabulary pertaining to each (California standards-based). B
- B Significantly improve student computation skills and mathematical literacy. B

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- BProvide intentional and systematic strategies for the successful progress B of our significant subgroups as well as special education students and our B primarily English Language Learner population. B
- BInclude each child’s parents in the process of their education. B
- BSystematically teach and support students in their skills for being healthy, B happy, safe, and contributing members of the WAYS community and the B community around them. B

1.3 School Description

WAYS will be autonomous and responsible for all aspects pertaining to the daily B operation and governance of the school, including its on-site administration, site-B based instruction and professional development, curriculum and methodology B development, and delivery of instruction to an ethnically diverse and B economically challenged student population. B

WAYS will offer parents a creative and innovative educational alternative. B Learning will be experientially based. The classroom atmosphere will encourage B students to act independently, cooperatively, responsibly and attentively. Our B program will incorporate a student-centered curriculum that is aligned with the B state content standards. It will incorporate multi-age grouping of students for B instruction, team teaching, experiential activities, plentiful choices for students, B and an intentionally supportive and humanistic culture—all within an internally B motivating environment that promotes student self-regulation rather than B punishments and rewards. B

We will offer a single -track traditional calendar (similar to the LAUSD single track B calendar in the first year of operation). B

1.4 Projected Student Enrollment and Build-Out Plan

Wisdom Academy for Young Scientists’ anticipated enrollment is 520 students in B grades K-5 for the first school year. The following is the student population by B site and grade level: B

Manchester Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten B	26 B	0 B	0 B	0 B	0 B
First B	68 B	48 B	48 B	48 B	48 B
Second B	22 B	48 B	48 B	48 B	48 B
Third B	44 B	48 B	48 B	48 B	48 B
Fourth B	24 B	30 B	30 B	30 B	30 B
Fifth B	24 B	30 B	30 B	30 B	30 B
Total	208	204	204	204	204

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Salvation Army Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten B	46 B	48 B	48 B	48 B	48 B
First B	44 B	48 B	48 B	48 B	48 B
Second B	44 B	48 B	48 B	48 B	48 B
Third B	44 B	48 B	48 B	48 B	48 B
Fourth B	44 B	48 B	48 B	48 B	48 B
Fifth B	44 B	30 B	30 B	30 B	30 B
Total	266	270	270	270	270

Kinder Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten B	46 B	48 B	48 B	48 B	48 B
Total	46	48	48	48	48

Identification of Those Whom the School Is Attempting to Educate

The target students will be children in grades K-5 from around the greater Los Angeles area with a focus on students from the immediate residential area of Green Meadows Villa.

The nearest existing LAUSD school is South Park Elementary. Last year its student population was 82% Hispanic and 18% African-American. 63% of its students were English language learners. 97% of the pupils qualify for free and reduced price meals. WAYS strives to make its student demographic profile to be similar to that of the surrounding community.

The Los Angeles Unified School District (LAUSD) is the largest school district in California and the second largest in the nation, serving nearly 700,000 students in its schools. The district serves a diverse student population, representing dozens of ethnicities and languages, but the majority of LAUSD students identify themselves as Hispanic/Latino. Over a third of the district’s students are English language learners, with the majority of these students speaking Spanish as their native language. Like most large urban districts, LAUSD serves many students from families living below the poverty line, with a significant population qualifying for free and reduced lunch through the National School Lunch Program.

A large percentage of students throughout Los Angeles currently attend underperforming district schools. Nearly one – third of LAUSD schools are part of federal Program Improvement (PI), with dozens of schools in their third, fourth, or fifth year of PI. District-wide performance on the California Standards Test for the 2009 – 2010 school year was below the state average, with 43.4 percent of students district-wide earning a proficient or advanced score on the English-Language Arts portion of the test and 48.0 scoring proficient or advanced in

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math. The district's Base API score for 2009-2010 was 709, but the average for B Hispanic students were lower at 686. The Average for African American B students was lower at 663 compared to 849 for white students. B

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Among the two-thirds of LAUSD students who do receive a high school diploma, B there are clear and persistent differences in college preparation among B racial/ethnic groups. Students from minority groups or those raised in poverty B consistently demonstrate lower levels of achievement on standardized tests and B enroll in fewer college preparatory classes. As a result, poor and minority B students are not adequately prepared to continue education at the college level. B

We Bwill Bconduct Ba Bcomprehensive B outreach B program B to B attract Ba B diverse B population B of B students B and B talented B teachers. B Community B involvement B and B engagement will be a critical emphasis of the WAYS II strategy. We will make B intentional B efforts to B promote Ba school B climate that B systematically B promotes B communal bonds among students as well as encourages community awareness B and service. Over the course of their school years, pupils will learn to care for B and rely on classmates of many diverse backgrounds while drawing from the B unique attributes of those other personalities and cultures. B

1.5 Process for Staff Selection

At Wisdom Academy for Young Scientists, all staff shall be selected by an open, B objective and competitive process. WAYS shall screen applicants for basic B criteria, namely: credentials, team teaching ability/experience, years of B experience, area of academic expertise. A staff selection committee initially B made up of administration, board members and parents has been developed for B the purpose of recruiting and hiring staff. After the initial teaching staff has been B selected, teachers shall also be on the SSC. panel of educational experts, board B members and the Executive Director conducted the search for the Principal . B

Teacher candidates are asked to do the following: B

- B Submit a write up on their philosophy on teaching. B
- B Observe one of our teachers in class, fill out a questionnaire on their B observation and participate in a short non-formal discussion with a few B SSC members. B
- B Prepare and present a one -hour lesson to one of our classes B teachers B and members of our SSC observe), followed by a short informal interview B with SSC members. B
- B Participate B in Ba B formal B interview B with Ba B majority B of B the B SSC B and B all B Principals. B

Wisdom Academy for Young Scientists shall select its own staff. WAYS believes B that all persons are entitled to equal employment opportunity. Charter School B shall not discriminate against qualified applicants or employees on the basis of B

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race, color, religion, sex, gender identity, sexual orientation, pregnancy, national B origin, ancestry, citizenship, age, marital status, physical disability, mental B disability, medical condition, or any other characteristic protected by California or B federal law. Equal employment opportunity shall be extended to all aspects of the B employer-employee relationship, including recruitment, hiring, upgrading, B training, promotion, transfer, discipline, layoff, recall, and dismissal from B employment. Wisdom Academy for Young Scientists staff shall consist of B persons who are committed to Wisdom Academy for Young Scientists B philosophy. B

The hiring process has been an ongoing process and has included: B

Interviewing and collecting from applicants: B

- BResume B
- BCollege transcripts B
- BReferences B
- BTB Clearance B
- BDepartment of Justice Clearance B
- BCredentials, licenses, etc. B
- BVerifying previous employment B

1.6 Educated Persons of the 21st Century

The successful 21st century citizen must embody an amalgamation of self B awareness, adaptability, ambition, internal motivation, intellectual prowess B coupled with a broad knowledge base, advanced oral and written communication B skills, advanced analytic reading abilities, creative critical thinking ability, B confidence to take intellectual and emotional risks, management and B collaboration skills—all under the umbrella of social responsibility, and all noted B as attributes that are best established during the elementary school years when B identities are developing. B

Educated persons of the 21st century will require skills beyond the basic reading, B writing, and arithmetic. Educated persons will require complex analytical skills B combined with mutual respect, integrity, and responsible citizenship to prepare B them for an ethnically and culturally diverse global society. They will have a B strong and healthy self-concept and see themselves as autonomous, B cooperative, respectful and productive lifetime learners. They will be self-B disciplined, intuitive, self-motivated, and pro-social toward others and in their B personal choices. They will be able to work and live harmoniously with others B and the environment and interact in a manner that is flexible, healthy, purposeful, B and creative. B

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Educated persons of the 21st century will understand that life existence is B interconnected and interdependent and will see themselves as integral members B of a diverse community. They will have developed a broad knowledge base and B acquired skills that will allow them to be constructive, successful, and contributing B members of society. B

Educated persons of the 21st century will be: B

- B Intrinsically motivated life-long learners. B
- B Able to reflect on and evaluate one's own learning. B
- B Able to solve problems effectively and proactively. B
- B Able to communicate clearly to effectively transmit facts, ideas, emotions B and opinions using oral, written, and visual language. B
- B Able to read, infer, and interpret a variety of print material, i.e. literature, B poetry, newspapers, reference sources, texts, graphs, and applications. B
- B Able to discern B mathematical B relationships, B reason B logically, B and B use B mathematical techniques effectively in practical application. B
- B Able to understand and apply the major strands of scientific thought, B methods, facts, hypotheses, and theories. B
- B Well versed in the histories of the United States, of the world, and of the B original civilizations, and able to use the many lessons contained therein B to make responsible decisions as active members of a democracy. B
- B Appreciative of and exposed to experiences in the arts: music, painting, B sculpting, carpentry, craft work, and cooking. B
- B Highly skilled in the art of collaboration. B
- B An accountable, responsible member of his/her community. B
- B Experience participation in a free and democratic society. B

1.7 Goals and Objectives

1.7.1 School Wide Goals

WAYS is committed to integrity and quality in all phases of its operation. All B members of the WAYS team embrace our commitment to excellence and inquiry. B We believe that to be a truly effective center of learning, we must ensure that we B are an effective learning organism. B

WAYS will take a systems approach to developing a school-wide culture of B quality, grounded in the California State Standards and the WASSC (Western B

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Alliance for the Study of School Climate) eight factors of Quality School Climate. B
These eight factors are: B

1. BAppearance and Physical Plant B
2. BFaculty Relations B
3. BStudent Interactions B
4. BLeadership/Decision Making B
5. BDiscipline Environment B
6. BLearning and Assessment Environment B
7. BAttitude and Culture B
8. BSchool-Community Relations B

1.7.2 Learning Outcomes

The learning goals at WAYS are based on the development of self-responsible, B
intrinsically motivated, critical thinking students. Our goals are that students in B
grades K-5 will become proficient or better in their ability to gather, analyze and B
use information, communicate precisely, solve problems, work cooperatively, B
think creatively, initiate action, and participate in a global society all while gaining B
English proficiency. B

WAYS' educational program will use a technology-rich inquiry-based approach to B
create a student-centered learning community, and address students' individual B
interests, developmental levels, and learning styles. The curriculum will be B
grounded in the California standards and adhere to the concepts and goals B
identified in the state frameworks. Instruction will emphasize power standards B
that focus on depth of instruction instead of quantity of instruction by B
systematically pacing instructional units. WAYS' program will be structured B
around a dynamic and integrated curriculum that has been aligned with the B
California core curriculum of English-Language Arts, Mathematics, Science, and B
Social Science. The infusion of purposeful technology will serve to stimulate B
students' enthusiasm and interest in linking students to the global community in B
the learning process. B

WAYS will strive to use inquiry as the leading but not exclusive pedagogical B
approach. Inquiry, interpreted in the broadest sense, is the process initiated by B
the learner or the teacher that moves the learner from his or her current level of B
understanding to a new and deeper level of understanding. Ultimately our goals B
for student learning will mean: B

- Becoming proficient with a wide variety of techniques for inquiry including B
scientific method, concept attainment, concept mapping, inductive and B
deductive reasoning, classification, and the interpretation of data. B
- BDeveloping an orientation toward exploring, wondering and questioning, B
and thinking independently and creatively. B
- BDrawing connections among content, ideas, and findings and relating B
them to one's own life context. B

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- BResearching and seeking information. B
- Become skilled at making predictions, designing research, and collecting B data. B
- Becoming confident in their abilities to make and test their own theories B and generalizations. B
- BWorking Bin Bresearch Bteams. BResolving Bconflict Band Bdifferences Bof B interpretation. BStretching Btheir Bskills Bn Bdifferent Boles Bwithin Ba Bgroup B dynamic. B

Our educational program will have a positive impact on increasing the interest of B girls in math and science to help fill the void of women in science and B engineering fields. Most notably, WAYS will build on the success of the last B petition period in which our students superseded the performance it's B neighboring schools according to WAYS' most recent Academic Performance B Index scores: B

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API Scores of neighborhood schools (2009 – 2010) B

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School B	API B
Wisdom f Academy for f Young Scientists f	879
Watts Learning B Center Charter B	860 B
96 th St. B	801 B
93 rd St. B	745 B
South Park Elem. B	738 B
Graham Elem. B	735 B
Compton Ave. B	734 B
Russell Elem. B	729 B
Grape Elem. B	728 B
McKinley Elem. B	717 B
LAUSD f	709 B
Parmelee Elem. B	707 B
Cornerstone Prep B Charter B	574 B

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Statewide rank of neighborhood schools 2009 – 2010 B

A further look at our neighboring schools also reveals that WAYS ranks 1st in B
 Statewide Rankings. B

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School B	SWR B
Wisdom Academy or Young f Scientists f	8 B
Watts Learning B Center B	6 B
96 th St. B	3 B
93 rd St. B	3 B
South Park Elem. B	4 B
Graham Elem. B	1 B
Compton Ave. B	1 B
Russell Elem. B	5 B
Grape Elem. B	2 B
McKinley Elem. B	2 B
Parmelee Elem. B	2 B
Cornerstone Prep. B Charter B	1 B

1.8 Goals of the Program

We live in an age of continuous and ever accelerating technological evolution. B
 Demand for qualified specialists in the sciences, engineering, information, and B
 computer technology is growing exponentially, and with it comes an increased B
 need for highly educated specialists. As a result, many high tech companies B
 depend on foreign specialists that they retain on work visas. Our goal is to “Grow B
 Our Own” scientists to help fill the void. B

1.9 How Learning Best Occurs and the WAYS Curriculum

At the heart of the WAYS Curriculum will be the **California State Content
 Standards**. These standards are mapped onto each grade level curriculum and B
 systematically met throughout each unit of instruction. The standards will be used B
 to benchmark each student’s academic progress as well. B

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At WAYS we believe one-size fits all approach to teaching and learning does not exist, therefore a myriad of instructional strategies are utilized by our talented instructional staff. As in the prior petition period, **inquiry-based Learning** will be the instructional design of preference at WAYS. Working under the principle that the instructional design for any given content or concept should be determined by that concept or content, the WAYS curriculum development process will develop the most appropriate instructional strategies to meet the necessary standards. In many situations, **Direct Instruction** will be the most appropriate means to teaching particular skills and procedures. Yet WAYS will make a commitment to incorporate inquiry-based designs whenever appropriate. Inquiry-based instructional designs include such strategies as scientific inquiry, concept attainment, mental maps, inductive reasoning, problem-based learning, classification, literature analysis, primary sources data analysis, inductive questioning, and creative and artistic design.

A large portion of the learning at WAYS will be structured using a **Project-Based Learning Approach** (Ronald J. Newell, 2003). This approach provides a means for students to take charge of their own learning by actively planning, researching, and developing an in-depth study of a topic of interest. Students will be responsible for selecting a topic, implementing the project, and taking part in an assessment and reflection process of their product and process efforts. In many cases, students will be responsible for deciding what processes they will use to achieve the project, according to their individual learning styles. It is the role of the teacher to guide the students, set expectations, facilitate questions, create clear learning targets, and offer support for learners who need more direct intervention.

Differentiated Instruction is a key instructional strategy at WAYS. Differentiated instruction is the means by which our teachers will employ intervention strategies for students that are collaboratively grouped across grade levels. Differentiated Instruction is provided for our students as identified as GATE, our Resource students as well as general population. Additionally, teachers will differentiate lessons by:

- Clear expectations and learning goals for individual students
- Differentiation of content and curriculum to provide greater access for all learners
- Developing program specific benchmarks and assessments
- Utilizing multiple modalities for learning – auditory, visual, kinesthetic
- Examining and altering instructional practices

Decisions that are made based on student data are essential to our program's success. **Data – Driven Instruction** is an additional instructional strategy that our teachers use consistently while utilizing our data software program Data Director. A transition of manual to electronic aggregation of data has greatly enabled our teachers to systematically hone in and disaggregate to identify the

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standards a student has mastered as well as those that need to be re-taught. B
Examples of data driven practices include: B

- B Assessments that are aligned with the California State Content)B Standards)B
- B Multi – tiered assessments - diagnostic, benchmark, district quarterly B and teacher created B
- B Pre and post tests, re-instruction and re-assessment B
- B Determining individual student proficiency for specific standards B

As WAYS moves into its next petition period, the focus of Data – Driven B Instruction will be aimed at providing greater access to our kindergarten and first B grade classes to more rigorous assessment practices. We anticipate this data B will help us to glean our early elementary practices for effectiveness to off-set B students basic and below basic achievement at higher -grade levels. B

Curriculum Mapping – Backwards by Design

PLC – Professional learning communities

WAYS will incorporate an **ntegrated Curricular Approach** across content B areas. The primary thematic vehicle for curriculum integration will be a problem-B based science unit. Math, reading, and social studies will be integrated into broad B themes related to an authentic scientific problem. Data analysis will require the B application of math skills, report writing will incorporate language skills, and B research implications will inherently involve social implications. However, any of B the core subject areas could be determined as the best unit anchor concept and B the others would be integrated where meaningful. B

Teaching will be conducted with the intention of promoting each student's B **Psychology of Success or Achievement**. As one examines the idea of a B success psychology it becomes evident that there are a whole series of ideas B that seem to be rooted in this unifying phenomena. The terms, self-esteem, B achievement psychology, intrinsic motivation, movement psychology, and B success psychology are all characterized by the same fundamental components. B A substantial amount of research indicates that all these orientations lead to B academic success (Auer, 1992; Benham, 1993; Klein & Keller, 1990; Joseph, B 1992; Rennie, 1991; Solley & Stagner, 1956). When we pair the research down B to its fundamental components, we see that there are 3 factors that make up B ones psychological orientation toward success. They are the following: B

- B Mastery-orientation vs. helpless-orientation relating to one's self-efficacy. B
- B Degree of a sense of acceptance and belonging. B
- B Internal vs. external locus of control. B

WAYS will take a **Systemic Approach to Learning Context**. We hold that all B aspects of the pedagogical and leadership process are related. Classroom B

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management is a form of instruction. Assessment is inherently instruction. B Instruction is management. Empowering leadership leads to empowered B teachers, which leads to empowered students. Deliberate and intentional effort B from all members of the team is essential. B

WAYS will **Celebrate and Support the Diversity** of our school family. WAYS will B reflect diversity in its choice of curriculum content, in its choices of school B traditions, and in its incorporation of the Arts to site a few examples. WAYS will B continue to build on its success of addressing the needs of its diverse learners as B demonstrated by its success with two significant subgroups that merit a distinct B API, African American and Economically Disadvantaged: B

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B	African – B American B	SED B
Wisdom f Academy for f Young Scientists f	881 B	879 B
Watts Learning B Center Charter B	858 B	855 B
96 th St. B	751 B	799 B
93 rd St. B	665 B	745 B
Compton Ave. B	723 B	734 B
Grape Elem. B	698 B	726 B
McKinley Elem. B	682 B	717 B
Cornerstone Prep. B Charter B	582 B	570 B
LAUSD f	662 B	691 B

WAYS will make a **Commitment to Parental Involvement**. When it comes to B parental involvement and its powerful influence, the knowledge base is broad B and clear. The most comprehensive survey of the research is a series of B publications developed by Anne Henderson and Nancy Berla: *The Evidence Grows* (1981); *The Evidence Continues to Grow* (1987); and *A New Generation of Evidence: The Family is Critical to Student Achievement* (1995). Citing more than B 85 studies, these publications document the profound and comprehensive B benefits for students, families, and schools when parents and family members B become participants in their children’s education and their lives. All references to B “parent” in this charter may be interpreted broadly to include the adults who play B an important role in a child’s family life, since other adults—grandparents, aunts, B uncles, step-parents, foster parents, guardians—may carry the primary B responsibilities. As students are guided through a curriculum that helps them B make connections between what they are learning and their own prior knowledge B and experiences, their interest in the classroom curriculum and learning is B dramatically increased. B

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In addition, classroom teachers will be encouraged to join and will be reimbursed B for membership and conference attendance in the following professional B organizations: B

- BThe National Council for Teachers of Mathematics (NCTM) B
- BThe National Association for the Education of the Young Child (NAEYC) B
- BThe Association for Supervision and Curriculum Development (ASCD) B
- BThe National Science Teacher Association (NSTA) B

1.10 How the objective of enabling pupils to become self-motivated, competent, life-long learners will be met by the school

The school through its employment of inquiry-based learning strategies will meet B the objective of enabling pupils to become self-motivated, competent, life-long B learners will be met by the school through its employment of inquiry-based B learning strategies. B

During inquiry-based learning experiences, students explore ideas and B phenomena, tackle familiar and unfamiliar problems, then reflect on and analyze B their findings with one another. B

Teachers closely facilitate this process, encouraging students to inquire and B investigate, to analyze, create, develop, describe, and reflect on and finally B disseminate understandings. Through these experiences, on a daily basis, B students learn to make choices and experience autonomy. They become self-B motivated and competent learners. Students come to know that their interests, B ideas and abilities are respected and valued. These experiences are carefully B integrated with the knowledge, skills, and conceptual understanding identified in B the California content standards. B

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1.12 Rigorous, Standards-Based Curriculum

Wisdom Academy for Young Scientists will offer a rigorous, standard-based B curriculum that is composed of core subjects in the areas of English/Language B

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Arts, Mathematics, Social Science, Science, Visual and Performing Arts, and B Physical Education. Common themes will be developed that are parallel and B correspond to one another. In addition to academic subjects, an interdisciplinary B curriculum of inquiry will be designed around themes that incorporate local and B global issues in the content. B



1.13 Textbooks and Supplemental Resources .

Course	Textbook	Publisher
English-Language Arts, K-5	Open Court Reading	SRA McGraw Hill
Math, K- 5	Saxon Math	Saxon
Science	Foss	Delta Education
Social Studies/ Kinder	Our World Now and Long Ago	Harcourt
Grade 1	School and Family	Houghton Mifflin
Grade 2	Neighborhoods	Houghton Mifflin
Grade 3	Communities	Houghton Mifflin
Grade 4	California Studies	Houghton Mifflin
Grade 5	The United States, Making a New Nation	Houghton Mifflin

1.14 English Language Arts Curriculum

The English Language Arts program at WAYS will be based on the California B State Standards and will educate students to be highly capable readers with the B ability to apply their comprehension and analytical skills in becoming fully B functioning citizens in our democracy. Their high levels of comprehension in all B genres of text will build the foundation for academic success as they move into B their middle school programs. In alignment with the State Board of Education’s B Framework for Reading Instruction, WAYS will provide students with B reading/language arts skills instruction that will result in their ability to gather and B

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critically evaluate information using varied reference sources, as well as B understand and analyze fiction and recognize nuances within it. Reading B instruction will be an integral portion of the ninety -minute language arts B curriculum. Teachers will work together in grade levels to identify state standards B on which to focus. All classrooms will provide at least 90 minutes of English B Language Arts instruction daily. B

Integral to the WAYS Language Arts Curriculum the use of the Open Court B Reading Curriculum (OCR), a research-based curriculum grounded in systematic B explicit instruction of phonemic awareness, phonics and word knowledge, B comprehension skills and strategies, inquiry skills and strategies, and writing and B language arts skills and strategies. B

Reading fine literature is one of the founding principles of Open Court Reading, B and the program literature selections exemplify how different forms of literature B can all express a particular theme. Through various genres, children B progressively deepen their understanding of the thematic learning units B presented in each grade level. B

Open Court develops phonemic awareness, the alphabetic principle, and the B understanding of how print works. As the program progresses, it explicitly B teaches sound-spelling correspondence to support decoding (reading) and B encoding (spelling) with the goal being children reading literature independently B by the middle of first grade.

Beginning in Kindergarten, Open Court focuses on increasing children's B phonemic awareness. Beginning with phonological awareness, children listen for B environmental sounds, manipulate words, compare word length, clap syllables, B and work with rhymes. Gradually, children begin to work with individual sounds, B phonemes, as they learn to blend sounds to make words and segment words into B their component phonemes through a clearly defined instructional sequence. At B the same time, children are also developing their understanding of the alphabetic B principle that sounds can be mapped onto letters as children connect sound and B letters and blend them to read words. B

Children using Open Court are systematically and explicitly introduced to sounds B and spellings. This includes teaching letter shapes, sounds, and spellings with B sufficient opportunities for students to practice and apply their phonics B knowledge. Adams (1990) notes, however, that teaching sounds and spellings is B not enough. Children need specific instruction on how to blend. Blending B instruction in Open Court is explicit and has been recognized as instructionally B sound and effective. B

1.15 Test Scores Gains for Open Court Schools in California

The results in the report "Test Score Gains for Open Court Schools in California: B Results From Three Cohorts of Schools" (McRae, 2002) show that Open Court B schools out gain Non-Open Court comparison schools by 50 to 75 percent (19 B points vs. 12 points for grade 2, 13 points vs. 7 points for grade 3) based on 3-B year gain scores involving about 300 schools. The largest differences involve B

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schools serving concentrations of Low Socio-Economic Status students, where the differences over 3 years are most impressive (23 point gains for Open Court schools compared to 9 point gains for Non-Open Court schools). Based on 1-year gains for more than 700 schools, Open Court schools out gain Non-Open Court comparison schools by a factor of four (5.2 points vs. 1.2 points for grade 2). The results of the study provide clear and convincing evidence that students attending schools using Open Court materials acquire basic reading skills faster than students attending demographically similar schools not using Open Court materials.

1.16 English Learner Programs

English Language Learners

The School provides a Comprehensive Program for English Learners to be successful. The School follows state procedures on classification and reclassification. Students are placed in Structured English Immersion or English Language Mainstream programs according to language proficiency, providing simultaneous instruction at the various proficiency levels. Students at Wisdom receive differentiated instruction to optimize their ability to be successful in English language arts, math and other content classes. SDAIE strategies are implemented in all programs to provide differentiated instruction and comprehensible input. English learners also receive daily English Language Development instruction to progress in their language acquisition. Throughout the year, teachers administer both formative and summative assessments, including CELDT, CST and trimester benchmarks. Students are also assessed with interim assessments for language development. Teachers use data from assessments to inform instruction, meeting in collaborative groups to design lessons that include supportive instruction strategies. This collaborative approach has allowed Wisdom to effectively close the achievement gap for EL students, as evidenced by the CST scores for this population of students.

CELDT Data

For participating students who test in CELDT annually we have seen the following results:

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B	2006 – 2007 B	2007-B 2008 B	2008 – 2009 B	2009-2010 B
Listening B	459 B	461.47 B	417.8 B	528.5 B
Speaking B	460.2 B	477.2 B	444.02 B	459.63 B
Reading B	398 B	509.68 B	474.4 B	419.57 B
Comprehension B*	* B	* B	* B	447 B
Writing B	369 B	463.62 B	471.95 B	451.05 B
Overall B	463.16 B	442.15 B	436.4 B	455.89 B

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At Wisdom, English learners are placed in either a Structured English Immersion B (SEI) program or a English Language Mainstream (ELM) program. Students with B less than reasonable fluency in English are placed in a SEI program. Students B with reasonable fluency in English are placed in a ELM program. Reasonable B fluency is defined as scoring a minimum of **early** intermediate on each subsection B of the CELDT. Students in both programs will receive English Language B Development (ELD) instruction daily as well as instruction in all content areas B with differentiation strategies such as SDAIE. Classes with at least one English B learner must be assigned a teacher with an EL authorization, such as a CLAD, or B a teacher who is actively in training for an EL authorization. B

(California Education Code [EC] Section 305)A parent or guardian may request)B placement in an English Language Mainstream placement by requesting the B placement without a waiver. However, Wisdom still has an obligation to ensure B that students receive ELD and access to other core content areas from teachers B who are qualified to provide such instruction B

Castañeda v. Pickard, 1981). B

When a parent or guardian of an EL wishes to have his/her student placed in a B program that is an alternative to SEI or ELM, a waiver is required. An alternative B program is likely to be some form of bilingual education such as a two-way or B dual-immersion program. Parental exception waivers shall be granted unless the B school principal and educational staff have determined that an alternative B program would not be better suited for the overall educational development of the B student. The school has an obligation to create an alternative program if 20 B parents or more within a grade request it. B

B CCR, Title 5, section 11309 [b][4])(EC310,311). B

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1.17 ELD Curriculum

At Wisdom, we believe in defining and meeting the needs of all subgroups. B During ELD instruction, Our English learner students receive instruction B according to the California English Language Development Standards. In B addition, Wisdom utilizes the ELD curriculum provided with our English language B arts curriculum, Wonders. Wisdom utilizes the supplemental materials combined B with a variety of instructional strategies to ensure the success of our EL students. B These strategies include: B

- B Collaboration with parent and in grade level teams using RTI Success B
- B Modified Lessons for all five proficiency levels B
- B Differentiated Instruction specific to English Learners in the general)B education setting)B

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- BSDAIE Strategies B
- B Thinking maps B
- B Culturally relevant lessons B
- B SMART Boards and Document Cameras that allow for visual support B

The general Wisdom curriculum caters to the four domains of English Language B Development, listening, speaking, reading and writing through rich hands –on B experiences such as performing arts, cooking, science projects, games and B listening center activities. B

1.18 MATHEMATICS CURRICULUM

The mathematics program at WAYS will educate students to be powerful B mathematicians with the ability to use their deep conceptual understanding of B mathematics and their proficiency with basic facts to solve both routine and novel B problems. Our math program will be in alignment with the California Mathematics B Frameworks and the National Council of the Teachers of Mathematics. WAYS B will use a research-based text, a heavy emphasis on the development of B conceptual understanding through the use of concrete material exercises, B making interdisciplinary connections, and relating math to science and problem-B based learning contexts. The WAYS mathematics curriculum will be aligned with B the California mathematics content standards and those adapted from the Third B International Study of Mathematics and Science (TIMMS). B

The proven Saxon Math curriculum will form the discipline specific Math B foundation at WAYS. For more than 20 years both classroom results and B scientific research have shown Saxon Math to be effective. Saxon’s approach to B teaching mathematics is supported by solid foundational research in cognitive B science, and it has been found to be consistently effective for children of varying B ability levels and socioeconomic backgrounds. B

The Saxon Math series was developed by first breaking down complex concepts B into related increments, because smaller pieces of information are easier to B teach and easier to learn. The instruction, practice, and assessment of those B increments were systematically distributed across each grade level. Then the B daily lessons were extensively field-tested to ensure their grade-level B appropriateness and effectiveness. B

At the core of the Saxon series is the premise that students learn best if: B

- 1) B Instruction is incremental and distributed across the level; B
- 2) B Practice is continual and distributed across the level; and B
- 3) B Assessment is cumulative and distributed across the level. B

The Saxon approach differs from most programs in that, instead of massing B instruction, practice, and assessments, Saxon Math distributes them throughout B the lessons and school year. Most math programs use a massed approach, B

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whereby instruction, practice, and assessment of a skill or concept occur within a B short period of time and are usually clustered within a single chapter or unit. In B Saxon Math, as students regularly encounter new increments of instruction, they B are also continually reviewing and being frequently assessed over previously B introduced math concepts. This approach ensures that students truly integrate B and retain math concepts rather than forget them. B

Research Support for the Saxon Approach

Literature suggests there is value in a teaching method that uses small, easily B digestible chunks of information (Brophy & Everston, 1976; Ausubel, 1969). B Studies by Rosenshine and Stevens (1986) and Brophy and Everston (1976) B demonstrated the importance of using incremental steps when teaching new B information. Hirsch (1996) pointed out that the human mind can handle only a B small amount of new information at one time: A child's mind needs time to digest B the new information, fostering memory and meaning, before the child can move B on to a set of new information. B

Effective incremental development involves teaching increments several times B throughout a school year. This method is called "distributed instruction," or B "spaced instruction." Distributed instruction is "the tendency, given an amount of B time, for spaced presentations of a unit of information to yield much better B learning than massed presentations" (Dempster & Farris, 1990). Foundational B research has shown that distributed instruction results in greater student B achievement than instruction that is not distributed (English, Wellburn, & Killian, B 1934). Research has also provided evidence that student recall is superior under B conditions of distributed instruction than under conditions of massed instruction B (Glenberg, 1979; Hintzman, 1974). Distributed instruction has been found B effective in a variety of subjects, including mathematics, science, and reading B comprehension (Dempster, 1988; Hintzman, 1974; Reynolds & Glasser, 1964; B English, Wellborn, & Killian, 1934). Dempster and Farris (1990) concluded that B distributed instruction "is one of the most remarkable phenomena to emerge from B laboratory research on learning. In many cases, two spaced presentations are B about twice as effective as two massed presentations, and the difference B between them tends to increase as the frequency of repetition increases." B

Calvery & Wheeler's 1993 study presents the findings from a yearlong B comparison of Saxon Math K-3 and the Holt Math Series at the second and third B grade. When both second- and third-grade students were combined, the pretest B results indicated that the students using the Saxon program scored significantly B below the students using the Holt program. However, after a year of B implementing the Saxon program, these students made statistically significantly B higher achievement gains on the SAT 8 than the students using the Holt B program. Despite starting at a lower achievement level, the Saxon program B helped these students close the achievement gap and reach the level of higher B performing students. B

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As a supplement to the Saxon program, WAYS will utilize Harcourt Math. B During the second year of the initial petition, WAYS adopted Harcourt Math. B Harcourt Math was chosen for its strong alignment to the California Content B Standards as evidenced by publications of California editions and research B based best practices as defined by research. These best practices include B

- BPractice B
- BExplicit instruction B
- BQuestioning strategies B
- BUse of visuals B

According Geary (1994), *Practice* is important for reinforcing students' knowledge B and for preparing students to move on to new topics and new types of problems. B Review helps students retain knowledge and improve performance. Additionally B in Harcourt Math, *Explicit Instruction* is facilitated by clear development in every B lesson. In the Teacher's Edition for all grade levels, explicit instruction is B developed through Guided Instruction, which includes questions, that help B students connect the lesson topic to previously learned material, facilitate B conceptual understanding and efficient skill development, and help students B avoid common errors. Regarding *Questioning Strategies*, in Harcourt Math in a B given lesson four or five good, open- ended questions challenge students to B analyze, apply, react to, or reflect on content. Providing students time to answer B results in more comprehensive, higher-quality answers (Rowe 1974). In Harcourt B Math the *Use of Visuals* accompany questions and teaching suggestions are B included throughout the program. Visuals are used to help teachers provide B critical scaffolds to understanding and therefore, memory. B

1.19 Science Curriculum

Wisdom will utilize the Full Option Science System (FOSS) developed at the B Lawrence Hall of Science, University of California at Berkeley. The FOSS B developers are dedicated to the proposition that students learn science best by B doing science. Teachers and students do science together when they open the B FOSS kits, engaging in enduring experiences that lead to deeper understanding B of the natural world. B

FOSS is a complete and effective K–8 science curriculum. FOSS includes B student books, field-tested materials and investigations, a friendly teacher guide, B assessment tools, a web site for students, parents and teachers, and much B more. FOSS also provides teacher support, including professional development B and materials management. B

With the FOSS program, teachers and students “do” science together. The B science curriculum is taught as an active enterprise that emphasizes students' B abilities and capacities. The FOSS kits are hands-on, engaging, and lead to a B deeper understanding of the natural world. B

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The FOSS program is adapted for Spanish speaking English Learners. It B includes interdisciplinary activities for math and language arts as well as activities B conducted at home to enhance parent participation. B

FOSS will be used in conjunction with teacher made science projects that will B cover the California content standards for science. B

In her study “Project Inquiry: Effects of Professional Development on Science B Achievement” (May 2003), Carol Temple of the Charleston and Berkeley County B schools presents data from a comprehensive evaluation of FOSS. The evaluation B design included both Charleston and Berkeley County schools and assessed the B relationships between FOSS inquiry-oriented instructional components and B science achievement on two different assessments. B

Results from the evaluation provide evidence that teachers who were trained by B staff to implement standards-based, inquiry-oriented instructional strategies and B who use the FOSS science materials purchased by Project Inquiry had students B who performed significantly higher on both science assessments. In addition, B students whose teachers asked questions requiring application, analysis, B synthesis and evaluation performed better on the performance and B constructed/open-ended response assessment tasks than students of teachers B who asked knowledge and comprehension questions alone. B

The basic principles of the science program will advance scientific knowledge by B requiring all students to observe objects and events, think about how they relate B to what is known, test their ideas in logical ways, and generate explanations that B integrate the new information into the established order. Thus the major focus in B science will be what we know (content) and how we come to know it (process). B

Developmentally appropriate science exploration will be designed for each grade B level that are mapped by California Standards and divided into units. In each unit, B scientific concepts will be introduced that create and foster cooperative learning B groups, projects to result in a deep understanding of natural things. For example, B the second grade curriculum will emphasize “How Things Around Us Are B Connected and Interrelated” by studying interactions, energy, light and sound; B the invisible force, inside and outside the earth. In third grade the larger concept B will be build around “How Things Around Us Vary and How We Can Affect B Change”—simple experiments; electrical energy; time change; astronomy; B classification of organisms; animal studies. B

The thinking processes at the kindergarten level will be comparing, B communicating, and observing; grades 1-2, beginning organizing, comparing, B communicating observing; grades 3-4 – advanced organizing, comparing, B communicating observing; grade 5 – relating, organizing, comparing, B communicating and observing. B

1.20 Social Studies Curriculum

The Wisdom Academy for Young Scientists will maintain our objective of B producing citizens who internalize social responsibility. Our students will study B diverse peoples, both modern and historical, to highlight the similarities of human B

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needs and goals shared among peoples. Inherent in this lesson is the B development of understanding and validation of diverse cultures. A key element B of such study is becoming aware of the experiences and perspectives of differing B cultures. This requires an in-depth focus in lieu of a superficial, shallow B awareness of many different peoples. In our shared commitment to the Ten B Common Principles set out by the Coalition of Essential Schools, we B simultaneously adhere to Mastery of California State standards to insure that B students learn to use their minds well while we engage students in these B interdisciplinary “living” studies. We will use the Houghton-Mifflin series of social B studies textbooks that are compatible with the California State Social Studies B Standards. B

1.21 Physical Education

The physical education program will provide a balance between physical fitness, B social development and body awareness. The program will be based on the B California State Standards . Fitness gram will be utilized and serve as a guide to B set benchmarks for the program. There will be units on dance, gymnastics, basic B body conditioning, body health and nutrition. Games will be used to promote B participation and cooperation skills. The students at the Wisdom Academy for B Young Scientists will learn the importance of maintaining a healthy mind and B body. The philosophy is that “Everyone Can” and all students possess the B capacity to take care of and feel good about their bodies, and to have positive B relationships with others. B

The primary goals of the Physical Education program are: B

- B Movement Skills and Body Awareness. B
- B Self-Image and Personal Development. B
- B Social and Cooperation Skill Development. B

1.22 Visual and Performing Arts

The California State Standards for visual and performing arts will form a bridge B for the students at WAYS to achieve excellence. The arts program will support B and extend the learning experiences for students in basic literacy and advance B skills in Language Arts, Math, Science, and History-Social Science. The arts B program will engage students in meaningful activities and lesson sessions B involving analytical and creative thinking and help them practice discipline and B team work to deliver student produced products. Wisdom Academy for Young B Scientists recognizes the “arts” program as an essential learning dimension to B excellent teaching and learning. The arts program will celebrate cultural diversity B in dance, painting, music forms and theory from a global perspective. B

Wisdom Academy for Young Scientists will offer a visual and performing arts B program that is aligned with the national and CA state learning standards. These B standards recommend that students should: B

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- Be able to communicate in four arts disciplines – music, visual arts, dance B and theatre. B
- Be able to communicate proficiently in at least one art form. B
- Be able to present basic analyses of works of art. B
- BHave an informed acquaintance with exemplary works of art from a variety B of world cultures and historical periods. B
- Be able to relate various types of arts knowledge and skills across the arts B disciplines. B

1.23 SPECIFIC GOALS FOR PROVIDING AND ENSURING EQUAL ACCESS TO ACADEMICALLY LOW ACHIEVING STUDENTS

WAYS will provide and ensure equal access for all learners, including gifted, B special education students, English Language Learners and at-risk students, by: B

- BCreating an environment responsive to the different learners. B
- BDifferentiating the curriculum to meet each learner's needs. B
- BExtended School Day/Increased Instructional Time. B

Additionally, at WAYS a culture of high expectations is present for all learners. BThe BWAYS BProfessional BLearning BCommunity B(PLC) Bprovides B B means for improving the instructional outcomes for all students and achieving the B ultimate goal of PLC work is to ensure that all students learn. Therefore, the PLC B at WAYS is also, accountable to the specific needs and success of our significant B subgroups. B

Through PLC work, grade level teams meet to identify students who are not yet B proficient on benchmark and summative assessment results. The specific B strategies for PLC work involve a committee of educators work together to B identify current research and practice that addresses the needs of below B proficient students in similar demographic subgroups (in the past it has been a B commonplace finding of this committee to determine a need for extended B learning time). The committee further researches best practices that are B currently being implemented in similar school settings, reviews current research B and works as a team to fit the most promising practices into our reality. The B student Intervention process begins early in the school year with this review. B Concurrently, we analyze a variety of data, including: CST results; California B English Language Development Test (CELDT) scores, classroom performance B and student work. Through this initial analysis, students who appear to be non B proficient or underachieving are identified. Teachers then follow up on each B individual student by reviewing cumulative records, previous interventions, B assessments, report cards and other data. By the beginning of September we B

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meet in grade level teams, highlight individual student concerns and brainstorm possible accommodations and future actions, including intervention. B

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Once students are identified for intervention, small groups are formed for differentiated instructional time during class and after school. Parents are informed about the options. If added supports are needed a Student Success Team meeting is held. B

To further address the needs of all learners WAYS utilizes the Response to Intervention model. This model was implemented as a tool for guiding data – driven decision making that is specific to personalized to highlight the individual needs of our students. B

Additionally, Universal Design for Learning (UDL) is utilized and is a part of the RTI approach in which tools are provided in the general education classroom to create an environment in which students with a variety of learning styles and needs have easier access to the curriculum. Some of these tools include: document projectors so that all students have large, clear visual input of textbooks and worksheets, and SMART Boards for optimum interactive learning opportunities for all students. Furthermore, our Response to Intervention Program has been developed overtime and has molded in response to the individual unique needs of our students. A description of the specific strategies used is outlined below: B

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Tier I B

Initial interventions are all in the classroom and are provided by the classroom teacher. In every classroom, there is systematic small group instruction that focuses on equal access to the curriculum. Based on common assessments, teachers review and/or re-teach all high stakes concepts as needed. They also provide adequate guided practice time to ensure mastery of the concept. B Scaffolding strategies are consistently used to support struggling students. These include cooperative learning, small groupings, and S.D.A.I.E. strategies. B Classroom interventions are further supported at some grade levels by instructional assistants working under the direction of the classroom teacher. B This is a well coordinated effort that immediately supports or extends all learning. B

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There is additional phonics review for first and second grade only for struggling students. Students are recommended based on diagnostic assessments such as BPST and/or DIBELS scores. B

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The DIBELS program is used by **kindergarten and first grade** teachers to identify students needing extra help as early as possible. It provides a consistent looking glass for the identification of at risk students at the earliest possible point in the system. DIBELS data will guide the summer instructional academy for kindergarten and first grade. B

Tier I B

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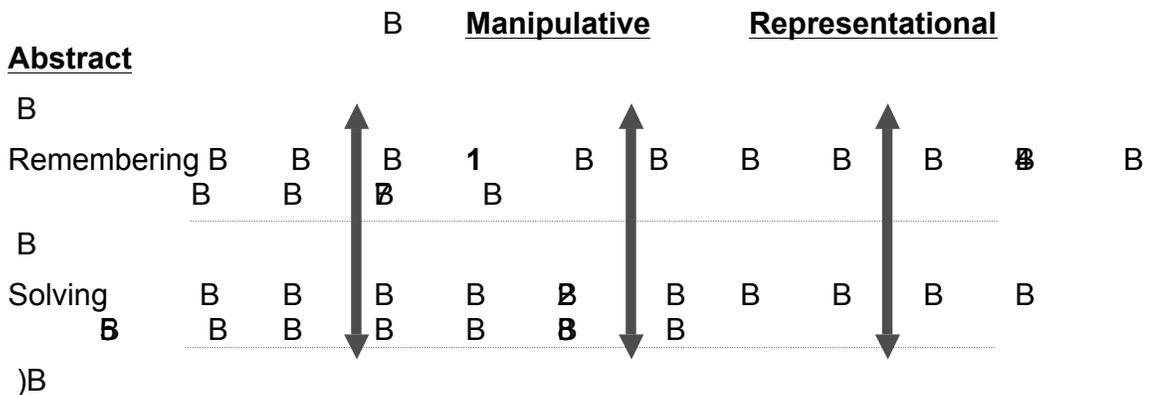
The second level of intervention contains additional support outside the classroom. Our Extended Learning Programs strategically address the needs of struggling students that need more than differentiated instruction.

The report by Julie Aronson, Joy Zimmerman and Lisa Carlos, sponsored by the US Department of Education, "Improving Student Achievement by Extending School: Is It Just a Matter of Time." Is the basis for the design of our Extended Learning Program. Additionally, Mike Schmoker's work, "Results Now: How We Can Achieve Unprecedented Improvements in Teaching and Learning" will be referenced to help formulate specific planning for extended time. The research referenced indicates that academically at-risk students benefit from **extended** instruction, with additional time identified as a more effective practice than pull-out programs. Throughout the implementation of the extended day program, evaluative measures will be taken to ensure relevancy with educational theory and practice.

To ensure a continuum of services for students not yet proficient, the Extended Learning Program will be implemented throughout the five year petition period if needed. The program will be monitored by the school principal. Multiple measures will be used to identify students that would benefit from additional instruction. At the beginning of each year all students K - 5 grade who score below 325 /Basic in reading/language arts or mathematics, or below advanced on the CELDT will be initially enrolled in an Extended Learning class. At each quarter, benchmark assessments will be examined and additional students who are scoring below proficient will be added to the program.

Inquiry Based Learning

Built in to all inquiry-based learning activities will be a cognitive map to success used by the teacher for each student. The model below depicts this Cognitive Developmental Sequence. All instruction will include a solid grounding in concrete investigation (point #3), and sufficient processing at the representational level (point #6) before assuming students can work confidently with any concepts, theories, principles, or abstractions. As teachers and students each become comfortable working through this sequence, they both gain confidence that there are no students that will be left behind.



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Investigating B B B B B B B B B B
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Learning targets within the pedagogical task will be clarified so that the teacher B can a) intervene in the learning process for those learners that need support and B b) provide enrichment and extension activities for those students that have B demonstrated mastery of the concept. B

Learners of all abilities will be offered curriculum topics that are relevant to their B lives and encouraged to make ideas personally meaningful. B

A continuous process of pedagogical reflection will be undertaken to find B solutions to helping struggling students meet the most challenging standards. B

Each learner’s knowledge, understanding, and interest will be assessed formally B and informally throughout each unit of instruction. Individual learner needs will be B assessed using a variety of measures such as school designed tests and B performance assignments, state-mandated standardized tests, Open Court B Assessments, Saxon Math Assessments, The Paragon Learning Style Inventory, B teacher assignments, portfolios, etc. Students identified as Gifted and Talented B will be provided more and advanced academic challenges, opportunities to peer B tutor, and individualized home-based projects. B

The extended school day at WAYS provides an opportunity to meet the B aforementioned needs through increased instructional time. Since the charter’s B inception, WAYS has provided a longer school day as well as a free after school B program for families in need of such service. With the awarding of the ASES B grant, we have been able to develop a comprehensive, academically enriched B after school program that is tailored to meet the needs of our Gifted and Talented B students as well as those who need intervention to progress at minimum one B level of proficiency each year as measured by the California Standards Test. B Students groups specific to the after school program have been created in Data B Director, our assessment software program. This program is used to create B formative assessments that allow us to monitor the effectiveness of intervention B and enrichment instruction provided during after school hours as well as B communicate progress to parents. Physical fitness and enrichment activities B such as STEM, Girl Scouts, Drill Team, Drama, Dance and Art occur during the B after school program. B

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1.24 English Learners

Wisdom Academy for Young Scientists will meet all requirements of State and B Federal laws relative to program components and student achievement B expectations for English Learners. Students will be identified, provided B supporting instructional programs and reclassified in accordance to the Federal B Program Monitoring (FPM) regulations. Students will be identified as less than B reasonably fluent in English or reasonably fluent in English and placed in B

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Structured English.. Immersion or English Language Mainstream programs B correspondingly. Both of these programs are simultaneous instruction programs, B meaning that both programs provide ELD and content instruction. Students will B receive differentiated instruction based on their needs and English language B proficiency. (California Education Code [EC] Section 305)B

All English Learners will participate in the core California standards-based B curriculum appropriate for their grade level as fully as their English language B fluency will allow. To accelerate learning English and the mastery of the B standards-based curriculum, teachers will provide special assistance during B regular instruction and , if needed, tutorial assistance will be provided outside of B core class time. B

Although classes will be diverse, with English learners and English-only students B in the same classes, English Learners will receive the support of the SEI program B or the ELM program in which they are placed. Teachers will to provide ELD and B comprehensible input . To support the curriculum. ELD will be provided daily for B 45 minutes It will emphasize the four domains: listening, speaking, reading and B writing. ELD will be based on the Common Core ELD Standards. B

The School will continually explore innovative ways and implement successful B practices by which English learners can achieve their fullest potential. B

Comprehensible input for curriculum will be presented to English learners B utilizing Specially Designed Academic Instruction in English (SDAIE) techniques. B This will include instruction utilizing sheltered English, cooperative learning B groups and small group instruction. Sheltered English includes strategies that B make language comprehensible. This requires an awareness of the student's B prior knowledge and experiences, consistently building on background B knowledge, using visuals, focusing on 1-2 major concepts and drawing out the B main points. Cooperative grouping of students will encourage a peer coaching B atmosphere and a high level of motivation to communicate and, thereby, exercise B oral language skills. Small group instruction will allow opportunity for B individualizing the instruction to the needs of those particular students who have B additional needs. B

Wisdom's hands-on curriculum will enrich all curricular areas by emphasizing B four critical elements: content, connections, comprehensibility and interaction. B Instruction will be organized to assure a high frequency of interaction between B students and other students, their teachers and the curriculum activities. English B language methodologies, in close alignment with constructivist practices of our B program, will stress the use of students' background knowledge, visual B perceptual skills and modeling. Teachers incorporate modified presentations by B using pictures, songs, props, gestures, dramatization, and relevant displays. B Appropriate pacing and integration of reading, writing, speaking and listening will B be applied. B

1 Structured English Immersion Program This program is designed to provide B instruction overwhelmingly in English with primary language support in order to B

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acquire the academic English Fluency they need to meet grade level content B standards. B

In accordance with Title III of the No Child Left Behind Act of 2001, states must B establish performance targets, or annual measurable achievement objectives B (AMAOs), to B

Which districts are held accountable. The AMAOs to which our English Learners B are held accountable are: B

- . B AMAO 1: Make annual progress toward achieving English proficiency, as B measured by the CELDT B
- . B AMAO 2: Achieve and maintain English proficiency, as measured by CELDT B
- . B AMAO 3: Demonstrate adequate yearly progress in English Language Arts B (ELA) and Mathematics as measured by the California Standards Test B (CST scores), or the California Modified Assessment (CMA) B

Wisdom recognizes that the development of formal or academic English is a key B instructional goal for English learners, beginning in the primary grades. Wisdom B will provide curricula and supplemental curricula to accompany core reading and B mathematics series to support this. This will be accompanied with relevant B training and professional development provided by outside sources and by the B English Learner coordinator. B

Wisdom will ensure that are teachers of English learners devote approximately B 60 minutes a week to instructional activities in which pairs of students at different B ability levels or different English language proficiencies work together on B academic tasks in a structured fashion. These activities practice and extend B material already taught. B

A 45-minute block is devoted to ELD instruction, while proficient and English-only B students have opportunities to work in small flexible grouping on activities such B as re-teach or pre-teach activities, partner reading, writing projects that are in B different phases of the writing process, sustained silent reading, Daily Oral B Language, math, projects and journal writing. B

Reclassification Procedures B

Reclassification procedures utilize multiple criteria in determining whether to B classify a pupil as proficient in English including, but not limited to, all of the B following: B

- . B(B Assessment of language proficiency using an objective assessment B instrument including, but not limited to, the California English Language B Development Test or CELDT. Students may take an alternative test as B well as refine specified by the IEP if the board approves an alternative B test. B
- . B(B Participation of the pupil's classroom teachers and any other certificated B staff with direct responsibility for teaching or placement decisions of the B pupil to evaluate the pupil's curriculum mastery. B

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- . **P**arental opinioand consultation, achieved through notice to parents or B guardians of the language reclassification and placement including a B description of the reclassification process and the parents opportunity to B participate, and encouragement of the participation of parents or B guardians in the reclassification procedure including seeking their opinion B and consultation during the reclassification process. B
- . **C**omparison of the pupil's performance in basic skills against an empirically B established range of performance and basic skills based upon the B performance of English proficient pupils of the same age that demonstrate B to others that the pupil is sufficiently proficient in English to participate B effectively in a curriculum designed for pupils of the same age whose B native language is English. B

Strategies for English Learner Instruction and Intervention B

The English Language Development program is a process through which the B students achieve advanced fluency in all areas of language: listening, speaking, B writing, and reading. Instruction is differentiated to address specific needs. B Students are actively involved in questioning, collecting data, reflecting on the B information, using the information, and assessing their work. In addition, the B culture and home language of our students are valued, respected, and B incorporated into the learning process. Students are aided in comprehensible B input through SDAIE strategies, and develop academic English through B systematic and comprehensive English Language Development instruction. B

Identification B

Potential new EL students are first identified according to the Home Language B Survey. Students whose Home Language Survey indicate a language other than B English are tested using the California English Language Development Test B upon enrollment. Their scores on the CELDT determine their individual B proficiency level for purposes of planning their instruction. B

Parent Involvement and Notification B

Once an English learner student is identified, a conference is scheduled with the B parent to outline the instructional program, the teachers' role in implementing the B instructional program, the school's role in supporting the instructional program, B and the parent's role in supporting the student to succeed. B

Instructional Materials B

Wisdom uses the following instructional materials and instructional resources to B support English learner students: classroom instruction is aligned to ELD B instructional framework and standards, English Language Arts textbooks and B materials are state-adopted and contain a built-in ELD component, supplemental B ELD material. Each classroom contains a culturally relevant classroom library, B classroom instruction incorporates the use of hands-on activities using objects B and artifacts related to real life, and manipulatives, and technology is used as a B

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tool for language acquisition. B

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Special Education Considerations for English Learners .

Wisdom Academy for Young Scientists maintains careful consideration for B English learners referred to special education and English learners with a B disability, as documented on IEPs and 504 plans. The school has created a B framework for strengthening ELL academic support; improving the methods by B which educators gather information; and building a collaborative team to manage B this process. B

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When English learners have testing accommodations, then these testing B accommodations transfer to the testing of their English development. B Assessment accommodations are changes in testing materials or procedures B that enable students to participate in assessments in a way that assesses B abilities rather than disabilities. Without accommodations, the assessment may B not accurately measure the student's knowledge and skills. Each English learner B with disabilities is assessed for English language development using B accommodations, modifications, or alternate assessments for the CELDT if B specified in the pupil's IEP or 504 Plan (5CCR 11516.) B

)B

Wisdom Academy for Young Scientists maintains additional considerations for B English learners referred to special education evaluation. The school strives to B ensure that English learners are not overrepresented or underrepresented in B special education and that their referral to special education is not based on B English proficiency (Diana vs. State Board of Education (1970))BThe school B follows all regulations set by IDEA in the assessments of English learners. B Assessments and other evaluation materials used to assess English learners are B selected and administered so as not to be discriminatory on a racial or cultural B basis. Assessments are also provided and administered in the child's native B language or other mode of communication and in the form most likely to yield B accurate information on what the child knows and can do academically, B developmentally, and functionally, unless it is clearly not feasible to so provide or B administer. (20 U.S.C. 1414(b)(1)-(3), 1412(a)(6)(B))

Because Wisdom for Young Scientists understands that English learners have B special consideration, the SST and IEP team will include staff member B designated as the English learner advocate. This staff member will, at minimum, B hold an EL authorization, such as a CLAD. This EL advocate will, as part of a B multidisciplinary team, consider the language needs of ELs when developing, B reviewing or revising IEPs. The EL advocate will be responsible for observing the B student and ensuring that appropriate interventions are created and monitored. B Assessment results must be considered by individuals knowledgeable about the B child, assessment, and placement alternatives. (IDEA 1997) B

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Parents must understand the proceedings of IEP meetings and parents have the B right to an interpreter at all SST and IEP meetings. (IDEA 1997) B

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1.17.1 English Learner Identification and Annual Assessments

All initially enrolling students at Wisdom will complete a Home Language Survey. If a language other than English is indicated on the survey, the California English Language Development Test (CELDT) will be administered within 30 calendar days to determine English proficiency. Results of the initial assessment will determine whether a student is classified as an English learner or as Initially Fluent English Proficient (IFEP). The results of the CELDT will be shared with parents and program options will be discussed. Initially, EL students will be placed according to CELDT results in either a SEI or ELM program. Annually, all EL students will continue to take the CELDT within the annual testing window or any approved alternative assessment per their IEP. Results will be shared with parents annually. CELDT results will determine annual placement and placement will be shared with parents. B

20 U.S.C. §§ 6312, 7012) B

Wisdom has created a reclassification process in order to transition students from EL status to Reclassification Fluent English Proficient (RFEP). Reclassification criteria has been approved based on state board of education criteria. This criteria includes both CELDT and CST results, or alternative assessment if specified by a student's IEP. Students need to score nearly advanced or higher overall and intermediate or higher on all subdomains and achieve a minimum score of 325 on the CST. Parents and teachers are also asked to participate in the reclassification process. B

CELDT) EC § 313(d)(1); 5 CCR § 11303(a); EC § 313(d)(4); 5 CCR § 11303(d); EC § 313(d)(2); 5 CCR § 11303(b); EC § 313(d)(3); 5 CCR § 11303(c.) B

In addition to year-end summative assessment, Wisdom Academy for Young Scientists assesses all EL students systematically throughout the year using trimester benchmarks. Ongoing assessments include curriculum-based unit assessments and language development assessments. EL portfolios will be maintained for each EL student and incorporate ELA standards acquisition, B written observations and work samples. B

For purposes of NCLB Title III accountability, English Learners will meet the federal and state AMAO targets—specifically ensuring that students enrolled in the school make at least one level of growth on the CELDT annually, and the school will ensure that at least 50% of EL students enrolled for four years will be at the Basic level or above on the STAR tests and that all students enrolled for five years will be at the Basic Level or above on STAR tests. B

Monitoring of Students Progress, Program Implementation and Annual Evaluation

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Student achievement will be monitored and summarized in ELD, ELA and math B along with the curricular goals of the school. The language acquisition rate of B students will be monitored through ongoing classroom assessments, focused B assessments and benchmark assessments—in addition to the CELDT and STAR B programs. B

Implementation of program components will be monitored as well as student B achievement. Classrooms will be visited regularly through learning walks using B observational protocols. The results of the observation will be shared with staff B and stakeholders to evaluate program implementation annually.. B

Parents of English Learners

Wisdom works collaboratively with parents and actively encourages parental B involvement. Parents of English learners will receive annual notification of B CEDLT results and program placement through written materials and annual B meetings. B

EC § 52164.1(c); 5 CCR § 11511.5.); (20 U.S.C. §§ 6312, 7012.BB

Per state requirements, Wisdom will also maintain a District-Level English B Learner Advisory Committee (DELAC) when 51 or more English Learners are B enrolled. Due to the structure of the school, the DELAC will serve the same B purpose as an English Learner Advisory Committee (ELAC). Parents or B guardians of English Learners not employed by Wisdom will make up a majority B (51 percent) of the committee. Parents and guardians will be trained on the B various responsibilities of the DELAC. The DELAC will advise Wisdom on B programs and services for English learners, including revising the master plan for B English learners, conducting district-wide needs assessment, establishing goals B for programs and services of English learners, reviewing Wisdom's B reclassification procedures and reviewing the written notifications required to be B sent to parents and guardians. (5 CCR § 11308(c)(1).); (5 CCR § 11308(c)(2).); B 5 CCR § 11308(c)(3).); (5 CCR §11308(c)(4).); (5 CCR § 11308~~B~~)(5).); (5 CCR B § 11308(c)(6).); (5 CCR § 11308(c)(7).)(b); (5 CCR § 11308(d).)**Translation:**

Wisdom maintains constant communication with parents and guardians and, in B order to include all families, Wisdom makes every effort to provide translated B documents. Wisdom provides parents with information on school and parent B activities in a format and, to the extent practicable, in a language the parents can B understand. When 15 percent or more of students enrolled at Wisdom speak a B single primary language other than English, as determined by the Home B Language Survey from the preceding year, all notices, reports, statements and B records sent to parents of such students are written in English and the primary B language. B

EC § 48985; 5 CCR § 11316.); (20 U.S.C. § 6318 (e)(5).)B

Professional Development in English Learner Instruction and English Language Development

Teachers at Wisdom engage in a week of professional development before the B school year as well as weekly professional development after school hours. B

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During this time, teachers will receive training on instruction for English learners B and strategies for English Language Development, among other subjects. B

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1.25 Suggested Daily Schedule for the Structured English Immersion Program

The school day at WAYS begins at 8:00 am and ends at 2:45 pm. B

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Kindergarten	B
8:00am – 8:15am B	Morning Drills B
8:15am – 9:00am B	Language Arts B
9:00am – 9:30am B	P.E. B
9:30am – 11:15am B	Language Arts B
11:15am – 11:45am B	Social Studies B
11:45am – 12:15pm B	Lunch/Recess B
12:15pm – 1:15pm B	Math B
1:15pm – 2:00pm B	Science B
2:00pm – 2:45pm B	ELD B
2:45pm B	Dismissal B
First Grade	B
8:00am – 8:15am	Morning Drills B
8:15am – 9:00am B	Language Arts B
9:00am – 9:30am B	P.E. B
9:30am – 11:15am B	Language Arts B
11:15am – 12:00pm B	Science B
12:00pm – 12:30pm B	Lunch/Recess B
12:30pm – 1:30pm B	Math B
1:30pm – 2:00pm B	Social Studies B

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2:00pm – 2:45pm B	ELD/ Journal Writing B
2:45pm B	Dismissal B
Second Grade	B
8:00am – 8:15am	Morning Drills B
8:15am – 10:00am B	Language Arts B
10:00am – 10:30am B	P.E. B
10:30am – 11:15am B	Language Arts B
11:15am – 12:15pm B	Math B
12:15pm – 12:45pm B	Lunch/Recess B
12:45pm – 1:15pm B	Science B
1:15pm – 2:00pm B	Social Studies B
2:00pm – 2:45pm B	ELD/Journal Writing B
2:45pm B	Dismissal B
Third Grade	B
8:00am – 8:15am	Morning Drills B
8:15am – 10:30am B	Language Arts B
10:30am – 11:00am B	P.E. B
11:00am – 11:20am B	Language Arts B
11:20am – 12:30pm B	Math B
12:30pm – 1:00pm B	Lunch/Recess B
1:00pm – 1:35pm B	Science B
1:35pm – 2:00pm B	Social Studies B
2:00pm – 2:45pm B	ELD/Journal Writing B
2:45pm B	Dismissal B

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Fourth Grade	B
8:00am – 8:15am	Morning Drills B
8:15am – 10:00am	Language Arts B
10:00am – 11:00am	Math B
11:00am – 11:45am	P.E. B
11:45am – 12:45pm	Science B
12:45pm – 1:15pm	Lunch/Recess B
1:15pm – 2:00pm	Social Studies B
2:00pm – 2:45pm	ELD/Journal Writing B
2:45pm	Dismissal B
Fifth Grade	B
8:00am – 8:15am	Morning Drills B
8:15am – 10:00am	Language Arts B
10:00am – 11:00am	Math B
11:00am – 11:45am	P.E. B
11:45am – 12:45pm	Science B
12:45pm – 1:15pm	Lunch/Recess B
1:15pm – 2:00pm	Social Studies B
2:00pm – 2:45pm	ELD/Journal Writing B
2:45pm	Dismissal B

1.26 REFERENCE TO NCLB

- B Wisdom B Academy B for B Young B Scientists B agrees B to B comply B with B the B provisions of No Child Left Behind. It has completed goal two of the ELA B planas B they B apply B to B certificated B and B paraprofessional B employees B of B charter schools. All classified support staff and teacher’s assistants will B be in full compliance with all provisions by January 8, 2006. It also agrees B

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to adhere to the provisions regarding “Public School Choice” and “Choice B Students.” BAlso, Bteachers Bcomply Bwith BNCLB Brequirements Bfor BEL B Authorizations. B

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1.27 SPECIAL EDUCATION PROGRAM

Overview

Wisdom Academy for Young Scientists recognizes its obligations under federal B and state law to identify and provide equitable services to children voluntarily B enrolled by their parents/guardians in WAYS. At WAYS we will ensure the B educational program for students with disabilities reflects the mission of the B school by sustaining an inclusive learning environment, allowing special B education students to learn and *become leaders and true scientists* in an B environment that supports the individual talents and gifts of each student. B

WAYS shall comply with all applicable State and Federal Laws in serving B students with disabilities, including, but not limited to, Section 504 of the B Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”) B and the Individuals with Disabilities in Education Improvement Act (“IDEA”). B

WAYS will be its own local educational agency (“LEA”) and will apply directly for B membership in the Los Angeles County Special Education Local Plan Area B (“SELPA”) in conformity with Education Code Section 47641(b). Should WAYS B be denied membership in the Los Angeles County SELPA, it will apply for B membership in the El Dorado County Charter SELPA. As described below, B Wisdom Academy for Young Scientists shall negotiate a Memorandum of B Understanding (“MOU”) between the SELPA and WAYS related to the B delineation of duties between the SELPA and WAYS. A copy of the MOU will be B presented to LACOE upon execution. B

In the event WAYS seeks membership with a different state-approved SELPA, B the school will provide notice to LACOE and the SELPA before June 30th of the B prior year for which services are to commence. B

WAYS shall comply with all state and federal laws related to the provision of B special education instruction and related services and all SELPA policies and B procedures; and shall utilize appropriate SELPA forms. WAYS will participate in B the state's quality assurance process for special education (i.e., verification B reviews, coordinated compliance self-reviews, complaints monitoring, procedural B safeguards, and the local plan.) WAYS will participate in internal validation B review. B

WAYS may request related services (e.g., Speech, Occupational Therapy, B Adapted P.E., Nursing, and Transportation) from the SELPA, subject to SELPA B approval and availability. WAYS may also provide formal and informal B counseling; speech and language services; and initial and triennial psychological B evaluations by hiring credentialed or licensed providers through private agencies B or independent contractors. B

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WAYS shall be solely responsible for its compliance with Section 504 and the B ADA. The facilities to be utilized by the School shall be accessible for all students B with disabilities. B

Parents will be informed of our Special Education Program during recruitment, at B orientation, and in the parent-student handbook. B

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Services for Students under the “IDEA”

The following description regarding how special education and related services will be provided and funded is being proposed by Wisdom Academy for Young Scientists for the sole purpose of providing a reasonably comprehensive description of the special education program in the Charter Petition.

WAYS intends to provide special education instruction and related services in B accordance with the IDEIA, Education Code requirements, and applicable B policies and practices of the Special Education Local Plan Area (“SELPA”). B

WAYS will follow SELPA policies and procedures, and shall utilize SELPA forms B in seeking out and identifying and serving students who may qualify for special B education programs and services and for responding to record requests and B parent complaints, and maintaining the confidentiality of pupil records. WAYS will B comply with SELPA protocol as to the delineation of duties between the central B office and the local school site in providing special education instruction and B related services to identified pupils. B

B

Staffing

All special education services at Wisdom Academy for Young Scientists will be B delivered by individuals or agencies qualified to provide special education B services as required by California’s Education Code and the IDEA. Charter B School staff shall participate in all mandatory District in-service training relating to B special education. B

Wisdom Academy for Young Scientists will be responsible for the hiring, training, B and employment of site staff necessary to provide special education services to B its students, including, without limitation, special education teachers, B paraprofessionals, and resource specialists WAYS ensure that all special B education staff hired by WAYS is qualified pursuant to SEPLA policies, as well as B meet all legal requirements. B

WAYS Resource Specialist Teacher in collaboration with independent B contractors and general education teachers will be responsible for providing B special education instruction, which are delineated in individual students’ IEPs. B This instruction will be based on the unique needs of each student and may B include small group or individual intervention in a separate classroom or inside a B classroom in a collaborative co-teaching model based on the frequency and need B of services as outlined in each student’s IEP. This instruction will be led by a B qualified resource teacher with the required state credential. B

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Notification and Coordination WAYS shall follow SELPA policies as they apply to B all SELPA LEAs for responding to implementation of special education services. B

Identification and Referral

WAYS shall have the responsibility to identify, refer, and work cooperatively in B locating Charter School students who have or may have exceptional needs that B qualify them to receive special education services. WAYS will implement SELPA B policies and procedures to ensure timely identification and referral of students B who have or may have, such exceptional needs. A pupil shall be referred for B special education only after the resources of the regular education program have B been considered, and where appropriate, utilized. B

WAYS will follow child-find procedures to identify all students who may require B assessment to consider special education eligibility, including English Learners, B and special education and related services in the case that general education B interventions do not provide a free appropriate public education to the student in B question. B

WAYS will have a pre-referral process that will distinguish between linguistic and B cognitive barriers to academic achievement to avoid the misclassification of B English Learners in Special Education, as it is a significant problem that impedes B the academic development of this large and growing student population. This is B addressed in the section titled “Special Education Considerations for English B Learners”. B

Additionally, WAYS will provide to Responsiveness to Intervention (RTI) Model, B which promotes early identification of students who may be at risk for learning B difficulties. B

B

Assessments

The term “assessments” shall have the same meaning as the term “evaluation” in B the IDEIA, as provided in Section 1414, Title 20 of the United States Code. B WAYS will determine what assessments, if any, are necessary and arrange for B such assessments for referred or eligible students in accordance with the B SELPA's general practice and procedure and applicable law. WAYS shall work to B obtain parent/guardian consent to assess Charter School students. WAYS will B use SELPA forms to develop, maintain, and review assessments and IEPs in the B format required by the SELPA, including assessment and IEP data into the B SELPA data system in accordance with SELPA policies and procedures. WAYS B will maintain copies of assessments and IEP materials for review by the SELPA. B WAYS will submit to the SELPA and CDE all required reports, in a timely manner B as necessary to comply with state and federal laws. WAYS will use SELPA forms B to develop, maintain, and review assessments and IEPs in the format required by B the SELPA, including assessment and IEP data into the SELPA data system in B accordance with SELPA policies and procedures. WAYS will maintain copies of B assessments and IEP materials for review by the SELPA. B

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IEP Meetings

WAYS shall arrange and notice the necessary IEP meetings. IEP team B membership shall be in compliance with state and federal law. WAYS shall be B responsible for having the following individuals in attendance at the IEP B meetings: the Principal and/or WAYS designated representative with appropriate B administrative authority as required by the IDEIA; the student's special education B teacher; the student's general education teacher if the student is or may be in a B regular education classroom; the student, if appropriate; and other Charter B School representatives who are knowledgeable about the regular education B program at WAYS and/or about the student. The Charter School shall arrange for B the attendance or participation of all other necessary staff that may include, but B are not limited to, an appropriate administrator to comply with the requirements of B the IDEIA, a speech therapist, psychologist, resource specialist, and behavior B specialist; and shall document the IEP meeting and provide of notice of parental B rights. B

WAYS will provide translation services upon request. B

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Standardized Testing

Students who have IEPs will receive the modifications that are outlined in their B IEP such as, but not limited to, supervised breaks during a test part, or used B math manipulatives on the mathematics or science tests; simplified test B directions; test questions read aloud to student or use of audio, not visual B presentation (except in ELA); Calculator and arithmetic tables or formulas on B math and science tests (if not part of the focal construct); visual magnifying B equipment; computer use (including word processing software with spell and B grammar check tools turned of for essay responses to writing portion of a test; B assistive devices that do not interfere with the independent work of the student B on the multiple-choice and/or essay responses (writing portion of the test)(i.e. B handheld optical magnifiers, screen readers, magnification software, speech B recognition system, physical supports or assists); responses dictated to a scribe, B audio recorder, or speech-to-text converter and the student provides all spelling B and language conventions; word processing software with spell and grammar B check tools enabled on the essay responses writing portion of test (if grammar, B spelling, or language conventions is not the intended construct); test individual B students separately, provided that a test examiner directly supervises the B student, and test students in a small group setting extra time on a test within a B testing day. B

IEP Development

WAYS shall make decisions regarding eligibility, goals/objectives, program, B services, placement, and exit from special education pursuant to its IEP process. B Programs, services and placements shall be provided to all eligible Charter B

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School students in accordance with the policies, procedures and requirements of B the SELPA and State and Federal law. B

IEP Implementation The Charter School shall be responsible for all school site B implementation of the IEP. WAYS shall provide the parents with timely reports on B the student's progress as provided in the student's IEP, and at least quarterly or B as frequently as progress reports are provided for the Charter School's non-B special education students, whichever is more. WAYS shall also provide all B home-school coordination and information exchange. WAYS shall also be B responsible for providing all curriculum, classroom materials, classroom B modifications, and assistive technology. B

All IEPs will be maintained in accordance with state and federal student B confidentiality laws. Service providers from other agencies, who provide B instruction or a related service off the school site, will also be provided a copy of B the IEP. B

IEPs will be secured in a locked fire proof cabinet. B

Interim and Initial Placements of New Charter School Students B

For students who enroll in WAYS from another school district outside of the B SELPA with a current IEP, the SELPA and WAYS shall conduct an IEP meeting B within thirty days. Prior to such meeting and pending agreement on a new IEP, B WAYS shall implement the existing IEP at WAYS, to the extent practicable or as B otherwise agreed between the Charter School and parent/guardian. B

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Non-Public Placements/Non-Public Agencies

The Charter School shall be solely responsible for selecting, contracting with, B and overseeing all non-public schools and non-public agencies used to serve B special education students. B

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Non-discrimination

It is understood and agreed that all children will have access to WAYS and no B student shall be denied admission nor counseled out of WAYS due to the nature, B extent, or severity of his/her disability or due to the student's request for, or B actual need for, special education services. B

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Parent/Guardian Concerns and Complaints

WAYS shall respond to parental concerns or complaints related to special B education services. WAYS shall instruct parents/guardians to raise concerns B regarding special education services, related services and rights directly to the B Charter School. B

The Charter School's designated representative shall investigate as necessary, B respond to, and address the parent/guardian concern or complaint. B

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The Charter School, as the LEA, shall be ultimately responsible for determining B how to respond to parent concerns or complaints. B

WAYS shall respond to any complaint to or investigation by the California B Department of Education, the United States Department of Education, or any B other agency. B

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Due Process Hearings

The Charter School may initiate a due process hearing or request for mediation B with respect to a student enrolled in Charter School if the Charter School B determines such action is legally necessary or advisable. In the event that the B parents/guardians file for a due process hearing, or request mediation, WAYS B shall defend the case. B

WAYS shall have sole discretion to settle any matter in mediation or due B process. The Charter School shall also have sole discretion to file an appeal from B a due process hearing or take other legal action involving any Charter School B student necessary to protect its rights. B

SELPA Representation WAYS shall represent itself at all SELPA meetings. B

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Funding

WAYS understands that it will be subject to the allocation plan of the SELPA. B

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Section 504 of the Rehabilitation Act

Wisdom Academy for Young Scientists recognizes its legal responsibility to B ensure that no qualified person with a disability shall, on the basis of disability, be B excluded from participation, be denied the benefits of, or otherwise be subjected B to discrimination under any program of WAYS. Any student, who has an B objectively identified disability which substantially limits a major life activity B including but not limited to learning, is eligible for accommodation by the School. B

A 504 team will be assembled by the principal of Wisdom Academy for Young B Scientists and shall include parents/guardians, the student (where appropriate), B and other qualified persons knowledgeable about the student, the meaning of the B evaluation data, placement options, and accommodations. The 504 team will B review the student's existing records, including academic, social and behavioral B records and is responsible for making a determination as to whether an B evaluation for 504 services is appropriate. If the student has already been B evaluated under the IDEA, but found ineligible for special education instruction or B related services under the IDEIA, those evaluations may be used to help B determine eligibility under Section 504. The student evaluation shall be carried B out by the 504 team who will evaluate the nature of the student's disability and B the impact upon the student's education. This evaluation will include B consideration of any behaviors that interfere with regular participation in the B

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educational program and/or activities. The 504 team may also consider the B following information in its evaluation: B

- a. B Tests and other evaluation materials that have been validated for the B specific purpose for which they are used and are administered by trained B personnel. B
- b. B Tests and other evaluation materials include those tailored to assess B specific areas of educational need and not merely those which are designed to B provide a single general intelligent quotient. B
- c. B Tests are selected and administered so as to ensure that when a test is B administered to a student with impaired sensory, manual or speaking skills, the B test results accurately reflect the student's aptitude or achievement level or B whatever factor the test purports to measure rather than reflecting the student's B impaired sensory, manual or speaking skills. B

The final determination of whether the student will or will not be identified as a B person with a disability is made by the 504 team in writing and notice is given in B writing to the parent or guardian of the student in their primary language along B with the procedural safeguards available to them. If during the evaluation, the B 504 team obtains information indicating possible eligibility of the student for B special education per the IDEIA, a referral for special education assessment will B be made by the 504 team. B

If the student is found by the 504 team to have a disability under Section 504, the B 504 team shall be responsible for determining what, if any, accommodations or B services are needed to ensure that the student receives a free and appropriate B public education ("FAPE"). In developing the 504 Plan, the 504 team shall B consider all relevant information utilized during the evaluation of the student, B drawing upon a variety of sources, including, but not limited to, assessments B conducted by Wisdom Academy for Young Scientists professional staff. B

The 504 Plan shall describe the Section 504 disability and any program B modification that may be necessary. All 504 team participants, parents, B guardians, teachers and any other participants in the student's education, B including substitutes and tutors, must have a copy of each student's 504 Plan. B The site administrator will ensure that teachers include 504 Plans with lesson B plans for short-term substitutes and that he/she review the 504 Plan with a long- B term substitute. B

A copy of the 504 Plan shall be maintained in the student's file. Each student's B 504 Plan will be reviewed regularly to determine the appropriateness of the Plan, B continued eligibility or readiness to discontinue the 504 Plan. B

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2 Measurable Student Outcomes

Wisdom Academy for Young Scientists will meet all statewide standards and B conduct the student assessments required pursuant to Education Code 60605. B

This section satisfies Education Code Section 47605(b)(5)(C), which requires a B description of “The method by which pupil progress in meeting pupil outcomes is B to be measured.” The school will meet the growth target as required by NCLB B and in the Public Schools Accountability Act of 1999. B

Given that WAYS will be dedicated to providing equal opportunity for all students, B we will employ a curriculum fully aligned with the California content standards. B

The academic goals and outcomes pertain to all students: general education, B socioeconomically disadvantaged, English learners, students in special B education, and gifted students. B

2.1 Curricular Exit Outcomes

Curricular Focus B	Goals B	Measurable Outcomes B
English Language B Development- Beginning B Level B	<ul style="list-style-type: none"> • B Students will advance B one language B proficiency level per B year, as measured by B the CELDT. B • B Increase proficiency in B listening, speaking, B reading and writing B according to ELD B Common Core B standards. B 	<ul style="list-style-type: none"> • B Students will advance B one language B proficiency level per B year, as measured by B the CELDT Individual B Score Reports. The B CELDT will be B administered annually. B • B Advance one language B proficiency level in each B CELDT sub-domain for B listening, speaking, B reading and writing. B • B EL students will B demonstrate the same B average rate of B improvement in B proficiency on the B annual Smarter B Balanced assessments B as the rest of the B student population at B Wisdom Academy. B
English Language B Development – B Early Intermediate Level B	<ul style="list-style-type: none"> • B Students will advance B one language B proficiency level per B year, as measured by B the CELDT. B • B Increase proficiency in B listening, speaking, B reading and writing B 	<ul style="list-style-type: none"> • B Students will advance B one language B proficiency level per B year, as measured by B the CELDT Individual B Score Reports. The B CELDT will be B administered annually. B

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	<p>according to ELD B Common Core B standards. B</p>	<ul style="list-style-type: none"> • (BAdvance one language B proficiency level in each B CELDT sub-domain for B listening, speaking, B reading and writing. B • B EL students will B demonstrate the same B average rate of B improvement in B proficiency on the B annual Smarter Balanced assessments B as the rest of the B student population at B Wisdom Academy. B
<p>English Language B Development - B Intermediate Level B</p>	<ul style="list-style-type: none"> • (BStudents will advance B one language B proficiency level per B year, as measured by B the CELDT. B • (BIncrease proficiency in B listening, speaking, B reading and writing B according to ELD B Common Core B standards. B 	<ul style="list-style-type: none"> • (BStudents will advance B one language B proficiency level per B year, as measured by B the CELDT Individual B Score Reports. The B CELDT will be B administered annually. B • (BAdvance one language B proficiency level in each B CELDT sub-domain for B listening, speaking, B reading and writing. B • B EL students will B demonstrate the same B average rate of B improvement in B proficiency on the B annual Smarter Balanced assessments B as the rest of the B student population at B Wisdom Academy. B
<p>English Language B Development – B Early Advanced Level B</p>	<ul style="list-style-type: none"> • (BStudents will reclassify B from EL status to RFEP B status, per B reclassification B procedures. B • (BDemonstrate proficiency B in listening, speaking, B reading and writing B according to ELD B Common Core B standards. B • B Through monitoring B after reclassification, B 	<ul style="list-style-type: none"> • (BPercentage of students B reclassified will B increase by 5% each B year. B • (BAdvance one language B proficiency level in each B CELDT sub-domain for B listening, speaking, B reading and writing until B reclassified. B • (BReclassified students B will demonstrate the B same average rate of B

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	students will continue B demonstrating fluency B comparable to that of B the district's average B English-only students. B	improvement in B proficiency on the B annual Smarter Balanced assessments B as the rest of the B student population at B Wisdom Academy. B
English Language B Development - Advanced B Level B	<ul style="list-style-type: none"> • B Students will reclassify B from EL status to RFEP B status, per B reclassification B procedures. B • B Demonstrate proficiency B in listening, speaking, B reading and writing B according to ELD B Common Core B standards. B • B Through monitoring B after reclassification, B students will continue B demonstrating fluency B comparable to that of B the district's average B English-only students. B 	<ul style="list-style-type: none"> • B Percentage of students B reclassified will B increase by 5% each B year B • B Advance one language B proficiency level in each B CELDT sub-domain for B listening, speaking, B reading and writing until B reclassified. B • B Reclassified students B will demonstrate the B same average rate of B improvement in B proficiency on the B annual Smarter Balanced assessments B as the rest of the B student population at B Wisdom Academy. B

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Curricular Focus B	Goals B	Measurable Outcomes B
English Language Arts B	<p>Demonstrate literacy in B reading, B writing, speaking and listening B by: B</p> <ul style="list-style-type: none"> • constructing meaning from a B variety of texts using B comprehension strategies, B prior B knowledge and personal B experience; B • initiate reading opportunities B and read independently for 30 B minutes or longer; B • write with fluency in a variety B of genres for a variety of B audiences, i.e. reflective B journal, persuasive essay, B report, science observation, B personal letter, business B letter, creative story, poem; B 	<ul style="list-style-type: none"> • B The percentage of B students achieving at B the proficient and B advanced level on the B Smarter Balanced will B increase by 5% each B year. B • B The school will meet B AYP targets. B • B The percentage of B English learners B achieving at the B proficient and advanced B level on the Smarter B Balanced will increase B by 5% each year. B • B The school will meet B AYP targets for English B learners in ELA B

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	<ul style="list-style-type: none"> • apply the writing process B and conventions of writing; B • use speaking skills to B present information, narrative, B and response to literature; B • apply presentation strategies B effectively. B 	
<p>Mathematics B</p>	<p>Demonstrate fluency in the B mathematics concepts, and B the CA Standards including B Number Sense, Algebra and B Functions, Measurement and B Geometry and Statistics Data B and Probability. Students will B demonstrate mathematical B reasoning, and basic B computational skills as well as B communicate and apply these B skills in various settings. B</p>	<ul style="list-style-type: none"> • B The percentage of B students achieving at B the proficient and B advanced level on the B Smarter Balanced will B increase by 5% each B year. B • B The school will meet B AYP targets. B • B The percentage of B English learners B achieving at the B proficient and advanced B level on the Smarter B alanced will increase B by 5% each year. B • B The school will meet B AYP targets for English B learners in math.
<p>Science B</p>	<p>Demonstrate proficiency of B the content standards in B physical, life, and earth B sciences, investigation and B experimentation. B</p>	<ul style="list-style-type: none"> • B The percentage of B students achieving at B the proficient and B advanced level on the B CST will increase by 5% B each year. B • B Percentage of students B achieving at the B proficient and advanced B level in progress reports B supported by B performance B assessments will B increase by 5% each B year. B • B The percentage of B English learners B achieving at the B proficient and advanced B level on the CST will B increase by 5% each B year. B • B Percentage of English B

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		<p>learner students B achieving at the B proficient and advanced B level in progress reports B supported by B performance B assessments will B increase by 5% each B year. B</p> <p>B</p>
History/Social Science B	<p>Demonstrate proficiency of B the content standards in B history, geography, B economics, government and B society as well as intellectual, B reasoning, reflection and B research skills. B</p>	<ul style="list-style-type: none"> • B Percentage of students B achieving at the B proficient and advanced B level in progress reports B supported by B performance B assessments will B increase by 5% each B year. B • B Percentage of English B learner students B achieving at the B proficient and advanced B level in progress reports B supported by B performance B assessments will B increase by 5% each B year. B

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2.2 Performance Goals and Outcomes

WAYS will track and analyze the following factors that influence academic B achievement and growth. B

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Factor	Measurable Expected Outcome
Student B Conduct B	<ul style="list-style-type: none"> • B Average daily attendance rate of at least 95%. B • B Tardiness continually decreases each year. B • B Suspensions/expulsions decrease each year. B • B Mediation referrals decrease each year. B
Parental B Involvement B	<ul style="list-style-type: none"> • B 70% of parents attend ongoing parent-teacher B conferences. B • B Parent attendance at special programs, festivals and B forums will increase annually. B
Professional B Development B	<p>80% participation in annual two-week program held prior to B opening of school each year and at ongoing professional B development programs during the year. B</p>

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Teacher B Performance B	<ul style="list-style-type: none"> • BKnowledge of curriculum. B • BCompetence in pedagogy. B • BProfessional attitude. B • BEffective teaching strategies. B
Financial B Solvency B	No deficit in the operation budget. B

2.4 Extent to which all pupils demonstrate that they have attained skills, knowledge and attitudes specified as goals

Wisdom Academy for Young Scientists believes the following outcomes are B attainable each year and will measure them as shown: B

To prepare students in grades Kindergarten and 1 to meet their measurable B goals WAYS will encourage and maintain a constant stream of interaction with B the parents. At WAYS we believe we family involvement plays a pivotal role in B continued development from early childhood education through primary grade B levels. Specific strategies for parental involvement at this stage include B additional parent education workshops for parents to learn ways to support their B child at home as well as additional resources and supports sent home with B parents to support their children at home. B

During a workshop, for example, parents will practice having their child come to B read a fluency passage with a timer. Kindergarten parents are also invited once B a month to the classroom to participate in an independent work time session with B their child guided by their teachers. These activities have clearly provided B parents practice that can be continued at home. B

Parents are informed through beginning of year orientations of the process for B Kindergarten and Grade 1 Assessments. For example, at the beginning of the B year, students in grades K and 1 participate in diagnostic assessments B administered by teachers using the BPST and DIBELS assessment tools. These B exams explicitly test early literacy skills. B

The DIBELS and BPST program will be used by kindergarten and first grade B teachers to identify students needing extra help as early as possible. They B provide a consistent looking glass for the identification of at risk students at the B earliest possible point in the system. DIBELS data will guide summer instruction B for kindergarten and first grade when provided. B

For summative assessment purposes, K and Grade 1 students will participate in B Stanford 10 testing along with upper grade students. The results of these B assessment will be analyzed to determine obtainment of measurement goals for B this specialized group of students. B

Additionally, for upper grades the following benchmark goals will be in place. B

1. B During each testing year of the new petition period, WAYS will increase B its proficiency by 5% in English Language Arts and Mathematics as measured by B the CST. WAYS will meet prescribed growth targets for the Academic B

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Performance Index as well as make Adequate Yearly Progress (AYP) as determined by a growth in percentage points in the areas of English Language Arts and Math that meets or exceeds California's growth targets for AYP.

Measure: Annual state standardized, standards-based test results.

2. The percentage of students reflecting a minimum of one trimester's growth per one trimester of instruction in Math, Reading and Science will increase annually and meet or exceed the expectations of the authorizer for all of its schools.

English Learners

Wisdom Academy for Young Scientists will provide additional and appropriate educational services to English learners until they have demonstrated language skills comparable to that of the district's average native language speakers and have recouped any academic deficits which may have been incurred in other areas of the core curriculum. (CCR, Title 5, section 11302). Services must continue until ELs meet objective reclassification criteria, as outlined in the school's Charter and Master Plan for English Learners (EC313). This means that EL students must be provided with ELD and SDAIE, as needed, and/or primary language instruction until they are redesignated as fluent English proficient (FEP).

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Wisdom Academy for Young Scientists will also ensure that all students meet grade-level core curriculum standards within a reasonable amount of time. Wisdom Academy for Young Scientists maintains simultaneous programs, providing students with English Language Development and other EL services along with full access to the core curriculum. Focused instruction for these students builds on their cultural and linguistic strengths and provides meaningful access to a curriculum that is standards-based, cognitively complex, rigorous, and coherent.

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If the student does not comprehend enough English to allow full access to the core curriculum, Wisdom Academy implements a plan for ELs to recoup any and all academic deficits before the deficits become irreparable. These plans include, but are not limited to, small group instruction with a teacher or paraprofessional, comprehensible input through SDAIE instruction and other instructional supports to help the student quickly accelerate to meet grade level standards in each content subject. (CCR, Title 5, sections 11302[a] and [b]).

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Wisdom Academy for Young Scientists maintains a process to determine the effectiveness of programs for English learners, including language proficiency and content subject proficiency. The school will evaluate how programs for English learners produce within a reasonable period of time through annual CELDT assessments. The school will track academic results indicating that

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English learners are achieving and sustaining parity of academic achievement with students who entered the district’s school system already proficient in English by tracking annual state standardized tests and benchmark assessments administered once a trimester, as well as weekly classroom assessments. Information will be provided to teachers, parents, and students on the progress being made toward meeting the state student achievement standards. Wisdom Academy for Young Scientists will maintain these procedures to improve school site EL program implementation and to modify the program, as needed, to ensure that each English learner achieves full proficiency in English and academic achievement at grade level as rapidly as possible.

(20 U.S.C. 1703 (f), Castaneda v. Pickard [5th Cir. 1981] 648 F.2d 989, 1009-1011; EC 6400 (f).)

B

Measures:

End-Benchmark Assessments

As a method of monitoring student achievement throughout the academic school year, WAYS teachers will use the following assessments as benchmark assessments: teacher assignments and Measuring Up standards based assessments (weekly), curriculum based assessments such as story tests and unit exams (given according to the pacing plan), and writing portfolio samples (bi-monthly). Rubrics for writing are created by grade-level teams during Summer Professional Development and during Pupil-Free Professional Development days throughout the school year. In addition, standards based benchmark assessments (DataDirector) are implemented every two months.

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B	English Language Arts B	Mathematics B	Science B
K – 1 B	Teacher Created Assessments B DIBELS B OCR Unit Assessments B Accelerated Reader B Data Director Benchmark Assessments B	Teacher Created Assessments B Saxon Unit Assessments B Data Director Benchmark Assessments B B	Teacher Created Assessments B Foss Competency Assessments B Data Director Benchmark Assessments B B
2 nd – 5 th Grade B	Teacher Created Assessments B OCR Unit Assessments B Accelerated Reader B Data Director B	Teacher Created Assessments B Saxon Unit Assessments B Data Director Benchmark Assessments B	Teacher Created Assessments B Foss Competency Assessments B Data Director Benchmark Assessments B

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	Benchmark B Assessments B	B	B
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- Benchmark Assessments: Each unit of instruction will include one or more B critical benchmark performance assessments that provide evidence of B student achievement. Instruction will assume that all students will need to B demonstrate the benchmark competencies. Rubrics will be developed for B all benchmark assessments. Benchmarks assessment will be aligned with B the CST. B

- . B

3. B The percentage of students scoring at the Proficient level or above on the B STAR language arts, mathematics and science assessments will increase B annually; the percentage of students scoring at the Below Basic and Far Below Basic will decrease annually. B

Measure: B Annual state standards-based test. B

4. WAYS will meet or exceed Academic Performance Index growth targets on B annual standardized tests in at least 3 out of 4 years. B

Measure: Annual state standardized test results. B

5. Students will meet or exceed the LAUSD's actual attendance rate. B

Measure: B Attendance records at the end of each year. B

6. Students will demonstrate pro-social behavior and a strong commitment to B classroom and school community. B

Measures: WASSC School Climate Inventory and WAYS "Participation Rubric" B that sets standards and growth targets for: B

- B Student participation in cooperative learning groups, class projects and B daily circle discussions B
- B Student B participation B in B classroom B services B provided B for B the B school B community (scientist club, school environmental beautification, etc... B
- B Student participation in bimonthly all-school assemblies B
- B Student participation in culminating presentations that share the depth and B breadth of knowledge gained during a core study with parents and other B classrooms B

We developed our Expected Schoolwide Learning Results through participation B in the accreditation process. Our ESLR's give us a framework for achieving the B school's mission of empowering students to become leaders, change agents and B true scientists. B

Young Scientists as Global Citizens who will f

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- B Through early exposure to science, learn on a platform that is B educationally equitable
- B Develop an appreciation and respect for cultural differences B
- B Develop a personal connection to learners of different cultures B
- B Communicate effectively their ideas and learning to others B
- B Contribute to their community through responsible actions that benefit B humanity B

Young Scientists as Leaders of the 21st Century who will f

- B Work together to solve complex, real world problems through project B based learning B
- B Think critically and creatively B
- Be Technologically literate and competent in reading, mathematics, B sciences and performing arts B
- B Develop independence as lifelong learners and problem solvers B

Young Scientists as Researchers who will f

- B Know how to comprehend, apply, analyze, synthesize and evaluate B
- B Ask essential questions B
- B Work collaboratively through teamwork to produce a culture of scientific B discovery B

Young Scientists as Thriving Learners who will f

- B Demonstrate confidence in their abilities and develop high self-esteem B
- B Learn the habits that contribute to a healthy lifestyle B
- B Will experience wellness through physical fitness and proper nutrition B

2.5 Goals for the Demonstration of Skills, Knowledge and Understanding

Students will receive specific instruction centered in the California content B standards for each grade level. They will demonstrate measurable growth as B identified in the outcomes above, and student achievement will be tracked three B times a year in mathematics, reading and language arts for each specific B standard using the “Standards Master” assessment system (or a comparable B system) as well as the school-wide benchmark assessment system. B

Each student will make significant growth in standards-based achievement B demonstrated through ongoing classroom assessments, Standards Mastery B and/or Benchmark assessments each trimester, and the state’s standards-based B assessments. The assessments employed and administered at the school level B will be refined over time to ensure that the measures allow students to B demonstrate their mastery of the breadth and depth of the standards, and the B results will be aggregated and analyzed to ensure the continuing improvement of B the school’s curriculum, instructional, and assessment programs. The goal is that B all students demonstrate that they are reaching high levels of academic B achievement, which allows them to maximize their full potential and prepare them B for success in the future. B

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The school and its administrators and staff are committed to meeting its API and B AYP targets—increasing the numbers of students at the proficient and above B levels on the STAR tests each year, and ensuring that all students enrolled at the B school for two years or more will be at the Basic level or above on the STAR B tests. B

Teaching staff is committed to conducting a thorough analysis of STAR results at B the detailed, reporting cluster level to ensure student mastery of the content on B the tests. Analyses will focus on achievement in language arts and mathematics B for all subgroups, as specified in NCLB, Title 1 requirements. CELDT test results B will be analyzed to ensure that growth in student achievement on this test will B fully address the NCLB Title 3 requirements. B

B

California State Content Standards

The California State Content Standards will operate as a guiding framework for B both curriculum and assessment development at WAYS. The CA Standards will B be used in the following ways: B

- BUsed to map curriculum into units and lessons B
- BUsed to as a guide when writing behavioral level performance objectives B for lessons. B
- BIncorporated into Adopted Text Program outcomes and assessments B
- BUsed as a guide when developing formative and summative unit level B benchmark performance assessment rubrics. B
- BAggregated into benchmark performance indicators for tri-yearly B summative benchmark performance assessment.

2.5.1 English Language Arts

Reading: 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development B

Kindergarten B	1 st B
<p><i>Concepts About Print</i> B</p> <p>1.1 Identify the front cover, back cover, and title B page of a book. B</p> <p>1.2 Follow words from left to right and from top to B bottom on the printed page. B</p> <p>1.3 Understand that printed materials provide B information. B</p> <p>1.4 Recognize that sentences in print are made up B of separate words. B</p> <p>1.5 Distinguish letters from words. B</p> <p>1.6 Recognize and name all uppercase and B lowercase letters of the alphabet. B</p> <p>Phonemic fwareness B</p> <p>1.7 Track (move sequentially from sound to sound) B and represent the number, sameness/difference, B and order of two and three isolated phonemes B</p>	<p><i>Concepts About Print</i> B</p> <p>1.1 Match oral words to printed words. B</p> <p>1.2 Identify the title and author of a reading B selection. B</p> <p>1.3 Identify letters, words, and sentences. B</p> <p>Phonemic fwareness B</p> <p>1.4 Distinguish initial, medial, and final sounds in B single-syllable words. B</p> <p>1.5 Distinguish long-and short-vowel sounds in B orally stated single-syllable words (e.g., bit/bite). B</p> <p>1.6 Create and state a series of rhyming words, B including consonant blends. B</p> <p>1.7 Add, delete, or change target sounds to B change words (e.g., change cow to how; pan to B an). B</p> <p>1.8 Blend two to four phonemes into recognizable B</p>

B

B

<p>e.g., /f, s, th/, /j, d, j/ f . B</p> <p>1.8 Track (move sequentially from sound to sound) B and represent changes in simple syllables and B words with two and three sounds as one sound is B added, substituted, omitted, shifted, or repeated B e.g., vowel-consonant, consonant-vowel, or B consonant-vowel-consonant). B</p> <p>1.9 Blend vowel-consonant sounds orally to make B words or syllables. B</p> <p>1.10 Identify and produce rhyming words in B response to an oral prompt. B</p> <p>1.11 Distinguish orally stated one-syllable words B and separate into beginning or ending sounds. B</p> <p>1.12 Track auditorily each word in a sentence and B each syllable in a word. B</p> <p>1.13 Count the number of sounds in syllables and B syllables in words. B</p> <p>Decoding and Word Recognition B</p> <p>1.14 Match all consonant and short-vowel sounds B to appropriate letters. B</p> <p>1.15 Read simple one-syllable and high frequency B words (i.e., sight words). B</p> <p>1.16 Understand that as letters of words change, B so do the sounds (i.e., the alphabetic principle). B</p> <p>Vocabulary and Concept Development B</p> <p>1.17 Identify and sort common words in basic B categories (e.g., colors, shapes, foods). B</p> <p>1.18 Describe common objects and events in both B general and specific language. B</p>	<p>words (e.g., /c/ a/ t/ = cat; /f/ l/ a/ t/ = flat). B</p> <p>1.9 Segment single syllable words into their B components (e.g., /c/ a/ t/ = cat; /s/ p/ l/ a/ t/ = B splat; /r/ i/ ch/ = rich). B</p> <p>Decoding and Word Recognition B</p> <p>1.10 Generate the sounds from all the letters and B letter patterns, including consonant blends and B long-and short-vowel patterns (i.e., phonograms), B and blend those sounds into recognizable words. B</p> <p>1.11 Read common, irregular sight words (e.g., B the, have, said, come, give, of). B</p> <p>1.12 Use knowledge of vowel digraphs and r-f controlled letter-sound associations to read words. B</p> <p>1.13 Read compound words and contractions. B</p> <p>1.14 Read inflectional forms (e.g., -s, -ed, -ing) f and root words (e.g., look, looked, looking). B</p> <p>1.15 Read common word families (e.g., -ite, -ate). B</p> <p>1.16 Read aloud with fluency in a manner that B sounds like natural speech. B</p> <p>Vocabulary and Concept Development B</p> <p>1.17 Classify grade-appropriate categories of B words (e.g., concrete collections of animals, B foods, toys). B</p> <p>B</p>
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<p>2nd B</p> <p>Decoding and Word Recognition B</p> <p>1.1 Recognize and use knowledge of spelling B patterns (e.g., diphthongs, special vowel spellings) B when reading. B</p> <p>1.2 Apply knowledge of basic syllabication rules B when reading (e.g., vowel-consonant-vowel = su/ f per; vowel-consonant/consonant-vowel = sup/ per). B</p> <p>1.3 Decode two-syllable nonsense words and B regular multi-syllable words. B</p> <p>1.4 Recognize common abbreviations (e.g., Jan., f Sun., Mr., St.). B</p> <p>1.5 Identify and correctly use regular plurals (e.g., -f s, -as, -is) and irregular plurals (e.g., fly/ flies, wife/ f wives). B</p> <p>1.6 Read aloud fluently and accurately and with B appropriate intonation and expression. B</p> <p>Vocabulary and Concept Development B</p> <p>1.7 Understand and explain common antonyms B and synonyms. B</p> <p>1.8 Use knowledge of individual words in unknown B compound words to predict their meaning. B</p> <p>1.9 Know the meaning of simple prefixes and B</p>	<p>3rd B</p> <p>Decoding and Word Recognition B</p> <p>1.1 Know and use complex word families when B reading (e.g., -ight) to decode unfamiliar words. B</p> <p>1.2 Decode regular multisyllabic words. B</p> <p>1.3 Read aloud narrative and expository text B fluently and accurately and with appropriate B pacing, intonation, and expression. B</p> <p>Vocabulary and Concept Development B</p> <p>1.4 Use knowledge of antonyms, synonyms, B homophones, and homographs to determine the B meanings of words. B</p> <p>1.5 Demonstrate knowledge of levels of specificity B among grade-appropriate words and explain the B importance of these relations (e.g., dog/ mammal/ f animal/ living things). B</p> <p>1.6 Use sentence and word context to find the B meaning of unknown words. B</p> <p>1.7 Use a dictionary to learn the meaning and B other features of unknown words. B</p> <p>1.8 Use knowledge of prefixes (e.g., un-, re-, pre-, f bi-, mis-, dis-) and suffixes (e.g., -er, -est, -ful) to B determine the meaning of words. B</p>
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B

suffixes (e.g., over-, un-, -ing, -ly). B	
<i>4th</i>	<i>5th</i>
<p><i>Word Recognition</i> 1.1 Read narrative and expository text aloud with grade-appropriate fluency and accuracy and with appropriate pacing, intonation, and expression.</p> <p><i>Vocabulary and Concept Development</i> 1.2 Apply knowledge of word origins, derivations, synonyms, antonyms, and idioms to determine the meaning of words and phrases. 1.3 Use knowledge of root words to determine the meaning of unknown words within a passage. 1.4 Know common roots and affixes derived from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., international). 1.5 Use a thesaurus to determine related words and concepts. 1.6 Distinguish and interpret words with multiple meanings.</p>	<p><i>Word Recognition</i> 1.1 Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.</p> <p><i>Vocabulary and Concept Development</i> 1.2 Use word origins to determine the meaning of unknown words. 1.3 Understand and explain frequently used synonyms, antonyms, and homographs. 1.4 Know abstract, derived roots and affixes from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., controversial). 1.5 Understand and explain the figurative and metaphorical use of words in context.</p>

Reading: 2.0 Reading Comprehension B

Kindergarten B	1 st B
<p><i>Structural Features of Informational Materials B</i> 2.1 Locate the title, table of contents, name of B author, and name of illustrator. B</p> <p><i>Comprehension and Analysis of Grade-Level-appropriate Text B</i> 2.2 Use pictures and context to make predictions B about story content. B 2.3 Connect to life experiences the information and B events in texts. B 2.4 Retell familiar stories. B Kindergarten Structural Features of Informational B Materials (cont.) B 2.5 Ask and answer questions about essential B elements of a text. B</p>	<p><i>Structural Features of Informational Materials B</i> 2.1 Identify text that uses sequence or other B logical order. B</p> <p><i>Comprehension and Analysis of Grade-Level-appropriate Text B</i> 2.2 Respond to who, what, when, where, and B how questions. B 2.3 Follow one-step written instructions. B 2.4 Use context to resolve ambiguities about word B and sentence meanings. B 1st Structural Features of Informational Materials B (cont.) B 2.5 Confirm predictions about what will happen B next in a text by identifying key words (i.e., B signpost words). B 2.6 Relate prior knowledge to textual information. B 2.7 Retell the central ideas of simple expository or B narrative passages. B</p>

2 nd B	3 rd B
<p><i>Structural Features of Informational Materials B</i> 2.1 Use titles, tables of contents, and chapter B headings to locate information in expository text. B</p> <p><i>Comprehension and Analysis of Grade-Level-f</i></p>	<p><i>Structural Features of Informational Materials B</i> 2.1 Use titles, tables of contents, chapter B headings, glossaries, and indexes to locate B information in text. B</p>

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B

<p>ppropriate Text B 2.2 State the purpose in reading (i. e., tell what B information is sought). B 2.3 Use knowledge of the author’s purpose(s) to B comprehend informational text. B 2.4 Ask clarifying questions about essential textual B elements of exposition (e.g., why, what if, how). B 2.5 Restate facts and details in the text to clarify B and organize ideas. B 2.6 Recognize cause-and-effect relationships in a B text. B 2.7 Interpret information from diagrams, charts, and B graphs. B 2.8 Follow two-step written instructions. B</p>	<p>Comprehension and Analysis of Grade-Level-fppropriate Text B 2.2 Ask questions and support answers by B connecting prior knowledge with literal information B found in, and inferred from, the text. B 2.3 Demonstrate comprehension by identifying B answers in the text. B 2.4 Recall major points in the text and make and B modify predictions about forthcoming information. B 2.5 Distinguish the main idea and supporting B details in expository text. B 2.6 Extract appropriate and significant information B from the text, including problems and solutions. B 2.7 Follow simple multiple-step written instructions B (e.g., how to assemble a product or play a board B game). B</p>
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4 th	5 th
<p>Structural Features of Informational Materials B 2.1 Identify structural patterns found in B informational text (e.g., compare and contrast, B cause and effect, sequential or chronological order, B proposition and support) to strengthen B comprehension. B</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text B 2.2 Use appropriate strategies when reading for B different purposes (e.g., full comprehension, B location of information, personal enjoyment). B 2.3 Make and confirm predictions about text by B using prior knowledge and ideas presented in the B text itself, including illustrations, titles, topic B sentences, important words, and foreshadowing B clues. B 2.4 Evaluate new information and hypotheses by B testing them against known information and ideas. B 2.5 Compare and contrast information on the same B topic after reading several passages or articles. B 2.6 Distinguish between cause and effect and B between fact and opinion in expository text. B 2.7 Follow multiple-step instructions in a basic B technical manual (e.g., how to use computer B commands or video games).</p>	<p>Structural Features of Informational Materials B 2.1 Understand how text features (e.g., format, B graphics, sequence, diagrams, illustrations, B charts, maps) make information accessible and B usable. B 2.2 Analyze text that is organized in sequential or B chronological order. B</p> <p>Comprehension and Analysis of Grade-Level-Appropriate Text B 2.3 Discern main ideas and concepts presented in B texts, identifying and assessing evidence that B supports those ideas. B 2.4 Draw inferences, conclusions, or B generalizations about text and support them with B textual evidence and prior knowledge. B</p> <p>Expository Critique B 2.5 Distinguish facts, supported inferences, and B opinions in text. B</p>

Reading: 3.0 Literary Responses and Analysis B

Kindergarten B	1 st B
<p>Narrative Analysis of Grade-Level-Appropriate Text B 3.1 Distinguish fantasy from realistic text. B 3.2 Identify types of everyday print materials (e.g., B storybooks, poems, newspapers, signs, labels). B</p>	<p>Narrative Analysis of Grade-Level-Appropriate Text B 3.1 Identify and describe the elements of plot, B setting, and character(s) in a story, as well as the B story’s beginning, middle, and ending. B</p>

B

B

<p>3.3 Identify characters, settings, and important B events. B</p>	<p>3.2 Describe the roles of authors and illustrators B and their contributions to print materials. B 3.3 Recollect, talk, and write about books read B during the school year. B</p>
<p>2nd</p>	<p>3rd</p>
<p><i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Compare and contrast plots, settings, and characters presented by different authors. 3.2 Generate alternative endings to plots and identify the reason or reasons for, and the impact of, the alternatives. 3.3 Compare and contrast different versions of the same stories that reflect different cultures. 3.4 Identify the use of rhythm, rhyme, and alliteration in poetry.</p>	<p><i>Structural Features of Literature</i> 3.1 Distinguish common forms of literature (e.g., poetry, drama, fiction, nonfiction). <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Comprehend basic plots of classic fairy tales, myths, folktales, legends, and fables from around the world. 3.3 Determine what characters are like by what they say or do and by how the author or illustrator portrays them. 3.4 Determine the underlying theme or author's message in fiction and nonfiction text. 3.5 Recognize the similarities of sounds in words and rhythmic patterns (e.g., alliteration, onomatopoeia) in a selection. 3.6 Identify the speaker or narrator in a selection.</p>
<p>4th</p>	<p>5th</p>
<p><i>Structural Features of Literature</i> 3.1 Describe the structural differences of various imaginative forms of literature, including fantasies, fables, myths, legends, and fairy tales. <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Identify the main events of the plot, their causes, and the influence of each event on future actions. 3.3 Use knowledge of the situation and setting and of a character's traits and motivations to determine the causes for that character's actions. 3.4 Compare and contrast tales from different cultures by tracing the exploits of one character type and develop theories to account for similar tales in diverse cultures (e.g., trickster tales). 3.5 Define figurative language (e.g., simile, metaphor, hyperbole, personification) and identify its use in literary works.</p>	<p><i>Structural Features of Literature</i> 3.1 Identify and analyze the characteristics of poetry, drama, fiction, and nonfiction and explain the appropriateness of the literary forms chosen by an author for a specific purpose. <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Identify the main problem or conflict of the plot and explain how it is resolved. 3.3 Contrast the actions, motives (e.g., loyalty, selfishness, conscientiousness), and appearances of characters in a work of fiction and discuss the importance of the contrasts to the plot or theme. 3.4 Understand that theme refers to the meaning or moral of a selection and recognize themes (whether implied or stated directly) in sample works. 3.5 Describe the function and effect of common literary devices (e.g., imagery, metaphor, symbolism). <i>Literary Criticism</i> 3.6 Evaluate the meaning of archetypal patterns and symbols that are found in myth and tradition by using literature from different eras and cultures. <i>5th Narrative Analysis of Grade-Level-Appropriate Text (cont)</i> 3.7 Evaluate the author's use of various techniques (e.g., appeal of characters in a picture book, logic and credibility of plots and settings, use of figurative language) to influence readers' perspectives.</p>

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2.6 Process by Which Curriculum, Materials and Instructional Activities Are To Be Selected

The books utilized for each course, course material, and instructional activities at B Wisdom Academy for Young Scientists are chosen through a collaborative effort B between a team comprised of the principal, teachers and curriculum and B instruction consultant. This WAYS curriculum development team has begun an B ongoing process of material selection, curriculum mapping, unit development, B lesson design, assessment development and identification of teaching strategies B for different courses at WAYS. The principal and teachers have selected B textbooks from the state approved list that best suit the needs of their students. B To encourage innovation, and emphasis on technology, teachers will have the B flexibility to use books or strategies that are not on the WAYS recommended list B as long as they achieve the required results. B

2.7 Delineation Of When And How Pupil Outcomes Will Be Assessed

Students are first assessed (using Saxon Math, CELDT, and McLeod B Assessment of Reading Comprehension assessments and a writing prompt) B upon matriculation. They then are given periodic assessments on a trimester B basis to monitor progress. At the end of the school year, students take the CST B and teacher created summative assessments. The CELDT is administered to B English learner students within thirty days of initial enrollment and at least B annually thereafter during the testing window until reclassified as Fluent English B Proficient (RFEP) per reclassification procedures. B

B

See Element 3 for more details related to formative and authentic assessments. B

2.8 Identification of Who Will Be Accountable For Student Progress

The following guidelines have been established to guide the development of the B curriculum and to keep in sight the goal of improved student learning. B

California State Curriculum Frameworks and State Standards will provide the B base content for the instructional program. B

Wisdom Academy for Young Scientists will chart student progress from year to B year on the State of California's adopted standardized and standards-based B statewide examinations. B

Wisdom Academy for Young Scientists will meet or exceed all County and state B standards and will establish a policy to ensure that evidence of improved pupil B learning is shared with the parents, the County, and the state. B

Advancement from one grade to the next requires demonstration of mastery of B the concepts and development of the skills in alignment with the standards B required by the California Department of Education. B

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Wisdom Academy for Young Scientists will make available after-school tutorials, B as preventative measures for those students deemed at-risk of being held back. B Specific times will be allocated to provide the opportunity and time for teachers to B discuss and share concerns related to student progress before students B matriculate to the next grade. Teachers will have time prior to the start of the B school year to evaluate students' standardized test scores from the previous year B and to identify individual strengths, areas of concern and focus for each student. B Student progress reports will be used to monitor student progress. Parent B conferencing on student progress will occur twice per year. B

Once per year, the Executive Director will be responsible for preparing and B presenting a report to the Governing Board that details and summarizes the B school's progress toward meeting its goals during the previous school year. The B Executive Director is committed to ensuring that a robust assessment and B accountability system is in place on an ongoing basis at the school, and that the B information be used effectively and in a timely manner to ensure the high quality B of the school's program for all of its students. If needed, the Board can take B measures, based on this report that will ensure the school is consistently making B progress toward its goals. Such an action, may include creating a working B committee, made up teachers, parents, administration and students, to take a B closer look at elements of the report, conduct research as necessary, and make B appropriate recommendations. B

In accordance with the provisions set forth in No Child Left Behind, WAYS will B track student achievement data in order to ensure students are meeting required B proficiency levels. Teachers and administrators will analyze data and use it as a B tool when planning curriculum, designing interventions and adopting curricular B materials. The administration, to include the principal, teachers, and the special B education program coordinator will coordinate all efforts in order to maximize B student achievement. B

2.9 Student Retention and Promotion

Wisdom Academy for Young Scientists strives to ensure that students show B progress in their achievements and is ready to be promoted to the next level. For B those students who are identified as "at risk" of retention, a meeting will be called B that includes the teacher, parents and special education program coordinator. At B this meeting it may be determined that a Student Success Team (Bs described in B the Special Education section above) is necessary to develop an educational B plan that will include tutorials, special classes and learning strategies that best B suit the student. Parent conferencing on the student's progress will occur every B couple of months. If necessary the option of summer school and after school B enrichment classes will be offered as a measure to curtail retention. B

If we believe a student needs to be retained, we will hold a Student Success)B Team meeting and discuss the repercussions of this action. If the team agrees)B that this is in the best interest of the child then all measures will be taken to)B

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ensure that this will be a positive experience for the student. These measures)B include:)B

- BMeeting with the team and the student B
- BCreating an accepting environment in the class. B
- BCreating many opportunities for success for the student in the classroom. B
- BEnsuring that the student receives the necessary assistance and support B to ensure future promotion. B

Specific times will be allocated to provide the opportunity and time for teachers to B discuss and share concerns related to student progress before students B matriculate to the next grade. B

2.10 Reference to NCLB

WAYS accepts the NCLB premise that all children will succeed and will review its B Adequate Yearly Progress annually, with special attention given to the progress B of sub-groups. The Principal will recommend and the Board will approve annual B action plans to meet Adequate Yearly Progress goals. B



At WAY you will see older children reading with younger children

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3 Methods for Assessing Student Progress

3.1 THE METHODS FOR ASSESSING STUDENT PROGRESS AT WAYS WILL INCLUDE THE FOLLOWING:

- BCA STATE STANDARDIZED TESTS (I.E., STAR TESTING PROTOCOL, B CST) B
- BText based pre and post assessments B
- BTri-yearly standards-based Benchmark performance assessments B
- BUnit level standards-based Benchmark performance assessments B
- BFormal and Informal Classroom assessment (tests, projects, worksheets, B presentations, personal communication, surveys, anecdotal records) B
- BPortfolio evaluation B
- BParent Conferences, and Student-led conferences B

3.2 Use of Standardized Test Scores in Measuring Pupil Progress

Our students will participate fully in the Standardized Testing and Reporting B (STAR) program. WAYS agrees to comply with and adhere to the State B requirements for participation and administration of all state mandated tests. B

Teachers need only review the test results, which will be presented to them in a B graphic format. These tests measure student outcomes to monitor progress, B highlight student -learning deficiencies for teachers, and increase teachers' B pedagogical efficiency (teachers can shift time away from test preparation and B scoring to other activities). B

Assessments will be tied to ongoing teacher, classroom and grade level goals B and action plans. The collaboration and monitoring of this information will allow B for the sharing of resources and innovative solutions. B

Teaches will share data with students and classrooms will work together to B establish action plans. Data and action plans can also be shared with parents B through class and school newsletters to involve them in the collaborative effort of B continuous improvement. B

With measures matched to our philosophy and instructional intents, we will B develop and will build upon our assessment system, which will enable us to B systematically: B

- BAssess the progress of individual children in our curriculum, with particular B emphasis on their academic, standards-based achievement. B
- BEvaluate the effectiveness of the school program in meeting its objectives, B relative to our own standards and compared to schools serving similar B students in the district. B

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- B Contribute to the continual strengthening of curriculum and instructional B processes at the individual, team, and program levels. B
- Be accountable to students, parents, our community, the County and the B state. B

Wisdom Academy for Young Scientists will participate in the state-mandated B testing programs. They will enable us to track individual students' and the B school's performance from year to year; however, these tests do not fully meet B the assessment needs of the classroom teachers nor are they designed to B encourage students' self-reflection. For these latter purposes, students will B prepare portfolios composed of the projects, daily work, journal samples, self-B evaluations, writing samples, exhibitions, reading logs, analytic reflections and B other tasks which students complete over the course of the instructional year. To B provide a more complete picture of student growth, the school will institute a B system of benchmark assessments at the end of each trimester—faculty B designed, administered, and scored—tied to the full school curriculum, including B rigorous measurement of student standards-based achievement. B

The Charter School agrees to comply with and adhere to the State requirements B for participation and administration of all state mandated tests. If the Charter B School does not test (i.e., STAR, CELDT, CAHSEE) with the District, the Charter B School hereby grants authority to the state of California to provide a copy of all B test results directly to the District as well as the Charter School . A copy of the B school's test results must be submitted on a CD on or before September 30 B following that spring's test administration, The CLDT results must be submitted to B the District no later than two weeks after receipt of the CD from the state's B vendor. B

3.3 Use of Longitudinal, Survey and other Data in Measuring Pupil Progress

Students will be given a variety of ongoing assessments, including teacher B observations, performance-based assessments, grade-level assignments, B presentations, and projects, as well as the "Standards Master" assessments, and B Unit level "Benchmark" assessments. The Principals will ensure that all B necessary assessments are completed in a timely manner and that teachers use B the information from the assessments to modify their curriculum accordingly. B

California-aligned "Standards Master" assessments developed by Renaissance B Learning Co. (a testing and curriculum tool developed by Renaissance Learning B Inc. that is aligned to California state standards in math, reading and language B arts) or a comparable system will be used to measure students' and classroom B growth towards mastery of state standards in mathematics, language arts and B reading. These assessments will be conducted three times a year; extensive B reports will be generated compiling both classroom and individual student results. B Reports will be used to inform both standards based classroom curriculum B development and individual student support programs. This assessment and/or B other comparable state content standards aligned testing program will be used B until our benchmark assessments are completed. B

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The faculty will come together to agree on benchmark tasks and assessments B that represent key objectives for curriculum and instruction to be included in B student portfolios and Student Assessment Collections, addressing the state B standards and additional criteria by which student performance should be judged. B We will examine how the evidence contained in student portfolios can be used to B determine each student's progress toward the attainment of specific goals, and B develop our portfolio criteria in a manner that maximizes this attainment. The B appropriateness of various assessment strategies will be reevaluated by the staff B as needed—considering such areas as whole child growth and development B (academic, social, physical, creative, critical thinking, etc.)Bcontent standards B mastery, curriculum effectiveness, level of task difficulty and student mastery. B

Of greatest importance is the opportunity for the faculty to establish clear B measures of growth that are direct outcomes of the school's full educational B goals. The criteria for evaluation of student growth will, of course, reflect B achievement in terms of California's content standards, but may also be chosen B to include curricular goals measuring the growth of the "whole child" -- honoring B the richness of the school's broader curriculum goals B

Ongoing student assessment will include additional tools such as checklists, B narrative descriptions, anecdotal records of observations, parent conference B notes, teacher-designed tests, teacher-developed rubrics, rating forms, surveys, B personal conference data and student portfolios. B



B

WAYS' students participate in an extra-curricular dance recital. Teachers support students through home visitations and attendance at family events.

3.4 Benchmark Assessments

The establishment of our benchmark assessment will begin with Staff work B during our professional development days in August and will continue the first B trimester of the 2011 - 2012 Academic Year. Both large scale and smaller scale B benchmark assessments will be developed and employed. B

Small-scale benchmark assessment will be done during each unit of instruction, B as well as ongoing performance assessments related to the CSTP and unit B goals. These benchmark assessments will act to guide instruction, indicate the B

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need to modify strategies for individuals of whole classes, act as targets for B student self-assessment toward their goals, and operate as the primary source of B summative unit level grading criteria.

Broad-scale Benchmark assessments will be given in each trimester of the 2011- B 2012 academic year, evaluated with the aim of using the improved assessment B tools from the second trimester as well as a second and additional set to be B employed alongside the former set during the final trimester of the 2011 - 2012 B academic year. Staff development days in June will be used to review of Benchmark assessment tools employed during the prior year. In this manner, our B target goal of a completed and effective Benchmark Assessment Structure can B be achieved by the end of the 2011 - 2012 Academic Year of school.

Benchmark assessments of student academic growth will be designed by the B faculty to provide an accurate assessment of student progress in mastering B grade-level standards and will be essential to the success of our instructional B program. Assessments will be designed to for three specific purposes: B

1. Entry-level Assessment – Essential questions: Do students possess crucial B prerequisites skills and knowledge? Do students already know some of the B material that is to be taught? The assessment will contain a range and balance of B items, some of which reach back to measure where students are, others will B reach forward to identify those students who may already know the new material. B

2. B Progress Monitoring – Essential question: Are students progressing B adequately toward achieving the standards? Teachers will adjust instruction so B that all students are constantly progressing. Teachers will continually look for B indicators among student responses and in student work. Monitoring will also B include checking for understanding during instruction, checking homework, B unit/chapter tests or quizzes. Assessment will be tied to items already taught and B will be used as the basis for making we-informed adjustments to instruction. B Teachers will rely on answers to the following: B

i. B Should I move ahead or spend more time on the current phase of B instruction? B

ii. B Are students able to practice what they have learned through independent B activities, or do I need to provide additional instruction? B

iii. B Can I accelerate the planned instruction for some or all students, and if so, B what is the best way to do that? B

3. B Summative Evaluation – Essential question: Have students shown B concrete evidence that they have met the goals for each unit as defined by each B content standard or group of standards? B

The Benchmark assessments will be organized around a Student Assessment B Collection, including the results of the trimester's on-demand tests. Each piece of B the "Student Assessment Collection" (SAC) that is gathered for evaluation in the Benchmark assessments for each student will be evaluated by the classroom B teacher for growth over time using criteria reviewed and approved by the faculty B as a whole. One additional faculty member will review each (SACB to establish B

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the validity of the overall evaluation. The faculty will also establish criteria for the B evidence to be included in the SAC, a description of the dimensions to be B evaluated, and criteria for determining levels of achievement for the collections B as a whole, including a clearly defined “Mastery” level. B

The Benchmark assessments primarily serve a “formative” function, and will B provide a powerful, concrete, and results-focused opportunity for the faculty to B refine the school’s vision and program, to help each other in their work with B students, and to identify and address the needs of individual students in a timely B way. B

3.5 Portfolios

Consistent with our instructional philosophy, portfolios will give students B opportunities for choice and to show their individual interests and talents. In B addition to offering teachers a tool for gauging students’ progress and their B strengths and challenges, the portfolio design will include procedures to bring B students and parents into the assessment process. By asking students to reflect B on their own performance, we will empower them to recognize and be B responsible for their own learning. B

The full collection of evidence will lead to a student portfolio for teacher will use B with students and parents, and the results for all students (with anonymous B examples of the variety of student performances) can be used for accountability B within the school community and with broader educational stakeholders. B

3.6 Specific Standards That Students Must Demonstrate Proficiency In; Process School Will Use to Ensure That Students Meet the Statewide Performance Standards And Evidence Of Improved Pupil Learning

Each grade level teacher will identify, with review and approval by the faculty, B one third of the specific state content standards for language arts, mathematics, B history-social science, and science for instructional emphasis and student B mastery in each trimester. Student progress will be assessed using a variety of B ongoing classroom assessments, and at the end of the trimester, the Standards B Master and Benchmark assessments. The time unit for demonstrating student B learning is the trimester. The results of these assessments will be evaluated B formatively to identify content in need of additional instruction and/or summative B to identify and verify specific content mastered. B

3.7 Assessment Schedule

ASSESSMENT B FRAMEWORK B	DESCRIPTION OF B ASSESSMENT TOOL B	DATE B
PRE-POST TESTING B	TEACHER-MADE B TESTS/OBSERVATIONS B PUBLISHER’S ASSESSMENTS B	FALL/ B SPRING B

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ANNUAL B	B STATE TESTING & REPORTING B SYSTEM B CALIFORNIA WRITING TEST B FOR GRADE 4 B FITNESSGRAM FOR GRADE 5 B CALIFORNIA ENGLISH B LANGUAGE DEVELOPMENT B TEST B Annually or 30 days from B enrollment) B	SEPTEMBER B
B	EXIT INTERVIEWS B	JUNE B
B	PERFORMANCE ASSIGNMENT B	MAR/APR
BI-ANNUAL B	Open Court Reading Unit B Assessments B Saxon Math Assessments B	SEP/JAN B
B	THE WORK SAMPLING B SYSTEM B	ON-GOING B
B	DEVELOPMENTAL GUIDELINES B & CHECKLIST B	OCT/MAR B
B	PORTFOLIOS B	FEBRUARY/ B MAY B
TRI-ANNUAL B	SUMMARY REPORTS (PARENT B CONFERENCES) B	NOV/MAR/JUNE B

The School will track and analyze the following factors that influence academic B achievement and growth. B

Measurable B Outcomes B	Expected Outcomes B	Assessment Tools B
Student Conduct B	Average daily attendance of 95% B	Student Records B
B	Tardiness will decrease each year by 5% B	B
B	Suspensions/expulsions will decrease B each year by 5% B	B
Parent Involvement B	90% will attend on-going parent teacher B conferences during the year B	Running B Records/Sign-In B

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		Sheets B
B	90% will attend at least two parent B workshops during the academic year B	B
B	Participation of parents with children in B special events/programs will increase 20% B each year until 90% are involved B	B
B	90% will join the Parent Teacher B Association (PTA)	By the end of year B three B
B	Parent attendance at performing arts B events, science fairs, festivals, and forums B will grow by 10% yearly beginning with B 65% the first year B	B
Teacher B Involvement B	Participation in school B planning/collaboration sessions will be B measured by sign-in sheets B	90% is required B
Professional B Development B	100% attendance at the annual one-week B retreat prior to school opening B	Running B Records/Sign-in B Sheets B
State-mandated B standardized tests B	B California Standards Test (CST) B	Students who are B continuously B enrolled for at least B two years, and B have at least one B year of prior testing B will improve B performance by no B less than one B proficiency level B until norm is B reached. B
Grade-level B competency and B continuing higher B levels of proficiency B	FOSS Assessment System (formative and B summative) B Open Court Reading Assessments B Saxon Math Assessments B	Students who are B continuously B enrolled for at least B two years, and B have at least one B year of prior testing B will improve B performance by no B less than (4) B

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		percentage points B each year until B grade level B competency (70+) B is reached, at which B point students will B improve at least by B three (3) B percentage points B each year B
Teacher B Performance B	Student attainment of CA standards as B evidenced in benchmark assessment B performance and test scores. B	Comparison of B Student designated B test scores and B percentages of B students achieving B benchmarks. B
B	Competence in pedagogy B	Principal/ Peer/ Self B Evaluations B
B	Professional Attitude B	Parent/Student B Surveys B
B	Effective teaching strategies B	Adherence to terms B of contract. Rating B on WASSC B Classroom Climate B Pedagogy scale. B
B	Effective classroom management B	Rating on WASSC B Classroom Climate B management scale. B
Financial Solvency B	No deficit in the operation budget after the B initial two years of operating (time frame B allows for start-up costs) B	Independent B Annual Audit B Forecast Budget B

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3.8 Methods to ensure that all statewide standards are met and pupil assessments conducted

To ensure that all statewide performance standards are met and to ensure B continual evidence of pupil learning, WAYS shall conduct testing pursuant to B Education Code Section 47605(c) as well as its own assessment and evaluation B processes. Multiple forms of assessment will be used to measure student B

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achievement and progress, tailor programs of instruction, validate and B continuously improve teaching methods, gauge the school's performance in B comparison to similar schools throughout the state, and provide the metrics for B programmatic audits reported to the County and the California Department of B Education (CDE). B

3.9 Process school will use to ensure that students meet the statewide performance standards and evidence of improved student learning

Staff has identified what students should know (California state content B standards) and what they should be able to do (performance standards) in all B learning areas at critical points in their education (see Element 2). Steps in this B process include: reviewing the school's mission, purpose, and expectations, B reviewing state and district standards, developing exit outcomes and graduation B standards, and listing specific academic outcomes that students will demonstrate B in each subject area, grade, or skill level. B

Linking standards to curriculum and assessment: Standards, curriculum, and B assessment are aligned with each other, with state guidelines, and with the B school's educational goals. Professional development includes training in the use B of data-driven decision -making and educators review the alignment of B assessment and curriculum with the state content standards at least twice a year. B

Determining assessments that will actually measure if curriculum has been learned and monitoring progress toward goals: This includes a combination B of portfolios and assessments. Instruments used measure important student B objectives and reflect the vision of the school but do not adversely affect the B learner. Progress is objectively measured by the annual statewide assessments B for each grade (CST, etc.) and by other adopted statewide assessments B (CELDT, etc.). Classroom teachers may also measure achievement in a B traditional manner, such as through quizzes, essays, tests, and exams. B

The staff will: B

- B Set baseline expectations for incoming students (e.g., information from B previous assessments); B
- B Recommend additional support if needed; B
- B Administer all assessments, including school, County, and state-required B testing (e.g., STAR, proficiency tests, CST); B
- B Develop B evaluative B comparisons B with B similar B populations B using B disaggregated data; B
- B Set priorities for professional development; B
- B Assist with the allocation of resources. B

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3.10 Process for Conducting Pupil assessment Pursuant to EC60602.5

WAYS will administer the CELDT, CST, and other state-mandated assessments B as required. It will adhere to the administration protocols specified in the relevant B State Department of Education bulletins. B

3.11 Identification of the Grading Policy

Trimester progress reports will be issued identifying students' strengths, abilities, B interests and areas for improvement. These progress reports will effectively B summarize a student's development and progress in English Language Arts, B English Language Development, Mathematics, Social Studies, Science, Working B Skills, Human Relations and Life Skills and will reflect student's progress toward B grade level state standards. The progress report, which lists strategies, attitudes B and skills required in each area, along with a rating system, will be implemented. B The following is an example: B

E B = Exceeds Grade Level Expectations B

B M B = Meets Grade Level Expectations B

B W B = Working Toward Grade Level Standards B

B R B = Requires Assistance B

Reading B

___ Enjoys books and recognizes the power of text B

___ Reads with grade level fluency B

___ Uses phonics conventions to sound out unfamiliar words B

___ Has a grade level appropriate sight vocabulary B

___ Comprehends and absorbs written ideas B

___ Uses text as a resource for gathering facts and ideas B

Student-Parent Conferences will be held three times per year to discuss the B students' development and progress and to set goals on how school and home B can support and promote student's efforts toward achievement. The conferences B will teach each student to take command of his/her development and learning. B The portfolio-based conference allows a student to evaluate current levels of B strength and weakness in all developmental areas (academics, creativity and B artistic expression, critical thinking, social development and motor development). B Students gather evidence of their aptitudes and skills, analyze the evidence, and B then set goals for the next progress period (approximately a trimester). B

Parents are invited to tri-yearly conferences where younger students (grades K – B 1) display current levels of development in activities centers, and older students B (grades 2 – 5) display current levels of development by presenting evidence of B work and reflective analysis from their portfolios. Once parents have had the B opportunity to observe their child's skills first hand, they will sit with their child and B

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teacher to discuss the student goals for the upcoming progress period, and B
develop a parent/teacher plan to support the child's attainment of those goals. B

Portfolio-based student led conferences have proven to be an essential tool for B
nurturing student ownership of learning and development, as students are not B
simply included in the process of evaluation, but in fact put at the helm in the B
analysis and goal setting process. Additionally, this process involves parents B
directly in the observation and analysis of student development, and in B
supporting specific goals for growth. Student-Parent conferences allow each the B
student support team to celebrate each child's hard work, to share in the process B
of self reflection, and finally to set attainable goals for the coming months at B
school and home. B

The overall focus of our reporting system (which includes report cards, Student-B
Parent Conferences and the six year [K – 5] cumulative portfolio) will be: 1) to B
offer parents information on their children's progress in a form they can B
understand and use effectively, 2) to certify the attainment of learning goals, and B
3) to identify where additional work is needed and set appropriate goals and B
strategies. The development and refinement of our assessment tools will be B
continually evaluated and improved upon in order to meet the individual needs of B
our student population. Assessment tools and reporting systems are to be B
modified as the goals for students are further developed and evolving B
methodologies become incorporated into our educational program. B

The Charter School agrees to comply with and adhere to the State requirements B
for participation and administration of all state mandated tests. B

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4 Governance

Wisdom Academy for Young Scientists' governance structure is set up to support B the school's overall mission and vision with all stakeholders being involved on all B levels of school governance. B

As provided for in the California Corporations Code, the corporation is governed B by a Board of Directors (Governing Board), whose members have a legal and B fiduciary responsibility for the operation of the charter school. The primary B purposes of the corporation are to manage, operate, guide, direct, support and B promote WAYS and its mission. The governance structure is organized to serve B the educational vision of the school by ensuring that decision-making is B responsive to the charter school's needs and that staff are held responsible for B student outcomes. To accomplish this, WAYS has a governance structure B consisting of one major decision-making body, the WAYS Governing Board. B Additionally, the Governing Board receives staff analysis of programs and B recommendations by the WAYS Executive Director, in his or her capacity as the B corporation's chief executive officer.¹ Any reference to "CEO" in this or other B charter documents means the Executive Director. B

Governing Board .

The Governing Board makes all policy and business decisions affecting WAYS' B legal, fiscal and corporate matters, not otherwise delegated, to ensure B implementation of the charter. Currently, the Governing Board consists of five B persons representing parents and community members. The number of B members of the Governing Board may be changed from time to time as provided B in the Bylaws of the corporation. The Governing Board is empowered to make B oversight and financial decisions to uphold the mission of WAYS. The Governing B Board is also responsible for appointing, evaluating, compensating and, if B necessary, replacing the Executive Director. The Executive Director, as Chief B Executive Officer of the corporation (with duties and responsibilities as delegated B by the Board), manages the day-to-day operations of WAYS. The Governing B Board has adopted Bylaws consistent with the California Non-profit Corporations B Code and this charter. To the extent any provision in the bylaws is inconsistent B with this charter or any MOU with the County, the charter and/or MOU prevails B and the bylaws shall be revised accordingly. B

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¹ The initial charter petition presented in 2011 contained an error in the B organizational chart for WAYS. That chart incorrectly included the paid executive B director position within the "Board of Directors" box. Due to potential conflicts of B interest, the paid Executive Director cannot be a member of the Board of B Directors. Rather the Executive Director is hired/evaluated/released directly by B the Board of Directors. All other employees are hired through the Executive B Director and/or designees. The organizational chart has been corrected. B

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WAYS shall comply with the Brown Act. The Governing Board of WAYS will B meet monthly. The Notice of Governing Board Meetings, Agendas and Minutes B will be posted in the main office on the information bulletin board as well as in B common passing areas at a minimum of three days before the meeting. B

Wisdom Academy for Young Scientists will operate as a DBA of the Merle B Williamson Foundation (MWF), a non-profit corporation established in the State B of California under the guidelines set forth by the state and in compliance with B Federal laws establishing non-profit corporations. MWF has been granted tax-B exempt status under section 501 (c) (3) of the Internal Revenue Code. An B governing school board has been appointed. This board is responsible for B developing and establishing a set of governing bylaws as required by laws that B will apply to the Wisdom Academy of Young Scientists. B

Members of the WAYS' executive board, any administrators, managers or B employees, and any other committees of the School shall comply with federal B and state laws, nonprofit integrity standards and the County's Charter School B policies and regulations regarding ethics and conflicts of interest. (Appendix B -B Organizational Chart, Board Questionnaire and Resume). B

WAYS and/or its non-profit corporation are a separate legal entity and will be B solely responsible for the debts and obligations of the Charter School. B

The County reserves the right to appoint a single representative to the charter B school board pursuant to Education Code Section 47604(b). B

4.1 Process Which Ensures Staff, Students and Other stakeholder Involvement

4.2 School Community

The School Community refers to all teachers, support staff, parents, students, B administration and community representatives that are involved with the school. B The School Community shall have an opportunity to be involved and participate B in school wide matters. Opportunities to be involved on the board, advisory B council, working committees, etc. are available for all of its members. Whole B School Community meetings will be regularly scheduled at an hour that is B conducive to parent participation. B

4.3 Parents

Wisdom Academy for Young Scientists recognizes that parents and other family B members are the most valuable people in each child's life and that they possess B insights into the child's abilities and needs. Therefore, we feel that it is imperative B that we work closely with them to develop the most successful and enriched B educational experiences possible for each child. Parent involvement is an B important and integral part of our program. The following will be implemented at B our school to accomplish this goal. B

The office staff reviews with parents the Home-School agreement, at the time of B enrollment. WAYS will encourage parents to sign an agreement indicating they B

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understand and agree to the level of involvement necessary to optimize success B
for their child in our program. Teachers and parents will annually review and B
evaluate this agreement and make any necessary modifications B

Parents are strongly encouraged to commit to school service and involvement at B
the requested amount of four hours per school month, in a manner, which is B
flexible with their work schedules. Parent's interests, skills and availability are B
discussed to determine how they can best serve the school community. Parents B
have the option of working in classrooms, on the playground and/or taking some B
work home to assist the teacher. Although there is no penalty to the student or B
family who does not meet this standard, a meeting with the parents will be B
scheduled to discuss the importance of their participation and solutions to those B
obstacles that are preventing the family from being involved at the school. B

Parents will be asked to join the Parent Council, which will be developed and led B
by the parents. The parent group provides a forum for parents to gather for the B
purpose of coordinating parent volunteerism, fundraisers and activities that B
support the school program and goals. B

Parents will be asked to form committees, when necessary to provide a forum for B
parent concerns and standard procedures to address concerns and initiate B
solutions to said concerns. This may involve working to assist in the development B
of school policies and procedures. B

Parent workshops that share information on skills and techniques that can assist B
them in areas such as Core Knowledge Skills/Sequence, Standards Based B
Learning And Assessment, Literacy Development, Social Development And B
Effective Conflict Resolution, The Successful Learning Environment At Home B
And School, How To Promote Learning During The Summer, and the like, will be B
offered on a regular basis. These workshops are intended to help parents gain a B
greater understanding of our program and how they can work closely with us to B
help their child succeed in school. B

Parents will be provided with information on an ongoing basis regarding the B
content of the educational program and on-going school meetings and events. B
Written material will be translated into Spanish to keep all of our families B
informed. B

Staff will advise and consult with parents regarding the school's educational B
program at the orientation meetings and community discussions. Parents will be B
encouraged to reinforce the educational program by monitoring their child's B
progress, responding to written notices and reports, engaging in conversations B
with school personnel as needed and attending student-led conferences twice B
per year. B

Our school will strive to ensure that parents and family are visible members of B
the school community. Room-parents responsible for setting up a telephone tree B
to keep parents informed will be established as part of our school. B

Grievance Procedure for Parents and Students B

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WAYS will designate at least one employee to coordinate its efforts to B comply with and carry out its responsibilities under Title IX of the Education B Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of B 1973 (Section 504) including any investigation of any complaint filed with B WAYS alleging its noncompliance with these laws or alleging any actions B which would be prohibited by these laws. WAYS will notify all its students B and employees of the name, office address, and telephone number of the B designated employee or employees. B

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WAYS will adopt and publish grievance procedures providing for prompt B and equitable resolution of student and employee complaints alleging any B action, which would be prohibited by Title IX, or Section 504. WAYS will B implement specific and continuing steps to notify applicants for admission B and employment, students and parents of elementary and secondary B school students, employees, sources of referral of applicants for admission B and employment, and all unions or professional organizations holding B collective bargaining or professional agreements with the recipient, that it B does not discriminate on the basis of sex or mental or physical disability in B the educational program or activity which it operates, and that it is required B by Title IX and Section 504 not to discriminate in such a manner. B

4.4 Student Involvement

Wisdom Academy for Young Scientists recognizes that the students themselves B are the experts when it comes to knowing the interests, abilities and strengths, B which they possess. Often times students' strengths are overlooked when they B are compared to conventional success criteria. Our goal is to ensure that children B know they are valued. We plan to meet our goals by identifying and building on B strengths and by encouraging the development of additional skills and thereby B implement the following: B

Create and incorporate a curriculum that is experientially based in order to B maintain a high level of intrinsic motivation in the student and build on his or her B inner desire to learn. B

Identify children's learning strengths, then use our findings to inform the creation B of a powerful curriculum that utilizes these strengths, thus allowing children to B experience the values of developing and employing skills mastery.

Build on each child's interests, experiences, culture awareness and appreciation, B social skills, and their abilities in an effort to maximize their learning. B

Cross curriculum will be offered that emphasis the importance of science now B and in the future as it relates to our natural environment, sharing learning B experiences through assemblies, field trips and working on school community B events, such as the annual "Science Fair." B

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4.5 Teacher Involvement

Wisdom Academy for Young Scientists recognizes the importance of teacher B input in matters that directly involve their classroom and student achievement. B WAYS will strive to ensure that teachers become more involved in the B governance of the school and the development and implementation of curriculum B programs in the school. Therefore, the governance structure is set up to be B inclusive of the teacher's input and we have purposefully left room to further B develop our curriculum, so that teachers along with parents could have some B input into the instructional program. B

Teachers participate as members of a collective in our ongoing program B development, staff development and the administrative decision making process. B They participate in designing and running staff development workshops, where B teachers share experience and methodology with one another, overseen by the B Academic Co-Principals. Through continuous analysis of our philosophy, and B weekly reflection on our practices in action, our staff collective works toward B greater unification. B

Teachers will meet weekly after school with the principal to share concerns, B communicate requests, discuss program goals, assess overall student progress, B evaluate program effectiveness, develop plans to implement policies, and B discuss individual student needs. Teachers will be encouraged to serve on B working committees to provide input that will help shape policies and effect B change. B

4.6 Community Involvement

We recognize that Wisdom Academy for Young Scientists community is a part of B a larger community and should therefore take more effective measures to make it B possible for the community to become actively involved. To this end, WAYS has B formed a working committee do the following: B

Elect representatives from the scientific, business and educational community to B serve on the School Board. B

Continually seek community partnerships that will enhance the instructional B program and support the vision and goals of the school. B

Make concerted efforts to establish collegial relationships with the District's B elementary schools in the area, for the purpose of increased student B achievement within the District. B

4.7 Methods By Which Schools Consult With Parents and Teachers Regarding School's Organizational Program

As part of the process of creating a small learning community where everyone B has a sense of ownership and purpose, Wisdom Academy for Young Scientists Board of Directors has been formed of parents, community members, and other B stakeholders. Parent and teacher involvement will be ensured in the following B manner. B

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A Site Council composed of teachers, parents and at least one student B representative will meet monthly at the school to discuss school issues and B policies. B

Student-led conferences will be held at least biannually in order to facilitate B communication among their business partners (parents), teachers, B administration, and students; track the progress of the students; and develop any B necessary interventions. B

Parent/guardians will be encouraged to form committees that will plan events and B fundraisers, review curriculum and policies, or get involved in other areas of B interest consistent with the vision, mission, and policies of the school. B

Wisdom Academy for Young Scientists staff will maintain open lines of B communication at all times with parents. Beyond meeting with staff at student-led B conferences, parents will be advised that teachers will be available for additional B conferences as needed. B

4.8 Decision-Making Process and Organizational Chart

An **organizational** chart is provided (See Appendix B). The school community and B the established parent groups will be major stakeholders and vital participants in B school governance. School committees needed to research and work on B identified needs of the school will evolve from the school board and parent group. B A Site Council that will offer information, support and resources to the Board will B be developed within the 1st year of operation. B

The Board of Wisdom Academy for Young Scientists will be made up of 5 – 15 B members that include community member representatives. Paid employees of B WAYS may not sit on the Governing Board of WAYS. The board members are B made up of the founding parents, educators, and community members. (see B Appendix C). The County reserves the right to appoint a single representative to B serve on the Board pursuant to Education Code section 47604 (b)BThe B remaining members will be nominated from the school community and outer B community members, based on their expertise and desire to promote a quality B educational program. These individuals may have backgrounds in areas such as B business, law, fundraising, community outreach, finance, mental health, etc., B along with their willingness to serve a needed role on the WAYS Board. During B the term of this charter, WAYS will comply with the provisions of the Brown Act B and Government Code section 1090, as those sections are amended from time B to time. WAYS will email a copy of all meeting notices to the County's Charter B Schools Office. B

The Governing Board ultimately will be charged with assessing how the school is B doing overall. The **Executive Director** will provide an annual report to the Board of B **Directors** of the Merle Williamson Foundation in April of each year. Once the B Governing Board receives reports from the administration, with regards to the B academic progress of the students, the level of parent involvement and the B financial status of the school, it will review the information and ascertain whether B recommendations need to be made or committees need to be formed to work on B

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specific issues. These committees may examine closely the curriculum and B staffing priorities for maximum effectiveness; identifying budgetary priorities B involving the use of discretionary funds; evaluating the academic effectiveness of B the school program, its administration and staff, and make recommendations for B improvement, accordingly. These committees are established to implement the B business of the Governing Board and to facilitate it's functioning. Furthermore, B the Governing Board facilitates communication and team building and acts as B negotiator for disagreements. B

Matters that arise concerning budgets, curriculum, school discipline, and other B school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to B develop a policy for the school regarding specific issues and present its findings B to the Governing Board and the School Community. WAYS has adapted a set of B detailed procedures and policies for all fiscal matters, which are outlined in B Element I. Core policies that the board will adopt include: B

- B Fiscal Policies – How the School's Budget is drafted, approved and B monitored; Budget development calendar; Staff Roles Related to Fiscal B issues. B
- B Instructional Program Policies – when necessary, establish formal policies B to clarify or add specific/amend specific charter elements B
- B Personnel Policies – Establishes how the school recruits, hires, monitors, B compensates, and dismisses staff. Policies will also be adopted that B address state and federal labor laws related to non-discrimination, leaves, B sexual harassment, and other matters. These policies will be adopted prior B to hiring staff and will be drafted with legal consultation. B
- B Student and Parent Policies – how the school recruits orients, admits, B disciplines, suspends, and expels students. These policies will also clarify B parents' roles and responsibilities. B
- B Legal Policies – Board members' legal responsibilities, including conflict of B interest, duty of care, confidentiality (See Appendix E). B
- B Internal Board Policies – Board composition and renewal/succession and B to clarify any policy ambiguities B
- B Policy, policy – this policy will help to keep the policy development process B at a minimum and describe how policies are made and revised. B

The Governing Board will: B

- B Insure that the entire school is moving in the direction of the school vision. B
- B Serve as a clearinghouse for information to facilitate communication. B

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- B Monitor committees to ensure progress toward goals and accomplishment B of duties. B
- B Assist Administration in dealing with incoming information to the school B and disseminating information to the School Community. B

4.9 School board decisions

Board Members shall consider no business at any meeting at which a quorum is B not present. B

A quorum shall consist of a majority of the sitting voting members. B

The board will make decisions using a majority vote (51% of the board B members).

Board members who were not in favor of an approved motion must fully support B the organization as it carries out the majority's decision. B

Every member has the right to participate in the discussion and every designated B voting member has the right to vote on all issues before the Board or any Board B Committee. B

The School Principal, with the support of staff, will develop and execute the B school policies and develop and implement procedures consistent with such B policies. The Principal will make decisions that govern ongoing operations, such B as selection of curricular field trips, purchase of instructional materials and B equipment, facilities, improvements and repairs, expenditures related to B facilitation of instructional program and operation of school, etc. The Principal will B make efforts to establish collaborative relationships with community members B and organizations that will support the instructional program of the school. The B job description for the Principal is found in Element 5 of this petition. The B principal is responsible for designing and implementing the academic program. B The teachers report to the principal, who in turn reports to the Executive Director. B

4.10 Assurance that Wisdom Academy for Young Scientists will comply with all laws

Wisdom Academy for Young Scientists affirms that it: B

- B Is not a conversion from a private school. B
- B Will be non-sectarian in our programs, practices and employment. B
- B Will not discriminate on the basis of disability, gender, nationality, race or B ethnicity, religion, sexual orientation, or any other characteristic that is B contained in the definition of hate crimes set forth in Section 422.55 of the B Penal Code. B
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- B Will not charge tuition. B

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- B Will continuously plan and strive to achieve a racial and ethnic balance B that is reflective of the general population residing in Los Angeles County. B
- B Will not compel students to attend or teachers to be employed at the B charter school. B
- B Will not enroll pupils over 19 years of age unless continuously enrolled in B public B school B and B making B satisfactory B progress B toward B high B school B diploma requirements. B
- B Will adhere to minimum age requirements for the purposes of admission. B

4.11 Amendments to charter

Following approval, the governing board of Wisdom Academy for Young B Scientists may request from the County governing board an amendment of the B charter at any time prior to expiration. Modifications to this charter agreement B may be made only with the approval of the County Board of Education. B

Expansion of the charter school beyond the initial configuration described in the B approved petition, i.e., adding grade levels, increasing enrollment or adding new B sites must formally be approved by the Board of Education prior to B implementation. An amendment to the charter will be presented to the Charter B School Board for approval. If the charter school wishes to use a calendar, which B differs significantly from any of the District's calendars, or change the calendar, B we will obtain County approval prior to implementation. B

B

Responding to Inquiries

WAYS shall promptly respond to all inquiries, including but not limited to, B inquiries regarding financial records, from the County and shall consult with the B County regarding any inquiries. WAYS acknowledges that it is subject to audit by B the County including, without limitation, audit by the County. B

If an allegation of waste, the County receives fraud or abuse related to the B Charter School operations the Charter School shall be expected to cooperate B with any investigation undertaken by the County and/or the Office of the B Inspector General, Investigations Unit.

Notifications B

Notification is to be made to the County of any notices of workplace hazards, B investigations by outside regulatory agencies, lawsuits, or other formal B complaints, within one week of receipt of such notices by WAYS. B

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See Appendix B: Merle Williamson Foundation dba Wisdom Academy for Young B Scientists Governance Structure B

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5 Employment Qualifications and Rights

Governing Law: The qualifications to be met by individuals to be employed by the school. Education Code Section 47605(b)(5)(E).

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Wisdom Academy for Young Scientists will select a group of professionals B committed to the education of all children. B

5.1 Process for Staff Selection

At Wisdom Academy for Young Scientists (WAYS), all staff shall be selected by B an open, objective and competitive process. WAYS shall screen applicants for B basic criteria, namely: credentials, team teaching ability/experience, years of B experience, area of academic expertise. A Staff Selection Committee (SSC) B initially made up of administration, board members and parents has been B developed for the purpose of recruiting and hiring staff. After the initial teaching B staff has been selected, teachers shall also be on the SSC. A panel of B educational experts, board members and the Executive Director conducted the B search for the Principal. B

Teacher candidates are asked to do the following: B

- B Submit a write up on their philosophy on teaching. B
- B Observe one of our teachers in class, fill out a questionnaire on their B observation and participate in a short non-formal discussion with a few B SSC members. B
- B Prepare and present a one -hour lesson to one of our classes B (teachers B and members of our SSC observe), followed by a short informal interview B with SSC members. B
- B Participate B in B a B formal B interview B with B a B majority B of B the B SSC B and B all B Principals. B

Wisdom Academy for Young Scientists shall select its own staff. WAYS believes B that all persons are entitled to equal employment opportunity. WAYS shall not B discriminate against qualified applicants or employees on the basis of race, color, B religion, sex, gender identity, sexual orientation, pregnancy, national origin, B ancestry, citizenship, age, marital status, physical disability, mental disability, B medical condition, or any other characteristic protected by California or federal B law. Equal employment opportunity shall be extended to all aspects of the B employer-employee relationship, including recruitment, hiring, upgrading, B training, promotion, transfer, discipline, layoff, recall, and dismissal from B employment. Wisdom Academy for Young Scientists staff shall consist of B persons who are committed to Wisdom Academy for Young Scientists B philosophy. B

The hiring process has been an ongoing process and has included: B

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Interviewing and collecting from applicants: B

- BResume B
- BCollege transcripts B
- BReferences B
- BTB Clearance B
- BDepartment of Justice Clearance B
- BCredentials, licenses, etc. B
- BVerifying previous employment B
- BSelection of top candidate B

5.2 Staff Recruitment Process

- BWisdom Academy for Young Scientists (WAYS) Hiring Committee will B publicize openings in career and education websites, newspapers, B Universities, in the local community and ask for referrals from community B members and other stakeholders. B
- B Professional employees will be required to submit a resume and cover B letter while classified hourly employees will fill out an employee B application. B

5.3 Job Descriptions for Positions

The following job descriptions outline key school positions, including B qualifications and responsibilities. Job descriptions will be revised as necessary B to reflect the needs of the school. B

- BExecutive Director B
- BPrincipal B
- BVice (Assistant) Principal B
- BDirector of Operations B
- BESL Coordinator B
- BSpecial Education Coordinator B
- BAdministrative Assistant B
- BClassroom Teachers B
- BCurriculum Specialist B
- BResource Specialist Teacher B
- BResource Specialist Teacher Aide B
- BPara-Professional B
- B
- B
- B
- B

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EXECUTIVE DIRECTOR B

Purpose: B

The Executive Director is responsible for leading and managing the WAYS B charter schools. The Executive Director designs and executes a strategic plan to B ensure the excellence, sustainability, and growth of the schools. As a WAYS in B size and complexity, an Executive Director is responsible for effectively B managing and scaling an increasingly complex organization. The Executive B Director is an agent of the Merle Williamson Foundation Board of Directors and B directly accountable to the Merle Williamson Foundation, for all WAYS business B and operations. The Executive Director will report to the Board of Directors and B will manage the performance of school leaders and staff, and serves as the B corporation's Chief Executive Officer ("CEO"). B

Qualifications: B

- B Experience working with low-income communities, and in particular B working with children from low-income backgrounds to achieve B exceptional results in academics, sports, the arts, community service, etc. B
- BA proven track record of success in building and/or managing a complex B organization or enterprise (e.g., a high-performing school or network of B schools, a successful non-profit or for-profit organization) B
- BA willingness to travel, with significant travel during the initial training B period required. B
- BA minimum of a bachelor's degree from a four-year college or university. B

Highly Preferred: B

- B Experience leading a high-performing school serving children from low-B income communities. B
- B Familiarity with the local community, including the political, educational B and philanthropic landscape. B
- B Masters or Doctorate degree B

Key Qualities, Knowledge, Skills, and Abilities: B

The Executive Director shall demonstrate the following beliefs and have the B following qualities: B

Proves the Possible B

- B Possesses an unshakable, deeply held personal belief that children B growing up in low-income communities can achieve at high levels and can B demonstrate exceptional personal character. B
- B Makes decisions and enables other to make decisions based on what is B best for students. B

Drives Results B

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- B Drives relentlessly to achieve exceptional outcomes on behalf of kids, and B does so by demonstrating clear intellect, setting and achieving goals, and B managing with grit and tenacity. B
- B Thrives in an entrepreneurial environment that involves high energy and B rapid change. B
- B Constantly focuses on identifying opportunities to learn and grow, has a B track record of strong change management in an organization, and B proactively seeks to supplement strong instincts with new ideas and best B practices.

Builds Relationships B

- B Operates with an exceptional level of self-awareness, humility and)B integrity in all interactions.)B
- Builds relationships marked by trust, integrity and respect, and does so B with a variety of stakeholders including teachers, leaders, students, B parents, donors, community members, and Board members. B

Manages People B

- Believes that the essential purpose of his/her work will be to support and B develop leaders, teachers and staff members in order to ensure that B outstanding teaching and learning takes place every day in WAYS B classrooms. B
- B Inspires and effectively manages (directly and indirectly) staff to achieve B extraordinary results, and offers a clear vision and direction for all staff B members. B

Provides Instructional Leadership and Manages Operations B

- B Establishes the academic vision and goals and takes ultimate responsible B for ensuring instructional quality and academic performance. B
- B Increases the efficiency and effectiveness of operations in order to drive B even stronger results in school performance. B

As the leader of a WAYS, the Executive Director is responsible for ensuring the B high quality, strategic growth and operational sustainability of the school. In order B to do so, the Executive Director's key responsibilities include: B

Developing and executing on the Merle Williamson Foundation and WAYS B vision. B

- B Work with the local Board, key funders and partners, and the leadership B team to develop a strategic vision and implementation plan to accomplish B it. B
- B Set clear academic, growth, operational, and financial goals and manage B to them; adapt as necessary given changes in internal and external B environment B

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- B Manage strong public transparency systems including public compliance B and internal and external reporting.

Build a high-performing team of professionals that is able to support schools in B their drive to deliver transformational educational outcomes for students. B

- B Recruit and develop future school leaders and a leadership team. B
- Build and support a strong, cohesive culture that reflects core WAYS B values and leads to a strong and aligned identity. B
- B Introduce strong and consistent accountability systems to ensure progress B toward shared goals. Promote transparent decision-making processes and B embrace distributive leadership principles over time.

Building the short and long-term organizational capacity and brand required for B excellence, sustainability, and growth. B

- Build staff capacity and infrastructure systems necessary to sustain the B organization as scale and complexity grow. Develop organization-wide B systems to meet the varied needs of a rapidly-growing organization, B including financial management, budget planning, compliance, human B resources (including teacher and school leader recruitment and B development) contract negotiation, facilities management, vendor B management, fundraising and marketing, legal, and information B technology. B
- B Ensure that the organization has a viable long-term financial plan and a B diversified and sustainable funding base. Manage development efforts to B meet ambitious annual goals by identifying, cultivating, and soliciting B public, individual and foundation sources of giving. In particular, ensure B that schools are maximizing all public revenue sources. B
- B Oversee marketing efforts, branding initiatives, and advocacy work on B behalf of the Merle Williamson Foundation and WAYS at local, state, and B national levels. B

The Executive Director will perform the role of Head of School with the following B responsibilities. B

- B Provide management and support of individual School Leader(s) B (including hiring/firing decision and management of transitions with Board B approval) B
- B Develop and oversee academic vision and priorities B
- B Provide oversight of the implementation and alignment of high-quality B curriculum, assessment, data management, and other academic systems B (including management of common core transition). B
- B Ensure school-wide talent planning and processes including performance B management, onboarding, recruitment, etc. B

Manage internal school review processes B

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- B Ensure WAYS achieves annual and multi-year financial sustainability B goals and budget results B

Engaging Key constituents to build strategic support for WAYS. B

- B Develop a strong, engaged, and active local Board in close partnership B with the Board chair. B
- Build coalitions, relationships, and partnerships with key stakeholders in B support of the organization's mission and goals. This group of B stakeholders likely includes the local school district, charter authorizer, B parents, donors, community members, and leaders of community and B political organizations. B

Follows and Implements Board-adopted Financial Policies and Procedures B Handbook, as may be revised by the Board from time to time, and other Board B direction, including but not limited to: B

- B Review the draft budget with financial consultant, making sure that the B priorities of the school are reflected in the final budget recommended to B the Board. B
- B Review the monthly budgets to actual comparisons prepared by the B Financial Consultant and take any recommended actions as necessary. B
- B Recommend any budget adjustments as necessary to the Board. B
- B Approve purchase orders before they are issued to vendors. B
- B Ensure that new employee package is completed and accurately filled out B prior to starting work, especially the I-9, Immigration and Naturalization B Form, and W-4 Employee Tax Information. B
- B Ensure that employees follow the school policies and procedures that B relate to them. B
- B Ensure that overtime worked by an employee is approved in advance. B
- Before signing any check, make sure the documentation is attached and B that the Check Request information is completely filled out with prior B approvals attached. B

Follow all Board-adopted check signing requirements. B

EXECUTIVE DIRECTOR

Purpose: B

~~The Executive Director is responsible for leading and managing the WAYS B charter schools. The Executive Director designs and executes a strategic plan to B ensure the excellence, sustainability, and growth of the schools. As a WAYS in B size and complexity, an Executive Director is responsible for effectively B managing and scaling an increasingly complex organization. The Executive B Director is an agent of the Merle Williamson Foundation Board of Directors and B~~

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~~directly accountable to the Merle Williamson Foundation, for all WAYS business B
and operations. The Executive Director will report to the Board of Directors and B
will manage the performance of school leaders and staff, and serves as the B
corporation's Chief Executive Officer ("CEO").~~ B

~~Qualifications:~~ B

- ~~• B Experience working with low-income communities, and in particular B
working with children from low-income backgrounds to achieve B
exceptional results in academics, sports, the arts, community service, etc. B~~
- ~~• B A proven track record of success in building and/or managing a complex B
organization or enterprise (e.g., a high-performing school or network of B
schools, a successful non-profit or for-profit organization) B~~
- ~~• B A willingness to travel, with significant travel during the initial training B
period required. B~~
- ~~• B A minimum of a bachelor's degree from a four-year college or university. B~~

~~Highly Preferred~~ B

- ~~• B Experience leading a high-performing school serving children from low-B
income communities. B~~
- ~~• B Familiarity with the local community, including the political, educational B
and philanthropic landscape. B~~
- ~~• B Masters or Doctorate degree B~~

~~Key Qualities, Knowledge, Skills, and Abilities:~~ B

~~The Executive Director shall demonstrate the following beliefs and have the B
following qualities:~~ B

~~*Proves the Possible*~~

- ~~• B Possesses an unshakable, deeply held personal belief that children B
growing up in low-income communities can achieve at high levels and can B
demonstrate exceptional personal character. B~~
- ~~• B Makes decisions and enables other to make decisions based on what is B
best for students.— B~~

~~*Drives Results*~~

- ~~• B Drives relentlessly to achieve exceptional outcomes on behalf of kids, and B
does so by demonstrating clear intellect, setting and achieving goals, and B
managing with grit and tenacity. B~~
- ~~• B Thrives in an entrepreneurial environment that involves high energy and B
rapid change. B~~
- ~~• B Constantly focuses on identifying opportunities to learn and grow, has a B
track record of strong change management in an organization, and B
proactively seeks to supplement strong instincts with new ideas and best B
practices. B~~

~~*Builds Relationships*~~

- ~~• B Operates with an exceptional level of self-awareness, humility and)B
integrity in all interactions.)B~~

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- ~~Builds relationships marked by trust, integrity and respect, and does so with a variety of stakeholders including teachers, leaders, students, parents, donors, community members, and Board members.~~ B

~~*Manages People*~~

- ~~Believes that the essential purpose of his/her work will be to support and develop leaders, teachers and staff members in order to ensure that outstanding teaching and learning takes place every day in WAYS classrooms.~~ B
- ~~Inspires and effectively manages (directly and indirectly) staff to achieve extraordinary results, and offers a clear vision and direction for all staff members.~~ B

~~*Provides Instructional Leadership and Manages Operations*~~

- ~~Establishes the academic vision and goals and takes ultimate responsibility for ensuring instructional quality and academic performance.~~ B
- ~~Increases the efficiency and effectiveness of operations in order to drive even stronger results in school performance.~~ B

B

~~As the leader of a WAYS, the Executive Director is responsible for ensuring the high quality, strategic growth and operational sustainability of the school. In order to do so, the Executive Director's key responsibilities include:~~ B

B

~~*Developing and executing on the Merle Williamson Foundation and WAYS vision.*~~ B

- ~~Work with the local Board, key funders and partners, and the leadership team to develop a strategic vision and implementation plan to accomplish it.~~ B
- ~~Set clear academic, growth, operational, and financial goals and manage to them; adapt as necessary given changes in internal and external environment.~~ B
- ~~Manage strong public transparency systems including public compliance and internal and external reporting.~~ B

~~*Build a high-performing team of professionals that is able to support schools in their drive to deliver transformational educational outcomes for students.*~~

- ~~Recruit and develop future school leaders and a leadership team.~~ B
- ~~Build and support a strong, cohesive culture that reflects core WAYS values and leads to a strong and aligned identity.~~ B
- ~~Introduce strong and consistent accountability systems to ensure progress toward shared goals. Promote transparent decision-making processes and embrace distributive leadership principles over time.~~ B

~~*Building the short and long-term organizational capacity and brand required for excellence, sustainability, and growth.*~~

- ~~Build staff capacity and infrastructure systems necessary to sustain the organization as scale and complexity grow. Develop organization-wide~~ B

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~~systems to meet the varied needs of a rapidly growing organization, B including financial management, budget planning, compliance, human B resources (including teacher and school leader recruitment and B development) contract negotiation, facilities management, vendor B management, fundraising and marketing, legal, and information B technology. B~~

- ~~• B Ensure that the organization has a viable long-term financial plan and a B diversified and sustainable funding base. Manage development efforts to B meet ambitious annual goals by identifying, cultivating, and soliciting B public, individual and foundation sources of giving. In particular, ensure B that schools are maximizing all public revenue sources. B~~
- ~~• B Oversee marketing efforts, branding initiatives, and advocacy work on B behalf of the Merle Williamson Foundation and WAYS at local, state, and B national levels. B~~

~~*The Executive Director will perform the role of Head of School with the following responsibilities.*~~

- ~~• B Provide management and support of individual School Leader(s) B (including hiring/firing decision and management of transitions with Board B approval) B~~
- ~~• B Develop and oversee academic vision and priorities B~~
- ~~• B Provide oversight of the implementation and alignment of high-quality B curriculum, assessment, data management, and other academic systems B (including management of common core transition). B~~
- ~~• B Ensure school-wide talent planning and processes including performance B management, onboarding, recruitment, etc. B~~
- ~~• B Manage internal school review processes B~~
- ~~• B Ensure WAYS achieves annual and multi-year financial sustainability B goals and budget results B~~

~~*Engaging Key constituents to build strategic support for WAYS.*~~

- ~~• B Develop a strong, engaged, and active local Board in close partnership B with the Board chair. B~~
- ~~• B Build coalitions, relationships, and partnerships with key stakeholders B in support of the organization's mission and goals. This group of B stakeholders likely includes the local school district, charter authorizer, B parents, donors, community members, and leaders of community and B political organizations. B~~

B

PRINCIPAL

Purpose: B

The position of Principal is a Full time/Exempt position/with an at-will-work B agreement. Candidate must have proven experience in educational leadership, B educational vision for and experience and success with at-risk children, B demonstrated ability in program design and/or development, entrepreneurial, and B interest and commitment to educational reform. B

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Qualifications: B

- Bachelor's degree from an accredited institution; and B
- BCalifornia Teaching Credential; CLAD or BCLAD B
- BCalifornia Administrative Services Credential B
- BMasters Degree B

The primary roles and responsibilities of the Principal shall include/but are not B limited to: B

- BThe Principal is responsible for instructional leadership, including B developing school direction, in collaboration with the Director of B Operations and Executive Director, consistent with WAYS needs and B goals. B
- BThe Principal is responsible for setting and maintaining high standards for B student performance. The Principal is responsible for enabling the school B to meet the improvement standards and other goals and obligations B established in the charter. B
- BThe Principal shall cooperate, with prior approval from the Executive B Director, with outside evaluators in their efforts to assess the school's B performance by establishing strong systems for data management and B analysis and making the same available to the evaluators. The Principal B shall assist the Executive Director in developing and implementing a B school accountability plan. B
- BThe Principal must ensure smooth running of daily school operations, B which includes managing crises effectively, maintaining discipline and B order in the school and most importantly ensuring the overall safety and B security of the school. B
- BThe Principal, in constant collaboration with all stakeholders, shall be the B lead person in the implementation of WAYS discipline policies. B
- BThe Principal is responsible for managing staff and employees at all B school sites. Managing staff includes utilizing each employee in an B effective manner as well as evaluating and responding to professional B development needs. The Principal must also conduct periodic evaluations B on performance and give feedback in a timely manner. B
- BThe Principal must develop and manage relationships with parents, family B and students including monitoring student status and progress and B ensuring that students are aware of progress. B
- BThe Principal is expected to be committed to the school's mission, vision B and policies and to promote and enforce the same in concert with the B Executive Director. B
- BThe Principal will attend and prepare a report for each scheduled WAYS B board meeting. The report will take into consideration the school B accountability plan. B
- BThe Principal will assist the Executive Director by helping to edit and or B write grants. B

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- BThe Principal will work in collaboration with the Director of Operations in B developing and proposing an annual budget for the fiscal year with input B from faculty and parents and present it to the Executive Director. B
- BPrepare regular student achievement reports B
- BRecruit, evaluate and manage staff including instructional consultants, B certificated teaching staff, classified staff and special programs classified B assistants. B
- BDevelop, coordinate and assess instructional programs including B standards based core curriculum intervention programs special education B program master plan for English Learner students. B
- BSupervise school wide curriculum and assessment mapping including B regular student achievement data analysis. B
- BDevelop Master Schedule in alignment with instructional program needs B and supervise implementation of schedule. B
- BManage and direct safe school program including emergency operations B and student discipline. B
- BDevelop and implement relevant and meaningful professional B development for instructional personnel.)B
- BSupervise implementation and or implement school policies.)B
- BSupervise and support all compliance related reporting including)B categorical programs (Title, Bilingual) Civil Rights Compliance, Federal B Meal Program. B
- BSupervise and support the maintenance of all Enrollment and admissions)B procedures and records as well attendance procedures and records.)B
- BFacilitate the development of school wide vision goal setting and positive)B school culture. B
- BTrain and coach teaching staff on school wide teaching and learning B practices. B
- BCoordinate and support parent workshops, parent participation programs B and family evaluations. B
B

V CE (ASSISTANT) PRINCIPAL

Purpose: B

The position of Vice (Assistant) Principal is a Full time/Exempt position/with an B at-will-work agreement. The Vice Principal is responsible for assisting the school B principal in the leadership, coordination, supervision and management of the B school program and operation. B

Qualifications: B

- Bachelor's degree from an accredited institution; and B
- BCalifornia Teaching Credential; CLAD or BCLAD B
- BCalifornia Administrative Services Credential B
- BMasters Degree B

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The primary roles and responsibilities of the Principal shall include/but are not limited to:

- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
- Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations of the school and its authorizer - LACOE.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure implementation of the Board-approved WAYS' curriculum.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Serve as principal in the absence of the regular principal.
- Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
- Work with department heads and faculty in compiling the annual budget requests.
- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assist in the reporting and monitoring of student attendance.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Maintain a variety of files; prepare periodic and special reports as required.
- Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
- Supervise teachers and departments as assigned by the principal.
- Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.

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- B Assist teachers in evaluating methods and materials and developing B effective learning plans and classroom management techniques.)B
- B Assist in the coordination and supervision of guidance services.)B
- B Maintain and model high standards of professionalism.)B
- B Perform related work as required.)B

B

DIRECTOR OF OPERATIONS B

Purpose: B

The position of Director of Operations is a Full time/Exempt position/with an at-B will-work agreement. Under direct supervision of the Executive Director, and in B collaboration with the Principal: The Director of Operations is responsible for B planning, coordinating, and supervising the day-to-day business operations of the B organization; and is responsible to plan, organize; prepare, develop, monitor, B review, analyze, maintain and adjust the organizations budgets, funds, and B accounts; coordinate, direct, and participate in financial record-keeping and B related auditing functions to assure accurate and timely accounting and reporting B of funds and budgets. B

Qualifications: B

- B.A. or B.S. degree from a recognized four-year college. B
- B Three years broad, varied and increasingly responsible experience with B budgeting, computer information systems, and organizational procedures. B
- B Possession of a Certified Public Accountant (CPA) License is highly)B desirable;)B
- B Two years of experience in finance or accounting work; B
- B At least one years in a management/supervisory position involving policy B development, and budget preparation. B
- B Charter school experience desirable. B

Knowledge, Skills, Abilities: B

- B Knowledge of principles, methods and procedures, related to purchasing, B operation, safety, computer networking programs, food service, budgeting B and accounting, electronic data processing techniques and methods, B purchasing and inventory control systems; B
- B Knowledge of principles, methods, techniques and strategies of B organization, management and supervision; Knowledge of law, policies B and regulations pertaining to youth and employee records; B
- B Preparation of financial and statistical documents and reports; B
- B Analyze student achievement data, draw logical conclusions and prepare B comprehensive reports; B
- B Deal effectively and graciously with situations requiring tact and judgment; B

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B

- B Exercise patience, common sense, and good humor to thrive within the B pressures, competing priorities and demands of a school office B environment. B

The primary roles and responsibilities of the Director of Operations shall B include/but are not limited to: B

- B Prepares necessary documentation to hire, upgrade, terminate or)B authorize special payments to staff.)B
- B Processes Department of Justice Live Scan appointments; may be B designated to be the Custodian of Records, and monitor Live Scan results. B
- B Plans and coordinates arrangements for school and community activities; B acts as liaison between school and other schools, the Charter Authorizer, B outside agencies, the parents, and the public at large. B
- B Develops, implements, and monitors work policies, practices, systems, B and methods that are effective, efficient, and consistent with Charter B School standards, policies, and procedures. B
- B Collaborates with the school Principal to coordinate master calendar of B meetings and events. B
- B Investigates circumstances of employee on-the-job injuries; prepares B required documentation; and reports safety hazards. B
- B Scrutinizes facility wear and tear and makes recommendations as to B facility improvement. B
- B Monitors accountability timelines and coordinates timely completion of B administrative/clerical tasks. B
- B Promotes and maintains a positive and effective school climate by B ensuring that all interactions with staff, students, parents, and the public at B large are prompt, efficient, helpful and friendly. B
- B Finance: Plans, coordinates, supervises and administers the financial B operations of the Charter School, including accounting, budgeting and B payroll as specified in Board-approved Financial Policies and Procedures B Handbook; B
- B Assures compliance with policies, practices and procedures; plans, B organizes, coordinates, administers, integrates, evaluates and controls B such functions as accounting, budgeting and payroll for the Charter B School; B
- B Gathers, reviews, compiles, organizes, coordinates, analyzes and)B integrates all accounting functions, statistical analyses and financial)B reports;)B
- B Provides leadership and works with staff to develop and retain highly B competent, service-oriented staff through training and management B practices; B

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- B Participates in various budget review sessions and incorporates revisions; B reviews, evaluates and within level of authority, approves requisitions and B invoices and monitors expenditures to appropriate funds or accounts; B
- B Plans, organizes, coordinates and supervises internal and external)B auditing functions;)B
- B Advises Board Members, Executive Director, and management regarding B financially related issues; B
- B Confers with representatives of private firms, other governmental B agencies, legal authorities and the public in regard to matters affecting B financial services; B

Establishes and maintains effective working relationships with federal, state, B county and District staff; perform other duties as assigned. B

Follows and Implements Board-adopted Financial Policies and Procedures B Handbook, as may be revised by the Board from time to time, and follows other B direction from Executive Director and the Board, including but not limited to: B

- B Provide all staff with time sheet, sign-in sheet, time card, and other B employee package items necessary to accurately complete information for B payroll and benefit accrual. B
- B Collect all the time sheets. B
- B Verify that the time recorded on the time sheet corresponds with the time B clock records. Refer unexplained discrepancies to the Executive Director. B
- B Verify all pay checks to ensure accuracy. Verify the accuracy of payroll B reports. Distribute paychecks to employees. B
- B Maintain Personnel files. B
- B Verify accuracy of vendor invoices to ensure all approvals and contracts B are in place, and that goods or services were actually provided to the B school. Ensure that services or goods were actually delivered as ordered, B the amounts billed are agreed to, the bill was not previously paid, and the B invoice is not a duplicate or copy. B
- B Ensure invoices are charged to the correct budget line item (account B number and object code) by completing a Check Request form, attaching B the invoice. Report any discrepancy between an invoice and purchase B order to the Executive Director. B

~~DIRECTOR OF OPERATIONS, FINANCIAL MANAGER~~

~~Purpose: B~~

~~The position of Director of Operations is a Full time/Exempt position with an at B will-work agreement. Under direct supervision of the Executive Director, and in B collaboration with the Principal: The Director of Operations is responsible for B~~

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~~planning, coordinating, and supervising the day-to-day business operations of the B organization; and is responsible to plan, organize; prepare, develop, monitor, B review, analyze, maintain and adjust the organizations budgets, funds, and B accounts; coordinate, direct, and participate in financial record-keeping and B related auditing functions to assure accurate and timely accounting and reporting B of funds and budgets. B~~

~~Qualifications: B~~

- ~~•—B.A. or B.S. degree from a recognized four-year college. B~~
- ~~•B Three years broad, varied and increasingly responsible experience with B budgeting, computer information systems, and organizational procedures. B~~
- ~~•B Possession of a Certified Public Accountant (CPA) License is highly B desirable; B~~
- ~~•B Two years of experience in finance or accounting work; B~~
- ~~•B At least one years in a management/supervisory position involving policy B development, and budget preparation.)B~~
- ~~•B Charter school experience desirable.)B~~

~~Knowledge, Skills, Abilities: B~~

- ~~•B Knowledge of principles, methods and procedures, related to purchasing, B operation, safety, computer networking programs, food service, budgeting B and accounting, electronic data processing techniques and methods, B purchasing and inventory control systems; B~~
- ~~•B Knowledge of principles, methods, techniques and strategies of B organization, management and supervision; Knowledge of law, policies B and regulations pertaining to youth and employee records; B~~
- ~~•B Preparation of financial and statistical documents and reports; B~~
- ~~•B Analyze student achievement data, draw logical conclusions and prepare B comprehensive reports; B~~
- ~~•B Deal effectively and graciously with situations requiring tact and judgment; B~~
- ~~•B Exercise patience, common sense, and good humor to thrive within the B pressures, competing priorities and demands of a school office B environment. B~~

~~The primary roles and responsibilities of the Director of Operations shall B include/but are not limited to: B~~

- ~~•B Prepares necessary documentation to hire, upgrade, terminate or B authorize special payments to staff. B~~
- ~~•B Processes Department of Justice Live Scan appointments; may be B designated to be the Custodian of Records, and monitor Live Scan results. B~~
- ~~•B Plans and coordinates arrangements for school and community activities; B acts as liaison between school and other schools, the Charter Authorizer, B outside agencies, the parents, and the public at large. B~~
- ~~•B Develops, implements, and monitors work policies, practices, systems, B and methods that are effective, efficient, and consistent with Charter B School standards, policies, and procedures. B~~
- ~~•B Collaborates with the school Principal to coordinate master calendar of B~~

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- ~~meetings and events. B~~
- ~~• B Investigates circumstances of employee on the job injuries; prepares B required documentation; and reports safety hazards. B~~
- ~~• B Scrutinizes facility wear and tear and makes recommendations as to B facility improvement. B~~
- ~~• B Monitors accountability timelines and coordinates timely completion of B administrative/clerical tasks. B~~
- ~~• B Promotes and maintains a positive and effective school climate by B ensuring that all interactions with staff, students, parents, and the public at B large are prompt, efficient, helpful and friendly. B~~
- ~~• B Finance: Plans, coordinates, supervises and administers the financial B operations of the Charter School, including accounting, budgeting and B payroll; B~~
- ~~• B Assures compliance with policies, practices and procedures; plans, B organizes, coordinates, administers, integrates, evaluates and controls B such functions as accounting, budgeting and payroll for the Charter B School; B~~
- ~~• B Gathers, reviews, compiles, organizes, coordinates, analyzes and B integrates all accounting functions, statistical analyses and financial B reports; B~~
- ~~• B Provides leadership and works with staff to develop and retain highly B competent, service-oriented staff through training and management B practices; B~~
- ~~• B Participates in various budget review sessions and incorporates revisions; B reviews, evaluates and within level of authority, approves requisitions and B invoices and monitors expenditures to appropriate funds or accounts; B~~
- ~~• B Plans, organizes, coordinates and supervises internal and external B auditing functions; B~~
- ~~• B Advises Board Members, Executive Director, and management regarding B financially related issues; B~~
- ~~• B Confers with representatives of private firms, other governmental B agencies, legal authorities and the public in regard to matters affecting B financial services; B~~
- ~~• B Establishes and maintains effective working relationships with federal, B state, county and District staff; perform other duties as assigned. B~~

B

SPECIAL EDUCATION COORDINATOR

Purpose: B

The Special Education Coordinator will provide leadership and professional B development to drive the special education program at all sites, and ensure B compliance to established policies, procedures and/or regulations. B

The Special Education Coordinator reports to and is evaluated by the Principal B

Qualifications: B

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- Bachelor's degree from an accredited institution; Masters or Doctorate B degree preferred. B
- B California Teaching Credential; CLAD or BCLAD; highly-qualified status B according to NCLB B
- B Possession of a valid California credential for Level I or Level II Education B Specialist (Mild/Moderate) credential with Autism Authorization preferred. B
- B Demonstrated success teaching students from educationally---underserved areas B
- B Two years of successful and demonstrated case management skills B required B
- B Four years of successful, full---time teaching experience in Special B Education preferred B
- B Knowledge of state and federal special education policy, laws, and B regulations. B
- B Knowledge of computer-based IEP programs B
- B Excellent organizational, planning, and implementation skills B
- B Ability to manage the ambiguity and multiple priorities inherent in an B entrepreneurial environment B
- B Relentlessly results-oriented B
- B Ability to communicate and interact effectively with multiple constituencies B
- B Excellent written, communication and presentation skills B
- B High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook B
- B Initiative, leadership and tenacity B
- B Ability to stay positive through challenges B
- B Detail-oriented team player willing to roll up sleeves and get the job done B
- B Unquestioned integrity and commitment to WAYS mission. B

Responsibilities: B

- B Manage all IEPs at all sites and be responsible for all IEP development, B
- B Including IEP meeting coordination and facilitation. B
- B Develop related goals and objectives and recommend policies, planning, B and implementation by working with school staff to meet the needs of B students with special needs. B
- B Serve as a resource for information regarding special education services, B programs and policies and ensure that procedures are appropriate in B relation to policies required by local SELPA, state, and federal regulatory B requirements. B
- B Analyze data, plan activities, monitor programs/services, respond to B others and consult with teachers, administrators and WAYS staff. B
- B Address other duties and processes required to maintain the school's B program of services and compliance for all sites. B
- B Maintain knowledge of current Special Education regulations and best B practices B
- B Support general education teachers and administrators in implementation B of appropriate strategies to meet the needs of students with IEPs B

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- B Support implementation of accommodations and modifications for B students with IEPs in the general education classroom and during Special B Education service time B
- B Analyze assessment results to drive instruction and IEP development B
- B Develop and assist with appropriate behavior management techniques for B students with special needs B
- B Train and evaluate all Special Education Instructional Aides B
- B Develop IEPs in accordance with federal, state and district standards B
- B Create and maintain Special Education documentation and reports as B required by federal, state and district regulations B
- B Ensure IEP timeline compliance of all caseload B
- B Administer formal academic assessments B
- B Analyze and report on results of academic assessments B
- B Write academic reports for Initial and Triennial IEPs B
- B Manage relationships with instructional consultants to ensure students B receive all individually--- prescribed IEPs services (i.e. Occupational B Therapy, Language and Speech, etc.) B
- B Coordinate formal assessments for related services with WAYS providers B and instructional consultants B
- B Schedule and facilitate IEP meetings in a collaborative and professional B manner B
- B Provide direct services to students with special needs B
- B Develop positive relationships with parents and families in order to engage B them in the IEP process and keep them apprised of student progress B
- B Influence the RTI and SST process B
- B Provide special education program leadership at all sites B
- B Manage and/or assist with the development of 504 plans at all sites B
- B Develop and provide ongoing professional development for general and B special education staff and administrators B
- B Assist in the preparation of Informal Dispute Resolution, mediation and B due process material. B

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM COORDINATOR

B

Purpose: B

The ESL Program Coordinator will provide curriculum and instruction support to B all WAYS school sites as they work to ensure that each student is able to reach B his or her academic potential. The ESL Program Coordinator is responsible for B six main areas: a) development of English Language Arts standards and B assessments, b) analyzing data in order to modify curriculum and assessment to B meet students' needs, c) providing professional development to support the B sharing of best practices and use of English Language Learner support B strategies in all content areas, d) ensuring compliance with federal and state ESL B program requirements, e) working with school leaders (principals, assistant B principals, grade level and department chairs) to support school based teacher B

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coaching and f) directly coaching teachers to support the development of each B teacher's reading and writing instructional pedagogy. The ESL Program B Coordinator will work collaboratively with other content area coordinators, the B Assistant Principal and the Special Education Program Coordinator, to advise B principals and teachers on developing instructional strategies and intervention B programs to support the learning of all students. The ESL Program Coordinator B reports to and is evaluated by the Principal. B

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Qualifications: B

- Bachelor's degree (required), master's degree (preferred) B
- (B) At least 3 years of experience teaching reading or writing to historically B underserved students in grades K-5 required; 5 years or more of teaching B experience in grades K-5 preferred and ESL certification a plus B
- (B) Prior experience in aligning standards and creating common assessments B and in leading adults in the creation of curricula; B
- B Experience leading professional development or teacher collaboration; B
- B Experience in analyzing data and using results to modify curricula to B ensure increased student mastery; B
- (B) Strong knowledge of literacy content area and pedagogical practices to B ensure high level engagement and academic mastery for students with B low academic performance B
- B Achieved significant academic gains as a teacher in his or her own right; B
- B Experience with teaching in an ESL setting using sheltered instruction B pedagogy and working with DELAC committees B
- (B) Prior experience developing units and lessons with the end goal in mind, B using standards to develop lessons and familiarity with multiple forms of B assessment; B
- B Knowledge of and experience with backwards designed curricular models B and preferably Understanding by Design ® B
- B Multi-faceted, multi-skilled, resourceful, and willing to do whatever it takes B to help our students reach a level of academic excellence B
- (B) Possess an entrepreneurial spirit, be flexible, willing and able to play B different roles at the school, and to go above and beyond to meet the B varied and constant needs of the students of WAYS. B
- (B) Model positive and healthy character traits and habits, such as being B organized, consistent and understanding B
- B Excellent organizational, communication and facilitation skills B
- B Comfort and willingness to actively participate in school community as B staff, including, but not limited to: team and all staff meetings, traveling to B conferences and recruitment events, tutoring students, and chaperoning B school trips. B
- B Unquestioned integrity and commitment to the WAYS mission and B willingness to serve the WAYS community B
- B Spanish bilingual a plus B

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Responsibilities:)B

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- B Work with teachers, school leaders, and grade level leaders to create and B improve aligned reading and writing curriculum resources: B
 - B Common and K-5 vertically aligned local standards that address B state and national standards B
 - B Common assessments aligned to local, state and college readiness B standards B
- B Work with the Academic team on the implementation of network-wide B assessments B
- B Analyze student achievement data B
- B Work collaboratively with school leaders to make instructional decisions B based on student performance B
- B Collaborate with principals in determining appropriate resources and B support for teachers B
 - B Cultivating a standards-based, data and results-oriented culture B
 - B Provide feedback on scope and sequences, unit plans, lessons and B assessments that align with WAYS college readiness standards B
 - B Model teaching B
- (B Serve as an expert in national trends and best practices in literacy)B curriculum development and instructional strategy for historically)B underachieving students)B
- (B Secure external resources, professional development and materials to B support individual literacy teachers, literacy teams and school teams B
- (B As a leader on the academic team, make recommendations on best B practices for supporting curriculum alignment across all grade levels, B courses and individual schools B
- (B Lead and facilitate professional development around analyzing data, B planning and instructional best practices in reading and writing for Literacy B teachers and ELL support strategies for teachers in all content areas. B
- B Evaluate the current ESL program and determine next steps to improve B the quality and implementation of the program B
- B Monitor ESL program compliance and provide training for teachers and B school leaders on DELAC, ESL, and all applicable program requirements B
- B Provide differentiated instructional coaching in literacy as determined in B collaboration with school leaders that could include: B
 - B Observe teachers and provide specific strategies for improved B instructional delivery B

B

ADMINISTRATIVE ASSISTANT

Purpose: B

The position of the Administrative Assistant is a full time Exempt Supervisory B position with an at-will work agreement. Manages the school office and is B responsible for the supervision of the clerical activities of the school. B

Qualifications: B

- B Commitment to the Mission and Vision of WAYS and the success of the B organization. B

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- B Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, B and Outlook. B
- B Graduation from high school, an Associate of Arts degree from a B recognized two year college or 60 semester or equivalent quarter units B from a recognized college or university is preferred, Bachelors Degree B from an accredited four-year university preferred. B
- B Two years of experience in clerical work or related field.)B
- Bilingual Spanish/English)B

Knowledge, Skills, Ability: B

- B Plan and supervise clerical work for maximum efficiency in the utilization B of staff, including scheduling, establishing priorities, and responding to B problems. B
- B Prepares school reports such as attendance reports and payroll B
- B Deal tactfully with administrators, employees, parents, students, and the B public B
- B Demonstrate initiative and good judgment while working under pressure B and frequent interruptions B
- B Train clerical employees and evaluate performance B
- B Interpret regulations and policies B
- B Obtain and impart information tactfully and accurately B
- B Understand, interpret, and apply pertinent laws, rules, regulations, and B procedures B
- B Organize files and keep accurate records B
- B Work effectively with employees, students, and the public B
- B Use a personal computer to input, edit, extract, and format data and B information B
- B Produce, retrieve, and store word-processing and email documents. B
- B Communicate effectively orally and in writing B
- B Type rapidly and accurately using a computer keyboard B

Specific Duties: B

- B Supervises the enrollment, transfer, discharge, and readmission process B for students and the preparation of related records and files. B
- B Supervises the preparation of student enrollment and attendance report. B
- B Supervises the maintenance of student records, including assessment B results, test scores, discipline citations, medical reports and records, and B other documents. B
- B Supervises student medication dispensation and injury reports. B
- B Supervises Requisitions, receives, and distributes/stores classroom, B school office and Work Room materials and supplies; maintains ongoing B inventory; processes packing slips. B
- B Prepares and processes field trip requests. B
- B Maintains school web site. B
- B Assists in writing, translating (if bilingual), publication, and distribution of B weekly school newsletter. B

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- BPlans, establishes, and supervises the implementation of clerical B procedures to insure timely preparation and submission of reports and B records. B
- BSupervises clerical work related to such matters as enrollment, B attendance, curriculum, personnel, organization, budgeting, accidents, B student grades, special programs, time reporting, and requisitions and B purchase orders for supplies and equipment. B
- BReviews communications, bulletins, reports, and other items, advises on B necessary actions and provides information to school personnel, parents, B students, and others. B
- BInterprets County and school policies, and coordinates and provides B approved information to parents, students, school personnel, and the B public. B
- BPrepares a variety of letters, memos, forms, reports, arithmetical)B summaries, and other material, typically using computer software.)B
- BCompiles, interprets, and codes data from various sources; enters data B utilizing computer systems and programs for functions such as B procurement, finance, student attendance, and personnel; and prepares B related reports. B
- BChecks forms and records for completeness and accuracy. B
- BMaintains files, records, and other information. B
- BResponds to employee/public inquiries by telephone and in person to B provide or request information. B
- BOrders, receives, and distributes office supplies. B
- BReceives, sorts, and distributes incoming and outgoing correspondence. B
- BOperates a variety of office equipment, e.g., computers, printers, copiers, B calculators, typewriters, microfilm machines, facsimile machines, etc. B

CLASSROOM TEACHER

Job Purpose: B

To provide an appropriate educational atmosphere, which encourages positive B student learning and to participate in a dynamic setting with other classroom B teachers, administrators, instructional teams and other staff members in the B development and implementation of the school's programs and goals. B

Qualifications: B

- Bachelor's degree from an accredited institution; and B
- BCalifornia Teaching Credential; CLAD or BCLAD; highly-qualified status B according to NCLB B

Knowledge, Skills, Ability: B

- BKnowledge of prescribed curriculum and child development B
- BAbility to communicate effectively using written and oral communication B skills)B
- BKnowledge of current research)B

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- Basic knowledge of technology; planning and organizational skills)B
- BManage the classroom and supervise students)B
- BSkill in analyzing, diagnosing and evaluating student progress and)B programs B
- BKnowledge of varied learning styles B
- BUse effective, positive interpersonal skills B
- BCommit to a core set of belief established in our Charter about teaching, B learning, and ongoing professional development. B

Job Duties and Responsibilities: B

- BWorks with administrators and instructional teams to plan and implement B hands-on programs and activities for students and the school. B
- BParticipates in a cooperative effort with faculty and staff to plan, implement B and evaluate programs of continuing school improvement. B
- BFosters a classroom climate conducive to learning. B
- BPlans instruction, sets goals and implements the specified curriculum B
- BAssist all students in achieving academic standards and establishing high B expectations. B
- BMonitors students' progress towards achieving instructional objectives and B goals. B
- BWorks with students, instructional teams, parents and administrators to B develop individual learning plans, independent study programs and B academic remediation processes. B
- BUtilizes classroom management techniques conducive to an effective B classroom climate. B
- BMaintains complete and accurate student academic and disciplinary B records. B
- BShows sensitivity to students, parents and the community and promotes B student self esteem. B
- BMaintains professional relationship between school and parents. B
- BMaintains contact with parents through parent-teacher conferences, B telephone, or written communications. B
- BEncourages parental involvement through school activities, connecting B home and school. B
- BIntegrate the use of technology and multimedia in the classroom. B
- BFollow federal and state laws, as well as the letter and the spirit of the B Charter and the Governing Board policies and directives from the B Principal/Designee. B

Minimum Performance Expectations: B

- BPrograms of Study: Bases instruction on adopted curricular for the school B and the charter; demonstrates accurate and current knowledge in subject B field; develops appropriate lessons to teach instructional objectives; B employs a variety of instructional strategies to augment achievement; B uses content scope and sequence in planning. B

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- B Classroom Climate: Provides an atmosphere conducive to learning B consistent with established school discipline procedures; encourages B students' attendance; sets high positive expectations for student B performance; accommodates individual learning differences. B
- B Management Systems: Organizes teaching strategies to maximize B allocated instructional time to increase student learning. B
- B Provides relevant examples and demonstrations to illustrate concepts and B skills; provides instructional pacing that ensures student understanding. B
- B Incorporates higher level thinking skills; provides remediation activities for B students; integrates a variety of technology applications and learning tools B to augment student achievement. B
- B Student Progress: Gathers, stores, and monitors data related to student B learning for use in assessing progress toward achieving the instructional B objectives. B
- B Communication: Communicates with students, parents, educational B personnel, and others; communicates regularly and effectively with B students, co-workers, parents/guarding, and the community, and exhibits B appropriate interactive skills; follows confidentiality procedures regarding B students, parents/guarding, and fellow staff members. B

Professional Work Habits: Demonstrates behavior that reflects established B professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal B communication); adheres to established laws, policies, rules and regulations; B interacts appropriately with students, other educational personnel, and parents. B

B

RESOURCE SPECIALIST TEACHER

Job Purpose: B

Provides instruction and services for those pupils whose needs have been B identified in an individualized educational program developed by the B individualized education program team and who are assigned to regular B classroom teachers for the majority of a school day. B

Qualifications: B

- Bachelor's degree from an accredited institution; and B
- B Possession of a clear Resource Specialist Certificate; and B
- B Special Education Credential Mild/Moderate and/or Moderate/Severe; or B
- B Special Instruction Credential – Special Education/Learning Handicapped. B
- B CLAD/CTEL or equivalent certification B
- B NCLB Highly Qualifies Teacher status B

Knowledge, Skill, Ability: B

Knowledge and skills in education assessment, consulting, coordination, B interpretation and implementation of laws and regulations, staff development, B and parent education to perform the competencies listed in the duties and B responsibilities; effective interpersonal skills and flexibility in meeting new and/or B

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changing conditions. B

Job Duties and Responsibilities: B

- B Provides direct instruction in the academic areas to resource specialists B program pupils on a one-to-one or small group basis, either in the B resource room or the regular classroom; B
- B Provides information and assistance to individuals with exceptional needs B and their parents; B
- B Monitors pupil progress on a regular basis, participating in the review and B revision of the instructional education programs, as appropriate; refers B pupils who do not demonstrate appropriate progress to the individualized B education program team; B
- B Evaluates student growth in academic achievement, self concept, and B social skills; B
- B Provides emphasis at the secondary school level on academic B achievement, meeting proficiency standards, career and vocational B development, and preparation for adult life; B
- B Assists in the selection, training, and evaluation of resource specialist B instructional aides. B
- B Provides consultation services as follows: identification and assessment of B behavior patterns in pupils; B
- B Pursuant the determination of behavior as a consequence of a disability, B the resource teacher will be responsible for creating a behavior B intervention plan to be followed in the classroom. B
- B Utilization of evaluation data for the modification of instruction and B curriculum; B
- B Application of effective classroom management techniques; B
- B Identification of resources appropriate to individuals with exceptional B needs to regular staff members, parents, and guardians; B
- B Development of pre-vocational and/or vocational plans for individuals with B exceptional needs; B
- B Acceptance by regular classroom teachers and students of individuals B with exceptional needs. B
- B Coordinates referral and assessment procedures; B
- B Assists in the coordination of the individualized education program team B meetings; B
- B Coordinates instructional planning (i.e., the development and B implementation of individualized educational programs for individuals with B exceptional needs); B
- B Coordinates the implementation of special education services provided B individuals with exceptional needs; B
- B Assists in the coordination of designated instruction and services; B
- B Coordinates the collection of relevant information for those students B referred to the individualized education program team; B
- B Coordinates the organization and distribution of special education media B and materials for resources in regular classrooms; B

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- B Coordinates individualized instruction and activities of the resource B specialist program with regular classroom curriculum; B
- B Coordinates special education in-service workshops and workshops for B staff and/or parents; B
- B Coordinates follow-up activities to insure service delivery to all individuals B with exceptional needs. B
- B Interpret and Implement Laws, Regulations, and Other Compliance B Requirements: schedules and monitors referral procedures in accordance B with legal requirements; B
- B Monitors the development of individualized educational programs and B conduct review meetings in accordance with legal requirements; B
- B Processes information leading to approval of services by child, parent, or B guardian; B
- B Provides leadership for assuring full compliance with legal requirements. B
- B Parent Education: provides parents with basic knowledge of assessment B procedures in instrumentations and how to utilize the information; B
- B Provides parents with basic understanding of remedial methods and B techniques as they relate to their own child's program; B
- B Provides parents with basic home enrichment in home management B techniques designed to meet the needs of their child; B
- B Counsels parents in areas related to their child's abilities including)B strengths and weaknesses as well as the child's needs and goals)B including career and vocational planning alternatives;)B
- B Provides parents with information as to effective utilization of community B resources. B
- B Staff Development: Assists in planning parent education workshops; B
- B Attends special education in-service training as required and participates B in providing in-service education for regular school staff. B

RESOURCE SPECIALIST TEACHER AIDE

Job Purpose: B

In conjunction with the Resource Specialist teacher, provides specialized tutorial B and small group assistance to students with special needs and/or who are B performing below capacity in identified academic areas. B

Qualifications: B

- B Commitment to the Mission and Vision of WAYS and the success of the B organization. B
- B Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, B and Outlook. B
- B Graduation from high school. B
- B An Associate of Arts degree from a recognized two year college or 60 B semester or equivalent quarter units from a recognized college or B university is preferred. B

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Knowledge, Skills, Ability: B

- B Understand, interpret, and apply pertinent laws, rules, regulations, and B procedures B
- B Organize files and keep accurate records B
- B Work effectively with employees, students, and the public B
- B Use a personal computer to input, edit, extract, and format data and B information B
- B Produce, retrieve, and store word-processing and email documents. B
- B Communicate effectively orally and in writing B
- B Type rapidly and accurately using a computer keyboard B

Job Duties and Responsibilities: B

- B Works with individual students or small groups of students to reinforce B learning of materials or skill initially introduces and outlines by the teacher. B
- B Assist the teacher in devising special strategies for reinforcing learning B materials and skills based on a sympathetic understanding of individual B students, their needs, interest, and abilities. B
- B Monitors work, corrects papers, and supervises curriculum-based testing B and makeup work as assigned by the teacher. B
- B Serves as the chief source of information and help to any guest teacher B assigned in the absence of the regular teacher. B
- B Performs clerical, classroom maintenance, and instructional duties as B assigned by the teacher. B
- B Alerts the teacher of any problem or special information about an B individual student. B
- B Performs assigned supervision of students during recess, lunch, and on B field trips. B
- B Performs assigned non-instructional duties, such as snack time. B
- B When requested, serves as a resource person the IEP, or ESL teams. B
- B Demonstrates ethical behavior and confidentiality of information about B student's n school environment and community. B
- B Participates in in-service training programs as approved. B
- B Maintains safe working environment and encourages colleagues to be B safe-minded in the performance of all school-related duties. B
- B Performs other assignments as directed by the teacher, principal, or B administrative staff. B
- B Assists as directed by teacher in the effort to successfully maintain B students with special needs in an integrated setting, as determined by the B IEP or ESL team. B

B

CURRICULUM SPECIALIST

Purpose: B

To provide support and assistance to all classroom teachers in the B implementation of WAYS program goals. B

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Qualifications: B

- Bachelor's degree from an accredited institution; and B
- B California Teaching Credential; CLAD or BCLAD B
- B Minimum of three years of teaching experience in the elementary or B secondary level B
- B Experience in collaborative planning and delivery of differentiated staff B development to classroom practitioners; literacy training, knowledge of B differentiated classroom instructional practices that promote student B academic success; knowledge and understanding of the needs of a B diverse student population. B

Knowledge, Skills, Ability: B

Curriculum Specialists are required to poses all knowledge, skills and abilities B that are required of classroom teachers. B

Job Duties and Responsibilities: B

- B Conduct demonstration lessons and assist teachers with curriculum and B pacing of instructional programs.)B
- B Conduct focused classroom observations of all teachers.)B
- B Assist classroom teachers in infusing culturally relevant teaching)B strategies and scaffolding for diverse learners. B
- B Assist classroom teachers in diagnosing reading difficulties and planning B appropriate intervention and accommodation strategies for all students. B
- B Plan and conduct professional development for teachers. B
- B Plan and conduct informational meetings for parents to assist them in B understanding instructional materials, and student progress. B
- B Plan, facilitate, and attend grade level meetings. B
- B Monitor implementation of instructional program. B
- B Works with administrators and instructional teams to plan and implement B hands-on programs and activities for students and the school. B
- B Participates in a cooperative effort with faculty and staff to plan, implement B and evaluate programs of continuing school improvement. B
- B Maintains professional relationship between school and parents. B
- B Follow federal and state laws, as well as the letter and the spirit of the B Charter and the Governing Board policies and directives from the B Principal/Designee. B

B

PARA-PROFESSIONAL

Purpose: B

Assisting the classroom teacher with maintaining classroom order; providing B support to the instructional program within assigned classroom with specific B responsibility for working with individual and/or small groups of students; B monitoring student behavior during non-classroom time and providing clerical B support to teacher/s and staff. B

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Qualifications: B

- B Commitment to the Mission and Vision of WAYS and the success of the B organization. B
- B Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, B and Outlook. B
- B Graduation from high school. B
- B An Associate of Arts degree from a recognized two year college or 60 B semester or equivalent quarter units from a recognized college or B university is preferred. B

Knowledge, Skills, Ability: B

- B Understand, interpret, and apply pertinent laws, rules, regulations, and B procedures B
- B Organize files and keep accurate records B
- B Work effectively with employees, students, and the public B
- B Use a personal computer to input, edit, extract, and format data and B information B
- B Produce, retrieve, and store word-processing and email documents. B
- B Communicate effectively orally and in writing B
- B Type rapidly and accurately using a computer keyboard B

Job Duties and Responsibilities: B

- B Works with individual students or small groups of students to reinforce B learning of materials or skill initially introduces and outlines by the teacher. B
- B Assist the teacher in devising special strategies for reinforcing learning B materials and skills based on a sympathetic understanding of individual B students, their needs, interest, and abilities. B
- B Monitors work, corrects papers, and supervises curriculum-based testing B and makeup work as assigned by the teacher. B
- B Serves as the chief source of information and help to any guest teacher B assigned in the absence of the regular teacher. B
- B Performs clerical, classroom maintenance, and instructional duties as B assigned by the teacher. B
- B Alerts the teacher of any problem or special information about an B individual student. B
- B Performs assigned supervision of students during recess, lunch, and on B field trips. B
- B Performs assigned non-instructional duties, such as snack time. B
- B When requested, serves as a resource person the IEP, or ESL teams. B
- B Demonstrates ethical behavior and confidentiality of information about B student's n school environment and community. B
- B Participates in in-service training programs as approved. B
- B Maintains safe working environment and encourages colleagues to be B safe-minded in the performance of all school-related duties. B
- B Performs other assignments as directed by the teacher, principal, or B administrative staff. B

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- B Assists as directed by teacher in the effort to successfully maintain B students with special needs in an integrated setting, as determined by the B IEP or ESL team. B

No Child Left Behind

The enactment of the No Child Left Behind Act of 2001 (NCLB) requires specific B qualifications for teachers and paraprofessionals. B

- B All teachers will be highly qualified. B
- B Paraprofessionals will meet NCLB qualifications. Completed at least two B years of study at an institution of higher education; Obtained an B associate's (or higher) degree; or B
- B Met a rigorous standard of quality and can demonstrate through a formal B state or local academic assessment in knowledge of, and the ability to B assist instructing, reading, reading readiness, writing, writing readiness, B mathematics, and mathematics readiness. B
- B Paraprofessionals hired before the enactment must meet the required B qualifications no later than January 8, 2006. The exceptions for B paraprofessionals are for those who act as translators or whose duties B consist solely of conducting parental involvement activities. A B paraprofessional may not provide any instructional service to a student B unless he or she is working under the direct supervision of a teacher. B

NCLB requires the use of effective methods and instructional strategies that are B based on scientifically based research, which strengthens the core academic B program. B

Teacher Credential Assurance Wisdom Academy for Scientists:

- B Shall meet all requirements for employment set forth in applicable B provisions of law, including, but not limited to credentials, as necessary. B [Ref. Title 5 California Code of Regulations Section 11967.5.1(B)(5)(C)] B
- B Shall ensure that teachers in Wisdom Academy for Young Scientists hold B a Commission on Teacher Credentialing certificate, permit, or other B document equivalent to that which a teacher in other public schools are B required to hold. As allowed by statute, flexibility will be given to non-core, B non-college preparatory teachers. [Ref. California Education Code Section B 47605(I)] B

Teachers selected to insure that the needs of English Learners are met will have B CLAD, BCLAD, LDS, BCC, or SB1969 certification and all teachers will be B trained in the effective use of sheltered-English. B

All substitute teachers of core and college-preparatory classes will be B appropriately credentialed. B

All credential documents will be maintained on file at Wisdom Academy for B Young Scientists and will be subject to periodic inspection by County. B

Credential Monitoring:

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All teachers will be highly qualified as defined by No Child Left Behind. B
Appropriate records of credentials held by Wisdom Academy for Young B
Scientists teachers and supporting documentation will be monitored and B
maintained by the WAYS Central Office. Credentials will be monitored by the B
WAYS Central Office Human Resources Administrator in compliance with state B
and federal law. B

Performance Evaluations

The school administrators, using both formal and informal observations, will B
observe all staff and instructional consultants on an ongoing basis. Informal B
observations can occur during any instructional time and will include a post-B
observation communication. Formal observations will include a pre-observation B
conference as well as a post-observation conference. Pre-observation may be in-B
person. Post-observation conferences will be in person and will occur soon after B
the observation. Results of formal and informal observations, consisting of the B
employee's and the administrator's observations and recommendations, will be B
put in writing and included within the employee's own professional development B
plan and the school's personnel file. Nothing in this section limits the school B
administrators from conducting other observations of an informal or B
unannounced nature. B

The principal supervises and evaluates the administrative assistants, classroom B
teachers, curriculum specialist, instructional consultants, resource specialist B
teachers, resource specialist teacher aides, para-professionals, and program B
coordinator. The principal will set goals with them and evaluate them on their B
performance and on the extent to which they achieved their goals. B

The principal will observe the classified employee performing his/her duties and B
review their work on an ongoing basis. Informal and formal observations can B
occur at any time during the school day and will include post-observation B
communication. Results of formal and informal observations and B
recommendations will be placed in the classified employee's personnel file. B

All staff and instructional consultants shall have the right to make written B
objections to the observations or review findings within one week of receipt by B
stating areas of disagreement. These objections will be attached to the B
observation and/or evaluation and kept in the management file. If an employee B
disagrees with an evaluation, a written objection may be appended to the review. B

Compensation and Benefits f

Salary Schedule B

The Chief Executive Officer of the Corporation, in consultation with the Board of B
Directors, will develop a competitive salary scale for the school. This salary scale B
will be informed by the salary schedule of Los Angeles Unified School District, B
the salaries of leading private and charter schools in Los Angeles and B
surrounding communities, and best practices in salary schedules among charter B
schools nationally. B

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Administrative and executive staff salaries will be based on experience, past B performance, areas of specialty, and other factors as determined by school B administration and agreed to by prospective employee. A comprehensive B benefits package (medical, dental and vision) will be included as part of each full-B full time employee's compensation. B

Work Calendar B

Each staff member will work the number of days agreed upon in his/her individual B work agreement, which will address the following: B

- B Salaries B
- B Details related to holidays, illness, personal days, vacation, and B bereavement B
- B Determination of full-time or part-time status B
- B Employee discipline procedures and the employee's due process rights for B appealing disciplinary action B

Wisdom Academy for Young Scientists will adhere to applicable federal and state B mandates, including: B

- B Family Medical Leave Act (FMLA) B
- B California Family Rights Act (CFRA) B

Professional Standards

Wisdom Academy for Young Scientists employees will be expected to engage in B professional behavior with fellow employees, students, and parents. B

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5.4 Credentials, Requirements and Qualifications of Staff

Teachers shall be required to hold a California credential or other document B equivalent to that which a teacher in other public schools would be required to B hold. The Principal and/or designee. will monitor such documentation. Copies of B required forms and records will be kept at the school. WAYS may choose to B contract with the Los Angeles County Office of Education to monitor teaching B credentials. Highly qualified teachers will be required to have prior educational B experience (i.e. teaching, paraprofessional, child development center, or school B volunteer), where the work experience is found beneficial to education. Teachers B will have either a clear credential or an alternate certification based on No Child B Left Behind. WAYS will comply with federal guidelines on the N.C.L.B. act. B

WAYS will require that each employee (paid or volunteer) of the school submit to B a criminal background check and furnish a criminal record summary as required B by Education Code Section 44237. The Executive Director or designee will B conduct a background investigation, including T.B. clearance and fingerprinting B shall be required for all employees, both classified and certified personnel. B

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5.5 Measures of Assessment of Performance

5.5.1 Teachers

The Principal will observe teachers at least three times a year and evaluate them B on these five categories and their underlying Teacher Performance Expectations B (TPE): B

5.5.1.1 - Making Subject Matter Comprehensible to Students

TPE 1 – Specific Pedagogical Skills for Subject Matter Instruction B

5.5.1.2 - Assessing Student Learning

TPE 2 – Monitoring Students Learning During Instruction B

TPE 3 – Interpretation and Use of Assessment B

5.5.1.3 - Engagement and Supporting Students in Learning

TPE 4 – Making Content Accessible B

TPE 5 – Student Engagement B

TPE 6 – Developmentally-appropriate Teaching Practices B

TPE 7 – Teaching English Learners B

5.5.1.4 - Planning Instruction and Designing Learning Experiences for Students

TPE 8 – Learning About Students B

TPE 9 – Instructional Planning B

5.5.1.5 - Creating and Maintaining Effective Environments for Student Learning

TPE 10 – Instructional Time B

TPE 11 – Social Environment B

5.5.1.6 - Developing as a Professional Educator

TPE 12 – Professional, Legal and Ethical Obligations B

TPE 13 – Professional Growth B

5.5.1.7 - Other Staff

All staff other than teachers, with the exception of the Executive Director and B Director of Operations, reports to and are evaluated by the Principal, who will set B goals with them and evaluate them on their performance and on the extent to B which they achieved their goals. The Director of Operations reports to and is B evaluated by the Executive Director. B

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5.6 Procedure to be used For Adequate Background Checks

Wisdom Academy for Young Scientists will adhere to California laws, including B fingerprinting, drug testing, and prohibitions regarding the employment of any B person who has been convicted of certain violent or serious felonies, including B but not limited to specified sex offenses, or felony controlled substances B offenses, under Education Code Section 45122.1 or 44836. All Charter School B employees are required prior to starting work to provide: B

5.6 Staff Development

Teachers are the key to the success of our program. Wisdom Academy for B Young Scientists will put forth great effort into recruiting, hiring and training highly B qualified teachers. These teachers have chosen their careers primarily out of a B deep caring for children and a personal sense of responsibility to the future of our B society. . We recognize that supporting teachers is the first step to supporting B students. Thus we have carefully selected teachers whose goals are aligned with B those of the school and then facilitate each teacher's development process in a B manner that respects and supports his or her individual teaching style. B

The teachers who will join our staff will recognize the importance of a child-B centered learning environment, and continually seek to improve their skills in B facilitating such an environment. They will recognize the importance of meeting B our educational standards and work to support the needs of individual students in B reduced-size classrooms. They demonstrate a value for and embrace a lifelong B learning process. B

The staff development at WAYS will focus on integrating the interdisciplinary B curriculum and rigorous state standards. Teachers will be trained on how to B utilize the standards based instructional materials and texts in the process of B developing backwards planning and curriculum mapping. B

WAYS holds that each teacher brings a unique set of skills, insights and B creativity. Therefore, all teachers are provided time to work in team clusters to B continue to refine and develop teaching skills. In-service staff development to B review goals and objectives, to stimulate curriculum enhancement, and to B explore effective methods of assessment, including establishing a uniform B portfolio assessment system across grade levels will be implemented. Ongoing B staff development outside of our school is encouraged and viewed as B opportunities to provide for professional growth and to ensure proper renewal of B clear credentials. Team building and conflict resolution skills will also be a part of B our staff development program element. B

Team teaching will be a major component of our staff development program. B Team meetings will be held every week to develop curriculum objectives and B theme projects, exchange ideas and information relative to their clusters and B their profession, and develop solutions to problems or social conflicts that may B have arisen in their classrooms. Mentoring by experienced teachers, who have B been in our school more than two years, or by administration is will be a major B part of our program Mentors will make routine observations of new staff, meet B

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individually to offer suggestions, assistance and information vital to learning and B incorporating the school philosophy, goals and objectives. B

Teachers will participate in weekly grade level meetings to discuss and B review/prepare lesson plans, develop benchmark assessments, gather materials, B review class work and organize classrooms and learning groups. This time is B recognized as crucial to the successful planning and implementing of classroom B objectives and student achievement. The Principal will work with the staff to B provide assistance as needed. This time will be considered part of the teacher's B workweek on which their annual salary is based. B

The WAYS in-service teacher training program consists of approximately 10 days B before the start of the first year and 5 days of each subsequent school year; 2 B days after spring and winter breaks, 2 days staff retreat and 5 days at the end of B the school year. During this time, teachers will work on identifying successful B strategies for direct and explicit instruction of needed skills. During these days, B teachers receive intensive training on the school's educational philosophy and B curriculum development to ensure successful implementation of the curriculum B aligned with the state standards. Teachers also participate in on-going weekly B staff development meetings for approximately 2-3 hours each week. These B meetings include teacher support sessions, discussions and training on an B agreed upon topic, sharing of curriculum ideas and implementation, upcoming B events, special education, student issues, etc. B

5.7 Child abuse reporting

Wisdom Academy for Young Scientists will, before opening the school, develop B child abuse reporting procedures that are consistent with all child protection laws. B

5.8 Personnel policy

Wisdom Academy for Young Scientists will have complete fiscal autonomy and B zero-based budgeting. A personnel policy and procedures manual will be B developed to delineate the relationship between staff and the school. These B policies will be presented to all staff prior to the school opening. After the school's B opening this will be made readily available to staff in May of each year prior to B the start of the following school year. Staff will have the opportunity to review said B policies and provide feedback, which may in turn affect said policies. B

Certificated and classified personnel will be hired by at will contacts. Contracts B will be renewed based on demonstration of meeting those requirements outlined B in the teacher contacts, adhering to the policies and procedures outlined in the B WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations B outlined in the staff evaluation form are in alignment with and support the mission B and vision of WAYS. B

Wisdom Academy for Young Scientists shall be an equal opportunity employer. B No Districtschool district or County employee shall be required to or denied the B right to be employed at Wisdom Academy for Young Scientists. B

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Employees will be eligible to receive Worker's Compensation Insurance, B unemployment insurance and Medicare, as applicable, with WAYS and the B employee contributing appropriate amounts. The school will ensure that B employee benefits are extended under the provisions of the Family Medical B Leave Act (CFRA) and Labor Code 233 to all employees. B

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6 Health and Safety

6.1 SCHOOL WILL MEET THE REQUIREMENTS THAT EACH EMPLOYEE OF THE SCHOOL FURNISH CRIMINAL RECORD SUMMARY AS REQUIRED IN EC44237

Wisdom Academy for Young Scientists shall comply with the provisions and B procedures of Education Code 44237, including the requirement that as a B condition of employment each new employee must submit two sets of fingerprints B to the California Department of Justice for the purpose of obtaining a criminal B record summary. No employee shall be permitted to commence work at WAYS B until clearance has been obtained from the Department of Justice. Policies and B procedures shall be adopted for issues such as fires, earthquakes, compliance B with health and safety laws and other emergency responses. B

6.2 HOW THE SCHOOL WILL ENSURE THAT ITS FACILITIES ARE SAFE

Wisdom Academy for Young Scientists will maintain a safe and secure B environment for its students, staff, administration, school volunteers, and visitors. B WAYS has developed a school safety plan and it will acquire emergency supplies B for the school. Additionally, WAYS has developed and implemented the following B policies and procedures: B

- B Periodic Fire and Earthquake Drills. B
- B Policies and B procedures B for B responding B to B natural B disasters and B emergencies. B
- B Policies relating to the administration of prescription drugs and other B medications. B
- B Equipped with disaster emergency supplies including water, food, blankets B and supplies necessary to sustain the campus population for three days. B
- B Ensure that a minimum of 75% of the staff is CPR/First Aid certified. B
- B Procedures for preventing contact with blood-borne pathogens. B
- B Policy B that B establishes B the B school B functions B as B a B drug, B alcohol B and B tobacco-free workplace and that adheres to Title IV of the Safe and Drug-Free Schools and Communities Act. B
- B Policy that require that all school employees B (paid or volunteer), furnish B the school with a criminal background check and submit a criminal record B summary as described in Education Code 44237. B
- B A B requirement B that B all B enrolling B students B and B staff B provide B records B documenting current immunizations. B
- B Ensure that administrator and staff receive sexual harassment training. B

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WAYS will have a Health, Safety and Emergency Plan in place prior to beginning the operation of the school. WAYS will ensure that staff has been trained in health, safety, and emergency procedures and will maintain a calendar and conduct emergency response drills for students and staff. WAYS, its employees and officers will comply with the Family Educational Rights and Privacy Act (FERPA) at all times. WAYS shall require all employees of the Charter School, and all volunteers who will be performing services that are not under the direct supervision of a Charter School employee, and any onsite vendors having unsupervised contact with students to submit to criminal background checks and fingerprinting. The Charter School will maintain on file and available for inspection evidence that the Charter School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

The written policies will updated and revised as needed and distributed as appropriate to all students and staff annually. Emergency and school safety procedures will routinely be covered during staff development.

6.3 HOW THE SCHOOL WILL ENSURE THAT ITS AUXILIARY SERVICES ARE SAFE (FOOD SERVICES, TRANSPORTATION, CUSTODIAL SERVICES, HAZARDOUS MATERIALS)

WAYS may provide food for our students that is prepared in our commercial kitchen. WAYS reserves the right to prepare food on site in our commercial kitchen or contract with a third party vendor.

The school will maintain a list of locally stored hazardous materials and will prepare a safety plan. The school will also request periodic safety inspections from its insurer.

6.4 ROLE OF STAFF AS MANDATED OR NON-MANDATED CHILD ABUSE REPORTERS

WAYS Learning administrators and employees are responsible for complying with the Child Abuse and Neglect Reporting Act, California Penal code Sections 11165.7, 11165.8, and 11166.

6.5 TB, vision, hearing and scoliosis compliance

Records of student immunizations shall be maintained, and staff shall follow the L.A. County's requirements and timelines for periodic TB tests using the Mantoux tuberculosis test. Students will not be permitted to enroll and staff will not be permitted to work without negative TB clearances. WAYS will provide screening of pupils' vision and hearing as well as screening for scoliosis to the same extent as would be required if the students attended a non-charter public school.

6.6 Maintenance, repairs and improvement

WAYS will contract with outside professionals for the ongoing custodial and grounds maintenance of the property. The Coordinator of Operations of Wisdom Academy for Young Scientists is responsible for supervising the following:

- The janitorial service and ensuring daily cleaning duties are carried out.
- Gardening services.
- Rubbish pick-up service.
- Outside contractors for major repairs or improvements.

6.7 Insurance Requirements

The County under any of the County's self-insured programs or commercial insurance policies. shall provide no coverage to WAYS. WAYS shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the County[A.M. Best A-, VII or better] to protect the Charter School from claims which may arise from its operations.

It shall be the Charter School's responsibility, not the County's, to monitor its vendors, contractors, partners or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the County which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Office of Risk Management for the County.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if the Charter School does not operate a student bus service.

If the Charter School provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.

4. Fidelity Bond coverage shall be maintained by the Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.
5. Professional Educators Errors and Omissions liability coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
6. Sexual Molestation and Abuse coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy.
7. Employment Practices Legal Liability coverage with limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
8. Excess/umbrella insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

**Coverage and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy.*

Evidence of Insurance

The Charter School shall furnish to the County within 30 days of all new policies inceptions, renewals or changes, certificates or such insurance signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County

Facsimile or reproduced signatures may be acceptable upon review by the Office of Risk Management and Insurance Services. However, the County reserves the right to require certified copies of any required insurance policies.

Should the Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall be the responsibility of the Charter School.

Additionally, the charter will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations.

6.8 Hold Harmless/Indemnification Provision

To the fullest extent permitted by law, the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this Charter agreement. The Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the County and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by the Charter School, and their officers, directors, employees or volunteers. Moreover, the Charter School agrees to indemnify and hold harmless the County for any contractual liability resulting from third party contracts with its vendors, contractors, partners or sponsors.

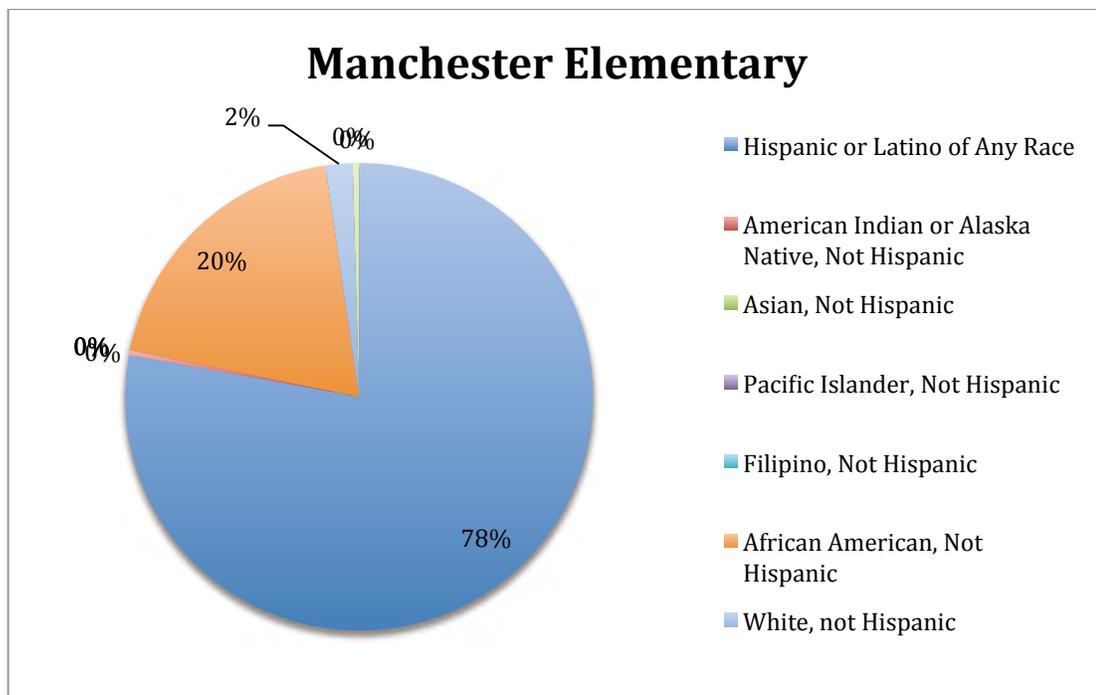
7 Means to Achieve Racial and Ethnic Balance

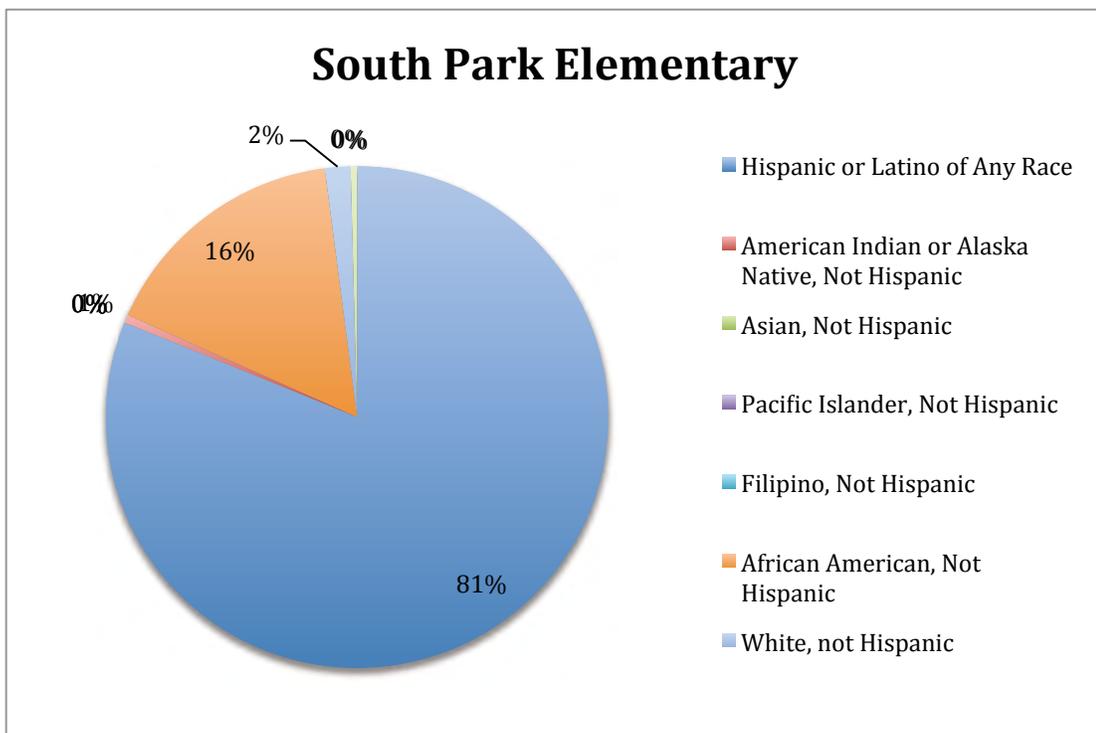
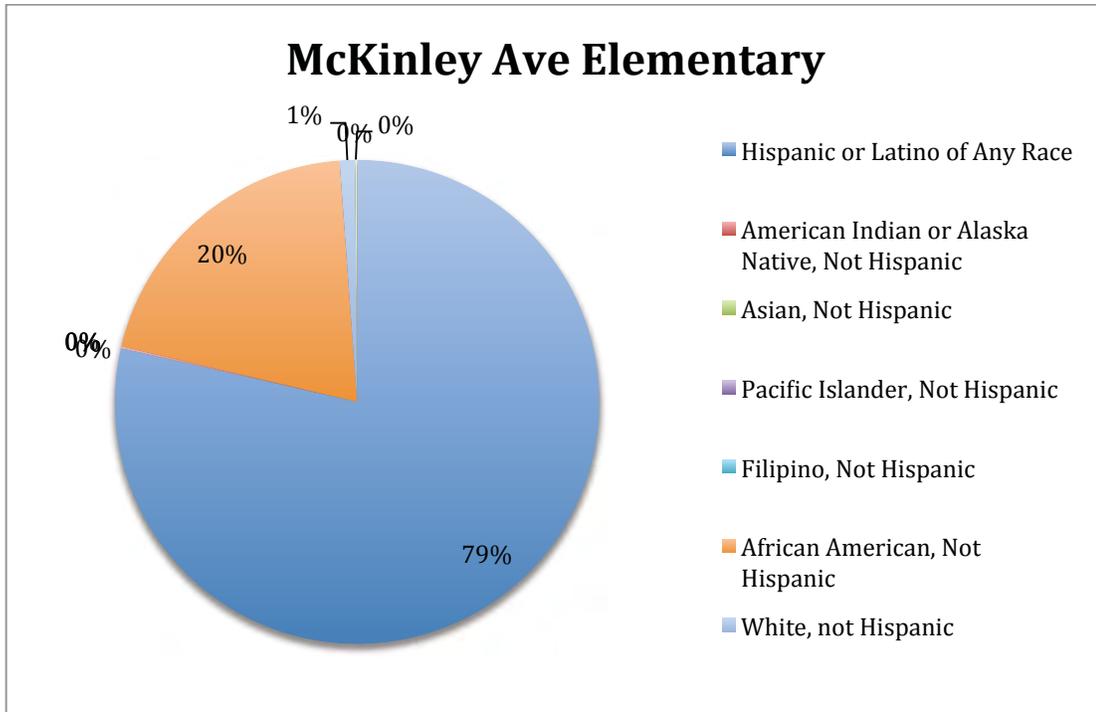
Governing Law: The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the district to which the charter petition is submitted. Education Code Section 47605(b)(5)(G).

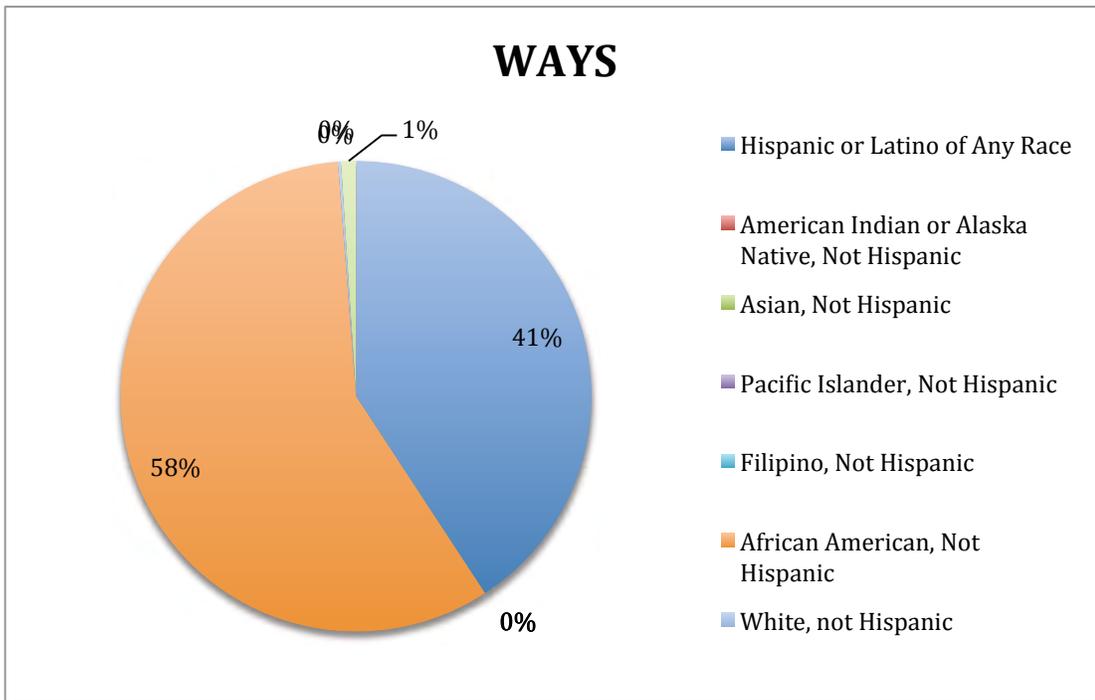
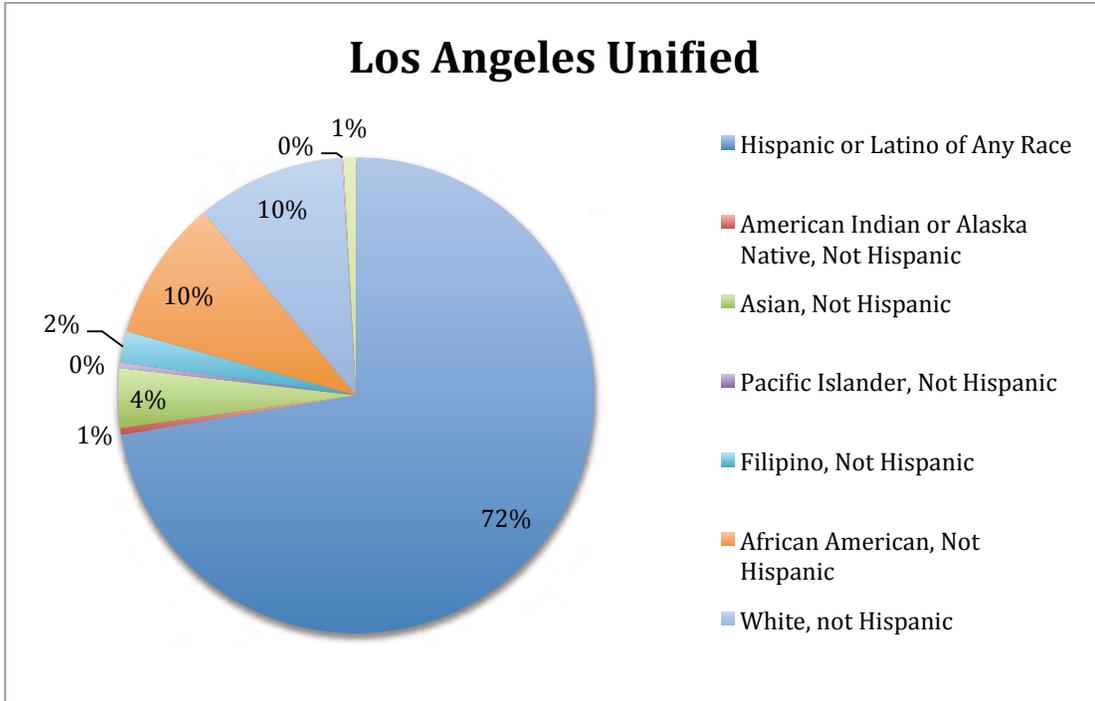
WAYS will continuously plan and strive to recruit students of various racial and ethnic groups in order to achieve a balance reflective of the general population residing within the territorial jurisdiction of the LAUSD, the district where the petition was initially submitted. WAYS will conduct informational meetings for parents and students interested in what our school offers. Open houses and school tours will be conducted on a regular basis during the school year as well.

Target Community

Diversity is central to the mission of the Charter School. WAYS will have a plan in place during the term of the charter to achieve and maintain the ethnic balance ratio goal of the surrounding district schools. Our goal is to reach the district's goal within our first year. In order to do so, we will analyze application and enrollment data each fall so that we can increase our outreach efforts as necessary to make sure the ethnic balance ratio is achieved.







7.1 Nonsectarian Compliance

WAYS is nonsectarian in its programs, admission policies, employment practices, and all other operations, will not charge tuition. WAYS does not discriminate against any student on the basis of ethnicity, race, national origin, gender, disability, socioeconomic status, perceived disability, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). Diversity is central to the mission of the Charter School. WAYS will annually update and revise its plan to achieve and maintain a racial and ethnic balance among its students reflective of LAUSD.

7.2 Federal Compliance

As a recipient of federal funds, including federal Title I, Part A funds, WAYS has agreed to meet all of the programmatic, fiscal and other regulatory requirements of the No Child Left Behind Act of 2001 (NCLB) and other applicable federal grant programs. WAYS understands that it is a local educational agency [LEA] for purposes of federal compliance and reporting purposes. WAYS agrees that it will keep and make available to the County any documentation necessary to demonstrate compliance with the requirements of NCLB and other applicable federal programs, including, but not limited to, documentation related to funding, required parental notifications, appropriate credentialing of teaching and paraprofessional staff, the implementation of Public School Choice and Supplemental Educational Services, where applicable, or any other mandated federal program requirement. The mandated requirements of NCLB, Title I, Part A include, but are not limited to, the following:

- Through the parent student handbook, notify parents at the beginning of each school year of their right to know the professional qualifications of their child's classroom teacher including a timely notice to each individual parent that the parent's child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- Develop jointly with, and distribute to, parents of participating children, a school-parent compact.
- Hold an annual Title I meeting for parents of participating Title I students.
- Develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy.
- Submit biannual Consolidated Application to California Department of Education (CDE) requesting federal funds

- Complete and submit Local Education Agency (LEA) Plan to CDE
- Complete reform planning process with stakeholders and submit to CDE all appropriate documents for Title I school wide status, if applicable; otherwise, identify and maintain roster of eligible students for the Title I Targeted Assistance School Program
- Maintain inventory of equipment purchased with categorical funds, where applicable
- Maintain appropriate time-reporting documentation, including semi-annual certification and personnel activity report, for staff funded with categorical resources, where applicable

WAYS also understands, that as part of the oversight of the school, the County may conduct program review of federal and state compliance issues.

Wisdom Academy for Young Scientists embraces the idea of racial and ethnic diversity and will strive to achieve a racial and ethnic balance that is reflective of the district.

We will recruit by strategically disseminating application handouts to 1) businesses frequented by the local community members that are racially diverse, 2) school personnel of County program improvement and overcrowded schools in the area (with their approval), 3) private and public preschools in a 5 mile radius 4) at town hall meetings open to the local community. Recruitment efforts shall include publicizing our instructional program, hosting Community Open Houses, providing ongoing tours of the school, and speaking to interested parents. All printed material will be disseminated in languages that are reflective of our school community. WAYS will periodically publicize its programs and activities multi-lingual periodicals and online. WAYS will maintain a racial and ethnic balance that is reflective of the community through the aforementioned public outreach efforts.

7.3 Recruitment and Outreach Plan

Below is the Charter's written plan to achieve and maintain the District's ethnic balance goal.

WAYS will conduct a comprehensive outreach program to attract a diverse population of students and talented teachers. Community involvement and engagement will be a critical emphasis of the WAYS strategy. We will make intentional efforts to promote a school climate that systematically promotes communal bonds among students as well as encourages community awareness and service. Over the course of their school years, pupils will learn to care for

and rely on classmates of many diverse backgrounds while drawing from the unique attributes of those other personalities and cultures. Specific strategies that we have enacted include recruitment at local community events such as the Los Angeles County Sheriff's National Night Out at the Florence/Firestone Station. This is a free event heavily attended by local families and sponsored by donations from neighborhood businesses such as Wisdom Academy for Young Scientists.

To add to our recruitment efforts, volunteers will be stationed at community resource centers such as the Salvation Army, YMCA and Boys and Girls Clubs to generate interest and engage parents in discussions about the services WAYS offer.

Also, WAYS will establish and maintain partnerships with local private pre-schools and Early Education Agencies, including but not limited to Head Start, and Children's Institute, Inc. Through these partnerships, WAYS will engage the parents and generate interest in WAYS's educational program offerings

To achieve our goal of a racial and ethnic balance, WAYS will advertise on two local radio stations that are heavily favored within the community, KJLH, a long-time medium of the African – American community and Latino 96.3 a radio medium popular with Hispanic listeners.

Ultimately, the creation of a multifaceted dynamic website has helped to glean the interest of those parents who have only heard of WAYS but were not quite sure of our offerings. Many parents who call or visit our school mention that they first visited our website and felt compelled to visit the school. The WAYS website located at www.wisdomacademy.org and encourages parents to seek enrollment for their child or join the waitlist for a future space.

As a result of these efforts WAYS will maintain a waiting list, and enjoy the benefits of a racially balanced school population in which all cultures are recognized and respected.

WAYS will make the following additional efforts to achieve the ethnic balance of the district:

- Recruit by strategically disseminating application handouts to 1) businesses frequented by the local community members that are racially diverse, 2) school personnel of surrounding program improvement and overcrowded schools in the area (with their approval), 3) private and public preschools in a 5 mile radius 4) at town hall meetings open to the local community. Recruitment efforts shall include publicizing our instructional program, hosting Community Open Houses, providing ongoing tours of the school, and speaking to interested parents. All printed material will be disseminated in languages that are reflective of our school community. WAYS will periodically publicize its programs and activities multi-lingual periodicals and online. WAYS will maintain a racial and ethnic balance that is reflective of the community through the aforementioned public outreach efforts.

- Presentations and information distribution at community centers such as The Salvation Army Community Youth Center, Colonel Leon H. Washington Park and Community Center, Ted Watkins Park and Community Center, Head Start locations and other pre-school and child care centers, local churches and other faith based organizations.
- Additional presentations and information distributions will take place at community events, in Los Angeles County Public Libraries, local social service agencies such as the Department of Social Services, and local businesses and grocery stores.
- House meetings at the homes of parent volunteers in the community.
- Advertisements in local newspapers such as the LA Watts Times and the La Opinion, El Mundo Spanish Newspapers, and the LA Weekly Newspaper.

These recruitment efforts ensure that parents residing in the targeted area are informed about the availability of WAYS as a viable option for the education of their children. We expect that this targeted outreach will help to achieve the goal of reflecting the general population residing in the district.

Wisdom Academy will provide to the County all requested information using County forms, including the ethnic survey. The Charter will utilize a student information system that government agencies can inter-face with for compliance monitoring. The student information system will contain the following information listed below for compliance purposes:

Every effort will be made to reach out to all families with children in Kindergarten through fifth grade within a five-mile radius of the school. Families will be notified through community meetings, mailings, personal phone calls, and possibly newspaper advertisements. We expect to hold at least three informational meetings during the winter and spring of each year where we will share information about the Wisdom Academy for Young Scientists and our alternative setting for families and their children.

In addition, WAYS expects referrals from local preschools as well as from local community service organizations.

Each family showing interest will be sent an application packet (See Appendix G). Parents are responsible for completing an application. Once the student list has been set, a waiting list will be developed for those students still wishing to enroll should space become available.

The charter school shall maintain an accurate accounting of the ethnic and racial balance of students enrolled in the school, along with documentation of the efforts the school has made to achieve racial and ethnic balance in accordance with the charter petition and standards of charter legislation.

8 Admissions

8.1 Admission requirements

In accordance with Education Code Section 47605 (d)(2) (A), WAYS shall admit all students who wish to attend, up to the school's enrollment limit. The school adheres to entrance age requirements set by law.

Students applying to Wisdom Academy for Young Scientists are required to complete an application and submit immunization records and previous school records. Students are accepted on a first-come, first-served basis, with the following exceptions: (1) students residing in the District shall be given first priority; (2) siblings of enrolled students shall be given priority; (3) children of staff shall be given priority limited to 10% (4) children of founding members shall be given a priority limited to 10% (5) students who reside in the State of California and (6) a lottery, in accordance with the Education Code Section 47605(d)(2), shall be conducted to fill available places in the event that there are more applicants than placements available (See Appendix F). These listed exceptions apply when a public random drawing is present. Enrollment preferences will also be given to students who reside within LAUSD. Currently enrolled students who do not withdraw their enrollment nor were dismissed from the school will be given a preferred seating for the following year.

8.2 Lottery

When the number of applicants to WAYS exceeds the number of open seats, a random public drawing will be conducted by a non-affiliate of WAYS. To ensure maximum access the drawing will take place during evening hours on the campus of WAYS and will be used to assign available seats to parents who have expressed interests in WAYS and have completed the lottery registration form by the due date. The lottery will take place during the third week of May, two weeks after the registration deadline. Parents will be informed of the rules concerning the lottery upon registration for the lottery. At the conclusion of the random drawing, the non-affiliate will draw additional names to allow for the formation of a waiting list. If space becomes available to a child on the waiting list, the parents will be notified within one business day and will have three business days to claim their seat.

Wisdom Academy for Young Scientists offers a choice for students, parents, and the community to an alternative approach to teaching. WAYS will hold an Orientation Meeting before the school year begins to discuss the School's philosophy and policies to ensure their understanding of the school's vision, curriculum program and policies. In the event a parent is unable to attend an orientation, the Executive Director or Principal will make an appointment to meet

with said parent to discuss the information otherwise obtained from the orientation. Parents are notified that Wisdom Academy for Young Scientists is not subject to the Field Act and many other provisions of the Education Code. The Charter School will adhere to all procedures related to confidentiality and privacy of records.

8.3 McKinney-Vento Homeless Assistance Act

The Charter School will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths.

9 Annual Financial Audits

Wisdom Academy for Young Scientists shall obtain an annual financial conducted in accordance with generally accepted auditing standards and in accordance with the state audit guide. The auditor shall be a qualified Certified Public Accountant with experience auditing California public schools. The annual audit report will be forwarded to the State Controller and the Los Angeles County Office of Education. Any exceptions in the audit will be resolved to the satisfaction of the County. The School Board Finance Committee will develop a contract that includes the scope of the audit and requirements in the form of a Request for Application (RFA) to seek qualified applicants.

Two interim reports and a year-end report, which include actual and revised budget figures and projected revenues, expenditures and fund balances, will be submitted to the County within the timelines specified, unless a different system is agreed to by all parties. In addition, all financial statements audited by a Certified Public Accountant will be submitted to the County by December 15, after the close of the fiscal year. WAYS' financial system shall follow the generally accepted accounting principles (GAAP).

Any equipment given to Wisdom Academy for Young Scientists or purchased by the school with funds received from donations will be property of Wisdom Academy for Young Scientists.

9.1 County Oversight Costs

The County may charge for the actual costs of supervisory oversight of the WAYS not to exceed 1% of WAYS' revenue, or the County may charge for the actual costs of supervisory oversight of the Charter School not to exceed % if the Charter School is able to obtain substantially rent free facilities from the County. Notwithstanding the foregoing, the District may charge the maximum supervisory oversight fee allowed under the law as it may change from time to time. The supervisory oversight fee provided herein is separate and distinct from the charges arising under the charter school/facilities use agreements.

9.2 Balance Reserves

Additionally, the WAYS will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations.

9.3 Special Education Revenue Adjustment/Payment for Services

In the event that the WAYS owes funds to the County for the provision of agreed upon or fee for service special education services, or as a result of the State's adjustment to allocation of special education revenues from the Charter School, WAYS authorizes the County to deduct any and all of the in lieu property taxes that WAYS otherwise would be eligible to receive under section 47635 of the

Education Code to cover such owed amounts. WAYS further understands and agrees that the County shall make appropriate deductions from the in lieu property tax amounts otherwise owed to the Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, the Charter School agrees that it will reimburse the County for the additional costs within one hundred twenty (120) business days of being notified of the amounts owed.

9.4 Audit and Inspection of Records

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining their charter authorization:

- Charter School is subject to County oversight.
- The County's statutory oversight responsibility continues throughout the life of the Charter and requires that it, among other things, monitors the fiscal condition of the Charter School.
- The County is authorized to revoke this Charter for, among other reasons, the failure of the Charter School to meet generally accepted accounting principles or if it engages in fiscal mismanagement.

Accordingly, the County hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of school financial information,
- The school's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- The school's enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

WAYS shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days notice to WAYS. When 30 days notice may defeat the purpose of the audit, the County may conduct the audit upon 24 hours notice.

WAYS will use all revenue received from the state and federal sources only for the educational services specified in the charter for the students enrolled and attending the charter school. Other sources of funding must be used in accordance with applicable state and federal statutes, and their terms or conditions, if any, of any grant or donation.

WAYS will develop and maintain internal fiscal control policies governing all financial activities.

10 Suspensions and Expulsions

Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).

10.1 Student Suspension and Expulsion Policy

The Pupil Suspension and Expulsion Policy will be established and adopted by the governing board in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions.

10.2 Suspension and Expulsion Periodic Review

The WAYS Board of Directors or a committee appointed by the Board of Directors will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school, are aligned with applicable law, and are efficient, effective, and fair. As part of the review, the Board of Trustees will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

The principal will provide a report to the Board which shall include consideration of the findings of the annual reports of student conduct, including suspensions and expulsions; input from faculty, staff, parents and pupils, to be collected from sources such as surveys and meetings; and changes necessary to comply with applicable state and/or federal law.

PROCESS FOR ANNUAL REVIEW OF SUSPENSIONS AND EXPULSIONS POLICY	
COMPLETION DATE (TENTATIVE)	ACTION
April 30	Principal compiles and analyzes discipline data, reviews necessary legal changes, and reports to Board committee
May 30	Board committee reviews report and make recommendation to Board for any changes; Board takes any necessary action

August 1

Handbooks are updated

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. As outlined in sections A and B below, there are listed serious offenses for which expulsion may be mandatory or recommended. This policy shall serve as the model for the Charter School's policy and procedures for student suspension and expulsion which will be updated yearly for the school handbook in order to reflect Education Code changes. If changes occur after publication and the board approves the changes, students and families shall receive notice of these changes both in writing and on all documentation associated with the school, such as published handbooks and the website. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. These Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

WAYS shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

WAYS shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

WAYS shall ensure the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process.

WAYS will implement operational and procedural guidelines ensuring federal and state laws and regulations regarding the discipline of students with disabilities are met. If the student receives or is eligible for special education, WAYS shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process.

WAYS shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

10.3 Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or a Charter School-sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

10.4 Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil: (Education code 48900-48927)

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force of violence upon the person of another, except self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.

- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a

pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual

pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

s) Committed sexual harassment, as defined in Education Code Section 48900. For the purposes of this section, the conduct described Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily

injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family. (Ed. Code 48900.7)

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.

- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.

- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal codeCode Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s) Committed sexual harassment, as defined in Education Code Section 48900.2. For the purposes of this section, the conduct described in Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who

willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

4. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

10.5 Readmission

Students found to have committed any non-discretionary offenses will be expelled for one school year. The Charter School’s governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School’s governing board shall readmit the pupil, unless the Charter School’s governing board makes a finding that the pupil continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil’s parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

10.6 Suspension Procedure

WAYS will provide a Student Handbook to each family upon enrollment that delineates the list of offenses and progressive discipline procedures and expectations to provide adequate safety for students, staff, and visitors to the school in order to serve the best interests of the school’s pupils and their parents/guardians. WAYS staff will enforce all disciplinary rules and procedures fairly and consistently among all students.

10.7 Progression of Discipline, Teachers to Administration

Teachers are responsible for the day-to-day discipline in their classrooms while working with their students to meet their individual needs in order that learning takes place. WAYS has a discipline structure and character-building program that delineates uniform, school-wide expectations for conduct. When it becomes necessary to implement disciplinary action, the following options are available to the teachers: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Principal.

Prior to suspensions and expulsions, students may receive any or all of the following: warnings, detentions, phone calls home, parent conferences, and a behavior contract. Any WAYS teacher may assign a teacher’s detention to a

student. During detention students may have to write a reflective response about their conduct that could require a parent signature. Detentions will be held onsite during lunch or after school. A teacher may elect to hold detention in a classroom or in a designated detention room.

10.8 Offenses That May Result in a Teacher's Detention

Teacher and Administrative detention process is the same. As a general rule teachers assign a Teacher Detention for minor classroom misconduct such as: cell phone usage, passing notes, making noises, minor inappropriate conflicts with others, or cheating. Repeated violations by individuals will be referred to the Principal. When there is a serious violation of the rules, the student will be referred to the Principal. A serious violation may include any violation listed under Suspension of Expulsion section in this element of the charter petition below.

10.9 Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his or her behavior and a possible pattern of behavior that will be more positive, as well as to protect the student body as a whole from dangerous and disruptive behavior.

A student serving on campus suspension reports to school at the regular time. Each teacher will give the student written assignments that he or she must complete under the direct supervision of the Principal or designee. The student will eat lunch in the assigned room.

Whether suspension occurs in school or out, the maximum number of consecutive days a student may be suspended five (5), unless the suspension is extended pending an expulsion hearing from the recommendation of the Administrative Panel. Upon a recommendation of Expulsion by the Panel, the pupil and the pupil's guardian or representative will be invited to a conference with the Administrative Panel to determine if the suspension for the pupil should be extended pending an expulsion hearing. The Administrative Panel will make this determination: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. Students shall not be suspended for more than twenty (20) school days in a year, unless the suspension has been extended pending an expulsion hearing.

Students on suspension pending an expulsion hearing may request that academic work be made available for pick up at the office.

Suspensions shall include the following procedures:

Conference - Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or

her parent and, whenever practical, the teacher, supervisor or WAYS employee who referred the student.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

10.10 Notices to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

10.11 Authority to Expel

A student may be expelled by the Board following a hearing before it or upon the recommendation of an Administrative Panel. The Panel would be convened as part of the suspension and expulsion process once it was determined that there is any reasonable concern that the pupil was in danger of expulsion or extended suspension. The Administrative Panel should consist of at least three members of the faculty or professional representatives who are certificated but are neither a teacher of the pupil or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion to the Board of any student found to have committed an expellable offense.

10.12 Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

10.13 Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

WAYS may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by WAYS or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The panel conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The panel conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The panel conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the

witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness's prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

10.14 Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

10.15 Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious

affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, administrative panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the administrative panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

10.16 Written Notice to Expel

The Principal, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with WAYS.

The Principal or designee shall send a copy of the written notice of the decision to expel to LACOE.

This notice shall include the following:

- a) The student's name, and
- b) The specific expellable offense committed by the student.

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, WAYS shall notify the superintendent of the school district of the pupil's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

The Board of Directors' decision to expel shall be final.

If a student is expelled from WAYS, WAYS shall forward student records upon request of the receiving school district in a timely fashion. WAYS shall also submit an expulsion packet to LACOE immediately or as soon as practically possible, containing:

- pupil's last known address
- a copy of the cumulative record
- transcript of grades or report card
- health information
- documentation of the expulsion proceeding, including specific facts supporting the expulsion
- student's current educational placement
- copy of parental notice expulsion
- copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.

if the Student is eligible for Special Education, the Charter School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, the Charter School must provide evidence that it convened a Link Determination meeting to address two questions:
A) Was the misconduct caused by, or directly and substantially

related to the student's disability: B) Was the misconduct a direct result of the Charter's failure to implement 504 Plan?

10.17 Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

10.18 No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School, as the Charter School Board's decision to expel shall be final.

10.19 Expelled Pupils/Alternative Education

The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

10.20 Outcome Data

WAYS shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to LACOE upon request.

10.21 Rehabilitation Plans

Pupils who are expelled from the Charter School shall be given a rehabilitation plan developed by the Administrative panel upon expulsion as approved by the Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may apply to the Charter School for readmission.

10.22 Readmission

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the

readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

10.23 Special Education Students

In the case of a student who has an Individualized Education Plan ("IEP"), or a student who has a 504 Plan, the Charter School will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. An IEP team will meet to conduct a manifestation determination should the suspension exceed 10 cumulative days. If the behavior is determined not to be a manifestation of the child's disability, then the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities. Should the IEP team conclude that the behavior was a manifestation of the child's disability, the IEP team shall conduct a functional behavioral assessment. In the condition where a behavior intervention plan has been developed, the IEP team will review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary to address the behavior. The IEP team will then return the child to the placement from which the child was removed, unless the parent and IEP team agree to a change in placement as part of the modification of the behavior support plan. Prior to recommending expulsion for a student with a 504 Plan, the Charter School's administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter School's failure to implement 504?

10.24 Gun Free Schools Act

The Charter School shall comply with the federal Gun Free Schools Act.

11 Procedures for dealing with staff issues

11.1 RELATIONSHIP BETWEEN THE TEACHERS AND THE DISTRICT/COUNTY BARGAINING UNIT

In accordance with the Educational Employee Relations Act (EERA) WAYS employees may join and be represented by an organization of their choice for collective bargaining purposes. However, unless the employees elect to be represented by an organization for bargaining purposes, all employees will be employed on an individual basis.

11.2 Process by which salaries, benefits, working conditions and other items will be determined

Wisdom Academy for Young Scientists administrative staff recommends the policies for salaries, benefits and annual work calendars for all employees to the school board for approval. Work calendars are submitted to staff in March and for their input. Staff is given opportunities to discuss and vote on any changes affecting benefits. WAYS is committed to equitable and just salaries and benefits for its employees. The school will always consider matching the salaries and benefits offered by the authorizer, budget permitting. WAYS will provide its own health benefits package.

11.3 LABOR PROCEDURES WHICH WILL BE APPLIED TO EMPLOYEES

The employee handbook delineates the relationship between staff and the school. This handbook will be presented to all staff prior to the opening of the school. After the school's opening this will be made readily available to staff in May of each year prior to the start of the following school year. Staff will have the opportunity to review said policies and provide feedback, which may in turn affect said policies.

Certificated and classified personnel will be hired on at-will contracts. Contracts will be renewed based on demonstration of meeting those requirements outlined in the teacher contracts, adhering to the policies and procedures outlined in the WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations outlined in the staff evaluation form are in alignment with and support the mission and vision of WAYS.

Wisdom Academy for Young Scientists shall be an equal opportunity employer. No school district or County employee shall be required to or denied the right to be employed at Wisdom Academy for Young Scientists.

11.4 PROCESS FOR RESOLVING COMPLAINTS/GRIEVANCES

Employees will be encouraged to resolve complaints and grievances informally and with their immediate supervisor. However, they will have the right to appeal informally or formally (in writing) to the Principal. If unsatisfied with the resolution, they may appeal to the Board as well.

All employees will be asked to agree to binding arbitration in their employment agreement.

11.5 PROCESS FOR ENSURING DUE PROCESS

The Board of Principals will request an annual report of complaints and grievances brought to the Principal and the Board from the Principal. The will review the report and correct the process for resolving complaints and grievances if warranted.

In addition, employees will have the right to enter into binding arbitration if grievances are unresolved.

11.6 STRS, PERS, SOCIAL SECURITY AND MEDICARE

Wisdom Academy for Young Scientists will participate in the State Teachers Retirement System. Non-certificated staff will participate in the federal social security system.

Prior to any changes in the retirement benefit packages, WAYS agrees to provide written notification to all employees. If WAYS opts to participate in outside retirement benefit program(s) for its full time employees, these programs will be reviewed with the staff and decided upon annually, provided funds are available within the school budget. The school's chief financial officer will be responsible for ensuring that appropriate arrangements for STRS, PERS, or Social Security coverage are made.

11.7 Process for Staff Recruitment, Selection, Evaluation and Termination

For the staff recruitment and selection processes, see Element 5.

In matters regarding accountability and evaluation of personnel, Wisdom Academy for Young Scientists will develop its own procedure, which includes classroom ongoing observations by the Principal, peer observations, self evaluations, parent surveys and student questionnaires.

Evaluation is based upon adequate completion of assigned job duties, setting and attainment of goals and regular, punctual attendance, teacher-parent and teacher-child relations, as determined by the Principal. These measures will be evaluated annually and upgraded as necessary. Employee evaluations are conducted as follows:

11.8 Teachers

Teacher evaluations will occur once per year. These evaluations will include a written evaluation by the Executive Director and Principal Teachers will also receive classroom visitations and written observations by the administrative staff. If necessary, conferences will be held to discuss recommendations for successful strategies and improvements on areas of concern.

11.9 Teacher Assistants

Teacher Assistants will be evaluated once per year. These evaluations will include a written evaluation by the lead teacher. The Principal may also participate in the evaluations process.

11.10 Principal

The Principal will be evaluated once per year. These evaluations include written evaluations by the entire staff. These evaluations will be passed on to the Personnel Committee of the School Board and presented by the Board President to the Merle Williamson Foundation Board of Principal.

11.11 UNPROFESSIONAL STAFF CONDUCT

In-service staff training and on-going evaluation will be practiced in an effort to limit if not deter unprofessional conduct among staff. In any case, if the situation should arise the following measures will generally be implemented after each incident.

First incident: A meeting will be held to discuss the unsatisfactory act. At this time, a written Plan for Correction will be reviewed and discussed with staff member, who will be asked to write their comments in the section provided and sign. This document shall remain in personnel file and can be forwarded upon request.

Second incident: The step above may be repeated.

Third incident: Dismissal.

If the unsatisfactory act threatens the safety and well being of the students, parents and/or other staff members, WAYS retains the right to dismiss said employee, immediately. From time to time, these procedures may be revised in accordance with policies adopted by the Board of WAYS.

11.12 PROCEDURE FOR PROCESSING AND MONITORING CREDENTIALS IF REQUIRED

The Principal will review the checklist with teachers and examine their credentials to determine whether they are fully qualified. A suspension file will be created by the Principal to track staff progress in meeting credential milestones.

12 Attendance alternatives

Governing Law: The public school attendance alternatives for pupils residing within the school district that chooses not to attend charter schools. Education Code Section 47605(b)(5)(L)

WAYS is a school of choice. No student is required to attend WAYS. Students choosing not to attend WAYS may attend other public schools within their home school district. Admission to WAYS shall not entitle any student to subsequently enroll in any home district program or school, or any other school including charter schools. WAYS will provide information about attendance alternatives to inquiring parents/guardians or students. Further, Parents/guardians of each pupil enrolled in the charter will be informed via the Parent/Student handbook and during Parent Orientation, that the student has no right to admission in a non-charter district school as a consequence of enrollment in the charter school.

No student may be required to attend The Charter School. Pupils who reside within the District who choose not to attend Wisdom Academy for Young Scientists may attend school within the District according to District policy or at another school district or school within the District through the District's intra and inter-district policies.



13 Employee Rights

Employment Status of Employees

No public school district employee shall be required to work at the Charter School. Charter school employees will be employees of the charter school, not the County. In other words, persons employed by WAYS are not considered employees of the County for any purpose whatsoever. Employees of who resign from school district or other employment to work at WAYS and who later wish to return to a school district shall be treated the same as any other former school district employee seeking reemployment. Employee return rights to any school district will be determined by that district's policies and procedures and applicable collective bargaining agreements, if any.

Sick or vacation leave or years of service credit at a school district will not be transferred to WAYS. Employment by WAYS provides no rights of employment at any other entity, including any rights in the case of closure of WAYS.

14 Dispute Resolution

14.1 Process for Resolving Complaints/Grievances within the Wisdom Academy for Young Scientists

The Charter School recognizes that it cannot bind LACOE to a dispute resolution procedure to which LACOE does not agree. The policy below is intended as a starting point for a discussion of dispute resolution procedures. The Charter School is willing to consider changes to the process outline below as suggested by the County.

The Charter School and the County will be encouraged to attempt to resolve any disputes with the County amicably and reasonably without resorting to formal procedures.

The staff and governing board members of WAYS agree to resolve any claim, controversy or dispute arising out of or relating to the Charter agreement between LACOE and WAYS except any controversy or claim that is in any way related to revocation of this Charter, ("Dispute") pursuant to the terms of this Element 14.

All staff members will follow state and federal laws for reporting alleged improprieties as well as adhere to Wisdom Academy for Young Scientists Staff Policy. The policy will be revised and updated through the collaboration of the Principal and the teaching staff.

The following process shall apply to staff members filing a complaint or grievance:

An appointment with the Principal to discuss the incident/problem must be scheduled. This meeting will be held in an effort to discuss and resolve the matter effectively for all parties concerned.

If after the meeting the employee determines that a problem still exists then it must next be taken to the School Board. A conference with all parties involved and two-three board members will be held and mediated by an impartial third party agreed upon by the grievant and conference participants.

If the staff member who filed the complaint or grievance determines that a problem still exists, then he/she has the right to request that a representative from the State Arbitration Board mediate the process.

The decision following the final step, (step 2 or 3, as determined by the grievant) shall be binding and a conference report of the decision will be issued to all parties involved.

Non-participation in the process will result in issuance of a conference memo or a notice of unsatisfactory act or service to remain in the personnel file. Reference to this process is aforementioned in elements 11.4 and 11.5

14.2 Process for Resolving Disputes between WAYS and the County

Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below:

(1) Any controversy, claim, or dispute arising out of or relating to the charter agreement, or the breach thereof, must be submitted in writing ("Written Notification"). The Written Notification must identify the nature of the dispute. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. Written Notifications shall be addressed as follows:

To Charter School:

Executive Director

Wisdom Academy for Young Scientists

706 East Manchester

Los Angeles, CA 90001

323-253-8865

To County:

Charter Schools Office

Los Angeles County Office of Education

9300 Imperial Highway

Downey, CA 90242

(2) A written response ("Written Response") shall be tendered to the other party within five (5) business days from the date of receipt of the Written Notification. The parties agree to schedule a conference to discuss and resolve the controversy, claim, or dispute at issue ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date the written Response is received by the other party. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

(3) If the controversy, claim, or dispute cannot be resolved by mutual agreement at the Issue Conference, then either party may request that the matter

be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator's fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 60 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute.

(4) If mediation is not successful, then the parties agree to settle the controversy, claim, or dispute by arbitration conducted by arbitration. If the parties cannot agree upon arbitration terms, then the parties shall submit to a single arbitrator in accordance with the rules or guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator's fees and the administrative fees of the arbitration shall be shared equally among the parties. Arbitration shall commence within 60 days from the final date of the mediation proceedings.

This Dispute Resolution process does not apply to revocation proceedings or related matters under regulations section 11968.5.2 and/or section 47607 of the Education Code.

The staff and governing board members of WAYS agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both will refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

15 Declaration of Exclusive Public School Employer

Wisdom Academy for Young Scientists shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Education Employment Relations Act as specified in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the California State Education Code [47611.5(b)]. In accordance with this code, WAYS employees have the right to join organizations of their choice, to be represented by such organizations in their professional and employment relationships with public school employers, to select one employee organization as the exclusive representative of the employees in an appropriate unit, and to afford certificated employees a voice in the formulation of educational policy.

16 Charter School Closure

16.1 Charter Revocation

The County may revoke the charter if WAYS commits a breach of any provisions set forth in the Charter School Act of 1992. The County may revoke the charter of the WAYS if the County finds, through a showing of substantial evidence, that the charter school did any of the following:

- WAYS committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- WAYS failed to meet or pursue any of the pupil outcomes identified in the charter.
- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- WAYS violated any provision of law.

Prior to revocation, and in accordance with Cal. Educ. Code section 47607(d) and State regulations, the County will notify WAYS in writing of the specific violation, and give WAYS a reasonable opportunity to cure the violation, unless the County determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution clause set forth in this charter. County and WAYS shall follow the CDE's charter school revocation regulations beginning at section 11968.5.2.

16.2 Closure Procedures

The following are closing procedures that abide by Cal. Educ. Code §47605(b)(5)(P), should the Charter School close for any reason. The decision to close Wisdom Academy for Young Scientists either by the WAYS governing Board or by the County, will be documented in a Closure Action. The Closure Action shall be deemed to have been automatically made when any of the following occur: the charter is revoked or non-renewed by the County; the Charter School board votes to close the school; or the Charter lapses. In the event of such a Closure closure Action or as soon as WAYS informs the County of its intent to voluntarily close, the following steps are to be implemented:

1. Identification of a responsible person(s) – e.g., Executive Director, Financial Officer, Chair of the Charter School's governing board, to oversee and conduct the closure process.
2. Written notification to parents/guardians/caregivers of the enrolled students WAYS will be issued by WAYS within 72 hours after the determination of a Closure Action and the effective date of closure. A sample copy of the language

used in the written notification is also to be made to the County within the same time frame.

a. The written notification will also include information on assistance in transferring each student to another appropriate school, and a process for the transfer of all

b. The process for transferring student records to the receiving schools shall be in accordance with County procedures for students moving from one school to another as indicated above.

c. Parents will also be provided with student information that includes closure notice, a copy of their child's cumulative record, which will include grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements and a transcript, and State testing results.

d. WAYS will prepare an electronic master list of all students to the County. This list will include the student's identification number, Statewide Student Identifier (SSID), birthdates, grade, full name, address, home school, enrollment date, exit code, exit date. If WAYS closure occurs before the end of the school year, the list should also indicate the name of the school that each student is transferring to, if known.

e. The original cumulative files should be organized for the County to pick up in two categories: active students and inactive students. LACOE will coordinate with the Charter School for the pickup of the student records. The charter school is responsible for ensuring student records have been maintained in compliance with the LACOE Cumulative Records Handbook and applicable State Education Code provisions.

f. The charter school must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.

g. The Charter school will provide to the County CSO a copy of student attendance records, teacher grade books, school payroll records, and Title I records (if applicable)

3. Written notification to the County and any other school districts of residence of the list of returning students and their home schools, to be made within 72 hours of the determination of the Closure Action.

4. Transfer of the original student records to the County, within seven calendar days from the determination of an Action to Close.

5. Written notification to the California Department of Education, the Los Angeles County Office of Education, and the Special Education Local Planning Area (SELPA) in which the Charter School participates, of the Closure Action shall be made by the [Charter School] by registered mail within 72 hours of the decision to Closure Action. Charter School shall provide a copy of these correspondences to the County CSO.
6. WAYS shall allow the County access, inspection and copying of all school records, including financial and attendance records, upon written request by the County.
7. A financial closeout audit of the Charter School will be paid for by WAYS to determine the disposition of all assets and liabilities of the Charter School, including plans for disposing of any net assets. The final independent audit shall be completed within six months after the closure of the school. A neutral, independent licensed CPA who will employ generally accepted accounting principles would conduct this audit. Any liability or debt incurred by WAYS will be the responsibility of WAYS and not the County. The Charter School understands and acknowledges that WAYS will cover the outstanding debts or liabilities of WAYS. Any unused monies at the time of the audit will be returned to the appropriate funding source. WAYS understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the SELPA in which WAYS participates, and other categorical funds will be returned to the source of funds.
8. For six calendar months from the Closure Action or until budget allows, whichever comes first, sufficient staff as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfers.
9. The WAYS Board shall adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.
10. In addition to a final audit, WAYS will also submit any required year -end financial reports to the California Department of Education and the County, in the form anytime frame required.
11. If the corporation is operated by a nonprofit corporation, and if the corporation doesn't have any other functions than operation of the Charter School, the corporation will be dissolved according to its bylaws.
 - a. The corporation's bylaws will address how assets are to be distributed at the closure of the corporation.
 - b. A copy of the corporations bylaws containing the information on how assets are to be distributed at the closure of the corporation, are to be provided to the County prior to approval of this Charter.

12. WAYS shall provide the County within fourteen (14) calendar days of closure action prior written notice of any outstanding payments to staff and the method by which the school will make the payments.

13. WAYS will within fourteen (14) calendar days of closure action contact the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), and the Los Angeles County office of Education and follow their procedures for dissolving contracts and reporting. WAYS will copy the County on all correspondence.

14. Prior to final closure, WAYS shall do all of the following on behalf of the school's employees, and anything else required by applicable law:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. File the Federal Notice of Discontinuance with the Department of Treasury (Treasury Form 63).
- c. Make final federal tax payments (employee taxes, etc.)
- d. File the final withholding tax return (Treasury Form 165).
- e. File the final return with the IRS (Form 990 and Schedule).

This Element 16 shall survive the revocation, expiration, termination, cancellation of this charter or any other act or event that would end WAYS right to operate as a Charter School or cause WAYS to cease operation.

Additionally, should it be necessary for Wisdom Academy for Young Scientists to close for any reason, the following procedures will be observed:

- The WAYS Board will issue documentation of closure action. The action will identify the reason for the school's closure whether the charter was revoked, not renewed or closed voluntarily and the effective date of the closure.
- The WAYS Board, will issue notification to parents and students as soon as possible, once it appears that closure is imminent. The notification will include information on assistance in transferring each student to another appropriate school and a process for the transfer of all student records.
- WAYS and the County will work together to develop a process for the transfer of student records to the students' district of enrollment eligibility or other school to which the student will transfer. This process will include provisions for the County to maintain all school records including financial and attendance records, for a reasonable period after the school closure.
- A final independent audit shall be completed within 6 months after the closure of the school, its purpose being to determine the net assets or net liabilities of the school. This assessment will be conducted by a licensed CPA and will employ generally accepted accounting principles. Any

liability or debt incurred by WAYS is the responsibility of the charter school and not the County. WAYS understands that the charter school will cover outstanding debts or liabilities. Any unused monies at the time of the audit will be returned to the appropriate funding source. It is noted that only unrestricted funds will be used to pay creditors. Any unused AB 602 will be returned to the SELPA and other categorical funds will be returned to the source of funds.

- As needed for up to six months or until budget allows whichever comes first, sufficient staff, as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfer. The WAYS Board shall also adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

17 Other Items

17.1 Administrative services

Wisdom Academy for Young Scientists will contract with an independent business management firm to process payroll, quarterly payroll tax reports, and annual tax reports as required by the Employment Development Department, Internal Revenue Service and Social Security Administration.

WAYS will contract with an independent business management firm to process and maintain all accounting records. This company along with the Executive Director will have direct oversight responsibility for maintaining accounts receivables, accounts payable, general ledger and payroll.

17.2 Process for Investment Procedures and Deposit of Funds

The WAYS Board will set investment policies and the Executive Director will be responsible for executing those policies. Liquid cash will be invested in a checking account will require two signatures for withdrawals greater than \$5,000.

17.3 Process for Ensuring Adequate Cash Flow

An independent business management company will prepare monthly cash flow statements comparing actual cash flow to budget (See Appendix H). Bi-monthly presentations to the WAYS Board will be made and will highlight cash flow concerns if any are present.

17.4 Cash and revenue flow

Wisdom Academy for Young Scientists is a directly funded charter school. Funds still flowing through the County will be transferred via journal voucher entry, in a timely manner. Warrants are to be payable to Wisdom Academy for Young Scientists.

17.5 Balanced budget

Budget development will begin each year immediately following the January announcement of the governor's K-12 State Budget Proposals and continually refined through the May Revision to the Final State Budget Act. Budgeted resources will always be consistent with charter school goals as identified by the governing council.

Wisdom Academy for Young Scientists will adopt site based budgeting to 1) allow the direction of spending priorities in order to provide leverage for fundamental change 2) link budget to student outcomes and 3) make budgeting program-driven instead of formula-driven. WAYS will submit a balanced budget (see attached budgets), based upon projected enrollment and revenues, to the authorizer on a yearly basis.

17.6 Financial reports

WAYS will provide any financial information requested by the County and make its books available to the County during any business day upon request or within 24 hours. In addition, all legally required financial reports will be submitted to the County, in the format required by the County within time lines specified and clearly communicated by the County each year. The legally required financial statements include, but are not limited to, the following:

- Provisional Budget – Spring prior to operating fiscal year
- Final Budget – August of the budget fiscal year
- First Interim Projections – November of operating fiscal year
- Second Interim Projections – February of operating fiscal year
- Unaudited Actuals – July following the end of the fiscal year
- Audited Actuals – November following the end of the fiscal year

- Classification Report – monthly the Monday after close of the last day of the school month
- Statistical Report – monthly the Friday after the last day of the school month. In addition:
- P1, first week of January
- P2, first week of April

Wisdom Academy for Young Scientists shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the County and shall consult with the County regarding any inquiries.

17.7 Appropriation of funds

Wisdom Academy for Young Scientists shall invest in accordance with Government Code section 53600. et seq. The charter school can lease or acquire any needed facilities, with site inspection approval from the County. Any monies accrued from deposits or investments must be used to support the instructional program. All funds raised or generated by Wisdom Academy for Young Scientists will remain with the charter school.

In accordance with current Federal legislation, Wisdom Academy for Young Scientists will apply for directly to receive Title I funding based on eligibility of students. Funds will be used to support service personnel, e.g. paraprofessionals, nurse, psychologist, etc., and programs in accordance with federal guidelines do not prohibit such expenditures. Expenditures of Title I funds will conform to all guidelines, rules and regulations pertaining to the expenditures of such funds.

17.8 Special education attendance, fiscal and legal issues

WAYS will be its own local educational agency ("LEA") and will apply directly for membership in the Los Angeles County Special Education Local Plan Area ("SELPA") in conformity with Education Code Section 47641(b). WAYS will provide approved legal verification of membership in a state-approved SELPA.

Wisdom Academy for Young Scientists will assume responsibility for providing its own special education services and instruction, as set forth in the IDEA. WAYS may opt to purchase special education services, on a fee for service basis. Any changes to this agreement for fiscal accountability and provision of services to special education students shall be renegotiated with the district two (2) months prior to the beginning of a new fiscal year.

To meet State and Federal standards, the County will maintain oversight responsibility for the delivery of special education services but will work cooperatively with Wisdom Academy for Young Scientists.

For students transferring to WAYS from other school districts. The school shall provide related services required by the students' IEPs upon enrollment regardless of the type of service provider; the IEP team meetings for such students shall be held within thirty (30) days of enrollment.

To the degree the school is found out of compliance by a court, or federal or state agency, the School is solely responsible for all costs, fees (including attorney's fees), or other remedies associated therewith.

17.9 Insurance Requirements

No coverage shall be provided to the charter school by the County under any of the County's self-insured programs or commercial insurance policies. The charter school shall secure and maintain, as a minimum, insurance as set forth below with insurance companies acceptable to the County to protect the charter school from claims which may arise from its operations. The following insurance policies are required:

- a. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the charter school from claims under Workers' Compensation Acts, which may arise from its operations.
- b. Comprehensive Bodily Injury and Property Damage Liability for combined single limit coverage of not less than \$5,000,000 for each occurrence. The policy shall be endorsed to name the County as additional insurers and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the charter school's insurance primary despite any conflicting provisions in the charter school's policy. Coverage shall be maintained with no self-insured retention.
- c. Fidelity Bond coverage shall be maintained by the charter school to cover all charter school employees who handle, process, or otherwise have responsibility for charter school funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.

Concerning Insurance Certificates, the charter school shall furnish to the County's Insurance Section by the first Friday in October, certificates of such insurance signed by an authorized representative of the insurance carrier.

Certificates shall be endorsed as follows:

"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County."

Facsimile or reproduced signatures may be acceptable. However, the County reserves the right to require complete certified copies of the required insurance policies.

Should the charter school deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee, or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall be the responsibility of the charter school.

17.10 Hold Harmless indemnification

To the fullest extent permitted by law the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this charter agreement. The Charter School further agrees to the fullest extent permitted by law at its own expense, to indemnify, defend, and hold harmless the County and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission or acts committed by the Charter School, and their officers, Principals, employees or volunteers.

17.11 AB 1994

Consistent with AB 1994, WAYS will provide an annual financial report to the County in a format developed by the Superintendent of Public Instruction. The County will send this financial report to the Superintendent of Public Instruction. WAYS will submit its annual audit to the State Controller, COE, and the CDE.

17.12 Legal obligations/responsibility

Wisdom Academy for Young Scientists shall be solely responsible for the legal obligations and financial debts for the charter school or of its non-profit corporation.

17.13 Legal representation

The Charter School will retain legal representation. Legal representation is currently provided by Procopio, Cory, Hargreaves & Savitch LLP to act as an advisor regarding:

- Drafting and implementing of policies and procedures.
- All aspects of the operation of a non-profit California Public Benefit Corporation.

- All matters related to the school's potential liability.

17.14 Food service program

In accordance with the Federal Lunch Act, eligible students will be provided breakfast and lunch free or at reduced rate.

17.15 County impact

The Wisdom Academy for Young Scientists is located at 706 E. Manchester Avenue, Los Angeles, California; with satellite sites located at 8778 S. Central Avenue, Los Angeles, California 90002, and 7651 South Central Avenue, Los Angeles, California 90002. The sites will house grades K - 5 and school offices. The school will lease these facilities. At this time, the school does not anticipate having any material effect on the County's facilities needs.

17.16 Proposed charter term

This Charter shall become effective July 1, 2011 and expire on June 30, 2016.

17.17 Charter Renewal

The Charter School must submit its renewal petition to the County.

17.18 Obligation for compliance with the Education Code

It is understood that the Charter School shall comply with all the provisions set forth in this charter, but is otherwise exempt from the laws governing school districts except for all of the following:

47610. A charter school shall comply with this part and all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts, except all of the following:

(a) As specified in Section 47611.

That which is (b) As specified in Section 41365.

(c) All laws establishing minimum age for public school attendance.

(d) The California Building Standards Code (Part 2 (commencing with Section 101) of Title 24 of the California Code of Regulations), as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located.

(e) Charter school facilities shall comply with subdivision (d) by January 1, 2007.

47610.5. A charter school facility is exempt from the requirements of subdivision (d) of Section 47610 if either of the following conditions apply:

(a) The charter school facility complies with Article 3 (commencing with Section 17280) and Article 6 (commencing with Section 17365) of Chapter 3 of Part 10.5.

(b) The charter school facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

17.18 Supervisory oversight

Per Education Code Section 47613, the County may charge the maximum supervisory oversight fee, permitted by law.

17.19 Attendance accounting

Wisdom Academy for Young Scientists will utilize reporting procedures approved by the County. Attendance accounting procedures will satisfy requirements of CDE, and LACOE. Classroom teachers will report daily attendance to the office manager. Official registers will be completed on a monthly basis documenting the month's attendance. Required reports will be completed regarding daily attendance and submitted to the requesting agencies. This includes reporting enrollment and attendance figures to the County on a monthly basis. School calendar will be provided to the County yearly for annual review. WAYS school year calendar spans 180 days. The school day begins at 8:00 and concludes at 2:45 pm.

17.20 Student information systems

Wisdom Academy for Young Scientists will utilize a Student Information System (SIS) acceptable to the County. WAYS will utilize attendance software and forms approved by the State and the County to facilitate transmission of attendance data.

17.21 Operations

School policy is developed by the school administration and approved by the school board. The faculty has input and may assist in the development of such policies. The school Principal and staff will carry out the day-to-day operations. The Principal will be held responsible for the timely and appropriate reporting regarding student outcomes, budget, etc. Reporting will be implemented in accordance with specific agreements between WAYS and the County. Evaluation and hiring criteria, decisions and procedures are set forth in this petition.

17.22 Facilities

Charter Petitioner or Developer: Mickey Cureton, Wisdom Academy for Young Scientists, C/O Executive Director Ed Cabil

Charter Management Organization N/A

Petitioner's Mailing Address 706 E. Manchester Ave., L.A., CA 90001

Proposed Charter School Location 706 E. Manchester Ave., L.A., CA 90001

Charter School Satellite Sites Locations 7651 S. Central Ave., L.A., CA 90001 and

8778 S. Central Ave., LA., CA

90002

LAUSD Attendance Area Local District R, South Park Elementary

Proposed Charter School to be located within the boundaries of LAUSD LOS ANGELES COUNTY.

17.22.1 Facility status

The charter petitioner must demonstrate control of a facility such as a commitment from the landlord, to ensure that the property is actually available to the charter developer, and that the facility is usable with or without conditions (such as a conditional code permit.) The charter school facility shall comply with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which the charter school is to be located, and the Americans with Disabilities Act (ADA). Applicable codes and ADA requirements shall also apply to the construction, reconstruction, alteration of or addition to the proposed charter school facility. The Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA requirements.

17.22.2 Description of the Facility to be Used

Wisdom Academy for Young Scientists will be located at 706 E. Manchester Avenue, Los Angeles, California. The site is located in South East Los Angeles, within the borders of the County. The facilities have classrooms, exploration/creation space, offices, multi-purpose room, staff resource room, conference room and full kitchen. Wisdom Academy for Young Scientists will also be located at two satellite sites, 8778 S. Central Avenue, Los Angeles, California 90002, and 7651 S.outh Central Ave.nue, Los Angeles CA, California 90002.

17.22.3 Occupancy of the Site

The charter petitioner or developer shall provide the County with a final Certificate of Occupancy at least 45 days prior to the date the school is scheduled to open, issued by the applicable permitting agency, allowing the petitioner to use and occupy the site. The Charter School may not open without a Certificate of Occupancy for the designated use of the facility unless the County makes an exception. If the Charter School moves or expands to another facility during the term of this charter, the Charter School shall provide a Certificate of Occupancy to the County for each facility at least 45 days before the school is scheduled to open or operate in the facility or facilities. Charter School shall not open in any location for which it has failed to timely provide a Certificate of Occupancy to the County, unless otherwise discussed with and approved by County. Notwithstanding any language to the contrary in this charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

17.22.4 Health & Safety

The school will comply with the Healthy Schools Act California Education Code Section 17608, which details pest management requirements for schools. Developers may find additional information at:
www.laschools.org/employee/mo/ipm.

17.22.5 Asbestos Management

The charter school will comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

17.22.6 District Facilities

If District facilities are used during the term of this charter, the charter shall abide by and adhere to all LAUSD standards and established policies relating to Maintenance & Operations.

Appendix A: Calendar of Operational Days

Appendix B: Organizational Chart, Board Questionnaires and Resumes

Appendix C: Governing Board Member's Roster

Appendix D: Annual Audit

Appendix E: Conflict of Interest

Appendix F: Lottery Form

Appendix: G: Enrollment Application

Appendix H: Budget

Appendix I: Articles of Incorporation and Bylaws

Appendix J: Demographic Information for Prospective Site



Los Angeles County Office of Education

Serving Students • Supporting Communities • Leading Educators

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PCHS LLP

September 11, 2014

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Katie Braude
President

Thomas A. Saenz
Vice President

Douglas R. Boyd

José Z. Calderón

Alex Johnson

Raymond Reiser

Rebecca J. Turrentine

Greta A. Proctor
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101

Re: Public Records Act Request, Wisdom Academy for Young Scientists

Dear Ms. Proctor:

The Los Angeles County Office of Education has identified additional documentation that may be responsive to your Public Records Act Request letter dated April 11, 2014. The enclosed documents are intended to supplement LACOE's prior responses to your Public Records Act request, dated June 18, 2014 and June 20, 2014.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Courtney M. Brady".

Courtney M. Brady
Deputy General Counsel

CMB:dk

Higelin_Judy

From: Patel_Neha
Sent: Thursday, November 21, 2013 11:41 AM
To: Higelin_Judy; Wilson_Dina
Cc: Sanchez_Lila
Subject: FW: Board Meeting Postponed

From: Sandra Davis [<mailto:saundavis@aol.com>]
Sent: Thursday, November 21, 2013 11:26 AM
To: Edward Cabil
Cc: dvalenti747@yahoo.com; armando.espinoza.10@my.csun.edu; johnsoncenter@msn.com; normanskx@gmail.com; Carol Lee Tolbert; kimberly@ksdanielslaw.com; Patel_Neha; Jason Okonkwo; Karen Horowitz; deara7@gmail.com; Ball Business Management; larry.wisdomacademy@gmail.com
Subject: Re: Board Meeting Postponed

Dear Mr. Cabil,

I am concerned about you postponing today's Board Meeting. Although I had concerns even before now because of the fact that we were Literally verbally threatened, told to leave and not to come back, lights turned off and then thrown out of the October 24th board meeting by Jason Okonkwo. On one hand I appreciate your intervention to ensure our safety and not allow him to attack us again. I want to thank you for stepping up to the plate to intervene on our behalf. On the other hand, I'm wondering if I missed the Board vote or authorization to postpone the board mtg. Is this in your scope of authority without Board Approval and/or authority? In our efforts to get this school and administration on the right track, we must take protocol and authority into consideration.

Please apprise me of how this decision was made because even though our safety was and is a concern, we must approach every situation within the scope of position, following all policies, procedures, rules and regulations and remembering, "It's All About The Kids"

Blessings,
Sandra Davis
(310)733-8091
Sent from my iPhone

On Nov 19, 2013, at 4:44 PM, Edward Cabil <edcabil@sbcglobal.net> wrote:

I am writing you to notify that the November 21, 2013 board meeting has been postponed.

Blessings,
Ed Cabil

WAYS

12/14/13

Carol Lee Tolbert

Oakland, CA

mutual friend knew Ed Cabil who asked

Ed Cabil's mutual friend found Carol Tolbert
and asked to be involved in Carol Agency.

⇒ Board is kept out by + not given details of FCMA
Reviews.

⇒ LACOE's letters showed Carol that WAYS was not
responding to LACOE.

* ⇒ Carol asked MR Cabil - do you want me on the board or
on the operational side? MR Cabil said he wanted
Carol on the board.

⇒ Carol showed down in June 2013 + Sandra, ^{Dana} and Kimberly
Daniels - the other 2 board members came + watched
the checks. in August 2013 Carol was "elected"
to board + became board President.

⇒ Carol was given a overview of how the WAYS credit
+ school there was a financial problem. Carol felt
the administrators were running the whole show.

⇒ Board members are not receiving information +
Administrators are running everything which makes
 Oversight + Fiduciary responsibility difficult.

⇒ Oct board meeting 2013 = closed session - premature
termination of two employees.

⇒ Mrs Cabal did not want to collaborate with Carol
in preparing the board agenda.

on 10/9/13 - a board member called a special
meeting; however, the only one who can call a
special meeting is President or a majority of board.
Carol said it would have been an illegal meeting
+ Jason

Mrs Tolbert wanted the prematurely terminated staff
to meet with Board members individually + staff
should share their termination experience which was very
poor even though they had good recommendations.
The Management Staff said there was no paperwork
for what the employees did wrong.

⇒ Mrs Tolbert believed the at-will process was abused.

Then Jason Obarkov "went off" + wanted to come
into closed session + Edwanda Espinosa Board
members wanted Jason to be next because Edwanda
is a good friend of the Obarkovs.

MS Talbot has not met with any board
members know through mutual friends.

MR Cahil cancelled the NOV 2013 board
meeting.

Ed Cahil
Jason
Debra

) No employment contracts

Ed Cahil facilitates Jason's behavior. MR Cahil condones
Jason's behavior.

* Halim was in the August 2013 Board meeting to address
the financials, Sept 2013 Board meeting Halim was
told by Jason not to come, the Oct 2013 board
meeting had the argument & board was thrown
out of the building so Halim could not discuss
the financials & NOV 2013 Board meeting was
cancelled by Ed Cahil. There is now
no Dec 13 Board meeting.

MS Talbot does not know who OSE became former.

Halim provided a number list to MS Talbot

but Cahil told MS Talbot that to talk to Contractors.

⇒ Jason Lexter = Board did not receive any
Account to pay off the Lexter. September 2013
Board agenda had something about transportation
needs. Halima discussed with MS Tolbert
what should he do with paying off the Lexter
& MS Tolbert said don't pay off the Lexter.

^{MSA}
⇒ Halima has presented a Procedure Manual to
the Charter.

* What does the Charter Petition say
How transactions are approved?

⇒ Administration is not available & The Board
has no control

⇒ 17 Board members turn over in 3 years.

⇒ The LACOE staff need to have a meeting with the
board to describe the consequences of course
if Holly is approved.

⇒ Board members have not received a "Notice to Cure"
from LACOE although LACOE has written and sent
it to the administrators. =

⇒ one of the Board members thought Jason was their boss.

⇒ Dobi = the family believe it is their personal school.

Mrs Tolbert was clear that Jason was not their boss. Carol said to Judy that Margit is emboldened to act the way they do because nobody stopped them.

Office supplies received by \$18,000 but of gave projected 13/14 and no actual figures for 12/13.

Jason called Halila not to come to the Sept 2013 Board meeting. Ms Tolbert wanted Halila to come to Sept 2013 Board meeting to continue discussing the finances + Carol asked Jason what happened + Jason said he told Halila not to come to the Sept 2013 Board meeting.

Restoring order = that was filed but not
executed.

OCI Development, Inc 2017-19 lease agreement
• Not approved by the board.

John Linnic from Procopio joined WAYS Board
member Robert - however, the WAYS
Board needs to move forward on Board
• Brown Act
• Fiduciary responsibilities
• Procedures, etc.

Look at Cabot's Payroll Register. ^{diff. schedules} p. 13
De Marchi but Salary Schedules = 100,500 - ^{Inclusive} verify
how much in QBS Cabot is really getting

⇒ In 2010, board member spoke up & were somewhat
stymied but did get word out. Also, the
Report of Administrators taking over & "Significant
Influence" exerted the pattern is established
that Administrators try & run off board members
that push back.

APPROVED
NO. 8:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, September 16, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, September 16, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Dr. Jose Zapata Calderon, Mr. Alex Johnson, Dr. Rebecca Turrentine and Ms. Katie Braude

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:01 p.m.

PLEDGE OF ALLEGIANCE

Mr. Boyd led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that the changes to the Board agenda included, interdistrict appeals No. 3 had been withdrawn.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the Board agenda with noted change. There were 7 ayes.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Mr. Boyd

- Mr. Boyd indicated that he attended the California County Boards of Education (CCBE) conference in Monterey. He said that he was happy to represent LACOE and that people were surprised that Mrs. Freer was no longer on the County Board. He mentioned that both CCBE and California School Boards Association (CSBA) would be preparing resolutions in honor of Mrs. Freer's time, work and commitment to the organizations.
- Mr. Boyd indicated that while at the CCBE conference, he attended a charter school workshop hosted by Mr. Jose Cole-Gutierrez, Director of the Charter Schools Division for the Los Angeles Unified School District. He said he was impressed by the

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presentation and asked Mr. Cole-Gutierrez about doing a presentation for the County Board, which he agreed to do. Mr. Boyd shared the conference schedule and other materials with the County Board.

Ms. Braude asked the rest of the Board members if they would like to invite LAUSD for a presentation on charter schools. The Board said yes.

- Mr. Boyd indicated that tomorrow is Constitutional Day, a federal holiday and a topic that will be discussed in schools throughout the United States.

Dr. Calderon

- Dr. Calderon said he visited the San Gabriel Valley Conservation Corp. (SGVCC) on Thursday, where they opened a new school in Pomona. He said that they teach classes in the morning and provide jobs for all the students in the afternoon. He also said that many of the students who are in the program are from camp schools. He said that on Thursday, the SGVCC will have a demonstration of their recycling program. Dr. Calderon indicated that Hilda Solis and Gloria Molina will be attending. He encouraged everyone to attend and visit the SGVCC next Thursday at 12 noon.
- Dr. Calderon said he visited with Connie Leyva and the progressive alliance and labor organizations who are working with unions to help create apprenticeship programs for the youth.
- Dr. Calderon mentioned that today, September 16 is Mexican Independence Day.
- Dr. Calderon wished Ms. Vibiana Andrade, general counsel, a happy birthday.

Dr. Reisler

- Dr. Reisler said that he wanted to correct one word in a misstatement, which occurred at the last meeting. He said that in a general discussion on the Superintendent's performance and evaluation, the Superintendent used the word evaluation in reference to the Board saying it is not supposed to evaluate and might conflict with his contract . . . He clarified that the misstatement is not an evaluation and unfortunately the Superintendent continues to use that. Dr. Reisler said he has no desire to evaluate the Superintendent because the County Board does not hold that authority. The Board of Supervisors is asking if the County Board wanted to collectively submit recommendations, if any, to help with their evaluation of the Superintendent.

Dr. Delgado

- Dr. Delgado indicated that Design Academy had a successful kickoff event on Thursday with about 60 students from County Community Schools. He said he is excited about the program and that this is something that will highly benefit students who will receive program certification, as well as work on credit recovery.
- Dr. Delgado again mentioned that there would be a State Superintendent Candidates Forum on Wednesday, September 17, 7-9 p.m. in the LACOE Conference Center. He also said that this would be televised on the California Channel, which will air throughout the state. He encouraged the County Board and staff to attend the forum.

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COMMUNICATIONS: PUBLIC

Mr. Leonard Delpit, Mr. Daymond Johnson, Roderick Pollion, Corey Aldridge, Olga Barranco, Lilian Chavez, Tiffany Garcia spoke in support of Wisdom Academy for Young Scientists (WAYS).

PRESENTATIONS (none)

HEARINGS

PUBLIC HEARING ON TEXTBOOKS AND INSTRUCTIONAL MATERIALS SUFFICIENCY FOR EDUCATIONAL PROGRAMS (12-MONTH SCHOOLS)

Ms. Braude postponed this item until 4:00 p.m.

REPORTS / STUDY TOPICS

REPORT ON THE 2014-15 TEXTBOOKS AND INSTRUCTIONAL MATERIALS SUFFICIENCY FOR EDUCATIONAL PROGRAMS (12-MONTH SCHOOLS)

Dr. Cuauhtemoc Avila, Assistant Superintendent, Educational Programs, introduced Ms. Anna Whalen, R & D Analyst for Educational Programs, who presented a report on the textbooks and instructional materials sufficiency for educational programs.

Anna Whalen reported that 100% of LACOE classrooms and school sites in the Educational Programs have achieved textbooks sufficiency. She indicated that there is at least one core textbook in each subject in the classroom and that principals compiled surveys, which indicated that each classroom was textbook sufficiency compliant.

Dr. Turrentine indicated that LACOE is still over-subscribing to textbooks and that it is her hope with the new inventory process, that next year, LACOE will be much closer to subscribing to textbooks with targeted student ratio.

REPORT ON HEAD START COMMUNITY ASSESSMENT

Ms. Yolanda Benitez, Chief Academic Officer, introduced Ms. Keesha Woods, Director of the Head Start Division, and the Policy Council (PC) members to review the Head Start Community Assessment report received by the County Board. PC Members included Mr. Humberto Lopez, Chair, Ms. Amanda Ledman, Ms. Susana Baxendele, and Ms. Ana Campos.

The comprehensive community assessment data for 2016-2019 program years included an overview of Demographics, Eligible Population, Disabilities, Education, Resources, Family and Community Services, Health and Nutrition and Mental Health. Ms. Woods indicated that data from the community assessment is used to address: grantee philosophy and goal; types of comprehensive services and program options most needed; service and recruitment areas for each delegate agency; center locations and areas to be served by home-based programs, including family child care (FCC), and socialization spaces; and criteria for prioritizing children and families recruited for enrollment. Ms. Woods also reviewed the six LACOE Head Start-State Preschool Division Goals with the County Board.

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The County Board had a discussion on this item.

Ms. Braude held the public hearing at 4:09 p.m.

**PUBLIC HEARING ON TEXTBOOKS AND INSTRUCTIONAL MATERIALS
SUFFICIENCY FOR EDUCATIONAL PROGRAMS (12-MONTH SCHOOLS)**

The Superintendent recommended that a Public Hearing on the 2014-15 Textbooks and Instructional Materials Sufficiency for Educational Programs (12-month schools) be held on September 16, 2014 at 4:00 p.m.

There were no public speakers to address the County Board on this issue. The Public Hearing was closed at 4:11 p.m.

REPORT ON HEAD START COMMUNITY ASSESSMENT (Cont.)

The County Board continued their discussion on the Report on Head Start Community Assessment.

Mr. Saenz requested data availability on How Migrant Early Head Start (EHS) preschool children are served in San Luis Obispo; Density of housing situation (*A look at how many family members are living in a household*).

Mr. Saenz also requested information on criteria assessment – recruitment:

- EHS v. Head Start (HS) reduced seats: The reduced seats in EHS, how does this influence EHS recruitment and enrollment v. HS?
- How does this relate to decisions made by delegate agencies about enrollment in full day programs v. partial day programs, where a number of full day program slots are much smaller than partial day slots?
- Historical data of EHS enrollees: how many are siblings of HS enrolled students v. how many are not siblings?
- Data comparing the demographics of full day slots v. partial day slots.

Dr. Reisler indicated that he would like staff to highlight and flag any Track C status updates to the County Board.

CONSENT CALENDAR RECOMMENDATIONS

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mr. Saenz, and **CARRIED** to approve Consent Calendar Recommendations. There were 7 ayes.

APPROVAL FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY

The Superintendent recommended that the County Board approve the disposal of public personal property. Surplus assets will be disposed of through e-waste.

**ADOPTION OF BOARD RESOLUTION NO. 3: 2014-15: EXCEPTION TO THE
CALPERS 180-DAY WAIT PERIOD (GOVERNMENT CODE SECTION 7522.56)**

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The Superintendent recommended that the County Board adopt Resolution No 3, as part of the regular County Board meeting on Tuesday, September 16, 2014, to provide exception to the 180-day CalPERS wait period.

RECOMMENDATIONS

APPROVAL OF LACOE FY 2014-15 BUDGET TO ACTUALS REPORT WITH BUDGET REVISIONS AS OF AUGUST 25, 2014

The Superintendent recommended that the County Board approve budget revisions to the fiscal year 2014-15 budget. The current budget recognizes changes, transfers, and increases to the adopted budget.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the LACOE FY 2014-15 Budget to actuals report with budget revisions as of August 25, 2014. There were 6 ayes. (*Dr. Reisler was away from the dais.*)

ADOPTION OF RESOLUTION NO. 2 FOR 2014-15 TEXTBOOKS AND INSTRUCTIONAL MATERIALS SUFFICIENCY COMPLIANCE FOR EDUCATIONAL PROGRAMS (12-MONTH SCHOOLS)

The Superintendent recommended that the County Board approve Resolution No. 2: 2014-15, reaffirming that the governing Board held a public hearing on September 16, 2014, and fulfilled all requirements of Education Code Section 60119 that require a public hearing to be held prior to the eighth week after school begins.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve Resolution No. 2: 2014-15 reaffirming that the governing Board held a public hearing on September 16, 2014, and fulfilled all requirements of Education Code 60119. There were 6 ayes. (*Dr. Reisler was away from the dais.*)

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENT – SOUTH EL MONTE

The Superintendent recommended that the County Board appoint Mr. Mike Hodson to the South El Monte Redevelopment Oversight Committee.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Saenz, and **CARRIED** to approve the appointment of Mr. Mike Hodson to the South El Monte Redevelopment Oversight Committee. There were 6 ayes. (*Dr. Reisler was away from the dais.*)

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENT – CITY OF INDUSTRY

The Superintendent recommended that the County Board appoint Mr. Deo Persaud to the City of Industry Redevelopment Oversight Committee.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the appointment of Mr. Deo Persaud to the City of Industry Redevelopment Oversight Committee. There were 6 ayes. (*Dr. Reisler was away from the dais.*)

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APPROVAL OF ADDITIONS TO CERTIFICATION OF SIGNATURES – 2014-15

The Superintendent recommended that the County Board authorize the addition of Scott Price, Ph.D., Chief Financial Officer, to the list of persons approved to sign all documents for LACOE for the period of September 17, 2014, to August 30, 2015.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Johnson, and **CARRIED** to add Dr. Scott Price, Chief Financial Officer to the list of persons approved to sign all documents for LACOE for the period of September 17, 2014, to August 30, 2015. There were 6 ayes. (*Dr. Reisler was away from the dais.*)

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

The Superintendent reported to the County Board that Ms. Pam Gibbs, Director of Governmental Relations Office, was working on a report for the County Board on legislative bills.

BOARD COMMITTEE/LIAISON REPORTS

Dr. Turrentine indicated that there was a Board Finance Committee meeting today.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

Dr. Delgado reported on the Board calendar for the September 23, 2014 Board meeting.

Dr. Turrentine and Ms. Braude indicated that they would be absent for the October 7, 2014, Board meeting.

Dr. Reisler requested that a future agenda item be added for the County Board to contribute any recommendation to the Board of Supervisors. The County Board referred this item to the Board subcommittee on Framework.

(The County Board took a 10-minute recess 4:55-5:05 p.m.)

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Jea R. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was present and was represented by her mother, Mrs. Jocelyn Refuerzo. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

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Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

Destiny R. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her grandmother, Ms. Arneather Robinson. Ms. Debra Villescascas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

~~Joshua C. v. Los Angeles Unified School District~~ – District Released

Hunter N. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her parents, Mr. Kaiser Noa and Mrs. Janny Noa. Ms. Debra Villescascas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

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Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

ADJOURNMENT

Ms. Braude adjourned the meeting at 5:57 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to adjourn the meeting. There were 7 ayes.

APPROVED
NO. 9:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, September 23, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, September 23, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Dr. Jose Zapata Calderon, Mr. Alex Johnson, Dr. Rebecca Turrentine and Ms. Katie Braude

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:11 p.m.

PLEDGE OF ALLEGIANCE

Dr. Reisler led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Board agenda as presented. There were 7 ayes.

APPROVAL OF MINUTES

- **August 12, 2014** – The minutes were approved with noted changes.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Calderon

- Dr. Calderon indicated that on Saturday, September 20, 2014, he was the keynote speaker at the Los Angeles United Teachers of Los Angeles Conference, which was attended by hundreds of teachers.
- Dr. Calderon indicated that he is continuing his work with Youth Build in the City of Pomona, which is similar to the LACOE AfterCare program. He said that there are a number of youth from camps that are in the program, who go to school for half a day and

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go to a job site for the second half of their day. Dr. Calderon mentioned that a recycling program site just opened where it will serve as a job placement location for students.

- Dr. Calderon indicated that he is working with the City of Pomona to look at ways to open up a park in the city and to develop mentor programs with Cal Poly, Mount Sac and Claremont College students after school to direct students in the philosophies of Cesar Chavez: Resolving conflict and not taking it out on yourself or others and organizing efforts to change your community.

Dr. Reisler

Dr. Reisler indicated that he attended the State Superintendents Forum on September 17, 2014. He commended Dr. Delgado for the introduction of candidates and said it was an interesting debate.

Dr. Turrentine

Dr. Turrentine indicated that she, along with Ms. Braude and Mr. Johnson, attended the State Superintendents Forum on September 17. She said she was heartened by the young civic students who happened to be from Bellflower High School.

Ms. Braude

Ms. Braude indicated that she attended the Superintendents Forum, where excellent questions were asked. She hopes that LACOE will find more opportunities to participate in these types of events.

Dr. Delgado

Dr. Delgado said he appreciated the kind words and that the credit for the Superintendents Forum goes to Mr. Frank Kwan, Director of Communications and his staff who did a lot of work behind the scenes. He mentioned that sponsors included the PTA and League of Women Voters.

Dr. Delgado mentioned that the Teacher of the Year Award event was held on Friday, September 19, and that it was a successful, well-attended event, where 77 teachers were recognized. He indicated that Mr. Kwan and staff also worked hard on organizing and executing the event.

Dr. Delgado mentioned that next month, he will be convening a dinner meeting with Board members. He said that in combination with a Los Angeles County School Trustees Association event, he will bring together an annual forum with Board members from local and other district to discuss topics and issues important to districts. He said he will arrange for a presentation by Rachel's Challenge, which is a "national non-profit organization dedicated to creating safe, connected school environments where learning and teaching is maximized. Rachel's challenge was created based on the life and writing of Rachel Scott, the first victim of the Columbine tragedy in 1999." He invited the County Board to attend and said he would send out information about the event to the County Board.

COMMUNICATIONS: PUBLIC (none)

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PRESENTATIONS (none)

HEARINGS (none)

REPORTS / STUDY TOPICS

REPORT ON THE WISDOM ACADEMY FOR YOUNG SCIENTISTS: NOTICE OF INTENT TO REVOKE AND NOTICE OF FACTS IN SUPPORT OF REVOCATION TO WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS) PURSUANT TO EDUCATION CODE SECTION 47607(e)

Ms. Yolanda Benitez, Chief Academic Officer, introduced a report to the County Board regarding WAYS: notice of intent to revoke and Notice of Facts in Support of Revocation to WAYS.

The Superintendent reported that WAYS failed to successfully remedy violations identified in the Notice of Violation issued by the County Board to the charter school on June 3, 2014.

Pursuant to EC 47607(d), WAYS was provided an opportunity to remedy which concluded on July 31, 2014. WAYS submitted a written response and supporting evidence addressing some of the violations in the Notice of Violation. The County Board was provided with the charter school's response and supporting evidence.

LACOE reviewed WAYS' response and supporting evidence and found that it did not address, refute or remedy each identified violation. Remedial action taken or proposed did not successfully remedy all of the violations. While some violations were remedied, material violations remain and, in fact, there have been new instances of violations, demonstrating that proposed remedies are ineffective.

As a result, the Superintendent finds that there is substantial evidence to support issuing a Notice of Intent to revoke and Notice of Facts in Support of Revocation to WAYS as follows:

- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement. EC 47607(c)(1)(C)
- WAYS committed a material violation of . . . the conditions, standards, or procedures set forth in the charter. EC 47607(c)(1)(A)

There were several speakers that were present and spoke in favor of WAYS: Mr. Leonard Delpit, Mr. Daymond Johnson, Mr. John Lemmo, Mr. Armando Espinoza, Mr. Juan Montalvo, Ms. Olivia Hsu, Mr. James Alamillo, Dr. Rasheeda Hawk, Mr. Michael Raymundo, Ms. Tiffany Garcia, and Ms. Elizabeth Ruvalcaba.

Ms. Courtney Brady, Deputy General Counsel, provided an overview of laws and regulations governing the charter revocation. She explained the rules, legal authority grounds, standards, and implementing the charter revocation. Ms. Brady also presented the revocation process (step one, step two, and step three), to the County Board. She indicated that if the County Board approved the Superintendent's recommendation to issue a Notice of Intent to revoke and Notice of Facts in support of revocation to WAYS, that WAYS would have 30 days to return to the

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County Board for a Public Hearing concerning revocation of the WAYS charter (October 21, 2014).

Ms. Marlene Dunn, Director of Business Advisory Services, presented information on WAYS Academic Analysis, including growth API / 3-year Average; CST Proficiency rate decline in ELA and Math; CST grade 5 Science Performance decline; and EL Re-designation Rate for 2013-14: less than 1%. She reported that there is a high turnover for board members and that training was not provided in August 2014, as WAYS had proposed. Ms. Dunn said that it was a concern that board members are resigning or being removed.

The County Board had a discussion on this item.

The County Board recessed from 5:25-5:37 p.m.

CONSENT CALENDAR RECOMMENDATIONS

Dr. Reisler requested that Item B. Approval for the Opening of a non-conforming County Community school be pulled for discussion.

Mr. Saenz requested that Item A. Adoption of Board Resolution No. 4: 2014-15, Authority to Render Zoning Ordinance Inapplicable, be pulled for discussion.

ACCEPTANCE OF PROJECT FUNDS NO. 3

The Superintendent recommended that the County Board accept the funds for Achieving Comprehensive Excellence for the amount awarded of \$50,000 for the funding period of August 25, 2014 through June 30, 2015.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Johnson, and **CARRIED** to approve the remaining item on the Consent Calendar Recommendations. There were 6 ayes. (*Mr. Boyd was away from the dais.*)

ADOPTION OF BOARD RESOLUTION NO. 4: 2014-15, AUTHORITY TO RENDER ZONING ORDINANCE APPLICABLE

The Superintendent recommended that the County Board approve Board Resolution No. 4, which will allow LACOE to open a County Community School at 440 West Anaheim Street, Long Beach, CA 90813.

The County Board had a discussion on this item.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Consent Calendar Recommendation, Adopting of Board Resolution No. 4: 2014-15, authority to Render Zoning Ordinance Applicable. There were 7 ayes.

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APPROVAL FOR THE OPENING OF A NON-CONFORMING COUNTY COMMUNITY SCHOOL

The Superintendent recommended that the County Board approve the opening of a non-conforming County Community School at 440 West Anaheim Street, Long Beach, CA 90813

The County Board had a discussion on this item.

It was **MOVED** by Dr. Reisler, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Consent Calendar Recommendation, Approval for the Opening of a non-conforming County Community School. There were 7 ayes.

RECOMMENDATIONS

APPROVAL OF HEAD START COMMUNITY ASSESSMENT

The Superintendent requested that the County Board agree with his recommendation to approve the Head Start-State Preschool Division's 2016-19 Comprehensive Community Assessment Report. The Policy Council and division staff presented a summary of key findings, implication, and program decisions based on the information included in the Community Assessment Report to the County Board on September 16, 2014.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Consent Calendar Recommendation, Approval for the Opening of a non-conforming County Community School. There were 7 ayes.

APPROVE THE SUPERINTENDENT'S RECOMMENDATION TO ISSUE A NOTICE OF INTENT TO REVOKE AND NOTICE OF FACTS IN SUPPORT OF REVOCATION TO WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS) PURSUANT TO EDUCATION CODE SECTION 47607(e)

The Superintendent recommended that the County Board adopt the written findings of facts based on the evidence provided and take action to issue a Notice of Intent to Revoke and Notice of Facts in Support of Revocation pursuant to Education Code 47607(e).

Mr. Leonard Delpit and Mr. Daymond Johnson spoke in support of WAYS.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Saenz to approve the Superintendent's recommendation to issue a Notice of Intent to Revoke and Notice of Facts in Support of Revocation to WAYS. A roll-call vote was taken. Voting yes were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The motion **CARRIED**.

APPOINTMENT TO CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY AND CALIFORNIA COUNTY BOARDS OF EDUCATION (CCBE) BOARD OF DIRECTORS

The Superintendent recommended that the County Board take action to appoint a representative to the California School Boards Association (CSBA) Delegate Assembly and California County Boards of Education (CCBE) Board of Directors.

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It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Calderon, and **CARRIED** to appoint Mr. Thomas A. Saenz to the CSBA Delegate Assembly and Mr. Douglas Boyd to the CCBE Board of Directors. There were 7 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado reported information regarding SB 1263 (Pavley), a bill which the County Board supports. The bill would delete the authority of a charter school to locate outside the jurisdiction of geographic boundaries of the chartering school district because the charter school has attempted to locate a single site or facility to house the entire program, but a site or facility is unavailable in the area in which the charter school chooses to locate. Dr. Delgado indicated that the Governor vetoed the bill. Dr. Delgado said he heard that the rationale is that the Governor would like to assemble a study team to study the issue and provide guidance and recommendations to the governor.

BOARD COMMITTEE/LIAISON REPORTS

Dr. Calderon indicated that the Board Curriculum, Instruction and Assessment Committee meeting was held today. He said a compelling presentation was made by Dr. Avila and his team regarding the newly formed Design Academy and an Update on Kilpatrick (SB 81).

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP

Dr. Delgado reported on the Board calendar for the October 7, 2014, Board meeting.

(The County Board took a 10 minute recess 4:55-5:05 p.m.)

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Brianna C. v. Redondo Beach Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was present and represented by her parents, Mr. Troy Couch and Mrs. Denelle Couch. Ms. Robin Rau, Coordinator of Educational Services, represented Redondo Beach Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

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Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

Stephanie P. v. Las Virgenes Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but was represented by her mother, Ms. Katie Deli. Ms. Karen Kimmel, Chief Business Official, represented Redondo Beach Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd and Dr. Turrentine. Voting yes were Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, and Ms. Braude. The appeal was granted.

ADJOURNMENT

Ms. Braude adjourned the meeting at 6:50 p.m.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to adjourn the meeting. There were 7 ayes.

Notice of Intent to Revoke and Notice of Facts in Support of Revocation
Wisdom Academy for Young Scientists
Pursuant to Education Code Section 47607(e)

This Notice of Intent to Revoke and Notice of Facts in Support of Revocation will issue upon approval by the Los Angeles County Board of Education

September 23, 2014

Executive Summary

The Los Angeles County Office of Education (“LACOE”) recommends the Los Angeles County Board of Education (“County Board”) issue this Notice of Intent to Revoke and Notice of Facts in Support of Revocation (“NIR”) because substantial evidence exists that the Wisdom Academy for Young Scientists (“WAYS”) has failed to meet generally accepted accounting principles, engaged in fiscal mismanagement, and committed material violations of the conditions, standards, and procedures set forth in its charter.

On June 3, 2014, the County Board issued a Notice of Violation (“NOV”) to WAYS stating the following legal grounds for revocation:

- I. WAYS failed to meet generally accepted accounting principles (“GAAP”), or engaged in fiscal mismanagement. California Education Code § 47607(c)(1)(C).
- II. WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter. California Education Code § 47607(c)(1)(A).

The NOV (NIR Exhibit A) documented specific factual findings and provided evidence to support each of the legal grounds for revocation. (NOV Exhibits 1-38)

On July 31, 2014, WAYS timely submitted its response (NIR Exhibit B) and supporting evidence (WAYS Exhibits 1-74) to the NOV.

After careful review, LACOE determined that while the response remedies a few of the violations listed in the NOV, substantial evidence exists that WAYS failed to refute, remedy, or propose remedy to the legal grounds for revocation identified in the NOV as follows:

- I. WAYS failed to meet GAAP and engaged in fiscal mismanagement. Three significant issues remain uncured: WAYS lacks adequate internal controls, engaged in related party transactions, and violated provisions of law. The revised Fiscal Policies and Procedures Handbook (and the May 20, 2014 charter) upon which WAYS bases much of its remedy fails to provide adequate separation of duties, does not provide policies and procedures to prevent related party transactions or violations of law with regard to state and federal funds, and contains multiple contradictions, errors and unclear statements. Therefore, the Fiscal Policies and Procedures fail to ensure that GAAP are and will be followed and fiscal mismanagement avoided. While some specific issues were remedied, there is no evidence of systemic change adequate to cure material violations and prevent future violations. Since the NOV was issued, there is also new evidence of misuse of public funds.
- II. WAYS committed material violations of the conditions, standards, or procedures set forth in the charter. Three significant issues remain uncured: WAYS Board failed to exercise fiscal and institutional control, violated charter Element 4 (Governance), and failed to

hold key administrators accountable to the standards and procedures stated in charter Element 5. (Employee Qualifications) WAYS failed to refute or propose adequate remedy to these violations. Much of WAYS' proposed remedy centers on its revised Financial Policies and Procedures Handbook and the May 20, 2014 charter; the insufficiency of the Financial Policies and Procedures is summarized above. Other proposed remedies include replacing the Executive Director and Director of Operations, contracting with Celerity Global Development and a new back office provider, and adding new board members. These proposed remedies have been minimally implemented and do not ensure permanent cure. The Executive Director has not been replaced and the Director of Operations continues to be compensated by WAYS through an independent contractor arrangement, which violates the school's Fiscal Policies. Additionally, replacing staff does not ensure adequate Board oversight. There is no contract with Celerity and no evidence that the newly appointed Board members have adequate experience. The Board's failure to follow the oversight provisions of the charter, Board bylaws, and Board policies resulted in the school's failure to comply with GAAP, resulting in fiscal mismanagement, including misuse of public funds and fraud.

Upon the County Board's determination that the WAYS Board failed to refute, remedy, or propose remedy to the material violations of the charter and the fiscal violations identified in the NOV, it will adopt and issue this NIR to WAYS and its Governing Board.

The findings below and substantial evidence in support of issuing NIR to WAYS conform to the standards and procedures of California Education Code ("EC") section 47607 and the California Code of Regulations, Title 5 ("5 CCR") section 11968.5.2.

This report provides the County Board with a summary of its legal authority, the violations identified in the NOV, WAYS' response to the NOV, LACOE's analysis of WAYS' response, and an analysis of academic performance.

Legal Authority

Pursuant to EC § 47607(c)(1), the authorizing entity "may revoke the charter of a charter school if it finds, through a showing of substantial evidence, that the charter school did any of the following:

- (A) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- (B) Failed to meet or pursue any of the pupil outcomes identified in the charter.
- (C) Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- (D) Violated any provision of law."

5 CCR § 11968.5.2 regarding charter revocation provides:

"(c) Upon receipt of a Notice of Violation, the charter school's governing body as described in the school's charter, if it chooses to respond, shall take the following actions:

- (1) Submit to the chartering authority a detailed, written response addressing each identified violation which shall include the refutation, remedial action taken,

or proposed remedial action by the charter school specific to each alleged violation. The written response shall be due by the end of the remedy period identified in the Notice of Violation.

(2) Attach to its written response supporting evidence of the refutation, remedial action, or proposed remedial action, if any, including written reports, statements, and other appropriate documentation.

(d) After conclusion of the reasonable opportunity to remedy, the chartering authority shall evaluate the response of the charter school's governing body as described in the school's charter response to the Notice of Violation and any supporting evidence, if submitted, and shall take one of the following actions:

(1) If the chartering authority has substantial evidence that the charter school has failed to refute to the chartering authority's satisfaction, or remedy a violation identified in the Notice of Violation, continue revocation of the school's charter by issuing a Notice of Intent to Revoke to the charter school's governing body as described in the school's charter; or

(2) Discontinue revocation of the school's charter and provide timely written notice of such action to the charter school's governing body as described in the school's charter.”

EC § 47607(e) provides, in relevant part:

“Before revoking a charter for failure to remedy a violation pursuant to subdivision (d), and after expiration of the school’s reasonable opportunity to remedy without successfully remedying the violation, the chartering authority shall provide a written notice of intent to revoke and notice of facts in support of revocation to the charter school. No later than 30 days after providing the notice of intent to revoke charter, the chartering authority shall hold a public hearing, in the normal course of business, on the issue of whether evidence exists to revoke the charter....”

Pursuant to EC § 47607(c)(2), the County Board “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to revoke a charter.”

Notice of Intent to Revoke and Facts in Support of Revocation Under EC § 47607(e)

On June 3, 2014, the County Board issued a NOV to WAYS. On July 31, 2014, WAYS timely provided its response and supporting evidence; however, the response failed to fully address each violation identified in the NOV.

WAYS’ response to the NOV contends: (1) LACOE failed to follow the correct standard in issuance of the NOV because WAYS was not provided with “facts in support of revocation” and “a reasonable opportunity to remedy the violation,” because LACOE’s facts are “false and unfounded” or “to the extent they are true, they have already been fully cured ... *or were never a violation of law or charter in the first place;*” and (2) that background information and timeline of events leading to the NOV contains inaccuracies and omissions, and is inaccurate. (NIR Exhibit B, p. 40)

WAYS was afforded a reasonable opportunity to cure as it was given from June 3, 2014 to July 31, 2014, to review the identified violations and formulate a response. Also, a majority of the identified violations were not new issues as they were identified in the March 19, 2014 Fiscal Crisis and Management Assistance Team (FCMAT) Audit, WAYS' Independent Audits, and correspondence from LACOE to WAYS over a period of approximately three years. WAYS' response to the NOV fails to present evidence that the violations asserted by LACOE are false, unfounded or have been cured. The NOV accurately identifies violations of law and the charter which are not refuted. The background information and timeline of events leading to the NOV are complete and accurate.

WAYS' response provides minimal remedies; however, substantial evidence exists that WAYS failed to refute, remedy or propose remedy to each of the material violations of the charter and the fiscal violations identified in the NOV. Additionally, WAYS failed to provide evidence to support its refutation, remedy and/or proposed remedy of these material violations.

Therefore, the County Board issues this Notice of Intent to Revoke and Notice of Facts in Support of Revocation to WAYS based on the grounds for revocation set forth below:

- I. WAYS failed to meet generally accepted accounting principles and engaged in fiscal mismanagement. EC § 47607(c)(1)(C).
- II. WAYS committed a material violation of the conditions, standards, or procedures set forth in the charter. EC § 47607(c)(1)(A).

Facts and Findings in Support of Revocation

The bases for issuance of the NIR are set forth below. The County Board incorporates the June 3, 2014 NOV, (NIR Exhibit A) all of the substantial evidence and supporting documentation provided with the NOV (NOV Exhibits 1-38), and new facts and evidence described below. (NIR Exhibits A-FF) Revocation is based on the following grounds:

I. WAYS failed to meet generally accepted accounting principles and engaged in fiscal mismanagement.

A. WAYS Failed to Follow Generally Accepted Accounting Principles and Engaged in Fiscal Mismanagement.

Summary of NOV:

The NOV was based on substantial evidence that WAYS failed to follow GAAP and engaged in fiscal mismanagement because the Charter School: (1) lacks effective internal controls; (2) engaged in related party transactions and violated conflict of interest statutes; and (3) violated provisions of law.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents provided in the NOV (NIR Exhibit A, p. 5-12) and NOV Exhibits 6, 8, 9, 11, and 12.

Summary of WAYS' Response to NOV:

WAYS states, “There has never been any fraud, misappropriation, theft or any misuse of public monies at WAYS.” (NIR Exhibit B, p. 42) WAYS further contends that “FCMAT did *not* actually make *any* factual finding of any wrongdoing by WAYS in its report” and that the school never received evidence from LACOE or FCMAT to substantiate the claims in the FCMAT Audit. WAYS concludes that there are no grounds for revocation. (NIR Exhibit B, p. 43) WAYS attached Exhibit 16 in response.

LACOE’s Position on WAYS’ Response: WAYS Failed to Refute or Remedy

WAYS failed to refute or remedy the finding that the Charter School failed to follow generally accepted accounting principles, or engaged in fiscal mismanagement.

The NOV was issued based on substantial evidence that WAYS failed to follow GAAP and, as a result, engaged in fiscal mismanagement. FCMAT’s recommendation was that the “County Superintendent should notify the governing board of WAYS, LACOE’s governing board, the State Controller, and the Superintendent of Public Instruction, and the local district attorney that fraud, misappropriation of assets or other illegal activities may have occurred.” (NOV Exhibit 6, p. 101; WAYS Exhibit 16)

WAYS’ contention that the FCMAT Audit has no findings is erroneous. The FCMAT Audit provides multiple findings, examples and source document citations that provide substantial evidence that WAYS failed to follow GAAP and engaged in fiscal mismanagement. (NOV Exhibit 6; WAYS Exhibit 16) WAYS’ response does not refute this or provide a remedy.

WAYS does not provide evidence to refute FCMAT’s conclusion that WAYS’ failure “to establish adequate internal controls...coupled with the lack of accountability to the governing board created an environment for fraud and misappropriation to occur” (NOV Exhibit 6, p. 66) or FCMAT’s conclusion that “fraud, mismanagement and misappropriation of the charter school funds and assets may have occurred.” (NOV Exhibit 6, p. 100)

WAYS’ contention that there is no ground for revocation is erroneous. WAYS does not dispute that it failed to follow GAAP; therefore, that finding stands. The NOV provides substantial evidence of WAYS’ failure to follow GAAP, which in itself is fiscal mismanagement. Pursuant to EC § 41010, “The accounting system used to record the financial affairs of any school district shall be in accordance with the definitions, instructions, and procedures published in the California School Accounting Manual (“CSAM”) as approved by the State Board of Education and furnished by the Superintendent of Public Instruction.” CSAM states, “Governmental Accounting Standards Board (“GASB”) is the standard-setting body for accounting and financial reporting by state and local governments, including local educational agencies. (“LEA”) GASB establishes Generally Accepted Accounting Principles (“GAAP”) for governments in its authoritative statements, interpretations, and technical bulletins.”

GAAP refers to the standard framework of guidelines for financial accounting used in any given jurisdiction, generally known as accounting standards or standard accounting practice. These include the standards, conventions, and rules that accountants follow in recording and summarizing and in the preparation of financial statements. State and local government financial statements and accounting records should be prepared in conformance with GASB principles. Material departures from these principles will result in misleading information, inaccurate

financial statements, and quite often fiscal mismanagement. Therefore, pursuant to EC § 47607(c)(1)(C), there are grounds for revocation.

WAYS' statement that it did not receive evidence supporting FCMAT's findings is false. WAYS requested FCMAT's evidence from LACOE and received the documents on June 19 and 23, 2014. (NIR Exhibit C) In fact, WAYS included evidence it received in its Exhibits 1-74 proving that it did receive the evidence. In its response, WAYS admits that it received this evidence by stating that it has reviewed all evidence including documents from FCMAT and LACOE. (NIR Exhibit B, p.1) Additionally, some findings in the FCMAT Audit were actually based on WAYS' failure to provide necessary documents. (e.g., packing slips to verify receipt of purchases from OSE, evidence of competitive bids, van lease agreements)

The NOV provided substantial evidence that WAYS failed to follow GAAP and engaged in fiscal mismanagement based on three specific findings: WAYS: (1) lacks effective internal controls; (2) engaged in related party transactions and violated conflict of interest statutes; and (3) violated provisions of law. Each of these findings is addressed in turn.

1. WAYS Lacks Effective Internal Controls

Summary of NOV:

WAYS lacks effective internal controls based on evidence contained in the FCMAT Audit, the 2012 Independent Audit, and the 2013 Independent Audit.¹ These reports identified the following specific issues that demonstrate a lack of effective internal controls:

- Failure to implement or monitor adopted financial policies and procedures. (NOV Exhibit 6)
- WAYS' administrators' failure to provide requested documents to the Board and obtain authorization and signatures prior to entering into contracts and cancellation of Board meetings. (NOV Exhibit 6)
- The integral relationship between appointed board members and related family members and business associates that created an environment that allowed and continues to allow access, opportunity, and motivation for occupational fraud to occur. (NOV Exhibit 6)
- Failure to correct findings from the 2011, 2012, and 2013 Independent Audits including those identified over multiple years and some identified as still not having been cured. (NOV Exhibits 6, 9)
- Multiple reconciliation issues (bank to book balances, general ledger balance to accounts receivable subsidiary ledger balances, payroll) due to inadequate written policies and procedures and lack of oversight resulting in materially misstated financial statements. (NOV Exhibits 8, 9)

¹ The 2013 Independent Audit was issued on three separate dates: January 15, 2014 (NOV Exhibit 9), January 29, 2014 (WAYS Exhibit 32), and June 27, 2014. (NIR Exhibit D) The June 27, 2014 report contains additional information regarding capital assets, related party transactions and subsequent events documenting WAYS' failure to obtain governing board approval for three financial transactions. This version is cited as the "revised 2013 Independent Audit issued June 27, 2014."

- Improper recording of transactions without complete supporting documentation (checks, credit cards, payroll) due to inadequate written policies and procedures and proper oversight. (NOV Exhibits 8, 9)
- Lack of a written asset capitalization policy to ensure that fixed assets are properly capitalized and classified in the financial records. (NOV Exhibits 8, 9)
- WAYS did not separately track expenditures for federal programs and does not have procedures for doing so, which results in an inability to ensure that federal expenditures are accurately reported, meet program requirements, and are not used to supplant existing services. (NOV Exhibit 9)

Summary of WAYS' Response to NOV:

WAYS states it has implemented new policies and procedures, is recruiting new management personnel to strengthen its internal controls, and that its Board adopted new comprehensive Financial Policies and Procedures on April 30, 2014 in response to FCMAT and LACOE concerns. (NIR Exhibit B, p. 44)

WAYS asserts it has effectively cured any failure to adopt and implement adequate Fiscal Policies through the adoption of its new policies. (WAYS Exhibit 17)

WAYS disputes FCMAT's finding that its management team failed to obtain proper signatures and Board approval prior to entering contracts and states there is nothing in the law, its charter, or its updated Fiscal Policies that require Board approval for all contracts. It states that the Executive Director has the "authority to enter into most contracts and approve most purchases without prior Board approval." (NIR Exhibit B, p. 44) WAYS contends that under its previous Fiscal Policies, the Executive Director's responsibilities included overseeing purchases and contracts. (WAYS Exhibit 19)

Note: WAYS refutes concerns regarding related party transactions; the response is summarized under Section I(A)(2) (NIR p. 12) rather than in this section.

WAYS states the Board exercises its approval powers when it comes to major contracts and provides five examples of contracts as evidence. (WAYS Exhibits 21-25)

WAYS states its Board provided regular oversight of the school's financial position and activities using the recently adopted LCAP and samples of monthly financial reports presented to the Board by its back office provider as evidence. WAYS states the financial reports show the school is in a strong financial position and asserts this is a result of the Board's consistent monitoring of the school's financial affairs.

WAYS states its Board is considering two contracts with established "charter school support organizations" to "further solidify the new internal controls and management at WAYS." (NIR Exhibit B, p. 46) The Board has "considered a contract" with Celerity and recently approved a new back office provider, Charter School Management Company. WAYS states, "These partnerships will ensure that WAYS implements and maintains the new, rigorous internal controls recommended by LACOE and adopted by the WAYS Board on April 30, 2014."

WAYS attached Exhibits 3, 10, and 17 through 30.

LACOE’s Position on WAYS’ Response: WAYS Failed to Fully Refute or Remedy

WAYS fails to fully refute or remedy the finding that it lacks effective internal controls.

- Adequate internal control for contracts is not substantiated based on WAYS’ own evidence. While WAYS argues that its Board did not need to approve all contracts under its 2006 Fiscal Policies because the Executive Director had the authority to “approve contracts,” it also contends that the Board “did (and continues to) exercise its approval powers when it comes to major contracts.” (NIR Exhibit B, p. 44) WAYS supports its position based on five contracts approved by its Board. (WAYS Exhibits 21-25)

The five contracts submitted as evidence actually demonstrate a lack of adherence to the school’s Fiscal Policies and failure to follow GAAP, thereby providing evidence of a lack of internal controls.

There are significant internal control issues in the submitted contracts, including payment to Medina’s Air Conditioning of more than twice the amount approved by the Board, staff execution of the Total Education Solutions contract prior to board approval, and payment to McGraw Hill without a detailed invoice. The chart summarizes how WAYS violated internal control standards and its own Fiscal Policies.

Contracts Submitted by WAYS Fail to Provide Remedy					
Internal Control Standard	Contract				
	Royal Dining	Medina’s Air Conditioning, Heating, Refrigeration	Total Education Solutions	McGraw-Hill	Hill, Morgan, and Assoc. LLP (Audit)
Major Contract/Purchase (over \$25,000)	Yes Amount Paid: \$72,801.09	Yes Amount Paid: \$50,800	Yes Amount Paid \$40,093.75	Yes Amount Paid \$163,030.61	No \$3,500 (Board approval required by Ed Code)
Evidence of Multiple Bids as Required	No	No	No	No	No
Evidence of 2 Signatures as Required	No	No	No	No	N/A
Evidence of Executed Contract or Detailed Invoice	Yes (WAYS Exhibit 21)	Yes (WAYS Exhibit 22)	Yes (WAYS Exhibit 23)	No Statement of Account; not detailed invoice (WAYS Exhibit 24)	No WAYS did not submit a copy of the contract, only a proposal for services (WAYS Exhibit 25)
Effective Date(s) of Contract	Aug. 14, 2012	August 3, 2012	Mar. 15, 2013 to June 30, 2015	Aug. 14, 2013 to Oct. 16, 2013	After June 30, 2014
Evidence of Board Approval Prior to Effective Date of Contract	Yes Approved July 31, 2012	Yes Approved July 31, 2012 However, work began prior to	No Approved Mar. 22, 2013	No Approved Feb. 27, 2014	Yes Approved Apr. 25, 2014

Contracts Submitted by WAYS Fail to Provide Remedy					
Internal Control Standard	Contract				
	Royal Dining	Medina's Air Conditioning, Heating, Refrigeration	Total Education Solutions	McGraw-Hill	Hill, Morgan, and Assoc. LLP (Audit)
		approval (NIR p. 28)			
Executed Contract Complies with Board Approval	Yes	No Proposal submitted and approved by board was for \$21,200	No The Executive Director executed the contract prior to Board approval to enter into the contract	N/A Not a Contract	Cannot Determine WAYS did not provide a copy of the contract
Evidence of Effective Internal Controls:	No	No	No	No	Cannot Determine

- WAYS further demonstrated lack of effective internal controls due to lack of adherence to its Fiscal Policies in its transactions with DeDe Dance Studio (“DDS”) and OSE Business Services (“OSE”)

Financial dealings with DDS demonstrate a lack of internal controls. WAYS contends DDS was paid \$4,000 a month (NIR Exhibit B, p. 51) therefore, competitive bids were not required. That statement is faulty for three reasons: (1) the 2006 Fiscal Policies in effect until January 31, 2013 (WAYS Exhibit 19, p. 10) required competitive bids for all amounts in excess of \$2,999; (2) the annual amount paid to DDS from 2011 to 2014 was at least \$28,000; therefore, WAYS’ Fiscal Policies actually required a formal competitive bid process; and (3) WAYS failed to provide any evidence of a formal contract, purchase order, or other agreement to substantiate payments made to DDS. (NIR Exhibit E)

Financial dealings with OSE demonstrate a lack of internal controls. WAYS failed to adhere to its Fiscal Policies in its dealings with OSE. WAYS’ response to the NOV regarding related party transactions states “the OSE contract also did *not* violate the school’s adopted Fiscal Policies in place at the time.” (NIR Exhibit B, p. 50) Contrary to that statement, transactions with OSE did violate those Fiscal Policies (WAYS Exhibit 19) as follows:

(1) The Director of Operations was not authorized to approve purchases or initiate check requests. The Fiscal Policies state all “purchases” and “check requests” must be approved by the School Director. (WAYS Exhibit 19 p. WAYS 000211; WAYS 000216) Twenty (20) of the 21 check requests for OSE were only signed by the Director of Operations (NIR Exhibit F) in violation of Policy #3 and Policy #5.

(2) All transactions in excess of \$2,999 required a competitive bid process. (WAYS Exhibit 19, p. WAYS 000211) Of the 19 invoices from OSE (WAYS Exhibit 41) 17 were in excess of \$2,999 including three that were in excess of \$10,000; those required a formal competitive bid process per WAYS’ Fiscal Policies. (WAYS Exhibit 19, p. WAYS 000214)

(3) WAYS failed to provide evidence of purchase orders, a contractual agreement for services, or packing slips to verify receipt of goods in its transactions with OSE as required by its Fiscal Policies. (WAYS Exhibit 19, p. WAYS 000212 and 000214)

- WAYS proposes to remedy its internal control weakness through its April 30, 2014 Financial Policies and Procedures Handbook. (“Handbook”) This proposed remedy fails for the following reasons:

There is no evidence Handbook policies and procedures have been implemented. The existence of policies and procedures does not guarantee implementation. WAYS has had Fiscal Policies in place since 2006; however, as documented in the FCMAT Audit and Independent Audits, as well as through the evidence provided above, WAYS has not consistently followed its own policies and procedures.

The evidence demonstrates that WAYS has not followed its April 30, 2014 Financial Policies and Procedures. The independent contractor consulting agreement (NIR Exhibit G) with the former Director of Operations violates Policy #4 (WAYS Exhibit 17, p. WAYS 000175) because it fails to state the deliverables, contains no description of services, time frame or timeline of payments and reimbursements.

Therefore, there is evidence that WAYS continues to violate its own Fiscal Policies.

The Handbook does not provide adequate separation of duties to provide necessary checks and balances. The May 20, 2014 charter (NIR Exhibit H) combines duties under the Director of Operations that were previously separated into two (2) positions; combining the positions results in a lack of necessary checks and balances.

The Handbook contains multiple contradictions, errors, and unclear statements that fail to remedy internal control inadequacies. For example, employee positions identified in the Handbook are not aligned to those in the charter, which results in a conflict between the documents. The Handbook identifies Executive Director and Director of Operations responsibilities that are different from those in the charter. The position of Financial Consultant identified in the Handbook does not exist in the charter, and the Handbook references “budget managers” that are not defined in either document. Additional inadequacies include, but are not limited to, those stated in the chart:

Reasons WAYS’ Handbook dated April 30, 2014, Fails to Cure Internal Control Issues Identified in NOV	
Handbook Section	Reason for Lack of Cure
Policy #1 Budget Preparation and Implementation	<ul style="list-style-type: none"> Annual budget requires Executive Director’s Finance Committee, but does not provide a method to document committee process and review procedures. The Handbook assigns specific job duties to a “Financial Consultant.” This position does not exist in the May 20, 2014 Charter or in the school’s organization chart. Until positions in the Handbook are aligned to those in the charter, and there is a clear separation of duties by position, there is an inherent flaw in the school’s internal controls.

Reasons WAYS' Handbook dated April 30, 2014, Fails to Cure Internal Control Issues Identified in NOV	
Handbook Section	Reason for Lack of Cure
Policy #2 Timesheet and Payroll	<ul style="list-style-type: none"> • Conflict in Roles/Responsibilities: Paragraph 1 states Executive Director approves timesheets; however, Procedure #4 states Director of Operations approves timesheets. • Policy does not clearly indicate who signs payroll checks. • Lacks requirement to record criminal background check results legally necessary to complete hiring process.
Policy #3 Purchases and other Procurement (Item 2 and 9)	<ul style="list-style-type: none"> • As written, purchase orders are being discarded after invoice is processed; this practice does not support proper documentation of purchases. • As written, the policy does not adequately remedy concerns regarding federal program expenditures because it lacks a cost allocation plan or object code identification process.
Policy #4 Contracting (Item 1)	The statement, "All Contracts exceeding \$25,000 should be signed and approved by the board" is inadequate because Board approval is discretionary not mandatory and does not specify approval must be in advance of execution
Policy #5 Check Request (Item 5)	The requirement that checks "in excess of \$10,000 for non-recurring items require two signatures by authorized check signers" is insufficient because the Handbook does not identify who the second signer is.
Policy #7 Corporate Credit Cards (Item 12)	The statement refers to "the responsible budget manager" but the Handbook does not identify these individuals.
Policy #10 Cash Receipts and Deposit	The statement, "All program and other pass through payments will be paid to the Administrative Assistant" is incorrect; payments should be made to the school, not a specific individual.

- WAYS fails to fully remedy findings in the 2012 Independent Audit.
 - Upon review of evidence provided by WAYS and the year ending June 30, 2012 Schedule of Findings and Questioned Costs (NOV Exhibit 8), the remedy status is as follows:

Bank reconciliations: WAYS partially remedied Audit Finding 2011-1. WAYS proposes remedy through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17); however, it fails to address bank reconciliations. The 2013 Independent Audit reports Audit finding 2011-2 was partially implemented by management. (WAYS Exhibit 32, p. WAYS 000650)

Account receivable reconciliations: Although WAYS failed to refute Audit Finding 2011-3, the 2012 Independent Audit states WAYS remedied that finding. (WAYS Exhibit 31, p. WAYS 00098)

Recording transactions without complete supporting documentation: Although WAYS failed to refute Audit Finding 2011-4, the 2012 Independent Audit reports WAYS remedied that finding. (WAYS Exhibit 31, p. WAYS 000599)

Payroll expense reconciliation: WAYS failed to remedy Audit Finding 2011-2. WAYS proposes remedy through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17); however, WAYS fails to address payroll expense reconciliations, and the 2013

Independent Audit states management failed to implement corrections to finding 2011-2. (WAYS Exhibit 32, p. WAYS 000650)

Written asset capitalization: WAYS proposes remedy to Audit Finding 2011-6 through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17), which addresses asset capitalization. However WAYS fails to provide evidence that Policy #13 has been implemented; therefore, the remedy cannot be substantiated.

- WAYS fails to fully remedy findings in the 2013 Independent Audit.
 - Upon review of evidence provided by WAYS and the year ending June 30, 2013 Schedule of Prior Year Audit Findings (WAYS Exhibit 32, p. WAYS 000650) the remedy status is as follows:

Bank reconciliations: WAYS partially remedied Audit Finding 2013-1. WAYS proposes remedy through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17); however, it fails to address bank reconciliations. The 2013 Independent Audit states finding 2011-1 was partially implemented by management. (WAYS Exhibit 32, p. WAYS 000650)

Payroll expense reconciliation: WAYS fails to address and therefore fails to remedy Audit Finding 2013-2. WAYS proposes remedy through the April 30, 2014 Handbook (WAYS Exhibit 17); however, it fails to address payroll expense reconciliations. The 2013 Independent Audit states management did not implement corrections to finding 2011-2. (WAYS Exhibit 32, p. WAYS 000650)

Year-end accruals and closing process: WAYS proposes remedy to Audit Finding 2013-3 through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17), which addresses account reconciliation. However, WAYS fails to provide evidence that Policy #09 has been implemented by management; therefore, remedy cannot be substantiated.

Payroll documentation: WAYS proposes remedy to Audit Finding 2013-4 through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17), which addresses time sheet and payroll. However, WAYS fails to provide evidence that Policy #02 has been implemented by management; therefore, the remedy cannot be substantiated.

Capital assets: WAYS proposes remedy to Audit Finding 2013-5 through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17), which addresses asset capitalization. However, WAYS fails to provide evidence that Policy #13 has been implemented by management; therefore, remedy cannot be substantiated.

Credit card supporting documentation: WAYS proposes remedy to Audit Finding 2013-6 through adoption of the April 30, 2014 Handbook (WAYS Exhibit 17), which addresses corporate credit cards. However, WAYS fails to provide evidence that Policy #07 has been implemented by management; therefore, remedy cannot be substantiated.

Beginning net assets: WAYS fails to address Audit Finding 2013-7; however, the 2013 Independent Audit states WAYS remedied that Audit Finding. (NIR Exhibit D, p. 124)

Federal award findings: WAYS fails to address and therefore fails to remedy Audit Finding 2013-9 regarding Federal award audit findings stated in the revised 2013 Independent Audit issued June 27, 2014 (NIR Exhibit D, p. 126)

- The revised 2013 Independent Audit issued June 27, 2014 provides additional evidence of lack of internal controls (NIR Exhibit D, p. 101) beyond those stated in the NOV, which was issued prior to the revised Audit report. Under subsequent events, the auditor expanded the findings to note the lack of Board approval on three financial transactions:

Lease agreement with OCI Development Corporation: “In July 2013 the Academy entered into operating lease agreements for facilities with OCI Development Corporation. The lease terms provide for use of three facilities for one year in exchange for rents of \$18,657 per month. The lease agreement, as of the date of this audit report, **has not been approved by the governing board**. The agreement has been tabled to be reviewed and approved at a later date.” (emphasis added)

Lease agreement with Salvation Army: “In August 2013 the Academy entered into an operating lease for facilities with Salvation Army. The lease terms provide for use of facilities for one year in exchange for rents of \$13,388 per month through May of 2014 with an increase in rent of \$1,513 for June and July 2014. The lease agreement, as of the date of this audit report, **has not been approved by the governing board**. The agreement has been tabled to be reviewed and approved at a later date.” (emphasis added)

Vehicle Sale [Lexus]: “In December 2013 the Academy sold a vehicle for \$26,000. Concurrent with the sale of the vehicle was a payoff of the lease agreement associated with the vehicle. The payoff of the lease agreement and the sale of the vehicle, as of the date of this audit report, **has not been approved by the governing board**. The items were tabled to be reviewed and voted on at a later date.” (emphasis added)

- WAYS fails to provide substantial evidence that its Board provides adequate fiscal oversight. WAYS contends the Board provides regular oversight of the school’s financial position and activities because its back office provider reports to the Board at most meetings and the school has a positive financial position.

LACOE’s position is that the Board’s level of and process for oversight is insufficient based on substantial evidence that the school lacks effective internal controls. The NOV provided specific examples of how the Board failed to adequately oversee the use of the public funds. Examples include the purchase of a Lexus, failure to approve major contracts prior to staff execution, and failure to know that staff has not implemented directives given by the Board, including overpayments and payments made without supporting documentation.

WAYS’ own evidence (WAYS Exhibit 62) provides a clear example of the Board’s lack of adequate oversight. The final 2013-14 budget submitted to LACOE by the Director of Operations does not reflect the Board’s directive to staff to restore line item 5890 to \$10,000. Review of WAYS’ financial reports submitted to LACOE from July 1, 2013 to June 30, 2014, corroborates WAYS’ failure to follow the directives of the Board. (NIR Exhibit I)

2. WAYS Engaged in Related Party Transactions and Violated Conflict of Interest Statutes.

Summary of NOV:

WAYS engaged in related party transactions and violated conflict of interest statutes based on transactions involving the Founder/Former Executive Director and transactions involving the Director of Operations.

Transactions involving Founder/Former Executive Director were supported by substantial evidence of a lease agreement between the Founder/Former Executive Director that existed at the time of charter non-renewal by LAUSD and continued during the appeal period to the County Board, a settlement agreement between the WAYS Board and the Founder/Former Executive Director for alleged unused vacation time and time-off without proper documentation (NOV Exhibit 6, p. 76), and settlement of a wrongful termination lawsuit brought by a former teacher for actions that show the Founder/Former Executive Director “*traveled to Omtsha, Nigeria and directed one of the school’s teachers to go with her to marry her sister’s husband (brother-in-law) for the purposes of making the brother-in-law a United States citizen.*” (NOV Exhibit 6, p. 77; NOV Exhibit 10)

Transactions involving the Director of Operations were supported by substantial evidence that he authorized transactions that did not “*represent an arm’s-length transaction*” (NOV Exhibit 6, p. 92) including procurement and purchases with OSE (NOV Exhibit 6, p. 80), payments to DeDe Dance Studio, and transactions with two relatives who leased a van to WAYS. (NOV Exhibit 6, p. 92)

FCMAT concluded, “Failure to disclose related party transaction may be considered a departure from GAAP that could result in a qualified or adverse audit opinion and the potential for civil and criminal prosecution.” (NOV Exhibit 6, p. 91)

The NOV provided substantial evidence in support of this finding through examples, citations from source documents, and NOV Exhibits 6 and 10.

Summary of WAYS’ Response to NOV:

WAYS states there is no conflict of interest at WAYS as defined by Government Code section 1090, the Political Reform Act, and the California Corporations Code, and alleges any past conflicts of interest have been cured.

WAYS responds to specific incidents of related party transactions presented in the NOV as follows:

Transactions involving the Founder/Former Executive Director: WAYS states the Founder/Former Executive Director is no longer employed by WAYS and does not sit on the WAYS Board; therefore, any conflict of interest related to leasing the 706 E. Manchester site is resolved. To cure any appearance of a conflict of interest, WAYS formed an LLC to purchase the property and is “currently in escrow.” (NIR Exhibit B, p. 48)

WAYS states LACOE did not provide evidence to substantiate the allegation that the settlement agreement with the Founder/Former Executive Director created a conflict of interest. It further states that WAYS terminated the Founder/Former Executive Director under LACOE’s direction and received a claim from her after this occurred. WAYS asserts it paid out \$228,665.38 to the

Founder/Former Executive Director at the advice of its insurer and legal counsel after receiving a demand letter for \$480,000. WAYS states negotiations surrounding the settlement are protected by attorney-client privilege.

Transactions involving the Director of Operations: WAYS states the contract with OSE was not a conflict of interest and was consistent with the Charter School's Fiscal Policies. It contends the business relationship was not a conflict of interest because the owner of OSE is a "distant cousin," the Director of Operations was unaware of this familial relationship until informed by LACOE, and that the July 18, 2014 letter from the Fair Political Practices Commission ("FPPC") to the Director of Operations states "there are no conflicts of interest related to" the Director of Operations. (NIR Exhibit B, p. 49)

The response further states that under the Political Reform Act, a conflict of interest exists when a "public official makes, participates in, or influences a governmental decision in which he has a personal financial interest" and that the Director of Operations was not the public official that made the decision to purchase from OSE. WAYS asserts that the decision was made by the Executive Director.

WAYS asserts transactions with OSE were not a violation of WAYS' Fiscal Policies that were in place at the time. It states those policies did not require competitive bidding as purchases were not in excess of \$10,000 and that due to an increase in enrollment and addition of a satellite location, a purchase order was not needed because an "emergency situation" exception was applicable.

WAYS states that OSE is a legitimate business that provided actual supplies and services to the school. However, the WAYS Board "terminated the school's contract with OSE" when it learned that OSE failed to comply with FCMAT's investigation.

Payments to DeDe Dance Studio: WAYS states there are no facts or evidence to substantiate the NOV finding that the contract between WAYS and DeDe Dance Studio (DDS) presents a conflict of interest. It asserts that the owner of DDS (who is the sister of the Director of Operations and is currently WAYS' Vice Principal) was never paid by DDS. The response states DDS was paid approximately \$4,000 per month. Thus, the contract falls "below the threshold for a competitive bidding process." Also, the Executive Director, not the Director of Operations, selected DDS as the ASES service provider. WAYS asserts these procedures were in accordance with the Fiscal Policies in place at the time. (NIR Exhibit B, p. 51)

WAYS states the reason FCMAT did not observe students at DDS during its fieldwork was because the school cancelled the dance classes to accommodate the FCMAT team.

WAYS reports that in 2010, LAUSD investigated whether or not the contract with DDS created a conflict of interest. The school states that LAUSD "*concluded it did not.*" (NIR Exhibit B, p. 52)

Additional Related Party Transactions: WAYS states the transactions involving the WAYS' Director of Operations and E. Enwezor are not a conflict of interest because the two are "distant cousins." WAYS also states the NOV's claim that WAYS failed to obtain a signed contract to lease the van is false. WAYS claims that its Board is not required to approve the contract because of its low dollar value. WAYS alleges that under the Fiscal Policies in place at the time,

both the Executive Director and Director of Operations had authority to enter into certain small contracts with vendors and other parties on WAYS' behalf. (NIR Exhibit B, p. 52)

Note: WAYS' response pertaining to the van was made under the NOV finding that WAYS lacks internal controls. LACOE has placed it here because it properly addresses related party transaction concerns.

WAYS states there is no conflict of interest relating to the Founder/Former Executive Director and her two (2) adult children who are employed at WAYS as the Director of Operations (currently an independent contractor) and Vice Principal. The response states these individuals are not dependents of the Founder/Former Executive Director and have not had "any actual conflict of interest in any of the school's transactions." (NIR Exhibit B, p. 45)

WAYS states the FPPC recently closed an investigation regarding the former Director of Operations citing insufficient evidence of a conflict of interest. (WAYS Exhibit 10) However, the school is in the process of replacing the Director of Operations to avoid any appearance of conflict of interest. The response also states the Charter School is in the process of selecting a replacement for the current Executive Director.

WAYS attached Exhibits 3, 7, 9, 10, 16, 17, 19, 29, and 33 through 46.

LACOE's Position on WAYS' Response: WAYS Failed to Fully Refute or Remedy

WAYS fails to fully remedy conflict of interest and related party transaction concerns. While two conflict of interest concerns were resolved, remaining concerns have not been fully remedied.

- WAYS partially remedied conflicts of interests involving the Founder/Former Executive Director.
 - WAYS remedied the conflict of interest related to leasing the Founder/Former Executive Director's property to WAYS when her employment with WAYS was terminated. The NOV provided an historical accounting of the conflict of interest.
 - However, WAYS' statement that "...to cure the *appearance* of a current conflict of interest related to the lease...the WAYS board decided to pursue purchase [of] the school site owned by [Founder/Former Executive Director], thereby removing her from any transaction." (NIR Exhibit B, p. 48) The statement is faulty for the following reasons:
 - (1) The Board only pursued purchase of 706 E. Manchester Avenue site but not the 8778 South Central Avenue site also owned by the Founder/Former Executive Director, which is being leased by WAYS. (WAYS Exhibit 27; NIR Exhibit J)
 - (2) While WAYS Board pursued the purchase of the Manchester Avenue site, the sale has not been executed and the school still leases this property owned by the Founder/Former Executive Director. (NIR Exhibit K)

The revised 2013 Independent Audit issued June 27, 2014 (NIR Exhibit D, p. 100) provides further evidence that WAYS engaged in related party transactions with respect

to facilities. The audit states, “The Academy leases two school sites from a revocable trust, OCI Development Corporation, which is owned by the former executive director. For the year ended June 30, 2013 the Academy paid OCI Development Corporation \$216,986 for use of facilities. In addition, the Academy paid \$59,600 for leasehold improvements associated with these buildings in the year ended June 30, 2013.”

(3) The purchase of the property is in fact a transaction from which the Founder/Former Executive Director would materially benefit.

- Additionally, LACOE has reviewed the proposed lease agreement between 706 East Manchester, LLC and the Merle Williamson Foundation and has serious concerns about the terms of the agreement should the lease agreement be executed. The concerns center on the prepayment amount of \$507,000 which is excessive. (NIR Exhibit L)
- WAYS fails to remedy the related party transaction concern brought about by the employment settlement between WAYS and the Founder/Former Executive Director. This issue is addressed below (NIR p. 31-32) under **II: WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter.**
- WAYS does not dispute and therefore fails to remedy the related party transaction and conflict of interest issues presented in the NOV regarding the Founder/Former Executive Director and the wrongful termination lawsuit brought against WAYS and the Founder/Former Executive Director by a former teacher who accompanied the Founder/Former Executive Director to Nigeria. (NOV Exhibit 6, 10)
- WAYS partially remedies conflict of interest and related party transaction concerns involving the Director of Operations.
 - Related party transactions with the owner of OSE: WAYS fails to substantiate its claim that previous transactions with OSE were not related party transactions for the following reasons: (1) the Director of Operations’ claim that he was not aware he was related to the owner of OSE until “he was informed by LACOE staff” is contradicted by public records that show both individuals shared a common address in 2011(NIR Exhibit M); (2) the claim the two are “distant cousins” is contradicted by an obituary notice (NOV Exhibit 11) posted at WAYS, which shows they are first cousins, having the same maternal grandmother; (3) the Director of Operations was responsible for processing employee hiring, and since the mother of the OSE owner was employed by the WAYS, the familial relationship would have been apparent (NIR Exhibit N); and (4) contrary to WAYS’ claim that transactions with OSE did not violate the school’s Fiscal Policies, substantial evidence exists to the contrary as discussed under WAYS lacks effective internal controls, above. (NIR p. 9-10) As stated previously, 20 of the 21 check requests to OSE were signed only by the Director of Operations providing further evidence of failure to maintain an “arm’s-length” between the related party transactions. (NIR Exhibit F)

The revised 2013 Independent Audit issued June 27, 2014 (NIR Exhibit D, p. 100) corroborates the finding that WAYS engaged in related party transactions. It states, “The Academy purchases books and supplies from the vendor OSE Business Services. The owner of OSE Business services is related to the former executive director, director of

operations, and vice principal. The Academy paid \$101,338 to OSE Business Services for materials and supplies during the year ended June 30, 2013.”

WAYS proposes remedy through two actions: (1) they will not enter into future transactions with OSE (WAYS Exhibit 43) and (2) the Director of Operations will no longer be employed by WAYS. The proposed remedy to no longer use the services of OSE offers a viable remedy. However, since the Director of Operations is still being paid by WAYS through an independent contractor agreement, (NIR Exhibit G) there is no evidence that remedy has been implemented or that replacing the Director of Operations will be permanent.

- Related party transactions involving the Founder of DDS/WAYS Vice Principal: WAYS addresses the wrong concern in its response. It addresses the concern as a conflict of interest, while the NOV (NIR Exhibit A, p. 11) cites the FCMAT audit and addresses the concern as a related party transaction. LACOE agrees there is no conflict of interest.

WAYS fails to refute and therefore fails to remedy the related party transaction concerns between the Director of Operations and the Founder of DDS, who is his sister.

The revised 2013 Independent Audit issued June 27, 2014 (NIR Exhibit D, p. 100) corroborates the related party transaction. It states, “The vice principal [the sister of the Director of Operations] is the founder and executive director of a dance studio which the Academy has had a history of doing business with for the ASES program. For the year ended June 30, 2013 the Academy paid \$24,000 to the studio for services provided in the ASES program.”

The evidence shows the Director of Operations approved six check requests authorizing payment to DDS for after-school services at \$4,000 per month, providing evidence of failure to maintain an “arm’s-length” between the related party (brother-sister) transactions. (NIR Exhibit O)

While WAYS asserts the Executive Director, not the Director of Operations chose DDS to provide ASES services, (NIR Exhibit B, p. 51) WAYS did not provide evidence to support its assertion; therefore, there is no remedy and the finding stands.

WAYS’ statement that the transaction with DDS was in accordance with its Fiscal Policies in place at the time was previously disputed under “Financial Dealings with DDS Demonstrate a Lack of Internal Controls.” (NIR p. 9)

Additionally, there is evidence of other related party transactions between the Director of Operations and his sister through her role as WAYS Vice Principal. The Director of Operations approved reimbursements to his sister in the amount of \$320, providing evidence of failure to maintain an “arm’s-length” in transactions between the related parties. (NIR Exhibit P)

- Related party transactions involving the Director of Operations’ cousin and father pertaining to the lease and donation of a van: WAYS fails to remedy related party transaction concerns involving the Director of Operations pertaining to the lease of a van from two family members: his cousin (E. Enwezor) and his father.

In its response to the FCMAT Audit (NIR Exhibit Q, p. 571 and 578) WAYS stated it made payments of \$4,800 each to the Director of Operations' cousin and father. His father received payment in 2010-11 when the Director of Operations' mother was the Charter School's Executive Director (another conflict of interest and related party transaction) and his cousin received payment in 2011-12. WAYS fails to refute and therefore fails to remedy the related party transaction between the Director of Operations and his father.

While WAYS states E. Enwezor is a distant cousin to the Director of Operations, public records (NIR Exhibit R) and the obituary notice (NOV Exhibit 11) establish they are first cousins; therefore, the related party transaction concerns are not remedied.

Additionally, while WAYS states both the Executive Director and Director of Operations had the authority to enter into the lease with E. Enwezor because it was a low value contract, the 2006 Fiscal Policies in place at the time makes no mention of a Director of Operations; therefore, WAYS cannot claim that the Director of Operations had such authority. (WAYS Exhibit 19)

While WAYS claims the van was donated to the Charter School, the California Certificate of Title issued March 21, 2014, approximately two years after the donation was made, identifies the registered owners as Jason Okonkwo (Director of Operations) and the Merle Williamson Foundation. (WAYS Exhibit 45) A review of WAYS Board Meeting Agendas since 2012 provides no evidence the Board accepted the donation of the van and the 2012 Independent Audit (WAYS Exhibit 31, p. WAYS 000577) fails to identify the donation. The joint ownership of the vehicle presents a financial conflict of interest between the Foundation and the Director of Operations and calls into question which party can materially benefit.

- WAYS partially remedies conflict of interest concerns involving the Director of Operations through the letter from the FPPC. Conflicts of interest related to the lease of the properties owned by the Founder/Former Executive Director (his mother) are remedied; however, the letter does not specify that any other conflict of interest has been resolved. (WAYS Exhibit 10)
- WAYS partially remedies violations related to conflict of interest and related party transactions through the adoption of its new Financial Policies and Procedures Handbook, which now includes a Conflict of Interest statement. (Policy 16) (WAYS Exhibit 17) However, adoption of policies and procedures does not ensure they will be followed.

3. WAYS Violated Provisions of Law.

Summary of NOV:

WAYS violated provisions of law based on evidence that the school failed to submit its 2012 and 2013 Independent Audits to the State Controller's Office, CDE, and LACOE by the December 15 deadline specified in EC § 47605(m) and failed to comply with EC § 8483(a)(2) pertaining to time reporting and EC § 8483.9(a) pertaining to allowable indirect rates charged in administering the After School Education and Safety (ASES) Program.

The NOV provided substantial evidence in support of this finding through examples, citations from source documents including legal references, and NOV Exhibits 8 and 9.

Summary of WAYS' Response to NOV:

WAYS states the finding that its Independent Audits were submitted past the legal deadline is inaccurate because the Charter School requested and received extensions for late submission. WAYS submitted its 2012 Independent Audit on December 31, 2012 and its 2013 Independent Audit on January 15, 2014.

WAYS states that the two issues regarding ASES program compliance (excessive indirect cost rate and failure to document sign-out times of students) were remedied "as soon as the Auditor notified [the school]." (NIR Exhibit B, p. 53)

WAYS submitted Exhibits 31, 32, 47, and 72.

LACOE's Position on WAYS' Response: WAYS Failed to Fully Refute or Remedy

WAYS fails to fully refute, remedy, or propose remedy to the substantial evidence provided in the NOV that WAYS violated provisions of law.

- WAYS failed to follow the correct filing extension protocol established by the State Controller's Office ("SCO") in submitting its 2012 Audit. Contrary to WAYS' response that LACOE approved an extension for submitting the 2012 Audit, the school attempted to obtain an extension directly from the SCO and informed LACOE that it had received that extension on December 27, 2012, ten (10) days after the due date. (WAYS Exhibit 72) The SCO does not accept extension requests from charter schools. (NIR Exhibit S) WAYS was notified of its failure to comply with statutory submission timelines (NIR Exhibit DD) and did not respond to the notice.

WAYS did follow the proper extension procedure for submitting its 2013 Audit. WAYS did not propose a remedy to ensure that future submissions will comply with statutory deadlines.

- WAYS states they cured the violation regarding the ASES program as soon as they were notified by the Auditor. However, WAYS provides no evidence to support the assertion. Therefore, the finding stands.
- Additionally, the NOV (NIR Exhibit A, p. 9) and FCMAT Audit (NOV Exhibit 6, p. 81) state WAYS failed to issue a Form 1099 or W-9 to OSE as required by law. WAYS refutes the statement in the NOV that FCMAT's team could not confirm that OSE is a legitimate business as "ridiculous" (NIR Exhibit B, p. 51), yet provides no evidence to substantiate the legitimacy of OSE and WAYS does not refute that it failed to issue these required tax documents. (NIR Exhibit T) Therefore, WAYS fails to remedy and the finding stands.

II. WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter.

A. WAYS Governing Board Failed to Exercise Fiscal and Institutional Control.

Summary of NOV:

The WAYS Board committed material violations of Charter Element 4 (Governance), which establishes the Board's responsibilities to provide overall oversight of the school. By not providing general oversight and failing to monitor and evaluate the performance of the Executive Director and Director of Operations, the WAYS Board failed to ensure that these administrators fulfilled their job duties, complied with GAAP, and did not engage in and/or allow fiscal mismanagement to occur. The Board's failure to comply with Element 4, its bylaws and policies resulted in the school's failure to comply with GAAP, resulting in fiscal mismanagement under **I. WAYS failed to meet generally accepted accounting principles ("GAAP"), or engaged in fiscal mismanagement.**

Summary of WAYS' Response to NOV:

WAYS questions which version of the school's charter is used to support the NOV, acknowledges there has been turnover on the WAYS Board, and that governance is a concern of the County Board. The response (NIR Exhibit B, p. 53-54) states that in an effort to remedy governance concerns, "the school's board is considering a contract with Celerity that specifically includes board support and services" and that "the WAYS board has also implemented practices to improve the board's effectiveness" by having the "Executive Director, the Director of Operations, and a representative from the school's back office services provider all give extensive status reports at every board meeting..."

WAYS attached Exhibits 27, 48, and 49.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the substantial evidence provided in the NOV that the WAYS Governing Board failed to exercise fiscal and institutional control.

- The NOV clearly states (NIR Exhibit A, p. 5) that the charter petition referenced is dated December 18, 2012. LACOE and WAYS recently agreed that the May 20, 2014 charter is the operative charter document. All references to the WAYS authorized charter in the NIR refers to the version dated May 20, 2014 (NIR Exhibit H) unless otherwise specified.
- WAYS proposes remedy through its Board's consideration of a contract with Celerity Global Development. (Celerity) This remedy is inadequate for three reasons: (1) "considering a contract" is not a remedy; (2) WAYS failed to provide an executed contract with Celerity; and (3) WAYS fails to explain the services to be provided or how these services will reduce Board turnover and ensure Board "stability."
- WAYS' contention that its Board exercises fiscal and institutional control because the Executive Director, Director of Operations, and a representative of the school's back officer provider "all give extensive status reports at every board meeting" is without merit due to lack of evidence. WAYS' evidence (WAYS Exhibit 27) shows that during school year 2013-14, the WAYS Executive Director, Director of Operations, and a representative of the school's back office provider did not "all give extensive status reports at every board meeting." Specifically, WAYS' evidence shows:

- WAYS fails to provide evidence that the Executive Director and the Director of Operations gave reports at the July 26, 2013, August 29, 2013, and April 3, 2014 Board Meetings.
- WAYS fails to provide evidence that the Executive Director, the Director of Operations, and the back office provider gave reports at the September 26, 2013, October 24, 2013, January 20, 2014, and March 13, 2014 Board Meetings.
- WAYS fails to provide Meeting Minutes for the April 25, 2014, April 30, 2014, May 20, 2014, June 12, 2014, July 9, 2014, and July 30, 2014 Board Meetings. Therefore, WAYS fails to provide evidence that reports were provided by the Executive Director, Director of Operations, and/or a representative of the school's back office provider at those meetings.
- WAYS' evidence (WAYS Exhibit 48) also fails to demonstrate that it's Executive Director, Director of Operations, and a representative of the school's back office provider "all give extensive status reports at every board meeting" because Exhibit 48 only consists of five reports. Four of the reports are dated February 27, 2013; however, the topics covered in these reports were not on the February 28, 2013 Board Meeting Agenda. One report was dated August 10, 2011.
- WAYS' evidence (WAYS Exhibit 49) is nonresponsive to the NOV because it contains samples of Principal and Vice Principal Reports, but does not contain Executive Director, Director of Operations, and back office provider reports.

B. WAYS Board Violated Charter Element 4: Governance

Summary of NOV:

Element 4 of the Charter provides the governance structure of the school and defines the Board's responsibility and authority with regard to its oversight. The NOV provided substantial evidence that:

1. The WAYS Board failed to provide adequate fiscal oversight based on evidence that
 - a. It did not establish a Finance Committee as required by the charter
 - b. It did not develop adequate Fiscal Policies
 - c. It relinquished its authority to approve contracts
 - d. It did not provide adequate oversight in the development of the school budget
 - e. It improperly authorized the expenditure of school funds
2. It did not establish and/or approve policies prior to implementation
3. It did not hold monthly meetings and did not follow its bylaws and the Brown Act with regard to meetings
4. It did not provide proper oversight of the school's Executive Director and Director of Operations/On-Site Financial Manager and did not conduct performance evaluations

5. The Board President did not provide an annual report to the WAYS Board as stipulated in the charter

A summary of WAYS' response to the NOV and LACOE's Position on WAYS' Response is provided below organized by item number and/or letter in the order stated above.

1. The WAYS Board Failed to Provide Adequate Fiscal Oversight.

(a) WAYS Did Not Establish a Finance Committee

Summary of NOV:

The WAYS Board failed to provide adequate fiscal oversight based on evidence that it did not establish a Finance Committee as required by the charter.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents (NIR Exhibit A, p. 14) and NOV Exhibit 13.

Summary of WAYS' Response to NOV:

WAYS states the charter does not require the formation of a Finance Committee under Element 4, but acknowledges the reference in Elements 5 and 9. WAYS contends there is a Finance Committee, or "working group," made up of the "Executive Director, Director of Operations, and back office services provider." WAYS' response (NIR Exhibit B, p. 54) states that this group meets regularly to provide guidance and recommendations to the WAYS Board.

WAYS attached Exhibits 74 and 50.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the substantial evidence provided in the NOV that the WAYS Board failed to provide adequate fiscal oversight based on evidence that it did not establish a Finance Committee as required by the charter.

- WAYS fails to recognize that Element 4 of the charter incorporates Fiscal Policies by reference (NIR Exhibit, p. 327) and that prior Fiscal Policies required a Fiscal Committee composed of Board members:
 - Fiscal Policies dated 2006 clearly indicate the requirement for a Finance Committee of the Board on the first page of the document. (NOV Exhibit 12, p. 622)
 - Fiscal Policies dated January 31, 2013 state, "The budget will be approved by the Board, and implemented by the management staff. The staff will also update the board on the status of the budget **through the Finance Committee...**" (Emphasis added) (NIR Exhibit U, p. 609)
- WAYS admits that a Finance Committee is specified in charter Elements 9 and 5. Element 9 specifically calls for a "School Board Finance Committee." (NIR Exhibit H, p. 373) The April 30, 2014 Financial Policies and Procedures Handbook conflicts with the charter, which is the prevailing document. WAYS' contention that the school's charter does not require the

formation of a finance committee is contradicted by the language of the charter. Therefore, remedy through the Handbook fails.

- Even if a finance committee “working group” provided remedy, WAYS fails to provide evidence that such a “working group” of the “Executive Director, Director of Operations, and back office services provider” exists and functions. WAYS’ evidence (WAYS Exhibit 74) consists solely of monthly financial statement narratives signed by the Director of Operations. There is no evidence of any other committee member or that the committee has met. Therefore, the proposed remedy fails.
- WAYS fails to explain how a finance “working group” composed of staff and contractors ensures adequate fiscal oversight of the charter school by the WAYS Board.
- WAYS’ evidence (WAYS Exhibit 50) is non-responsive to the fact that the WAYS Board did not establish a Board Finance Committee; Exhibit 50 consists of budgets with no evidence of any type of finance committee review. Therefore, the remedy fails.

(b) The WAYS Board Did Not Develop Adequate Fiscal Policies

Summary of NOV:

The WAYS Board failed to provide adequate fiscal oversight based on evidence that it did not develop adequate Fiscal Policies.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents NIR Exhibit A, p. 15-17 and NOV Exhibits 6, 8, and 13 through 16.

Summary of WAYS’ Response to NOV:

WAYS states its Board adopted a comprehensive Financial Policies and Procedures Handbook provided by back officer service provider Bali Business Management on April 30, 2014. The Handbook’s policies include payroll, purchases, contracts, and budget formation to address issues raised by LACOE staff, and the school has “plans to contract with Celerity” to help it “consistently and effectively implement these Fiscal Policies.” (NIR Exhibit B, p. 55)

WAYS attached Exhibits 18 and 51.

LACOE’s Position on WAYS’ Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the substantial evidence provided in the NOV that the WAYS Board failed to provide adequate fiscal oversight based on evidence that it did not develop adequate Fiscal Policies.

- WAYS fails to refute the statements made in the 2011 Independent Audit (NOV Exhibit 14), the 2012 Independent Audit (NOV Exhibit 8), and the 2013 Independent Audit (NOV Exhibit 9) identifying material weakness and/or significant deficiencies with WAYS’ internal controls. Nor does WAYS refute the conclusion that the deficiencies were “systemic.” Instead, WAYS focuses on adoption of the April 30, 2014 Financial Policies and Procedures

Handbook as remedy. These new Financial Policies and Procedures fail to remedy as described throughout this NIR.

- WAYS does not refute that it took its Board six months to adopt the Fiscal Policies revised by staff on July 31, 2012, or that the reason for the delay was due to cancelled meetings and the tabling of the action as evidenced by Board Meeting Agendas and Meeting Minutes (NOV Exhibit 13) in spite of the fact that its Independent Auditors and LACOE had informed WAYS of its internal control problems. Nor does WAYS refute that it took another year for WAYS' staff and back office provider to further revise, and the Board to approve, additional changes to the Financial Policies and Procedures Handbook. Therefore, WAYS fails to cure.
- The April 30, 2014 Handbook adopted by WAYS Board fails to adequately remedy the internal control problems identified in the NOV as explained previously (NIR p. 10-11) under **I. WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.** By its adoption of these Financial Policies and Procedures, the WAYS Board demonstrates its lack of understanding of effective fiscal practices, especially with regard to internal controls and the separation of duties necessary to provide effective internal controls.
- WAYS does not refute that LACOE requested revised Fiscal Policies, but states LACOE's evidence (NOV Exhibit 15) does not explicitly request Fiscal Policies. The communications provided in NOV Exhibit 15 document LACOE's attempts to meet and provide support regarding Financial Policies because WAYS had failed to provide LACOE with revised Financial Policies.
- WAYS asserts (NIR Exhibit B, p. 55) that "the school has plans to contract with Celerity" to help it "consistently and effectively implement" its April 30, 2014 Fiscal Policies and Procedures. However, WAYS did not provide an executed contract with Celerity; therefore the "plans" cannot be evaluated and LACOE is unable to determine whether such a contract, if executed, can help the school "consistently and effectively implement" its Financial Policies. Therefore, the proposed remedy fails.

(c) The WAYS Board Improperly Relinquished its Authority to Approve Contracts

Summary of NOV:

The WAYS Board failed to provide adequate fiscal oversight based on substantial evidence that it relinquished its authority to approve contracts by not reserving the right to approve contracts in advance of their execution, reduced its authority in the 2011 bylaw revision, and was inconsistent in its oversight with respect to contract and purchase approval.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents NIR Exhibit A, p. 17-19 and NOV Exhibits 13 and 17 through 25.

Summary of WAYS' Response to NOV:

WAYS claims the NOV states the Merle Williamson Foundation should not have amended its bylaws without LACOE staff's express approval. WAYS cites LACOE's staff report to the County Board (June 2011) as recommending the bylaws be amended. WAYS contends it can change its bylaws at the discretion of the Foundation's Board, as long as it is not prohibited by the charter.

WAYS indicates that its current bylaws (dated March 2011) explicitly state that "the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, *by or under the direction of the Board of Directors.*" WAYS further states there is nothing in the California nonprofit corporation laws, the school's charter or its Fiscal Policies that would require the bylaws to state that WAYS Board approval is needed for all contracts.

WAYS states the school's charter specifically states it is the Executive Director's responsibility to "oversee the school-operating budget, *authorize spontaneous and ongoing daily expenses as necessary* and maintain robust fiscal vitality."

WAYS also states the WAYS Board exercises its oversight powers and has been active in reviewing and approving the school's major contracts. (NIR Exhibit B, p. 55) It provides details regarding specific contracts referenced in the NOV:

Central Air and Heat System: WAYS states the Director of Operations' comments at the July 31, 2012 Board meeting were misquoted and that the Executive Director signed the contracts three days after the Board approved it. (WAYS Exhibit 22)

Salvation Army Facility Lease: WAYS states the original lease between WAYS and the Salvation Army was approved by the Board on August 10, 2011, and signed on August 25, 2011. (WAYS Exhibit 53) It further states contract renewal has come to the Board each year and contends the Executive Director has the authority to execute the lease. WAYS states that, at LACOE's request, the Board began approving the lease renewal before execution by ratifying the 2013-14 Salvation Army lease on February 3, 2014. (WAYS Exhibit 54) WAYS states the Board will approve the next renewal of the Salvation Army lease prior to execution.

Purchase and Sale of Vehicle: WAYS states "the NOV mischaracterizes the purchase and sale of a school vehicle" and further states the Board approved a written resolution authorizing "the Executive Director or his designee to enter into a lease or purchase agreement for a vehicle for school use." (NIR Exhibit B, p. 22) WAYS states the written, executed Board resolution (WAYS Exhibit 55) is evidence of the Board's action and that the audio recording of the actual action is "trumped" by this record.

Regarding the sale of the school vehicle, WAYS states that the Executive Director instructed the Director of Operations to research a fair sales price and the vehicle was sold. The sale was later ratified by the WAYS Board. (WAYS Exhibit 56) WAYS contends the vehicle was sold for a fair price based on the Director of Operations' research.

Contract for 2013 Independent Audit: WAYS states that the Executive Director informed the Board via email (WAYS Exhibit 57) that the school's former auditor had raised its prices. The response states that, as an effort to save the school money, the Executive Director accepted a proposal and informed the Board of his decision. WAYS states that the Board could have

preapproved the auditors' contract and will do so in the future. The WAYS Board ratified the auditor's contract on February 3, 2014. (WAYS Exhibit 58)

Employment Contracts for Executive Director and Director of Operations: WAYS states that while California law does not require charter school boards to approve all employment contracts, the WAYS Board approves the contract for the Executive Director. (WAYS Exhibit 59) WAYS states it is the Executive Director's job to supervise and evaluate the teachers and classified staff, not the Board's, (WAYS Exhibit 60) and that the Executive Director kept the WAYS Board informed about staff employment contracts through his regular reports to the Board. (WAYS Exhibit 61)

WAYS attached Exhibits 22 and 52 through 61.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the violations identified in the NOV that the WAYS Board relinquished its authority to approve contracts. Through amendment of its bylaws, the WAYS Board has significantly diminished its authority regarding contracts. While some delegation of management duties is allowed, the Board is ultimately responsible for the activities and affairs of WAYS. California Corporations Code § 5210. This diminishing authority proves that the Board is not effectively managing the activities and affairs of WAYS. The Board is not properly discharging its duty to ensure that public dollars are appropriately spent.

The WAYS Board: (1) has not reserved the right to approve contracts prior to execution; (2) has diminished its authority regarding contracts through adoption of its 2011 bylaws; and (3) is inconsistent with respect to approving contracts and purchases.

- Contrary to WAYS' statement, the NOV does not claim the Merle Williamson Foundation should not have amended its bylaws without LACOE staff approval, rather the NOV provided an explanation to the County Board why it did not have the opportunity to consider WAYS' 2011 bylaws at the time of the Charter School's non-renewal appeal. LACOE agrees that WAYS may change its bylaws as long as the bylaws comply with the charter and applicable law. Changes made to the 2011 bylaws resulted in improper oversight by the WAYS Board.
- WAYS fails to refute that its 2002 bylaws assigned broader authority to the Board than its 2011 bylaws. WAYS states (NIR Exhibit B, p. 55) the 2011 bylaws give the Board the power to manage the corporation "by or under the direction of the Board of Directors." That does not provide a comparison in Board authority between the two sets of bylaws.
- WAYS' contention (NIR Exhibit B, p. 55) that the Executive Director has the responsibility to "Oversee the school-operating budget, *authorize spontaneous and ongoing daily expenses as necessary* and maintain robust fiscal vitality" is not supported by evidence. This responsibility is not stated in the May 20, 2014 version of the charter (NIR Exhibit H) nor does the responsibility as stated give the Executive Director the authority to approve contracts. Therefore, WAYS' argument fails.
- WAYS' claim that the Board has been "active in reviewing and approving the school's major contracts" is not supported by evidence. The NOV presented six contracts as evidence;

WAYS' response confirms that four of them (Salvation Army lease, vehicle sale, Independent Auditor's contract, and Executive Director's contract) were ratified after execution by staff. Board ratification after a contract is executed by staff is not the same as Board review and approval prior to execution by staff.

Furthermore, WAYS' response regarding the 2013 Independent Audit contract is not supported by its evidence. (WAYS Exhibit 57) The response states the Executive Director informed the Board of the past year's auditor's increased price and gave the Board information regarding a less expensive option "to consider" and told the Board the item would be added to the October 24, 2013 Board Agenda. (WAYS Exhibit 57, p. WAYS 861) Based on the Minutes for the October 24, 2013 Board Meeting, (NOV Exhibit 13, p. 797-801) there is no evidence the item was presented to the Board for its consideration. WAYS proposes remedy by stating it will obtain Board approval prior to contracting with an auditor in the future.

WAYS' position on the other two contracts (air conditioning and vehicle purchase) is not accurate as follows:

Air conditioning contracts: WAYS contends the NOV misquotes the Director of Operation's statements at the July 31, 2012 Board Meeting with regard to work on the central heat and air systems. The transcript of the Board Meeting audio recording (NIR Exhibit V, p. 623) provides evidence the NOV does not misquote the Director of Operations' statement to the Board that an air condition construction project was already in progress at the school and that "we started early, before the approval." Therefore, the finding stands.

Vehicle (Lexus) purchase: WAYS fails to refute that the actual motion made by the Board Member at the July 31, 2013 Board Meeting was to "look into" the purchase or lease of a vehicle. WAYS contends the written Board Resolution trumps the actual action taken by the Board; LACOE disagrees. The written Board Resolution must accurately reflect the action moved, seconded and approved by the Board; WAYS failed to do this. The Board Resolution does not accurately reflect the Board's action, and is therefore, not valid. Therefore, the finding stands.

Vehicle (Lexus) sale: The Director of Operations sold the school vehicle without receiving prior Board approval. (NOV Exhibit 21 and 22) Not only did the Director of Operations sell the vehicle without the authority to do so, he did so at a financial loss as the vehicle was sold for \$26,000, about \$4,000 less than the loan pay off and less than the Kelly Blue Book value for that make/model vehicle with the mileage the Lexus had at the time of the sale. (NOV Exhibit 6, p. 96)

Additionally WAYS' staff did not comply with the Board President's directive regarding paying off the loan prior to the sale of the vehicle, necessary because the vehicle had been financed. The back office provider paid off the vehicle in the amount of \$30,345, despite being directed not to do so. When the Board President asked the back office provider why he paid off the loan in spite of her directive to the contrary, he replied, "...they say it was approved by the board." (NIR Exhibit V, p. 75)

A review of WAYS Board meeting agendas, minutes, and supporting documents provides no evidence that the Board was aware of the type of vehicle that had been purchased, its cost or

interest payments. This supports FCMAT's concern that the Capital Expense Analysis the WAYS Board received from its staff failed to provide adequate information for the Board to make an informed decision regarding the sale of the vehicle. (NOV Exhibit 6, p. 96) The Board did not discipline the employees for their failure to provide sufficient information and/or to comply with Board directives is further evidence of the Board's lack of financial control and adequate oversight.

Additionally, as recently as July 9, 2014, the Board failed to approve major contracts before the effective dates. The independent contractor consulting agreement with the former Director of Operations and the amended employment agreement with the Executive Director were both approved by the WAYS Board after their effective dates. Both agreements were approved July 9, 2014 (WAYS Exhibit 27) with effective dates of July 1, 2014, providing evidence that the April 2014 Financial Policies and Procedures Handbook does not remedy the Board's lack of financial control and oversight. (NIR Exhibit W)

- WAYS' contention that the Executive Director properly kept the WAYS Board informed about staff employment contracts (WAYS Exhibit 61) is not supported by evidence. WAYS Exhibit 61 contains a single report dated April 30, 2013, which does not correspond to a Board meeting date and is limited to information on salary increase for nine employees. The example is insufficient to support the claim that the Executive Director kept the WAYS board informed about staff employment agreements by including an update on their development in his regular report to the Board.
- WAYS proposes remedy through its April 30, 2014 Financial Policies and Procedures Handbook, which states, "All Contracts exceeding \$25,000 should be signed and approved by the board." (WAYS Exhibit 17, p. WAYS 000175) This Handbook is insufficient to remedy the concern regarding Board approval of contracts for two reasons: (1) It uses the word "should" instead of "shall/must," which fails to make approval obligatory; and (2) it does not explicitly state "prior approval."
- WAYS remedied the concern that the Board does not have to approve the Director of Operations' contract through the May 20, 2014 charter, which now has the Director of Operations reporting to the Executive Director and not to the Board.

(d) The WAYS Board Did Not Adequately Oversee the 2013-2014 School Budget

Summary of NOV:

The WAYS Board failed to provide adequate fiscal oversight based on substantial evidence that it did not adequately oversee the development and approval of WAYS' 2013-14 budget.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents (NIR Exhibit A, p. 19-21) and NOV Exhibits 13, 26, 27, and 28.

Summary of WAYS' Response to NOV:

WAYS states “The Board oversees the development of the annual budget and provides timely approval” (NIR Exhibit B, p. 57) and that only the final budget requires WAYS Board approval; preparation of the preliminary budget is the responsibility of the Executive Director.

WAYS states the budget was presented to and approved by the WAYS Board on August 29, 2014 (WAYS Exhibit 62) and that during the meeting a question was raised by a Board member regarding a specific line item. At the meeting, the back office service provider was unable to answer the question, so the Board directed the line item be restored to the prior year amount and then approved the budget. WAYS states the change in the line item is reflected in the minutes of that meeting and these minutes were approved on October 24, 2013. (WAYS Exhibit 63)

WAYS attached Exhibits 19, 62, and 63.

LACOE’s Position on WAYS’ Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the substantial evidence provided in the NOV that the WAYS Board failed to provide adequate fiscal oversight based on substantial evidence that it did not adequately oversee the development and approval of the school’s 2013-14 budget.

- LACOE agrees that only the final budget requires board approval; however, LACOE’s finding in the NOV (NIR Exhibit A, p. 19-20) was that the final approved budget submitted to LACOE did not reflect the Budget the WAYS Board approved at its August 29, 2013 Meeting.

While LACOE concurs with WAYS’ statement that a Board member asked for the restoration of line item 5890 to the prior year’s level, the request is reflected in the minutes, and is substantiated by the transcript of the August 29, 2013 Board Meeting (NIR Exhibit V p. 627-634), the final approved budget submitted to LACOE (WAYS Exhibit 62, p. WAYS 000896) shows that line item 5890 (the line item in question) was not adjusted. It remained \$128,724 in spite of the Board’s directive that it be changed to the previous year’s level until such time as an explanation for an increase could be provided to the Board. Line item 5890 was \$10,000 in the 2012-13 budget. (NIR Exhibit X)

WAYS fails to refute the evidence in the NOV that an explanation for an increase was never provided to the Board in spite of the Board’s repeated requests. Therefore, the finding stands.

WAYS cannot show that its Board exercised proper oversight of the budget because the WAYS Board was not cognizant that the final budget submitted to LACOE did not reflect the budget as they approved it. This further substantiates the Board’s lack of oversight of its Executive Director and Director of Operations.

- Additional evidence of the Board’s lack of adequate budget oversight comes from its failure to approve the 2013-14 Title 1, Special Education, and Afterschool Education and Safety (ASES) budgets. Approval of these budgets was on the February 3, 2014 Board Meeting Agenda; however, meeting minutes and the audio recording of the meeting indicates action was postponed to a future meeting. A review of Board Meeting Agendas and Minutes for the remainder of the 2013-14 school year indicates these budgets were never approved. (NOV Exhibit 13 and WAYS Exhibit 27)

(e) The WAYS Board Improperly Authorized the Expenditure of School Funds

Summary of NOV:

The WAYS Board improperly authorized the expenditure of school funds based on substantial evidence that it authorized staff stipends without appropriate criteria or supporting documents and approved the expenditure of funds to the Founder/Former Executive Director without evidence the funds were owed.

The NOV provided substantial evidence in support of this finding through examples and citations from source documents NIR Exhibit A, p. 21 and NOV Exhibits 6 and 13.

Summary of WAYS' Response to NOV:

WAYS states (NIR Exhibit B, p. 57) the "Board did not authorize any improper expenditures of School funds." The school contends the findings related to performance based stipends are without merit. The Board approved the stipends on February 27, 2014, after a report from the Executive Director. (WAYS Exhibit 64) The Executive Director's report states that employees "are awarded stipends by performing extracurricular tasks, taking on leadership roles and good attendance habits that are beyond and beyond what is required." WAYS contends that the stipends were a proper expenditure of school funds and LACOE's conclusion that the approval of the stipends was a Brown Act violation was incorrect.

WAYS attached Exhibits 37, 64, and 65.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the violation provided in the NOV that the WAYS Board improperly authorized the expenditure of school funds based on substantial evidence that it authorized staff stipends without appropriate criteria or supporting documents and approved the expenditure of funds to the Founder/Former Executive Director without evidence the funds were owed.

- LACOE agrees with WAYS that a teacher and/or other staff member could be compensated for extra duty assignments. However, for such compensation to not be a gift of public funds, the employer must document the service is not part of the employee's stated job duties or completed during regular working hours; WAYS does not provide this evidence. Additionally, there must be a record that the duties were in fact performed; WAYS does not provide this evidence. Therefore, WAYS fails to remedy the findings stated in the NOV.

LACOE does not agree stipends can be given for attendance. Employees are compensated for attendance through their regular employment agreement. Therefore, getting a stipend to fulfill a regular contract duty is not an appropriate expenditure of public funds. Based on WAYS' evidence (WAYS Exhibit 64) the Board gave employees stipends for "attendance" and thus misused public funds.

- WAYS fails to refute the Charter School had no evidence that funds were owed to the Founder/Former Executive Director. WAYS states the expenditure was made after receipt of a demand letter (WAYS Exhibit 37) and on the advice of legal counsel, protected by

attorney-client privilege, and their insurance carrier. One letter from the insurance company requests documentation; the other denies the claim. (WAYS Exhibit 38) Therefore, WAYS fails to provide adequate support for its argument, and the finding in the NOV stands.

- There is additional evidence that the Board improperly authorized expenditures of school funds after the NOV was issued based on the July 9, 2014 Board Meeting (WAYS Exhibit 27):
 - WAYS Board improperly approved an expenditure of funds through its “amendment” to the Executive Director’s 2013-14 employment agreement. The amendment states, “There shall be no specific number of days that must be worked. Instead, Employee will be a full-time exempt employee who will be expected to continue to devote the time and energies necessary to fulfill the job requirements as under the existing Agreement.... Employee shall be entitled to paid time off and leave for illness at the same amount per year of employment as set forth in the Agreement. However, this leave shall accrue on a pro-rated basis.” (NIR Exhibit W) The amendment is improper because it fails to provide a basis for calculating salary, offers prorated benefits without specifying a method for determining the proration, and lacks a method for documenting the number of days worked and, therefore, the number of benefit days earned.
 - WAYS Board improperly approved the expenditure of funds through its independent contractor consulting agreement with the former Director of Operations. The contract provides the former Director of Operations be paid an hourly rate of \$100 but does not provide a contract end date, a “not to exceed” amount (by dollar figure or number of hours) or a written scope of work to be performed. (NIR Exhibit W)

This agreement also violates Policy #4 (Contracting) of the April 30, 2014 Policies and Procedures Handbook (WAYS Exhibit 17), providing additional evidence that the Handbook is an insufficient remedy, WAYS Board is not providing adequate fiscal oversight, and the Board continues to misappropriate public funds.

2. The WAYS Board Did Not Establish and/or Approve Policies Prior to Implementation.

Summary of NOV:

The WAYS Board did not establish and/or approve policies prior to implementation based on substantial evidence that it did not develop and approve sufficient Fiscal Policies, personnel policies, or approve policies before implementation and/or submission to LACOE.

The NOV provided substantial evidence in support of this finding through examples (NIR Exhibit A, p. 21-22) and NOV Exhibits 13 and 25.

Summary of WAYS’ Response to NOV:

WAYS states (NIR Exhibit B, p. 58) “the Board has approved a comprehensive set of school policies” and “a full set of WAYS policies currently in place” (WAYS Exhibit 73) and its current Financial Policies and Procedures Handbook (WAYS Exhibit 17) has been attached. WAYS contends that it submits all approved policies to LACOE.

WAYS attached Exhibits 17 and 73.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the substantial evidence provided in the NOV that the WAYS Board did not establish and/or approve policies prior to implementation and/or submission to LACOE.

- WAYS fails to provide evidence that the policies submitted in WAYS Exhibit 73 were approved by the WAYS Board before they were implemented by WAYS staff.
- WAYS fails to state policies will be Board approved prior to staff implementation in the future; therefore, it fails to propose future remedy.
- April 30, 2014 Financial Policies and Procedures Handbook does not guarantee implementation as documented throughout the NIR; therefore, it is insufficient remedy.

3. The WAYS Board Did Not Appropriately Hold Meetings

Summary of NOV:

The WAYS Board did not hold regular monthly meetings and did not follow its bylaws and the Brown Act with regard to meetings based on evidence that it (1) held an insufficient number of Regular Meetings; (2) does not publish a schedule of regular meetings through its website or school calendar; and (3) relies on special meetings to conduct its regular business.

The NOV provided substantial evidence in support of the finding through examples, a chart outlining Board Meeting Dates and citations from the December 18, 2012 Charter and 2011 bylaws. (NIR Exhibit A, p. 22-24)

Summary of WAYS' Response to NOV:

WAYS states, "Over the past 3 years the WAYS board has in fact held meetings at least once each month as required under its bylaws for nearly every month." (NIR Exhibit B, p. 58) WAYS' response emphasizes that LACOE failed to mention this detail in the NOV.

WAYS states that its Board publishes a schedule of regular meetings each year and the schedule is available to the public and provided to LACOE staff.

WAYS attached Exhibits 27 and 67.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the violations identified in the NOV that the WAYS Board did not hold regular monthly meetings and did not follow its bylaws and the Brown Act with regard to meetings.

- WAYS does not refute NOV evidence that the Board conducts most of its business at special, not regular meetings; (NIR Exhibit A, p. 22) that the Board's annual schedule of regular meetings is not published on the school's website or through the school calendar; or that its

bylaws require the school to hold “regular meetings” monthly. (NOV Exhibit 17) Therefore, the NOV findings stand, including noncompliance with the Brown Act.

- WAYS states it publishes its meeting schedule, but provides no evidence to substantiate that claim. WAYS does submit a schedule of meetings to LACOE each year; however, this schedule is frequently revised and special meetings are substituted for regular meetings as described in the chart presented in the NOV. (NIR Exhibit A, p. 23-24) Special meetings do not afford the public the same notice as regular meetings, thereby limiting the public’s ability to participate. A February 16, 2012 email from the Executive Director to LACOE (NIR Exhibit Y) provides evidence that the meeting schedule was removed from the school’s website and that that meetings are scheduled based on Board availability, which is not always predictable.
- The Board continued its pattern of not adhering to its regular meeting schedule, even after the NOV was issued, through the end of the 2013-14 school year. Between April and June 2014, the Board continued its pattern of canceling one-third of its regular scheduled meetings and replacing them with special or revised regular meeting dates as shown in the chart below. For the 2013-14 school year, WAYS held six of its regular meetings and changed its regular meeting schedule twice after submitting the schedule to LACOE in August 2013. (NIR Exhibit Z)

Analysis of WAYS Regular and Special Board Meetings: April 2014 – June 2014		
Calendared Regular Meeting Dates	Meeting Held	Notes
April 25, 2014	Yes	
May 29, 2014	No	The 2013-14 schedule of Board meetings sent to LACOE on January 31, 2014 included a May 29, 2014 meeting. A revised schedule sent by the school administration omitted the May date. A Special Meeting was held on May 20, 2014.
June 26, 2014	No	Special meeting held June 12, 2014. For June 26, 2014 meeting, no agenda received 72 hours prior. An email from the Executive Director states the meeting was rescheduled for June 27, 2014. Agenda received for June 27, 2014; June 27, 2014 email from Executive Director stated the meeting was cancelled due to lack of a quorum.
2013-14 Summary:	Calendared Regular Meetings held 6 of 12 months.	

- The Board’s failure to hold its June 26, 2014 Meeting resulted in two major contracts being approved after their effective dates. The independent contractor consulting agreement with the former Director of Operations and the amended employment agreement with the Executive Director were both approved by the WAYS Board after their effective dates. Both agreements were approved July 9, 2014 (WAYS Exhibit 27) with effective dates of July 1, 2014. (NIR Exhibit W)

4. The WAYS Board Did Not Provide Proper Oversight of Key Administrators

Summary of NOV:

The WAYS Board did not provide proper oversight of the school's Executive Director and Director of Operations and did not conduct performance evaluations.

Failure to provide oversight of its key administrators is evidence the Board did not assume its duty of care or fulfill the terms of the charter with respect to oversight of its administrative employees. The NOV provided specific examples of how the Board failed to provide adequate oversight of the Founder/Former Executive Director, the Executive Director, Director of Operations, and the Vice Principal.

The NOV provided substantial evidence in support of the finding through examples, citations from the December 18, 2012 charter and NOV Exhibits 6, 10, 13, and 29.

Summary of WAYS Response to the NOV:

WAYS states the Board provided adequate oversight of school management personnel. It addresses the performance of the Executive Director and Director of Operations and the school's plan to replace the individuals in these positions.

WAYS did not attach any Exhibits.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute the substantial evidence provided in the NOV that its Board did not provide proper oversight of the school's Executive Director and Director of Operations and did not conduct performance evaluations.

- WAYS provides no evidence to supports its assertion that it provided proper oversight of its management personnel. Therefore, the finding stands.
- WAYS does not refute that it failed to conduct performance evaluations of its Executive Director and Director of Operations. Therefore, the finding stands.
- WAYS does not dispute, and therefore fails to remedy, findings pertaining to the Board's lack of oversight of its management personnel including the Founder/Former Executive Director and the Vice Principal. The failure of the Board to effectively monitor the activities of key management personnel resulted in a misuse of public funds as documented. (NOV Exhibits 6, 10, 13, and 29)
 - WAYS fails to refute that its Founder/Former Executive Director constructively discharged a teacher, resulting in a costly wrongful termination lawsuit. The Board took no action against the Founder/Former Executive Director.
 - WAYS fails to refute that its Vice Principal violated her employment contract and thereby misused public funds by simultaneously operating and working at her private school while receiving a full time salary including earning pension benefits from WAYS. The Board took no action against the Vice Principal, even though she publicly acknowledged her association with the private school through multiple Internet postings. (NOV Exhibit 29) The Vice Principal continues to be employed by WAYS.

- WAYS proposes a remedy to its lack of Board oversight of its school management personnel, but this remedy only partially addresses the violation.
 - Establishing an evaluation policy and procedure to evaluate the Executive Director in the future would provide a remedy if implemented; however WAYS fails to provide evidence of such. LACOE review of the policy and procedure is unnecessary; WAYS' only obligation is to submit the policy to LACOE as required by the MOU.
 - Replacing the current Executive Director and Director of Operations is not a sufficient remedy to lack of oversight because replacing employees does not guarantee the Board will provide adequate oversight of future employees. Additionally, both the Executive Director and Director of Operations continue to be employed and/or compensated by WAYS; therefore, the remedy has not been implemented.

5. The WAYS Board President Did Not Provide Appropriate Annual Reports

Summary of NOV:

The WAYS Board President did not provide an annual report to the WAYS Board as required by the charter.

The NOV provided substantial evidence in support of the finding through NOV Exhibit 13.

Summary of WAYS' Response to NOV:

WAYS did not respond to this issue.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to respond to the issue. Therefore, there is no remedy and the finding stands.

C. The WAYS Board and its Employees Violated Charter Element 5: Employee Qualifications (Section 5.2)

Summary of NOV:

The Executive Director and Director of Operations violated their duties as stated in the charter, Element 5. (Employee Qualifications)

The Executive Director violated his duties based on evidence that he: (1) failed to facilitate optimum performance of the Board, its committees, and individual members; (2) failed to oversee the financial systems of the organization; and (3) failed to apprise the WAYS Board of all concerns communicated by LACOE, the administrative overseer to the charter schools the County Board of Education authorizes. County Board Policy 0420.1.

The Director of Operations violated his duties based on evidence that he: (1) failed to purchase parts and materials at a reasonable quality and at a reasonable price; (2) failed to prepare final recommended budgets; and (3) failed to participate in the development and implementation of the annual budget related to personnel matters and position control, did not authorize

expenditures in accordance with established limitations, and did not revise the budget for board consideration when there was a material change in the approved budget.

Charter citations in this section of the NOV (NIR Exhibit A, p. 26-27) came from the charter dated December 18, 2012. Since the date of the NOV, WAYS and LACOE have come to an agreement that the charter petition submitted on May 20, 2014 complies with the conditions of authorization. While the job descriptions for these positions have been modified somewhat, the May petition includes the same basic responsibilities and duties for the positions. The one material difference is that the Director of Operations no longer reports to the Board, but to the Executive Director.

The NOV provided substantial evidence in support of the finding through examples, citations from the December 18, 2012 Charter, and NOV Exhibits 6, 9, 13, 25, and 30 through 37.

Summary of WAYS Response to the NOV:

WAYS states that the exact description of the duties of the Executive Director and Director of Operations are one of the issues subject to the arbitration. WAYS further states that the Executive Director “has overseen the school’s business practices, instructional program and classroom management” (NIR Exhibit B, p. 59) and that he gives oral reports at every Board meeting.

Regarding the removal of WAYS Board President Tolbert, WAYS states that neither the Executive Director nor the School Site Council (SSC) removed her from office. Rather, the SSC made this recommendation to the WAYS Board, and the Board subsequently approved the recommendation.

Regarding the finding that the WAYS Director of Operations violated his duties, WAYS reiterates their previously stated position regarding the purchase of the school vehicle and the relationship between WAYS and OSE. It also states, “LACOE staff misquoted a report made to the [WAYS] Board regarding performance based stipends.” WAYS contends this report was actually made by the Executive Director, not the Director of Operations.” (NIR Exhibit B, p. 60)

Regarding the 2013-14 budget, WAYS contends (NIR Exhibit B, p. 60) the “Director of Operations transmitted the preliminary budget to LACOE on July 3, 2013 as required under the MOU, the school’s charter and California Law.” The response further states that the budget was approved by the Board on August 29, 2013, and included the revision made to the questioned line item discussed previously. WAYS states that this is its standard procedure for getting the annual budget approved and the Director of Operations properly implemented this timeline.

WAYS attached Exhibits 48 and 68.

LACOE’s Position on WAYS’ Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the violations identified in the NOV that the Executive Director and Director of Operations violated their duties based on the specific examples and evidence provided in the NOV.

- WAYS does not refute the evidence provided in the NOV that shows the Executive Director: (1) failed to facilitate optimum performance of the Board, its committees, and individual members based on the evidence provided in the NOV; (2) failed to oversee the financial systems of the organization based on the evidence provided in the NOV, or (3) failed to apprise the WAYS Board of all concerns communicated by LACOE, to whom the County Board delegates the administrative function of providing oversight to the charter schools the County Board authorizes under County Board Policy 0420.4. Therefore, the findings stated in the NOV stand.
- LACOE's position on WAYS' response that the Executive Director gave monthly reports to the Board to fulfill his reporting responsibilities was provided under **II. A. WAYS Governing Board Failed to Exercise Fiscal and Institutional Control.** (NIR p. 21-22)
- WAYS' response that neither the Executive Director nor the School Site Council (SSC) removed the Board President is non-responsive to the NOV. The NOV states the Executive Director "acted with the Director of Operations to remove two Board members, improperly using the WAYS School Site Council." WAYS fails to refute the evidence that the Executive Director and Director of Operations brought this recommendation to the SSC at its January 23, 2014 meeting (NOV Exhibit 31) thereby using their influence to bring about the SSC recommendation. Additionally, WAYS fails to refute the evidence provided in the NOV that the Executive Director posted fliers calling for the removal of the Board members. (NOV Exhibit 33) Therefore, the findings stated in the NOV stand.
- WAYS does not refute the evidence provided in the NOV that the Director of Operations violated his duties based on evidence he failed to purchase parts and materials at a reasonable quality and at a reasonable price, that he failed to prepare final recommended budgets, and failed to authorize expenditures in accordance with established limitations. (e.g. payments to OSE, DDS, and purchase of a luxury vehicle for school use) Therefore, the findings stated in the NOV stand.
- WAYS' response that the Director of Operations followed the correct timelines and procedures for submitting the budget is non-responsive to the NOV's finding that the final 2013-14 budget submitted to LACOE was not revised to reflect the budget approved by the WAYS Board on August 29, 2013 (WAYS Exhibit 62) as discussed previously in this NIR under **I. 1. WAYS Lacks Effective Internal Controls.** (NIR p. 13)
- WAYS' response that LACOE misquoted a report made to the Board regarding performance based stipends is non-responsive to the evidence presented in the NOV that the Director of Operations failed to participate in the development and implementation of the annual budget related to personnel matters and position control based on providing an inaccurate report to the Board at its February 27, 2014 Meeting. (NOV Exhibits 13 and 35) The action item was the 2013-14 employment agreements, not the performance stipends.

Concerns Regarding the General Capacity to Operate a Charter School

Summary of NOV:

Based on the evidence provided in the NOV, LACOE has serious concerns regarding the lack of capacity and accountability demonstrated by the WAYS Board and administration, which raises larger questions about their ability to exercise sound judgment and conduct fiduciary oversight of the school as follows:

First, the WAYS Board lacks an understanding of its roles and responsibilities and has not taken a sufficiently active and proactive role in decision making and oversight. The Board lacks the breadth of knowledge necessary to oversee the use of public funds; it relies on the administration for its information and its administrators have not provided the Board with necessary and timely information. In fact, there is evidence staff has thwarted Board efforts to obtain information when it has attempted to exercise its oversight responsibilities.

Second, the WAYS Board failed to make necessary changes to address and correct audit findings that recurred over multiple years. When Board members attempted to institute changes that might have led to correction, including holding administrators accountable, they were met with resistance or they were removed from their positions on the Board or forced to resign due to hostility. (NOV Exhibits 38 and 13)

Third, the WAYS Board demonstrates questionable governance by failing to evaluate and discipline its administrators despite repeated evidence that management staff failed to fulfill the requirements of their job descriptions and repeated notice from the LACOE and the County Board that there were serious concerns about the school's operations. By failing to evaluate administrators and provide adequate direction and oversight, the Board demonstrated a lack of accountability on its part and failed to require accountability from its administrators.

Fourth, LACOE has grave concerns regarding the capacity of the WAYS Board to fulfill its responsibilities to the public due to its failure to establish and maintain a regular schedule of meetings. Additionally, board turnover and the lack of preparation and accurate information from administrators and consultants, has led to inconsistent Board practices and oversight, with matters needing timely action being deferred multiple times and over multiple months, leaving administrators to make decisions and take actions without Board approval.

LACOE concurs with the 2010-11 Independent Auditor's Report, which states the problem is "systemic" and the FCMAT Audit, which states, "*There is little evidence of responsible governance by the board and clearly a lack of fiscal accountability by the administration. The governing board has failed and often been prevented from its ability to maintain and exercise its responsibilities, authority, and control.*" (NOV Exhibit 6, p. 100)

Comments made by the Director of Operations at the February 3, 2014 WAYS Board Meeting (NIR Exhibit V, p. 643) demonstrate how the administrator misrepresented the role of the Executive Director and the chain of command within the organization; he was not corrected by the Executive Director. His statement supports those made by the former Board President to FCMAT) that "One of the Board members thought [the Director of Operations] was their boss" and "management is emboldened to act the way they do because nobody stopped them." (NIR Exhibit FF, p. 789)

The NOV provided substantial evidence in support of these finding through examples, citations from source documents and NOV Exhibits 13 and 38.

Summary of WAYS' Response to NOV:

WAYS states its Board "is comprised of respected community members with decades of experience in education and business," (NIR Exhibit B, p. 60) that its current Board is "very strong;" and that the Board has recently expanded by "two new, experienced board members." (NIR Exhibit B, p. 2) (WAYS Exhibit 1)

WAYS states that Board members take an Oath of Office which requires each member to "commit to enhancing their own individual education for the overall benefit of the school," (WAYS Exhibit 69) attend retreats together, (WAYS Exhibit 70) and receive comprehensive trainings from legal counsel including Brown Act Compliance, conflicts of interest, and best practices for charter school management. (WAYS Exhibit 71)

WAYS concludes by stating, "The WAYS Board has consistently provided necessary oversight and guidance that has allowed the school to prosper, and with support from Celerity, we believe this will continue to improve." (NIR Exhibit B, p. 27)

WAYS attached Exhibits 1 and 69 through 71.

LACOE's Position on WAYS' Response: WAYS Failed to Refute or Remedy

WAYS fails to refute, remedy, or propose remedy to the violations identified in the NOV that there are concerns regarding WAYS Board general capacity to operate a charter school.

- Although WAYS reports adding two new experienced Board members, WAYS only provides information for one Board member (WAYS Exhibit 1) whose resume indicates she has no previous board experience. Additionally, one Board member who joined the Board in February 2014 has attended only one meeting. (NOV Exhibit 13 and NIR Exhibit AA)
- WAYS does not refute NOV evidence showing a pattern of Board member resignations and terminations resulting from their efforts to make changes responsive to audit findings. (NOV Exhibit 38) Therefore, the findings stated in the NOV stand.
- WAYS' response that the Board receives training does not override the evidence that the Board has not provided effective oversight. In fact, documentation of training was prior to the NOV, which indicates the training has been ineffective based on documented evidence of continued findings since the NOV was issued. Although the response states (NIR Exhibit B, p. 2) that a full day of Board training would take place in August 2014, WAYS stated that no evidence training was provided.
- WAYS denies that staff did not fulfill their responsibilities but provides insufficient evidence to support the claim as described throughout this NIR. Additionally, WAYS fails to disprove that the Board demonstrated a lack of accountability on its part and failed to required accountability from its administrators. It proposes remedy by contracting with Celerity; however, this remedy is insufficient as described through this NIR.
- WAYS proposes remedy to engage the support of Celerity; however, that remedy has not been implemented. No contract was been approved by the Board; to the contrary, at the July 30, 2014 Board Meeting, WAYS Board tabled making a decision on the contract. Until such

time as a contract is approved and the details specified, LACOE cannot determine whether such a contract could result in remedy. Furthermore, the fully executed Monitoring and Oversight Memorandum of Understanding between WAYS and LACOE has specific requirements to be fulfilled prior to entering into a contract with a management company. (NIR Exhibit BB, p. 8 and 14)

Response to Claims of Unfair Treatment and Retaliation

WAYS' response contains several allegations of unfair treatment and purported retaliation by LACOE staff. These allegations are baseless and an attempt to distract from the fact that WAYS' response fails to cure or propose remedy to cure the significant violations identified in the NOV.

WAYS allegation that the FCMAT audit was initiated by the LACOE Superintendent to "target and persecute the school's founder Kendra Okonkwo and family" is false and offensive. EC § 1241.5(b) specifically gives the Superintendent authority to initiate an audit when there is reason to believe that "fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination." The Extraordinary Audit AB139 Intake Form (WAYS Exhibit 13) states substantial grounds for such an audit. The results of the FCMAT Audit and WAYS' Independent Audits prove that such a review was necessary. LACOE has repeatedly attempted to help WAYS remedy its fiscal deficiencies and WAYS has not been receptive to such assistance.

LACOE has produced all public documents concerning the investigative report of the Vice Principal of WAYS. The production and correspondence between counsel is included as NIR Exhibit C. As counsel for LACOE repeatedly stated, the video records are not in the possession, custody, or control of LACOE. LACOE has produced the written report to WAYS as requested.

WAYS' allegation that LACOE Charter School Office staff has been accompanied by "armed bodyguards...each and every time" they made a site visit during school hours "over the past three years" is false. LACOE Charter School Office staff has never been accompanied by a bodyguard while making a site visit during school hours.

At the October 24, 2013 WAYS Board Meeting, the WAYS Director of Operations displayed threatening and erratic behavior including shouting "get out and do not come back," and turning off the room lights creating a safety hazard for Board members attempting to leave the room. (NIR Exhibit EE, p. 785; NOV Exhibit 25, p. 946)

After the October 24, 2103 Board Meeting, the WAYS Board President filed a restraining order against the Director of Operations (NIR Exhibit FF, p. 792) and, for safety reasons, made arrangements to hold subsequent meetings at a local police station community center. (NOV Exhibit 2, p. 38)

The next Board Meeting was held on January 29, 2014 at the police station community room. LACOE staff attended the meeting and witnessed the Director of Operations' loud and threatening behavior toward WAYS Board members. The police officers overseeing the meeting ordered the Director of Operations to "stand back" from the table where Board members were seated. At the conclusion of the meeting, these same police officers instructed LACOE staff to wait for the police to escort them to their cars due to the volatile nature of the meeting.

The April 25, 2014 Board Meeting was held at WAYS' Manchester site, after school hours. LACOE staff attended the meeting to present the FCMAT Audit to the WAYS Board. Due to safety concerns prompted by the Director of Operations' behavior at the prior meeting, LACOE staff was accompanied by an off-duty police officer who properly displayed his identification.

The allegation that a LACOE staff member stated that WAYS should hire a Latino administrator because Latino parents want to see the face of the community is false. On June 5, 2013, LACOE's Director of Accountability, Support and Monitoring sent correspondence to WAYS stating that LACOE staff did not make this statement and clarifying what was said during the meeting at issue. At the meeting, when WAYS' recruitment of Latino students was discussed, LACOE staff commented that other charter school administrators have reported that it can be helpful for the school's leadership team to reflect the ethnic and racial composition the school is striving to achieve. (NIR Exhibit CC) WAYS did not refute the June 5, 2013 correspondence.

Academic Analysis² Pursuant to EC § 47607(c)(2)

Pursuant to EC § 47607(c)(2), the authorizing entity shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to revoke a charter. Based on the data presented below, WAYS has not demonstrated consistent increases in pupil achievement since the charter school began operation. Upon consideration of this information, good cause exists to issue this Notice of Intent to Revoke.

The metrics used for this analysis were:

- Academic Performance Index (API) Data
- Adequate Year Progress (AYP) Proficiency Rates-Annual Measureable Objectives
- English Learner Redesignation Rates

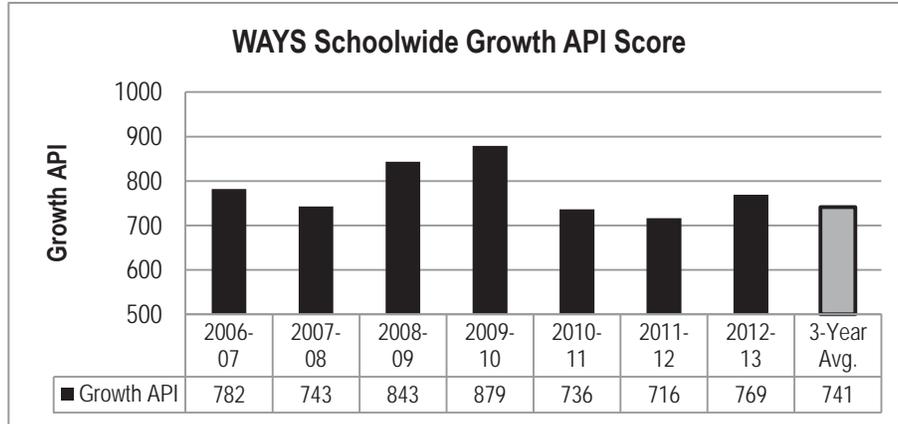
API Data

WAYS Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
2006-07	782	N/A	N/A	6	**
2007-08	743	No	--	5	**
2008-09	843	Yes	Yes	8	**
2009-10	879	Yes	Yes	9	**
2010-11	736	No	No	2	1
2011-12	716	No	No	1	1
2012-13	769	Yes	Yes	3	7
3-year average ³	741	No Growth Targets Established	No Growth Targets Established	No Ranks issued by CDE	No Ranks issued by CDE

² The source for all data reported in this section is from the California Department of Education, DataQuest (Retrieved 7-21-14 from: <http://dq.cde.ca.gov/dataquest/>) unless otherwise indicated.

³ 2013-14 API calculations were suspended. The California Department of Education (CDE) issued a three-year average (years 2011, 2012 and 2013) in place of a 2014 API. The weighted average was used for all schools in this report.

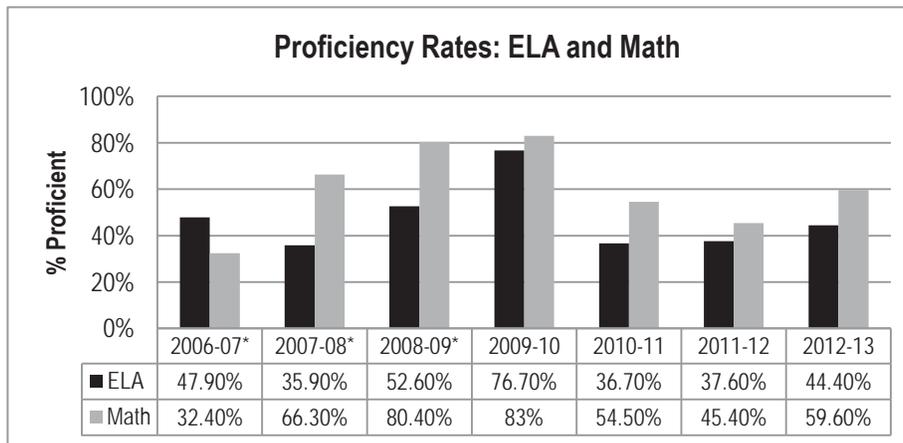
WAYS Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
*WAYS has 5 numerically significant student groups: Black/African American; Hispanic/Latino; Socioeconomically disadvantaged; English Learners; and Students with Disabilities. N/A=2006-07 was WAYS first year of operation. No growth targets established. **= Less than 100 students tested. Similar schools ranks are not calculated for small schools. -- = Student groups not numerically significant due to size of school. No growth targets established.					



Analysis: A review of WAYS Growth API scores, Growth Target data, and Statewide and Similar Schools Ranks from 2006-07 to 2012-13 shows:

- The school’s Growth API peaked in 2009-10 (879), declined in 2010-11 and 2011-12, and despite an increase in 2012-13, is 110 points below its 2009-10 level.
- The school’s 3-year weighted average API is 741, below its initial API of 782.
- The school met its Growth Targets schoolwide and for all numerically significant student groups in 3 of 6 years.

Proficiency Rates in English-Language Arts and Math



Analysis: Proficiency rates in English-Language Arts (ELA) and math as measured by the California Standards Test (CST) is determined by the number of students testing proficient or above on the CST and is reported in the Adequate Yearly Progress (AYP) report for each school.

The AYP report shows WAYS has not increased pupil academic achievement in ELA or math. The proficiency rate for ELA decreased from 76.7% in 2009-10 to 44.4% in 2012-13. The math proficiency rate decreased from 83% in 2009-10 to 59.6% in 2012-13. The CST was not administered in 2013-14.

English Learner (EL) Redesignation Rates

WAYS English Learner Redesignation Rates				
Year	# ELs	% EL	# Redesignated	% Redesignated*
2006-07	1	0.7%	N/A: 1 st year of operation; therefore, no prior year count.	
2007-08	11	7.5%	0	0%
2008-09	31	17.5%	8	72.7%
2009-10	14	5.9%	10	32.3%
2010-11	52	19.5%	12	85.7%
2011-12	73	15%	0	0%
2012-13	85	16.3%	35	47.9%
2013-14	166	30.9%	1	0.9%

*This percent is calculated by dividing the number of redesignated students by the prior year's EL count then multiplying by 100.

Analysis: There has not been an increase in the redesignation rates of ELs attending WAYS. Redesignation rates are inconsistent, and in 2011-12 and 2013-14, the rate was less than 1%.

Additionally, DataQuest shows WAYS failed to report California English Language Development Test (CELDT) Annual Assessment data for 2009-10, 2010-11 and 2011-12. EC § 313 mandates that ELs be tested with the CELDT annually. State law and WAYS’ charter require CELDT scores to be used as a criterion for redesignation. In the absence of CELDT scores for these three years, the school failed to follow its charter and the law regarding redesignation of ELs.

Conclusion: A review of the Growth API score, proficiency rates in ELA and math and EL Redesignation rates indicates that WAYS has not had increases in pupil academic achievement for all groups of pupils.

Resident and Comparison School Data

In addition to reviewing WAYS pupil academic achievement data over time, LACOE also analyzed the school’s performance against that of its resident schools (those WAYS students would otherwise be required to attend) and its comparison schools. (elementary schools located within LAUSD that were on the school’s 2012 Similar Schools List and are, therefore, demographically similar)

The metrics used for this comparison were:

- 3-Year Average Weighted API Scores
- Proficiency Rates-Annual Measureable Objectives
- English Learner Redesignation Rates

The charts below compare WAYS academic performance to that of its resident and comparison schools.

3-Year Average API

3-Year Average API (weighted): WAYS and Resident Schools							
School	% of WAYS' Enrollment*	School-wide	Black/African Amer.	Hispanic/Latino	Socio-economically disadv.	English Learners	Students with Disabilities
McNair (CUSD)	2.56%	814	823	806	814	806	698
96 th Street	3.49%	809	747	827	810	801	525
Russell	10.70%	754	673	763	754	738	572
South Park	17.91%	743	644	759	745	734	558
Parmelee Ave	7.21%	743	682	746	743	691	532
WAYS	--	741	732	767	739	753	548
Wisdom Elem.	9.30%	738	682	742	738	702	532
93 rd Street	7.2%	720	661	736	720	720	531
McKinley Ave	8.14%	720	672	731	720	711	464
Dr. Owen Knox	3.49%	708	639	726	709	704	477
Miramonte	2.56%	693	--	693	694	662	486
107 th Street	3.26%	685	623	704	678	690	518
Judith F. Baca	2.56%	661	557	676	661	662	524

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014
All schools are located within LAUSD except McNair. (Compton USD)

Analysis: WAYS has a 3-year weighted average schoolwide API of 741. It ranks 6th in relation to its 12 resident schools. Based on February 2014 enrollment data provided by the school, about 41.8% of its students would otherwise attend a school with a higher 3-year weighted average schoolwide API.

For numerically significant student groups, WAYS ranks 3rd (of 11 schools) for Black/African American students; 3rd (of 12 schools) for Hispanic/Latino students; 6th (of 12 schools) for Socioeconomically Disadvantaged students; 3rd (of 12 schools) for English Learner students; and 4th (of 12 schools) for Students with Disabilities.

3-Year Average API (weighted): WAYS and Comparison Schools*						
	School-wide	Black/African Amer.	Hispanic/Latino	Socio-economically disadv.	English Learners	Students with Disabilities
Maywood	871	--	873	870	847	755
Brooklyn Ave.	822	--	824	823	781	613
Yorkdale	803	--	795	800	773	709
Miles Ave	786	--	786	786	757	548
Grand View Blvd.	783	844	769	778	759	643
Cienega	779	714	790	780	774	641
Bassett St.	777	784	773	777	753	552
Lassen	774	--	766	771	749	654
Haddon Ave.	772	--	772	771	738	680

3-Year Average API (weighted): WAYS and Comparison Schools*						
	School-wide	Black/ African Amer.	Hispanic/ Latino	Socio- economically disadv.	English Learners	Students with Disabilities
Rosemont	770	--	753	770	747	608
Santa Monica Blvd. Community Charter^	761	--	756	764	742	561
Union Ave.	760	--	760	760	739	502
Vinedale	756	--	764	756	757	598
Limerick Ave	755	717	741	753	724	493
Lenicia B. Weemes	753	--	769	755	740	642
Frederick Douglass Academy^	748	--	713	754	--	633
WAYS^	741	732	767	739	753	548
Jaime Escalante	741	--	742	744	700	607
Camellia Ave.	733	--	732	733	707	662
Harrison St.	708	--	710	709	675	591
*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school						

Analysis: WAYS has a 3-year weighted schoolwide API average of 741. It is outperformed by 15 of its 19 comparison schools.

For numerically significant student groups, WAYS ranks 3rd (of 5 schools) for Black/African American students; 11th (of 19 schools) for Hispanic/Latino students; 17th (of 19 schools) for Socioeconomically Disadvantaged students; 8th (of 18 schools) for English Learner students; and 16th (of 19 schools) for Students with Disabilities.

Proficiency Rates-Annual Measureable Objectives

Proficiency rates are based on a school's California Standards Test (CST) results in English-Language Arts (ELA) and Math and reported on the Adequate Yearly Progress (AYP) report as Percent Proficient-Annual Measureable Objectives. The 2013 proficiency goals were 89.2% for ELA and 89.5% for math. WAYS proficiency rate was 44.4% in ELA and 59.6% in math.

2013 Proficiency Rates: WAYS and Resident Schools*			
School (% of WAYS' Enrollment)	% Proficient ELA	School (% of WAYS' Enrollment)	% Proficient Math
NCLB Goal	89.2%	NCLB Goal	89.5%
96 th Street (3.49%)	54.7	McNair (2.56%)	70.1
McNair (2.56%)	53.9	96 th Street (3.49%)	69.8
Russell (10.70%)	45.8	WAYS	59.6%
WAYS	44.4%	Russell (10.70%)	56.9
Parmelee Ave (7.21%)	40.9	Parmelee Ave (7.21%)	54.0
McKinley Ave (8.14%)	39.5	Wisdom Elem. (9.30%)	52.2
South Park (17.91%)	39.1	Dr. Owen Knox (3.49%)	49.8
Wisdom Elem. (9.30%)	36.6	McKinley Ave (8.14%)	48.6
Dr. Owen Knox (3.49%)	35.6	South Park (17.91%)	46.6
Miramonte (2.56%)	34.4	Miramonte (2.56%)	41.9

2013 Proficiency Rates: WAYS and Resident Schools*			
School (% of WAYS' Enrollment)	% Proficient ELA	School (% of WAYS' Enrollment)	% Proficient Math
93 rd Street (7.2%)	31.0	Judith F. Baca (2.56%)	41.9
107 th Street (3.26%)	29.3	93 rd Street (7.2%)	40.2
Judith F. Baca (2.56%)	27.0	107 th Street (3.26%)	35.1

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014; all resident schools are within LAUSD except McNair (Compton USD)

Analysis: In relation to its resident schools, WAYS ranks 4th in ELA and 3rd in math.

2012-13 Proficiency Rates: WAYS and Comparison Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.2%	NCLB Goal	89.5%
Maywood	64.4%	Brooklyn Ave.	73.6%
Frederick Douglass Academy^	59.1%	Maywood	76.4%
Brooklyn Ave.	58.1%	Santa Monica Blvd. Com. Charter^	66.2%
Cienega	53.8%	Lassen	64.7%
Yorkdale	52.3%	Grand View Blvd.	64.5%
Santa Monica Blvd. Com. Charter^	49.9%	Cienega	62.7%
Grand View Blvd.	48.4%	Limerick Ave	60.6%
Lassen	47.4%	WAYS^	59.6%
Jaime Escalante	46.6%	Union Ave.	59.5%
Vinedale	46.5%	Yorkdale	59.1%
Miles Ave	45.4%	Vinedale	57.7%
Bassett St.	44.6%	Haddon Ave.	57.5%
WAYS^	44.4%	Bassett St.	57.4%
Union Ave.	44.2%	Miles Ave	57.3%
Limerick Ave	44.0%	Camellia Ave.	53.8%
Lenicia B. Weemes	43.9%	Lenicia B. Weemes	53.4%
Haddon Ave.	43.8%	Jaime Escalante	53.1%
Rosemont	42.7%	Rosemont	50.5%
Camellia Ave.	37.7%	Frederick Douglass Academy^	50.1%
Harrison St.	30.2%	Harrison St.	43.8%

*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school

Analysis: In relation to its comparison schools, WAYS ranks 13th in ELA and 8th in math.

English Learner Redesignation Rates

For school-year 2013-14, WAYS redesignated 0.9% of its EL population to Redesignated-Fluent English Proficient (R-FEP) status.

2013-14 EL Redesignation Rates: WAYS and Resident Schools*		
School (% WAYS' Enrollment)	% Redesignated	% English Learners
Dr. Owen Knox (3.49%)	17.4%	42.6%
107 th Street (3.26%)	16.7%	47.1%

2013-14 EL Redesignation Rates: WAYS and Resident Schools*		
School (% WAYS' Enrollment)	% Redesignated	% English Learners
Judith F. Baca (2.56%)	16.1%	47.4%
96 th Street (3.49%)	15.8%	38.4%
Russell (10.70%)	15.0%	51.5%
McNair (2.56%)	12.4%	29.6%
Parmelee Ave (7.21%)	11.0%	45.5%
Miramonte (2.56%)	12.2%	57.5%
93 rd Street (7.2%)	11.6%	49.5%
Wisdom Elem. (9.30%)	10.8%	50.3%
McKinley Ave (8.14%)	10.8%	49.7%
South Park (17.91%)	9.9%	47.3%
WAYS	0.9%	30.9%
LAUSD (93.4%)	13.9%	27.4%
LA County (100%)	13.3%	23.8%
State (100%)	12.0%	22.7%

*Based on WAYS'2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014; all schools with LAUSD except McNair (Compton USD)

Analysis: In relation to its resident schools, WAYS ranks below all 12 schools. WAYS also ranks below the State, County, and District in which it is located. (LAUSD)

2013-14 English Learner Redesignation Rates: WAYS and Comparison Schools*		
School	% Reclassified	% English Learners
Brooklyn Ave.	78.1%	33.3%
Yorkdale	19.8%	24.6%
Rosemont	19.1%	40.2%
Maywood	18.7%	41.5%
Lenicia B. Weemes	17.1%	38.3%
Cienega	15.4%	49.9%
Haddon Ave.	15.0%	45.1%
Vinedale	14.5%	43.0%
Harrison St.	14.4%	46.8%
Camellia Ave.	13.8%	48.4%
Union Ave.	12.8%	65.7%
Grand View Blvd.	12.4%	48.3%
Limerick Ave	11.3%	49.3%
Lassen	10.9%	44.0%
Bassett St.	10.8%	51.2%
Jaime Escalante	10.0%	52.7%
Miles Ave	9.2%	57.5%
WAYS^	0.9%	15.0%
Frederick Douglass Academy^	0%	7.0%
Santa Monica Blvd. Com. Charter^	0%	63.8%

*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school

Analysis: In relation to the 20 schools in this comparison group, WAYS redesignation rate ranks 18th.

Conclusion

The County Board has determined that WAYS has failed to cure the violations set forth in the June 3, 2014 NOV. WAYS' assertion that its recently adopted Fiscal Policies remedy the fiscal concerns set forth in the NOV fails because the policies are inadequate as detailed above. WAYS' proposed remedies of evaluating the Executive Director, adding new Board members, and proposing to contract with Celerity also do not resolve the concerns detailed in the NOV and this NIR. Substantial evidence exists to support the identified grounds

Accordingly, the County Board hereby issues this Notice of Intent to Revoke and Notice of Facts in Support of Revocation to the governing board of WAYS. If the County Board revokes the WAYS' charter, following the public revocation hearing, based on violations of law and fiscal mismanagement, WAYS will not continue to qualify as a charter school for funding and for all other purposes during the pendency of an appeal. EC § 47607(i).

The date and time specified for a public hearing concerning revocation is as follows:

DATE: October 21, 2014
TIME: 3:00 p.m. unless otherwise posted
LOCATION: Los Angeles County Office of Education
Conference Center
12830 Columbia Way
Downey, CA 90242

Service

Upon the County Board's approval of issuance of the Notice of Intent to Revoke and Notice of Facts in Support of Revocation at the regularly scheduled board meeting, to be held in open session in accordance with the Brown Act, on September 23, 2014, the County Superintendent of Schools shall issue this Notice of Intent to Revoke and Notice of Facts in Support of Revocation to:

Armando Espinoza, Board Chair
Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 East Manchester Blvd.
Los Angeles, California 90001
Email: Armando.espinoza.10@my.csun.edu and edcabil@sbcglobal.net

WISDOM ACADEMY FOR YOUNG SCIENTISTS

September 23, 2014

Members of the Los Angeles County Board of Education
c/o Superintendent Arturo Delgado
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: Proposed Issuance of Notice of Intent to Revoke to Wisdom Academy for Young Scientists (“WAYS”)

Dear Members of the Board of Education:

You are considering a Notice of Intent to Revoke (“NIR”) the WAYS charter, which your staff approved in arbitration **less than two weeks ago**. WAYS is one of the last community-based charter schools in South Los Angeles, and among **the highest performing** public elementary schools in all of South LA. WAYS is among **the most fiscally-sound** charter schools in the entire region, and has the **highest asset-to-debt ratio** (average of 12:1) of any other LACOE-authorized school. The WAYS Board has consistently achieved its key goal—to operate an academically successful, financially stable charter school. Despite LACOE staff’s repeated complaints that WAYS is “mismanaged” by particular individuals, the school undeniably has financial stability, increased student enrollment, and objective student success. It would be a grave mistake to revoke the WAYS charter based upon the demonstrably incorrect or irrelevant allegations presented to you today in the staff report. **If you have not fully read and analyzed our July 31, 2014 response and evidence, we urge you to abstain from casting a vote on this matter.**

In response to the Notice of Violation (“NOV”), WAYS provided a comprehensive response along with three binders of evidence that refuted each and every point raised by your staff. We provided electronic copies to each of you individually and urged you to review the evidence. We provided abundant evidence that there are no current, uncured violations of law or charter at WAYS and that the “evidence” in support of LACOE staff’s claims in the NOV was woefully insufficient to form the basis of a revocation. We realize that this process has become very document-heavy, but it is imperative that you read WAYS’ responses and review the exhibit binders carefully to understand why issuing the proposed NIR would be a huge mistake, not only because it would violate the revocation standards in the Charter Schools Act, but also because of the destructive impact it would have on our young students from South LA. You are well aware that there is no comparable school, either academically or socially, for our students to turn to. Approving the NIR would mean you are dumping our students back into schools that failed them—schools that are undeniably inferior to WAYS’s academics and opportunities.

WAYS Is the Highest Performing Public Elementary School in the Community.

In terms of 2013 growth API score, WAYS academically outperformed **all** 19 public schools that are within a three-mile radius of the WAYS East Manchester campus. (Exhibit 1.)

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Fascimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Fascimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Fascimile: 323-589-6550

With a 2012-2013 growth of 54 API points, WAYS was one of only six schools in this radius with a positive growth last year, and one of only four to meet their growth target. WAYS is academically outperforming every school in the area that our students would be forced to attend if the charter is revoked. If the County Board revokes the charter, it would do severe damage to the ability of these young students to maintain their positive academic growth and improve their quality of life.

WAYS is Among the Most Fiscally Sound Charter Schools In the Region.

The proposed NIR repeatedly implies, incorrectly, that the school is so severely fiscally mismanaged that it needs to be shut down. If that were the case, the school's accounting books and records would reflect that. Instead, a quick look at the school's financial snapshot reveals that the school has among the highest asset-to-debt ratio of any charter school in all of Los Angeles. **This fact is undisputed by LACOE staff.** The school's average ratio (the ability to pay current liabilities when due) of 12:1 is six times higher than the industry goal of 2:1. The school's coverage ratio of total debt to total assets is 9%, meaning the school can withstand losses in the future without worrying about inability to pay its bills. This fact demonstrates a history of sound fiscal management, and completely refutes the LACOE staff's claim that the WAYS Board is unfit to monitor the school's assets and fiscal status. Not only has the WAYS Board continuously guided the school to solid financial ground, it has consistently been one of the better-managed public schools in all of South LA.

We want to reiterate that WAYS has long been subjected to unfair treatment and retaliation from the LACOE Charter School Office. This is not an attempt to confuse the issues, this is a fact. We provided evidence of numerous examples of unfair treatment in our responses to the NOV, including the egregious example of the initiation and completely improper use of the FCMAT extraordinary audit procedures afforded to charter authorizers. LACOE initiated the FCMAT audit at least in part to target and publicly persecute the Okonkwo family, which LACOE staff strangely calls a "false and offensive" claim. One short glance at the FCMAT intake form, **which was prepared by LACOE staff**, clearly identifies the "Okonkwo family" as "suspects" to be investigated for "conflicts of interest" and "conspiracy." (Response to NOV Exhibit 13, WAYS000063.) An audit of a charter school should not include an investigation for "conspiracy"—an allegation of criminal activity with personal ramifications beyond the scope of a charter revocation. FCMAT informed WAYS that it performed private background checks on *six* members of the Okonkwo family even though only Kendra, Jason, and Dearsa Okonkwo have *ever even* worked at the school. A brother and sister working together at a charter school is not a crime, and LACOE and FCMAT should not be spending their time acting as investigators of LACOE staff-contrived criminal accusations.

No Evidence Whatsoever of Misappropriation or "Fraud"

Despite their extensive investigation of WAYS, the FCMAT team was unable to find any evidence of fiscal mismanagement or "fraud". In fact, the school continues to remain in a superb financial position. The audit report was based upon and contained demonstrably false and unsupported allegations (**not** "findings") that circle back to information provided by LACOE staff. Entire pages of the NOV were block quotes taken directly from the FCMAT report despite the fact that the only recommendation from FCMAT was that fraud and misappropriation of

assets *may* have occurred. **There is no evidence that it actually did occur—and LACOE does not contend otherwise.** Even LACOE Controller Zak Memon recognized in his report to the WAYS Board in April that FCMAT did *not make any factual finding of mismanagement or “fraud” at WAYS.* Staff refuses to admit that FCMAT’s single conclusion is not substantial evidence sufficient to revoke a charter. LACOE went above and beyond to investigate not only the school but members of the Okonkwo family that are not even affiliated with WAYS. LACOE staff was assuredly disappointed with the single recommendation from FCMAT, but the facts are facts—there are no uncured violations of law or charter at WAYS.

We previously pointed out that Education Code Sections 47607(d) and (e) require LACOE to provide the school with a “**reasonable opportunity**” to remedy the alleged violations. After reviewing our responses, staff correctly found in the NIR that “specific issues were remedied” at WAYS. Despite this, staff then bases their entire recommendation for revocation on the theme that “there is no evidence of **systemic** change.” The NIR refers to many of the school’s solutions as “partial remedies” because they do not “ensure they will be followed” permanently. The NOV was issued on June 3, 2014 and WAYS was required to submit its responses and evidence of remedial measures taken and proposed by July 31, 2014. It would be impossible for any school to implement “permanent, systemic” change in such a short period of time, let alone during the summer break when the students and almost all staff are gone. Requiring “systemic” change in a short, two-month period during the school’s summer break is not providing a *reasonable opportunity* to remedy. Instead of allowing the successfully implemented remedies to naturally create permanent change, staff moves full speed ahead in seeking revocation of the school’s charter. The County Board should be concerned that staff is recommending revocation based upon this odd, and entirely new basis.

The County Board should also be cautious about the proposed NIR because it is based in part on **new** allegations and **new** information that were not part of the NOV. For the first time in this revocation process, LACOE brings up an alleged incident where WAYS staff did not comply with the Board President’s directive regarding paying off the loan for a school vehicle. LACOE criticizes the Board’s failure to “discipline the employees” for failing to provide the Board with “sufficient information” about the loan and the vehicle. This is a brand new allegation. Not only does the NIR contain new allegations, LACOE also included many new exhibits that were not part of the NOV. Just six days ago, LACOE staff delivered a large banker’s box full of their new exhibits that included hundreds of pages of documents. WAYS was not given adequate time to review these documents, let alone any time to adequately prepare a response to the accusations. It is fundamentally unfair for the LACOE staff to recommend charter revocation based on these new allegations when WAYS was not given any prior notice or opportunity to respond.

LACOE Staff Approved the Charter Revisions Less than Two Weeks Ago that it Now cites as basis for Revocation.

In a shocking and impermissible violation of WAYS’ due process rights, LACOE started this revocation process while LACOE was still in arbitration concerning the terms of the charter petition that are cited as bases for revocation. The proposed NIR contains complaints about the revised charter that **LACOE staff approved less than two weeks ago.** (Exhibit 2.) The proposed NIR complains that the job description in the new charter for the Director of

Operations “results in a lack of necessary checks and balances.” This job description was a point of contention between WAYS and LACOE but both sides eventually reached an agreement last month. Deputy General Counsel Courtney Brady explicitly stated that LACOE “can agree to the job descriptions” in the charter, including the exact description for the Director of Operations that is cited as a concern in the NIR. (Exhibit 3.) Staff also complains that the revised job descriptions in the revised charter (approved by LACOE staff) contradict those in the school’s new fiscal policies and procedures. The ink on the arbitrator-ordered petition hasn’t even dried yet, and staff is already complaining about it. This year-long arbitration process resulted in a charter petition document that both sides agreed to live by—that was the point. It is absurd that LACOE staff is recommending revocation of the charter based upon provisions LACOE explicitly approved and were ordered less than two weeks ago.

The proposed NIR contains just as many demonstrably false allegations as the NOV. We would like to point out some of the glaring examples of the NIR’s false statements in the hope that the County Board will see that there is simply no legitimate basis to support a charter revocation under California law:

- (1) **“WAYS does not dispute that it failed to follow GAAP.”** This is an odd statement for staff to include in the NIR, because it is obviously not true—*of course* WAYS disputes that. An entire section of our item-by-item response to the NOV refuted every basis for staff’s allegation that WAYS fails to follow GAAP. We outlined all of the remedial steps taken to ensure that GAAPs are followed, which included implementing new fiscal policies and procedures, recruiting new management personnel to strengthen internal controls, employing a reputable charter school back office service provider, and pointing out that there are no conflicts of interest at WAYS. Apparently ignoring the almost eleven pages and sixteen exhibits dedicated to disputing this allegation, staff proclaims in the proposed NIR that this “finding stands” and that “itself is evidence of fiscal mismanagement.” These are circular, conclusory statements with no supporting evidence, which highlights staff’s ignorance about the responsive remedial measures already in place at the school.
- (2) **“WAYS partially remedied conflicts of interest involving the Founder/Former Executive Director.”** There cannot be a current conflict of interest with an individual who is no longer in any way affiliated with the school. Kendra Okonkwo has not been employed by WAYS since 2011—before LACOE even authorized the charter—and never served on the board of directors. Any discussion about a conflict involving Kendra is years old and completely irrelevant to the current, proposed revocation of the WAYS charter. Staff points out that the pending purchase of the school site owned by Ms. Okonkwo is a transaction in which she “would materially benefit” but fails to recognize that **it doesn’t matter**. A “conflict of interest” requires the individual to be an officer, employee, board member, or hold some other official position with the school. Ms. Okonkwo is none of those. WAYS decided to purchase the property to appease LACOE staff by curing any *appearance* of wrongdoing. Now, staff is using that fact to wrongfully imply that the school is entering into an unlawful

transaction. WAYS **fully** cured any conflicts of interest regarding Ms. Okonkwo long ago, and any alleged current conflicts do not and cannot exist.

- (3) ***“The WAYS Board Did Not Develop Adequate Fiscal Policies.”*** LACOE staff, including the Executive Director of LACOE Business and Finance, Patricia Smith, participated in revising the Financial Policies and Procedures Handbook, making numerous suggestions that were ultimately included in several of the policies and procedures. The NIR points to the length of time it took WAYS to revise and approve its new fiscal policies as if that is a violation of law or the charter. WAYS recognizes the importance of having effective fiscal policies, so the school did not want to rush the revision process. Ultimately, it was LACOE’s constant pressure to be heavily involved in the revisions that led to the extended length of the process. In the end, WAYS adopted a comprehensive set of fiscal policies and procedures that were reviewed and revised by several LACOE staff members. It is unfair to now claim that these policies are somehow inadequate.

1. Response to Allegation of Failure to Meet GAAP or Engagement in Fiscal Mismanagement (Ed. Code, 47607(c)(1)(C).)

a. Alleged Lack of Internal Controls

Most of the LACOE staff’s arguments rely on their assertion that WAYS’ new fiscal policies and procedures are inadequate, which we discussed above is unfair since LACOE staff had direct input in revising the handbook. The staff again cites several contracts and transactions claiming that the school’s board should have approved each and every one beforehand. Noticeably, LACOE does not point to any language in the law, charter, or the school’s fiscal policies that requires this practice. Instead, the NIR just conclusively considers it “evidence of a lack of internal controls.” Nothing in the law, charter, corporate bylaws, or in the fiscal policies expressly requires the WAYS board to give prior approval to each and every transaction the school enters into. That would necessarily divert the attention of these volunteer board members from more important tasks, like defending the school against the constant onslaught from LACOE staff. The board should not be required to meddle in the day-to-day operations of the school, which is the purview of the executive director who has authority to enter into most contracts and approve most purchases without prior Board approval. Our responses to the NOV provided evidence that the WAYS board approved or ratified each questioned contract and transaction, which evidences the Board’s proper oversight of the school’s activities and affairs.

Part of the NIR’s concern with internal controls centers on the lack of evidence that WAYS’ new policies and procedures have been implemented. LACOE staff previously cited the lack of fiscal policies as their main concern, which WAYS remedied with the adoption of the new handbook. Now the staff is turning their focus to “implementation” of these policies, yet fails to realize that full implementation of WAYS’ new comprehensive handbook cannot be accomplished in such a short time. This is a *new* alleged violation, but LACOE staff does not provide any guidance on how WAYS can cure or remedy. Regardless, this is a new concern put forth by LACOE and it would be fundamentally unfair for the County Board to issue the NIR based on any new allegations or information that WAYS was never given the proper notice and opportunity to remedy.

b. Alleged Engagement in “Related Party Transactions” and “Conflicts of Interest”

The NIR characterizes several transactions at WAYS as “related party transactions” yet fails to mention that this is **not** a violation of any law. “Related party transactions” is a phrase associated with GAAP. There is **no prohibition** in the GAAP or under any law on entering into transactions with related parties. In any event, the “transactions” that alarm LACOE staff involve siblings who are both employed at the school.

LACOE staff continues to discuss the founder’s past affiliation with the school as if it has any relevance to the current revocation proceeding. LACOE cannot revoke the WAYS charter for a conflict of interest from 2011. We have already discussed the *fact* that a current conflict of interest cannot exist because Ms. Okonkwo is not affiliated with the school in any way. It is completely wrong for staff to mischaracterize WAYS’ lease with OCI Development Corporation (Ms. Kendra Okonkwo’s lease management company) as a conflict of interest.

The NIR also states that “WAYS fails to remedy” the “related party transaction and conflict of interest” regarding the settlement agreement between WAYS and Ms. Okonkwo and the wrongful termination lawsuit brought by a former WAYS teacher. LACOE has not provided any legal authority that warrants characterizing these as conflicts of interest. Rather, it seems like LACOE staff mentions these past events to shift the County Board’s focus by painting the Okonkwo family in a bad light. In fact, the NIR also dedicates almost an entire page to discussions about WAYS’ business relationship with OSE Business Services, implying that the school’s former Director of Operations Jason Okonkwo engaged in another conflict of interest, which is furthest from the truth. We previously provided evidence that WAYS has terminated the contract with OSE and will no longer be utilizing their services. The owner of OSE reserved his right to not participate in the FCMAT audit of WAYS, so WAYS ended that relationship. That is a complete and full remedy of the alleged violation.

It was refreshing to read that “LACOE agrees there is no conflict of interest” regarding WAYS’ Vice Principal Deara Okonkwo’s founding of the DeDe Dance Studio (“DDS”). However, that refreshment was short-lived as LACOE staff continues to imply that this “related party transaction” is somehow wrong or unlawful. DDS is a nonprofit public benefit corporation that provides after school dance classes to young students in an underserved community of South Los Angeles. All of DDS’ revenue is used to cover costs of the program including an annual ball for youth, annual retreat/weekend excursion, dance recitals, fieldtrips, and other special events. **Deara has never been paid by DDS.** The services provided to the WAYS students by DDS have been extraordinary and life changing. We are disappointed that LACOE staff continues to try and somehow turn this into a reason to revoke the charter.

The NIR also fabricates another conflict of interest, this time regarding the school’s van that was donated in 2012. Even if a conflict existed when the school was leasing the van before 2012, which there was not but we will ignore that fact, any *appearance* of conflict was cured when Mr. Enwezor graciously donated the van to WAYS on 12/31/2012. (Response to NOV Exhibit 45, WAYS000704.) While it is true that Jason Okonkwo is identified as a registered co-owner on the van’s Certificate of Title for purposes of operations, the school is not paying for the use of the van. WAYS has not entered into any contract nor made any payments to use the van

since 2012 so there cannot be a current conflict of interest. The school now owns the van and uses it free of charge, so any alleged violation associated with it has been fully remedied.

c. Alleged Violations of Law

Again, we would like to point out that this section of the NIR is just as slim as it was in the NOV. LACOE staff has thrown countless accusations at WAYS of conflicts of interest, fraud, and misuse and misappropriation of public funds, yet the NIR does not list these as violations of law. This is because *there is no evidence these violations of law occurred*. In fact, the evidence supports *the contrary*. The best “evidence” LACOE has presented is FCMAT’s conclusion that “illegal activities *may* have occurred.”

We provided evidence that the school went directly to the State Controller’s Office and received an extension for submitting WAYS’ 2012 independent audit, although LACOE claims the SCO does not grant such extensions. We have remedied this alleged violation by following the “proper extension procedure for submitting [our] 2013 Audit” as LACOE acknowledges in the NIR. In regards to the ASES program, WAYS cured the alleged violations as soon as the auditor pointed them out. The NOV was issued during WAYS’ summer break so the after school program was obviously not in session. WAYS has cured these minor violations and they are no longer an issue.

2. Response to Allegation of Material Violation of Charter (Ed. Code 47607(c)(1)(A).)

a. Alleged Failure to Exercise Fiscal and Institutional Control

One thing the WAYS Board has consistently done well is to achieve its key goal—to create an academically successful, financially stable charter school. Despite LACOE staff’s repeated complaints that WAYS is somehow mismanaged, the school undeniably has financial stability, increased student enrollment, and objective student success. While the Board may have had turnover problems and other issues in the past, the overall outlook of the school is a clear indication that the Board does have fiscal and institutional control of the school, which has led to the success of WAYS and its young students.

We stated in our responses to the NOV that the Executive Director, Director of Operations, Bali Business Management, or other members of the administration give regular reports, some written and some oral, at all Board meetings. We provided examples of such written reports but staff somehow finds that insufficient. LACOE can only point to a handful of agendas over the past 4 years that indicate one of the administrators did not give a report. Staff claims that this is somehow evidence of the Board’s overall failure to exercise institutional control.

Despite the clear evidence that the WAYS Board has provided effective oversight of school activities, WAYS has decided to strengthen its Board by recruiting new members from the community. It is very difficult to recruit volunteers who are willing to serve on the board of a nonprofit charity, let alone a South LA charter school. LACOE takes issue with one of our new members, Diana Miketta, because she does not have any previous experience serving on a nonprofit Board. Staff overlooks the fact that Ms. Miketta has over 7 years of experience in the

field of education as well as a master's degree in school psychology. She brings valuable energy and experience to the Board that LACOE staff apparently does not appreciate. Our Board has also recently received training on several charter schools topics from the school's legal counsel on September 17, 2014. The training included topics such as Brown Act compliance. A training scheduled this week will focus on finances, conflicts of interest, and board best practices. With the new perspectives provided by our new Board members and the training provided by our legal counsel, the WAYS Board will continue to provide effective oversight that will allow the school to remain strong both fiscally and academically.

b. Alleged Violation of Charter Element 4: Governance

LACOE staff continues to claim that WAYS was required to establish a formal finance committee under its charter and fiscal policies, which is still untrue even with the newly adopted charter. The mere mention a finance committee in the charter and fiscal policies does not create a requirement that it be a formal board committee. Rather, as we described in our responses to the NOV, the "finance committee" at WAYS is a working group of the Executive Director, Director of Operations, and the back office services provider. This is consistent with our new fiscal policies and procedures handbook that describes the committee as "the Executive Director's Finance Committee." (Response to NOV Exhibit 17, WAYS000168.) These individuals are the best equipped to provide the oversight required of a finance committee—those that deal with the school's finances on a day-to-day basis. By providing regular reports at meetings, the finance committee does in fact keep the Board up-to-date on the status of the school's financial affairs.

c. Alleged Relinquishment of Board's Authority to Approve Contracts

LACOE staff agrees in the NIR that "WAYS may change its bylaws" at our own discretion, but they claim that the Board relinquished some of its power under our current bylaws adopted in 2011. Not only is this untrue, but staff has not provided any specific language from our former bylaws that supports their position. Rather, staff complains that our response to the NOV "does not provide a comparison in Board authority between the two sets of bylaws." It is *LACOE's burden* to put forth evidence in support of their alleged violations. WAYS cannot respond in detail if there is no direct evidence to respond to. If staff had taken a closer look at our former bylaws adopted in 2002, they would realize that the Board never had an expressed duty to approve every contract in advance as LACOE claims. In fact, the description of the specific powers of the Board is almost identical between the two sets of bylaws.

Another example of LACOE staff's poor legal analysis in the NIR relates to the allegations centered around the vehicle purchase, where your staff states that "LACOE disagrees" with a basic principle in the California Corporations Code. A certified Board resolution is prima facie evidence of official Board action. (Corp. Code, § 5215.) Contrary to staff's contention, written Board resolutions do in fact trump the transcript from the meeting under California law. The rest of this section in the proposed NIR relies on the recurrent and flawed assertion that the Board is required to approve every contract in advance, which we have repeatedly shown is not true. LACOE staff has still not provided any authority to support this position, and the County Board should be wary of revoking WAYS' charter based on positions that are devoid of solid evidence or supporting law.

d. Alleged Improper Expenditure of School Funds

LACOE again complains that the modest performance-based stipends (most around \$500) to compensate our teachers for performing extracurricular tasks, taking on leadership roles, and maintaining good attendance habits that are above and beyond what is expected is an improper expenditure of funds. Not so. At the February 27, 2014 meeting, WAYS' Executive Director Mr. Cabil reported to the Board about the criteria and evidence he used to evaluate the teachers' performance. Board members asked questions about the criteria and Mr. Cabil gave specific examples of the unpaid time and effort the teachers had expended. These conversations are memorialized in the meeting transcript and we quoted them in our responses to the NOV. The stipends were a perfectly proper use of public school funds as a form of compensation to reward our teachers for their dedication to our young students.

LACOE also now alleges that WAYS improperly expended public funds in the new contracts for the Executive Director and the Director of Operations. The staff apparently takes issue with some of the language in the agreements. WAYS' employment agreements were drafted by our attorneys in accordance with California law governing nonprofit corporations operating charter schools. **The contracts at issues are nearly identical to those used by many other charter schools, including others authorized by LACOE.** We drafted these contracts aided by the advice of our legal counsel and our Board voted to approve them. We believe the terms are fair and reasonable and are not at all ambiguous as the staff seems to imply. Just because LACOE staff disagrees with the terms of a contract does not mean that WAYS is improperly expending public funds.

e. Alleged Failure to Approve Policies Prior to Implementation

A huge portion of the proposed NIR is based on LACOE's claim that WAYS has *not implemented* school policies. Staff is that WAYS *did implement* many of its school policies, but did so improperly because they were implemented prior to receiving the requisite Board approval. These two arguments are plainly contradictory. This will hopefully highlight for the County Board why WAYS finds it so difficult and frustrating to work with the LACOE staff.

f. Alleged Failure to Appropriately Hold Meetings

Over the past three years, the WAYS Board has in fact held meetings at least once each month as required under its bylaws for nearly every month. While it is true that there are a few months when the Board did not meet, there were many months where the Board met multiple times. Also, contrary to LACOE's claim in the NIR, WAYS does publish its schedule of regular meetings and makes it available to parents, teachers, staff, the general public, and LACOE. The WAYS Board has already set and approved the next year's schedule of regular meetings and, of course, this schedule is already available to the public.

g. Alleged Failure to Provide Proper Oversight of Key Administrators

LACOE presents claims of inadequate oversight of WAYS administrators but provides no supporting authority or evidence. The staff, again, brings up the former executive director who has not been an administrator at the school since 2011—prior to LACOE's approval of WAYS' charter. The school terminated her employment years ago, effectively curing any

alleged violations. LACOE's redundant inclusion of these "violations" is inflammatory and improper. The proposed NIR also accuses our Vice Principal Deara Okonkwo of somehow violating her employment contract, yet does not provide any details or description of how her affiliation with a private school in South Los Angeles is a violation. LACOE did not provide any evidence to support their allegation that Deara was not fulfilling her minimum on-site hours provided in her contract. Rather, the NOV accounted the chilling fact that LACOE hired a man to follow her and observed her spending time at the private school. This is not evidence that Deara did anything in violation of her employment contract, but this is evidence that LACOE likely violated Deara's constitutionally protected right to privacy, and LACOE improperly expended public funds along the way.

h. Alleged Violation of Employee Qualifications

Despite the school's undisputed financial stability and academic success, LACOE staff still maintains that the Executive Director failed to facilitate optimum performance of the Board, failed to oversee the financial systems of the organization, or failed to apprise the Board of all concerns communicated by LACOE. Our responses to the NOV addressed the "specific" claims LACOE made, but they must have fallen on deaf ears. To summarize, Mr. Cabil gave regular oral reports at each meeting to keep the Board informed on the necessary operations of the school. He navigated the school through rough waters as enrollment skyrocketed and supplies dwindled. Under his guidance, WAYS has consistently exhibited a strong financial position and has recently academically outperformed every elementary school within a three-mile radius. This would not have been possible without the strong leadership and dedication of our Executive Director.

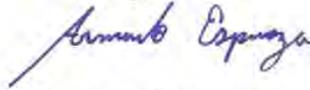
WAYS' former Director of Operations has also provided strong leadership and balance to the school with his knowledge and passion for education. Jason has dedicated much of his life and energy to supporting WAYS, our students, and our entire community. It was with a heavy heart that the Board decided it needed to replace Jason to cure the *appearance* that he had done anything wrong. Disappointingly, even this attempt to cure a non-existent violation has not satisfied LACOE staff.

3. Concern Regarding the General Capacity to Operate a Charter School

With respect to general capacity, we will again point to the school's strong financial position and recent evidence of strong academic achievement to refute this claim. Our current Board has historically been comprised of strong leaders in our community and we have recently acquired new talent. WAYS is confident that our Board's experience, passion, and dedication will continue to lead our school to future success. The Board recently underwent training with our legal counsel that will expand their awareness of general legal and fiduciary obligations. WAYS is an important part of the South Los Angeles community and these leaders will make sure the school continues to prosper. As County Board member Doug Boyd sated when WAYS' charter was approved years ago, "give these kids a place to go in September, a place to go that works..." (Exhibit 4, pg. 2.)

In sum, there are no current, uncured violations of the law or charter at the school. When it all boils down, the most important question should be what is best for the students. WAYS is an oasis of academic achievement in an otherwise desolate educational landscape. For all of the reasons stated above, we respectfully ask that you do not vote to issue the proposed Notice of Intent to Revoke. We look forward to discussion of any of these issues with the County Board, as well as LACOE staff and Superintendent Delgado.

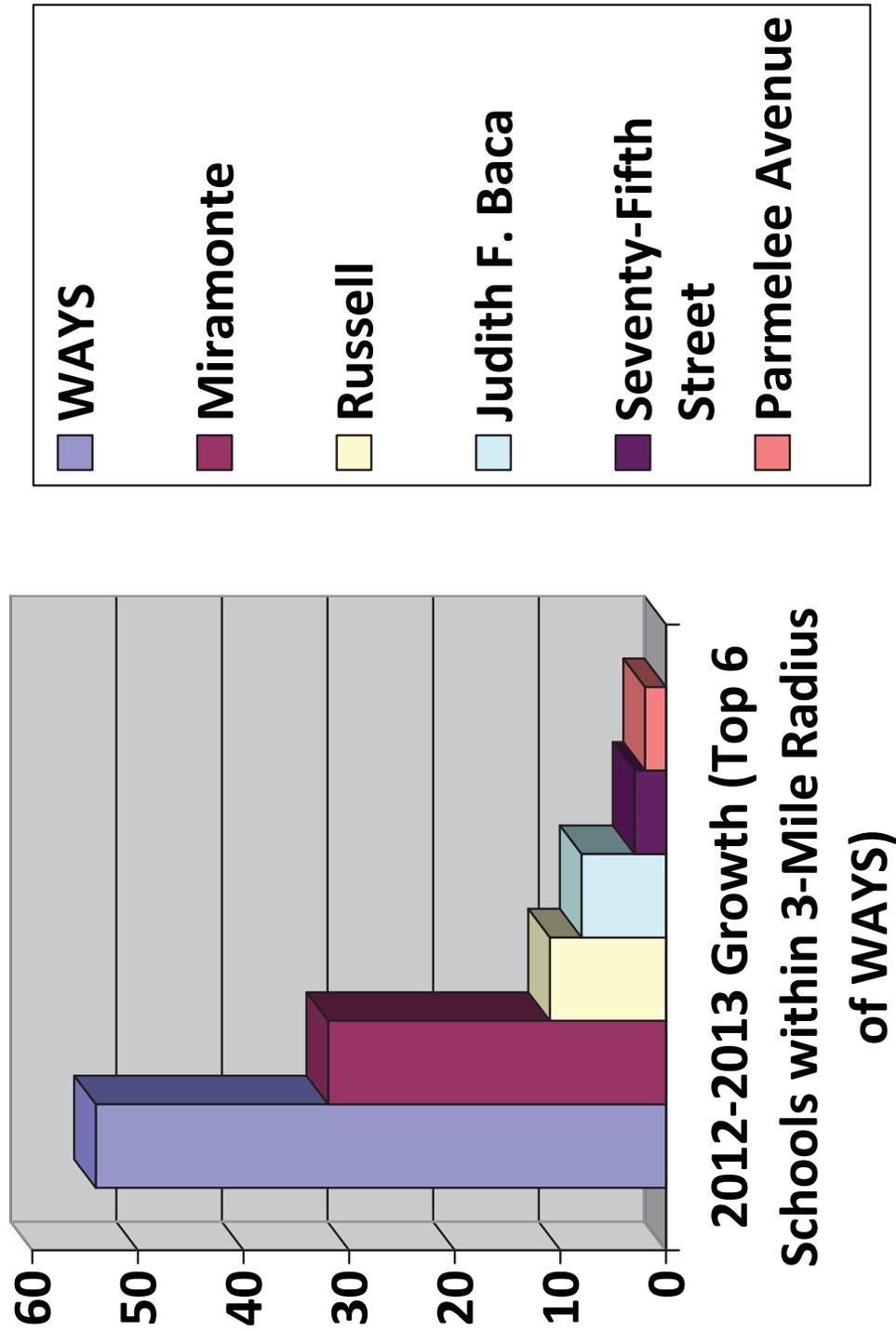
Sincerely,

A handwritten signature in blue ink that reads "Armando Espinoza". The signature is written in a cursive style with a long, sweeping underline.

Armando Espinoza

Board Chair, WAYS Board of Directors

EXHIBIT 1



WAYS Performance Compared to 19 LAUSD Elementary Schools Within a 3-Mile Radius						
2013 Growth Rank	School	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
1	Wisdom Academy for Young Scientists	769	715	5	54	Yes
2	Lillian Street Elementary	768	770	5	-2	No
3	Manchester Avenue Elementary	764	782	5	-18	No
4	Seventy-Fifth Street Elementary	763	760	5	3	No
5	Russell Elementary	760	749	5	11	Yes
6	Ninety Fifth Street Elementary	757	760	5	-3	No
7	Parmelee Avenue Elementary	747	745	5	2	No
8	Figueroa Street Elementary	743	755	5	-12	No
9	Sixty-Sixth Street Elementary	739	775	5	-36	No
10	Wisdom Elementary	737	746	5	-9	No
11	South Park Elementary	723	759	5	-36	No
12	McKinley Avenue Elementary	721	726	5	-5	No
13	Miramonte Elementary	708	676	6	32	Yes
14	Graham Elementary	701	742	5	-41	No
15	Loren Miller Elementary	700	717	5	-17	No
16	Ninety-Third Street Elementary	695	730	5	-35	No
17	Judith F. Baca Arts Academy	679	671	6	8	Yes
18	One Hundred Seventh Street Elementary	670	699	5	-29	No
19	One Hundred Twelfth Street Elementary	642	670	7	-28	No
20	Woodcrest Elementary	626	646	8	-20	No

2013 API Growth School Report

[DataQuest home](#) > [API home](#) > [Reports](#) > [Select School](#) > [School Reports](#) > Current Page

2012 - 13 Growth Academic Performance Index (API) Chart



School Chart
2013 Growth
Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
7/29/2014

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E
County: Los Angeles
CDS Code: 19-10199-0112730
School Type: Elementary

2013 Growth API Links:

- [School Report - Growth](#)
- [School Demographic Characteristics](#)
- [School Content Area Weights](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

Direct Funded Charter School: Yes

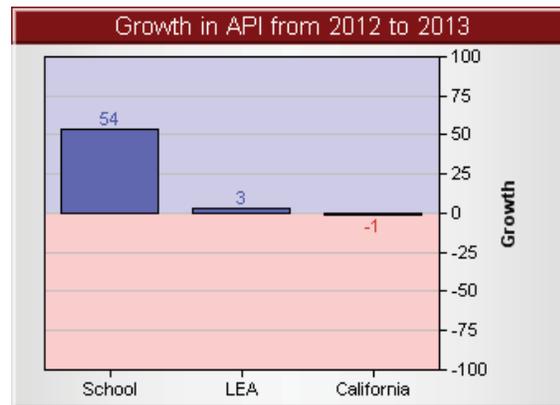
2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

2012 Base API	2013 Growth API	Growth in the API from 2012 to 2013
715	769	54

Met 2012 - 13 Growth API Targets:

Schoolwide Yes
All Student Groups Yes
Both Schoolwide and Student Groups Yes

Schools that do not have a valid 2012 Base API will not have any growth or target information.



— Statewide Performance Target for Schools = API of 800 or Above

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E

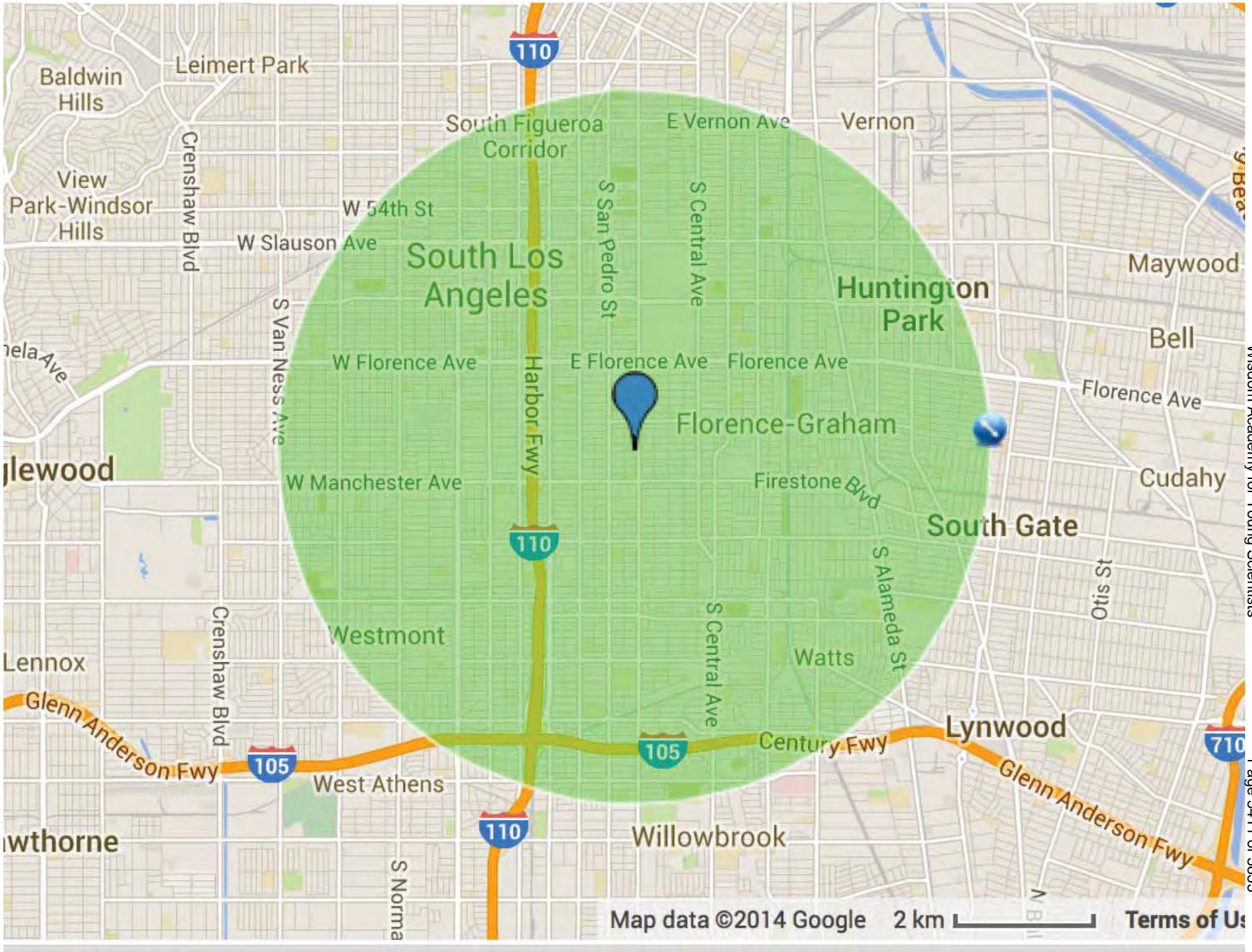


EXHIBIT 2

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AMERICAN ARBITRATION ASSOCIATION

LOS ANGELES COUNTY OFFICE OF
EDUCATION,

Claimant,

vs.

WISDOM ACADEMY FOR YOUNG
SCIENTISTS,

Respondent.

Case No.: 72 458 00509 13 TNM

STIPULATED CONSENT ORDER

Claimant Los Angeles County Office of Education ("LACOE") and Respondent Wisdom Academy for Young Scientists ("WAYS") hereby stipulate and enter into a consent order as follows:

1. On or about June 11, 2011, the Los Angeles County Board of Education ("LACBOE") approved the WAYS' charter petition (the "Charter Renewal Petition") on appeal from non-renewal by the Los Angeles Unified School District, and required that WAYS enter into a memorandum of understanding (the "MOU") to revise portions of the Charter Renewal Petition.
2. After months of correspondence between the Parties and efforts to revise the Charter Renewal Petition, LACOE contended that WAYS failed to comply with provisions of MOU with regard to revising the Charter Renewal Petition. WAYS disputed that contention, and LACOE initiated the dispute resolution process set forth in Element 14 of the Charter Renewal Petition.

1 3. After efforts to resolve the matter informally were unsuccessful, LACOE initiated
2 the mediation procedure through AAA, culminating in single-day mediation on June 15, 2012.
3 The mediation resolved with a one-page agreement (the "Mediation Agreement"), whereby the
4 Parties agreed that WAYS would "revise its charter to reflect LACOE's conditions of approval
5 and MOU attachments F and G", and provided a timeline such that the matter would be resolved
6 by September 14, 2012.

7 4. Thereafter, WAYS made substantive revisions to the Charter Renewal Petition and
8 presented it to LACOE in August 2012, and understood that it had complied with the Mediation
9 Agreement. LACOE disputed that contention, and on or about May 21, 2013, LACOE initiated
10 this arbitration proceeding by filing a Demand for Arbitration pursuant to Element 14 of the
11 Charter Renewal Petition (the "Dispute").

12 5. In order to resolve the Dispute, the Parties have met and conferred concerning
13 additional revisions to the Charter Renewal Petition. Without admission of fault or wrongdoing,
14 the Parties stipulate to this Stipulated Consent Order because they wish to resolve all matters
15 arising from and/or relating to the Dispute, and to avoid incurring additional costs and attorney
16 fees litigating this Dispute.

17 **THE PARTIES HERETO AGREE AND STIPULATE AS FOLLOWS:**

18 6. The document attached hereto as **Exhibit 1** is the Charter Renewal Petition, as
19 revised and agreed upon by the Parties. The revised Charter Petition resolves the disputes
20 outlined in LACOE's Demand for Arbitration. It may be distinguished from earlier versions by
21 the date stamp on the cover page indicating "May 20, 2014".

22 7. Execution of this Stipulated Consent Order shall result in full resolution of the
23 Dispute.

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Dated: September 9, 2014

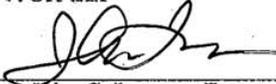
LOS ANGELES COUNTY OFFICE OF
EDUCATION

By: 
Courtney M. Brady, Esq.
Deputy General Counsel

*Attorneys for Los Angeles County Office of
Education*

Dated: September 10, 2014

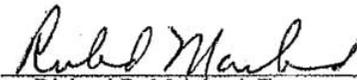
PROCOPIO, CORY, HARGREAVES &
SAVITCH LLP

By: 
John C. Lemmo, Esq.

*Attorneys for Wisdom Academy for Young
Scientists*

IT IS SO ORDERED.

Dated: September 10, 2014

By: 
Richard R. Mainland, Esq.
Arbitrator

American Arbitration Association



Commercial ARBITRATION RULES

(ENTER THE NAME OF THE APPLICABLE RULES)

Demand for Arbitration

<p>MEDIATION: If you would like the AAA to contact the other parties and attempt to arrange mediation, please check this box. <input type="checkbox"/> There is no additional administrative fee for this service.</p>					
Name of Respondent Wisdom Academy for Young Scientists			Name of Representative (if known) unknown		
Address: 706 E. Manchester Avenue			Name of Firm (if applicable):		
			Representative's Address		
City Los Angeles	State CA	Zip Code 90001	City	State	Zip Code
Phone No. (323) 752-8855		Fax No. (323) 762-6644	Phone No.		Fax No.
Email Address:			Email Address:		
<p>The named claimant, a party to an arbitration agreement dated August 1, 2011, which provides for arbitration under the Arbitration Rules of the American Arbitration Association, hereby demands arbitration.</p>					
<p>THE NATURE OF THE DISPUTE Please see attached document.</p>					
Dollar Amount of Claim \$0.00			Other Relief Sought: <input type="checkbox"/> Attorneys Fees <input type="checkbox"/> Interest <input type="checkbox"/> Arbitration Costs <input type="checkbox"/> Punitive/ Exemplary <input checked="" type="checkbox"/> Other Declarative		
<p>Amount Enclosed \$2,000.00 In accordance with Fee Schedule: <input checked="" type="checkbox"/> Flexible Fee Schedule <input type="checkbox"/> Standard Fee Schedule</p>					
<p>PLEASE DESCRIBE APPROPRIATE QUALIFICATIONS FOR ARBITRATOR(S) TO BE APPOINTED TO HEAR THIS DISPUTE: Active member of the member of the California State Bar or a retired judge of the state of federal judiciary of California. Experience with public charter schools is preferred.</p>					
<p>Hearing locale LACOE Offices (check one) <input checked="" type="checkbox"/> Requested by Claimant <input type="checkbox"/> Locale provision included in the contract</p>					
Estimated time needed for hearings overall: _____ hours or 1.00 days			Type of Business: Claimant County Office of Education Respondent Public Charter School		
Is this a dispute between a business and a consumer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Does this dispute arise out of an employment relationship? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>If this dispute arises out of an employment relationship, what was/is the employee's annual wage range? Note: This question is required by California law. <input type="checkbox"/> Less than \$100,000 <input type="checkbox"/> \$100,000 - \$250,000 <input type="checkbox"/> Over \$250,000</p>					
<p>You are hereby notified that a copy of our arbitration agreement and this demand are being filed with the American Arbitration Association with a request that it commence administration of the arbitration. The AAA will provide notice of your opportunity to file an answering statement.</p>					
Signature (may be signed by a representative) <i>Vibiana M. Andrade</i>			Date: 5/21/13		
Name of Claimant Los Angeles County Office of Education			Name of Representative Vibiana M. Andrade, Esq.		
Address (to be used in connection with this case): 9300 Imperial Highway			Name of Firm (if applicable) Office of General Counsel		
Representative's Address: 9300 Imperial Highway					
City Downey	State CA	Zip Code 90242	City Downey	State CA	Zip Code 90242
Phone No. (562) 922-6123		Fax No. (562) 401-5452	Phone No. (562) 922-6123		Fax No. (562) 401-5452
Email Address: andrade_vibiana@lacoed.edu			Email Address: andrade_vibiana@lacoed.edu		
<p>To begin proceedings, please send a copy of this Demand and the Arbitration Agreement, along with the filing fee as provided for in the Rules, to the AAA. Send the original Demand to the Respondent.</p>					
<p>Please visit our website at www.adr.org if you would like to file this case online. AAA Case Filing Services can be reached at 877-495-4185</p>					

RECEIVED
Voorhees, NJ
JUN 03 2013
AMERICAN ARBITRATION ASSOCIATION

Attachment Regarding The Nature of the Dispute

The Los Angeles County Office of Education ("LACOE") hereby submits this demand for binding arbitration against Wisdom Academy for Young Scientists ("WAYS") in order to compel compliance with a memorandum of understanding executed between the parties. WAYS is a public charter school authorized by the Los Angeles County Board of Education ("County Board"). At the time of authorization, LACOE reviewed the charter petition and presented Findings of Fact to the County Board which identified numerous deficiencies in WAYS' charter petition. Thus, the parties executed a memorandum of understanding to correct these deficiencies and ensure that WAYS operated in compliance with the California Education Code and all applicable laws.

Pursuant to California Education Code section 47605, a charter petition must contain a reasonable description of a number of required elements in order to establish a charter school. When the petition is for renewal of a charter, the document must also be brought current to reflect changes in law since it was originally authorized or last renewed. When the petition is not approved at the local level and is appealed to the County Board, the petition must also contain changes to reflect the County Board as the authorizer. The original charter petition did not comply with these three requirements, so the parties executed a memorandum of understanding to bring the charter petition into compliance. WAYS failed to comply with the provisions of the memorandum of understanding regarding these required elements so that LACOE was forced to initiate the dispute resolution procedures contained in the petition. Pursuant to the dispute resolution procedures, an issue conference was held where the parties discussed the dispute. The dispute was not resolved, and on June 15, 2012, the parties met for mediation. The parties executed a "mediation agreement" which provided for WAYS revising its charter petition in order to come into compliance with the memorandum of understanding and provided a time frame for doing so. WAYS has failed to comply with the mediation agreement and the memorandum of understanding resulting in LACOE's demand for binding arbitration.

The specific deficiencies in WAYS' charter petition that are at issue for this proceeding are as follows:

- The description of the educational plan, including the build-out plan including where students will be served is non-compliant.
- Measurable pupil outcomes regarding outcomes for English language learner students are non-compliant.
- Employee qualifications including copies of current job descriptions and job descriptions for special education employees are non-compliant.
- Demographic data regarding racial and ethnic balance is non-compliant.
- Procedures regarding student suspension and expulsion are non-compliant.
- The material revision to the charter petition regarding the addition of a school site is non-compliant.

Attached to this Demand for Arbitration as Exhibit One is Section 14 of the charter petition entitled "Dispute Resolution" which provides that the parties will utilize the American Arbitration Association and as Exhibit Two, memorandum of understanding in which the County Board authorized the charter petition with provisions to correct the identified deficiencies.

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PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

At the time of service, I was over 18 years of age and not a party to this action. I am employed in the County of Los Angeles, State of California. My business address is 9300 Imperial Highway, Downey, California 90242-2890.

On May 31, 2013 I served a true copy of the following document described as **DEMAND FOR ARBITRATION** bon the interested parties in this action as follows:

[SEE ATTACHED SERVICE LIST]

BY MAIL: I enclosed the document(s) in a sealed envelope or package addressed to the persons at the addresses listed in the Service List and placed the envelope for collection and mailing, following our ordinary business practices. I am readily familiar with the Los Angeles County Office of Education's practice for collecting and processing correspondence for mailing. On the same day that the correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

BY FAX TRANSMISSION: I faxed a copy of the document(s) to the persons at the fax numbers listed in the Service List. The telephone number of the sending facsimile machine was (562) 469-4332. No error was reported by the fax machine that I used.

BY FEDEX: I enclosed said document(s) in an envelope or package provided by FedEx and addressed to the persons at the addresses listed in the Service List. I placed the envelope or package for collection and overnight delivery at an office or a regularly utilized drop box of FedEx or delivered such document(s) to a courier or driver authorized by FedEx to receive documents.

BY PERSONAL SERVICE: I personally delivered the document(s) to the person being at the addresses listed in the Service List. (1) For a party represented by an attorney, delivery was made to the attorney or at the attorney's office by leaving the documents in an envelope or package clearly labeled to identify the attorney being served with a receptionist or an individual in charge of the office. (2) For a party, delivery was made to the party or by leaving the documents at the party's residence with some person not less than 18 years of age between the hours of eight in the morning and six in the evening.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on May 31, 2013, at Downey, California.


Rachel Gallardo

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SERVICE LIST

VIA Federal Express:

Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001

EXHIBIT 3

Lemmo, John C.

From: Brady_Courtney <Brady_Courtney@lacoed.edu>
Sent: Friday, August 08, 2014 9:45 AM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Good Morning John,

We can agree to the job descriptions; however, should the breakdown of job duties result in fiscal mismanagement we reserve the right to take appropriate action.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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From: Lemmo, John C. [mailto:john.lemmo@procopio.com]
Sent: Friday, August 01, 2014 3:22 PM
To: Brady_Courtney
Subject: RE: Charter Petition Revisions May 20, 2014

Hi Courtney,

Just a little perspective please. We have a slight problem in that it's not 2011 anymore (when the charter was approved). The school has changed how it operates, as everyone knows, and continues to grow and change. You and I are now down to talking about job descriptions here, which are not required to be in the charter in the first place, so changes would not be material either. We can go on revising forever. The school will not be paying for duplicative services anymore than LACOE or other organizations do. I can make another attempt to revise yet again, but if there is something in particular you'd like to strike or add, please just tell me and we'll do it.

Thank you,
John

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Wednesday, July 30, 2014 12:11 PM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Hi John,

The outstanding concern is that the duties of the director of operations are very similar to those of a back office provider. There is a concern that the school will be paying a director of operations and a back office provider to do the same job. Also the executive director and director of operations are both responsible for timesheets. The lines of responsibility are not clear between these two positions and a back office provider.

Also, once the charter is finalized, the fiscal policies will need to be revised to match the charter.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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From: Lemmo, John C. [<mailto:john.lemmo@procopio.com>]
Sent: Wednesday, July 30, 2014 10:44 AM
To: Brady_Courtney
Subject: RE: Charter Petition Revisions May 20, 2014

Same. Could be back office services or other consultant if they split out service scopes. In practical terms, they are likely to contract with both Celerity and CSMC, which is the largest such provider, but stating that in the charter is inappropriate. These are vendor contracts that might change. I'd prefer to keep as is. Do you disagree?

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Tuesday, July 29, 2014 10:45 AM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Hi John,

We have taken a look at the new job descriptions and one area of concern is that the description for executive director mentions a financial consultation but the financial consultant position is not defined in the charter. What is this position? Is the financial consultant different from the back office provider?

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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From: Lemmo, John C. [<mailto:john.lemmo@procopio.com>]
Sent: Friday, July 25, 2014 1:36 PM
To: Brady_Courtney
Subject: FW: Charter Petition Revisions May 20, 2014

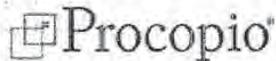
Courtney,

I apologize, but I've had a ton of technology issues with revisions to the charter document. In any event, I believe I've captured any inconsistencies in the ED and DO descriptions with regard to fiscal policies adopted a couple months ago. The only changes are in those sections. I'm attaching pdf and word versions for good measure. Please review with Judy and let's discuss if needed. If this is consistent with our discussion, let me know and we'll put together an order.

Thanks!

John

John C. Lemmo



Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3294
direct fax: (619) 398-0162
john.lemmo@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

mailgw01.procopio.com made the following annotations

Fri Jul 25 2014 13:36:12

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mailgw01.procopio.com made the following annotations

Wed Jul 30 2014 10:43:31

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mailgw01.procopio.com made the following annotations

Fri Aug 01 2014 15:22:29

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APPROVED
NO. 12:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, October 21, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, October 21, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Ms. Katie Braude, Dr. Jose Zapata Calderon, and Dr. Rebecca Turrentine

UNCOMPENSATED: Mr. Alex Johnson

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:03 p.m.

PLEDGE OF ALLEGIANCE

Dr. Turrentine led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Board agenda as presented. There were 6 ayes.

APPROVAL OF MINUTES

- **October 7, 2014** – The minutes were approved as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Calderon

Dr. Calderon indicated that he attended the inauguration of one of his former students and now Senator Kevin de Leon on Saturday, October 18, 2014 at the Walt Disney Concert Hall. He said that during Senator Deleon's speech, he thanked many people who played a role in his success in life, including his teachers.

Los Angeles County Board of Education
Minutes of October 21, 2014

-2-

Dr. Calderon said that he has been working with the University of La Verne with Community Engagement projects. He said that next week, he will be sitting on a panel and provide a forum of institutions working together for student arriving from Central America. He said that another program with the University of La Verne is looking at Community Day Schools in the area and focusing on Pomona USD and has taken a national lead as the first private institution in California to partner with the Dream Us, a national scholarship organization that provides aide to undocumented students. Dr. Calderon commended the University of La Verne for taking steps in helping students with resources.

Dr. Delgado

Dr. Delgado asked the County Board to save-the-date of November 5, 2014 from 5:30-7:30 p.m. for a reception for Ms. Mitzi Lizarraga, new principal for the Los Angeles County High School for the Arts (LACHSA). He said a formal invitation to the County Board would follow.

Dr. Delgado indicated that he would be a guest interviewee for Supervisor Knabe's televised show tomorrow, where LACOE will be highlighted.

Dr. Delgado mentioned that today was his 42nd wedding anniversary.

COMMUNICATIONS: PUBLIC

Ms. Adraine Cook, former Board member of Wisdom Academy for Young Scientist (WAYS), spoke to the County Board regarding WAYS.

PRESENTATIONS (none)

HEARINGS

PUBLIC HEARING ON CHARTER REVOCATION FOR WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS), GRADES K-5

Education Code Section 47605(e) provides that within 30 days after providing a Notice of Intent to Revoke a school's charter, the chartering authority shall hold a public hearing on whether evidence exists to revoke the charter. The Notice of Intent to Revoke was approved by the County Board on September 23, 2014, and provided to the charter school in the manner prescribed by law on September 24, 2014. Not later than 30 days after the public hearing, the County Board shall issue a final decision to revoke or decline to revoke the charter, unless a 30-day extension is agreed to by the charter school and the County Board.

Mr. Juan Montalvo, Director of Operations for WAYS, spoke on behalf of the Wisdom Academy for Young Scientists (WAYS), grades K-5.

Ms. Vielka McFarlane, CEO of Celerity Educational Group, spoke about changes for WAYS with the support of Celerity.

The County Board had a discussion on the hearing.

The County Board requested to review Celerity's contract shared with the LACOE Charter School Office.

Los Angeles County Board of Education
Minutes of October 21, 2014

-3-

Dr. Calderon would like to get information regarding Celerity and LACOE's past relationship.

REPORTS / STUDY TOPICS (none)

CONSENT CALENDAR RECOMMENDATIONS

ACCEPTANCE OF PROJECT FUNDS No. 4

The Superintendent recommended that the County Board accept the funds for Partnerships to Improve Community Health project for the amount awarded of \$3,600,000 for the funding period of September 30, 2014 through September 29, 2015.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Consent Calendar Recommendation, Acceptance of Project Funds No. 4. There were 6 ayes.

CLOSED SESSION

The Board adjourned to executive closed session on these matters at 3:45 p.m. until 4:18 p.m.

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – ONE CASE PURSUANT TO GOVERNMENT CODE SECTION 54956.9(b)

PERSONNEL MATTER REGARDING SUPERINTENDENT – PURSUANT TO GOVERNMENT CODE SECTION 54957.6

There was no action taken in closed session. The Board returned to open session at 4:18 p.m.

RECOMMENDATIONS

RESOLUTION REGARDING SETTING OF SALARY OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Pursuant to the authority of the Board of Education, under Article IX, Section 3.1(b) of the California Constitution, the Board President recommends that the Superintendent of Schools Dr. Arturo Delgado's salary and benefits be clarified as set forth in Amendment No. 2 of Resolution No. 28. The Amendment clarified the Superintendent's base salary.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to direct General Counsel to prepare an adjusted contract to ensure that what is currently treated as the base salary for the Superintendent for pension purposes continues to be treated as base salary for pension purposes and bring back a modified contract to the County Board for ratification. There were 6 ayes.

This item will be agendized for the November 4, 2014 Board meeting.

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APPROVAL OF FIRST READING BOARD POLICY BP 6162.5 (STUDENT ASSESSMENT), BP 5131.62 (TOBACCO), BB 9130 (COUNTY BOARD COMMITTEES), BP 0200 (BOARD PRIORITIES FOR LACOE), BB 9000 (ROLE OF THE BOARD), BP 5148.4 (PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAM), BB 9020 (BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS)

The Superintendent recommended that the County Board approve the revision and updates of the above policies in order to align LACOE with the CSBA numbering system. These law changes include Education Code and other applicable statutes, regulations, and court decisions.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the first reading of Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs). There were 6 ayes.

Mr. Saenz recommended that Board Policy 0200 (Board Priorities for LACOE), be changed as follows: Board Priority #4 - LACOE will play ~~plays~~ a leadership role in identifying and modeling appropriate educational methods and instructional technologies that provide the students in the county with multiple paths to career development in order to succeed in the future.

APPOINTMENT TO CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY AND CALIFORNIA COUNTY BOARDS OF EDUCATION (CCBE) BOARD OF DIRECTORS

On September 24, 2014, the County Board approved the nomination of two County Board members to be appointed to CSBA Delegate Assembly and CCBE Board of Directors. LACOE received notification from CSBA that only one Board member may serve in the appointment of CSBA Delegate Assembly / CCBE Board of Directors. The County Board discussed and considered communication received from CSBA to appoint one representative to the CSBA Delegate Assembly and CCBE board of Directors.

Mr. Saenz withdrew his name for nomination of the CSBA Delegate Assembly and CCBE Board of Directors.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Calderon, and **CARRIED** to appoint Mr. Douglas Boyd to the CSBA Delegate Assembly / CCBE Board of Directors. There were 6 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado did not have any Governmental Relations items to report to the County Board.

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BOARD COMMITTEE/LIAISON REPORTS

Dr. Calderon indicated that a Board Curriculum, Instruction and Assessment Committee meeting was held today. There were a number of future agenda items placed on the next CIA committee meeting.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP
Dr. Delgado reported on the Board calendar for the November 4, 2014, Board meeting. Dr. Delgado indicated that Dr. Ybarra would be sitting in his place as he would be in Baltimore with a meeting with David Domenici and looking at the issue of incarcerated youth and doing a presentation on Road to Success.

The County Board reviewed the Board Follow-Up Status Report.

Dr. Reisler had a question regarding County Committee on School Reorganization and which Ms. Vibiana Andrade responded to.

Mr. Saenz indicated that he would look at the response and see if he had further questions on this item.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS (none)

ADJOURNMENT

Ms. Braude adjourned the meeting at 4:31 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to adjourn the meeting. There were 6 ayes.

APPROVED
NO. 13:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, November 4, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, November 4, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Ms. Katie Braude, Dr. Jose Zapata Calderon, Mr. Alex Johnson, and Dr. Rebecca Turrentine

OTHERS PRESENT: Deputy Superintendent Dr. Joseph Ybarra, Jr.; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:01 p.m.

PLEDGE OF ALLEGIANCE

Mr. Boyd led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Ybarra indicated that the changes to the Board agenda included interdistrict appeal No. 2 had been withdrawn.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Reisler, and **CARRIED** to approve the Board agenda as presented. There were 7 ayes.

APPROVAL OF MINUTES

- **October 14, 2014** – The minutes were approved as presented.
- **October 21, 2014** – The minutes were approved as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Turrentine

Dr. Turrentine indicated that she attended the Los Angeles County School Trustees Association dinner on October 30, 2014. She indicated that there was a presentation on Rachel's Challenge and it was a wonderful and inspiring presentation based on the life and writing of Rachel Scott, the first victim of the Columbine tragedy in 1999.

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Mr. Boyd

Mr. Boyd encouraged everyone to go out and vote today.

Dr. Reisler

- Dr. Reisler said he concurred with Mr. Boyd's comment and that on his way to the County Board meeting today, he heard that the voter turnout was about 46%.
- Dr. Reisler said that today was the first year anniversary of his joining the County Board and that it has been a pleasure working with fellow Board members and LACOE staff.

Dr. Calderon

- Dr. Calderon reported that on October 18, 2014, he ran his 7th marathon in the Mathew Myers Memorial 5K Run/Walk at Cal Poly Pomona. He said that \$60K was raised for scholarships. He said he will also support another run on Sunday, November 9, the Aztlan 5K at East Los Angeles College, where the funds go towards helping community-based groups.
- Dr. Calderon mentioned that in partnering with Pomona USD, a forum was held on October 29, 2014, on a Driver's License Workshop with parents and students throughout the district. They had a turnout of about 500 and he hopes that other districts can promote similar workshops for their communities and trainings to help prepare students and families in taking driver's license tests both written and performance.
- Dr. Calderon complimented the University of LaVerne who hosted a Forum on October 30, 2014. They had all of their first year students read the book entitled, *Enriquez Journey*, which is a book based about a 17-year-old boy from Honduras who makes the difficult journey from his hometown of Tegucigalpa to the United States in order to be reunited with his mother. During the forum there was a panel discussion on the realities of the historical and contemporary contexts as to why this journey is taking place and how to ensure student rights and how to help students integrate into school.
- Dr. Calderon said that there was a celebration of Dia de los Muertos, Day of the Dead, and he hopes that it does not lose its real meaning because it has become so commercialized. He talked about the historical celebration of Dia de los Muertos and how he celebrates the day. He hopes that schools follow that tradition. He also said Cal Poly has one of the biggest Dia de los Muertos celebration where they have about 50/60 altars with music. He said it also brings to the forefront many important people who have been left out of history. He said the celebration will be November 7, 2014, from 5-7 p.m.

Ms. Braude

Ms. Braude indicated that she along with Dr. Delgado attended the LCFF Collaborative Group meeting on October 29, 2014, which is a group sponsored by CSBA and California Forward which will help to identify and promote promising LCFF and LCAP implementation strategies, solutions and best practices. The first meeting was to examine key policy and program issues related to LCFF. The group will meet every quarter and the members include a mix of superintendents and county board members from a diverse cross section of LEA sizes, geographies and student populations. More information will be provided as the group meets next quarter.

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Dr. Ybarra

Dr. Ybarra did not have anything to report.

COMMUNICATIONS: PUBLIC (none)

ASSOCIATIONS

Mr. Brian Christian, President, LACEA gave a report on contract negotiations and indicated that a new contract with LACEA and LACOE was ratified last month. He also thanked Mr. Jon Crotty, Director of Labor Relations, for all of the work done and for all his efforts with negotiations.

HEAD START POLICY COUNCIL (none)

PRESENTATIONS (none)

HEARINGS

PUBLIC HEARING: SOLEDAD ENRICHMENT ACTION CHARTER HIGH SCHOOL, GRADES 9-12 – REQUEST FOR A MATERIAL REVISION TO THE CHARTER

Education Code Section 47605(a)(4) provides that within 30 days after receiving a request for a material revision to the charter, the County Board shall hold a public hearing on the proposed material revision to the charter of the Soledad Enrichment Action (S.E.A.) Charter High School. Within 60 days of the request the County Board shall review the proposed material revision to the charter and either grant or deny the revision, unless a 30-day extension is agreed to by the charter and the County Board.

Ms. Margaret Godinez, Superintendent of S.E.A. Charter Schools, spoke in support of the request for a material revision to the charter.

There were no public speakers.

The County Board had a discussion on this item.

Public Hearing time: 3:15 p.m. – 3:19 p.m.

REPORTS / STUDY TOPICS

SOLEDAD ENRICHMENT ACTION CHARTER HIGH SCHOOL, GRADES 9-12 – REQUEST FOR A MATERIAL REVISION TO THE CHARTER

Soledad Enrichment Action (S.E.A.) Charter High School has requested a material revision to the charter that will modify its facilities plan. The request is in accordance with Education Code Section 47605(a)(4) and the Monitoring and Oversight Memorandum of Understanding between S.E.A. and the LACOE. The material revision will result in the permanent closure of four sites; one of the sites will re-open at a new location.

CONSENT CALENDAR RECOMMENDATIONS

ACCEPTANCE OF GIFTS NO. 1

The Superintendent recommended that the County Board accept the following gifts:

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- The Center for Collaborative Education contributed \$10,000 to the Los Padrinos High School in the Division of Educational Programs to support activities, learning, and opportunities for professional development.
- Chip Rosenbloom has donated a Steinway & Sons Model B Grand Piano for use at Los Angeles County High School for the Arts.
- Microsoft is offering a gift of Office 365 Migration and Consulting Services to assist the County Office on the benefits of Microsoft products with the implementation of Office 365.

The Superintendent recommended that the Board ratify the acceptance of the following gift:

- Ty Kastendiek, a teacher in the Division of Educational Programs, donated two bearded-dragon lizards for instructional use at David Gonzales High School.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Consent Calendar Recommendation, Acceptance of Gifts No. 1. There were 7 ayes.

RECOMMENDATIONS

APPROVAL OF THE FY 2014-15 BUDGET TO ACTUALS REPORT WITH BUDGET REVISIONS AS OF OCTOBER 16, 2014

The Superintendent recommended that the County Board approve budget revision to the Fiscal Year 2014-15 budget. The current budget recognizes changes, transfers, and increases to the adopted budget.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the FY 2014-15 Budget to actuals report with budget revisions as of October 16, 2014. There were 7 ayes.

Mr. Saenz indicated that he still has concerns regarding the budget for the Los Angeles County High School for the Arts (LACHSA). Mr. Saenz said he supports the motion for the approval of the budget revision as long as LACOE continues to address LACHSA's budget issue.

APPROVAL OF SECOND READING AND ADOPTION OF BOARD POLICY BP 6162.5 (STUDENT ASSESSMENT), BP 5131.62 (TOBACCO), BB 9130 (COUNTY BOARD COMMITTEES), BP 0200 (BOARD PRIORITIES FOR LACOE), BB 9000 (ROLE OF THE BOARD), BP 5148.4 (PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAM), BB 9020 (BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS)

The Superintendent recommended that the County Board approve the revision and updates of the above policies in order to align LACOE with the CSBA numbering system. These law changes include Education Code and other applicable statutes, regulations, and court decisions.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the second reading and approval of Board Policy BP 6162.5 (Student Assessment), BP 5131.62

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(Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs). There were 7 ayes.

APPROVAL OF THE MATERIAL REVISION TO THE CHARTER OF SOLEDAD ENRICHMENT ACTION CHARTER HIGH SCHOOL, GRADES 9-12

The Superintendent recommended that the County Board take action to accept the material revision to the charter of Soledad Enrichment Action (S.E.A.) Charter High School and accept the permanent closure of the facilities previously located in Compton, Norwalk, Long Beach and Los Angeles. The acceptance of the material revision also included the approval for opening a new facility at 4205 E. Alondra Blvd., Compton, CA 90221, which is contingent upon S.E.A. fulfilling certain conditions included in the Report to the County Board, by April 30, 2015.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Johnson, and **CARRIED** to accept the material revision to the charter of S.E.A Charter high School. There were 7 ayes.

RESOLUTION REGARDING SETTING OF SALARY OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Pursuant to the authority of the Board of Education, under Article IX, Section 3.1(b) of the California Constitution, the Board President recommended that the Superintendent of Schools Dr. Arturo Delgado's salary and benefits be clarified as set forth in Amendment No. 2 of Resolution No. 28. The Amendment clarifies the Superintendent's base salary.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to approve and adopt Amendment No. 2 of Resolution No. 28, which clarifies the Superintendent's base salary and benefits. There were 7 ayes.

ADOPTION OF BOARD RESOLUTION NO. 8: 2014-15 RESOLUTION OF THE BOARD OF EDUCATION OF THE LOS ANGELES COUNTY OFFICE OF EDUCATION APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30, IN EACH OF THE YEARS 2015 THROUGH 2016, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

The Superintendent recommended that the County Board approve Resolution No. 8: 2014-15, which would allow LACOE to receive a 10% premium benefit for the next three financings scheduled for approximately December 15, 2014; December 15, 2015; and December 15, 2016. Adoption of the resolution would allow LACOE to continue to leverage delinquent tax receivables by selling them to the California Statement Delinquent Tax Finance Authority as a Joint Powers Authority (JPA).

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve Resolution No. 8. There were 7 ayes.

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INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Ybarra had nothing to report to the County Board.

BOARD COMMITTEE/LIAISON REPORTS

Dr. Turrentine indicated that a Board Finance Committee meeting was held today. Dr. Turrentine indicated that a report to the County Board regarding LACHSA budget will be agendaized on the next Board Finance Committee meeting.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP
Dr. Ybarra indicated that there was no Board meeting next week, November 12, 2014. He reviewed the Board calendar for the November 18, 2014, Board meeting.

Dr. Reisler said he had a concern about questions from the County Board that were asked during the September 23, 2014 Board meeting on WAYS and also on the October 21, 2014 Board meeting on WAYS. Dr. Reisler asked when Board member questions would be addressed.

Ms. Benitez responded that the Charter School Office staff's job is to evaluate the materials that are presented by parties regarding the issue at hand. She also mentioned that by November 12, 2014, the County board will be receiving an advanced copy of the Report for WAYS.

Dr. Turrentine asked if the Audit Committee Members would be receiving an advanced copy of the Audit Report scheduled to be presented to the County Board during the December 9, 2014, Board meeting.

Mr. Price responded yes.

Mr. Boyd asked about the status of getting the LAUSD Charter Schools Division to do a presentation for the County Board.

A County Board had a discussion regarding this item.

The County Board requested a report from the Office of the General Counsel regarding the legality and conflict of interest for inviting a district to give a charter school presentation to the County Board. The report will be presented at the December 2, 2014 County Board meeting.

(The County Board took a short recess: 3:42-3:57 p.m.)

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Dunia C. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County

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Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was present and was represented by her parents Mr. Juan Casula and Mrs. Glenda Velasquez. Ms. Debra Villescias, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Mr. Saenz, Dr. Calderon, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

~~Dwayne M. v. Los Angeles Unified School District~~ – Appeal was withdrawn

ADJOURNMENT

Ms. Braude adjourned the meeting at 4:20 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Reisler, and **CARRIED** to adjourn the meeting. There were 7 ayes.

Report to the County Board on Final Decision Regarding Charter Revocation
Wisdom Academy for Young Scientists
Pursuant to Education Code Section 47607(e)

November 18, 2014

Introduction

The Los Angeles County Office of Education recommends to the Los Angeles County Board of Education that a final decision be issued to revoke the charter of Wisdom Academy for Young Scientists Charter School (“WAYS”).

The basis for issuing the final decision to revoke is set forth in the June 3, 2014 Notice of Violation (“NOV”) and the September 23, 2014 Notice of Intent to Revoke (“NIR”). These notices and the supporting documents (NOV Exhibits 1-38) and (NIR Exhibits A-FF) were previously received by the County Board, as was WAYS’ July 31, 2014 Response to the NOV and supporting documents (WAYS Exhibits 1-74) and September 23, 2014 Response to the NIR and supporting documents. These documents are incorporated by reference.

This report provides an analysis of how WAYS’ remedies do not cure the violations identified in the NOV and NIR. The following documents were submitted by WAYS **after** the conclusion of the remedy period:

- Proposed Charter Management (“CMO”) Agreement Between Celerity Educational Group and the Wisdom Academy for Young Scientists Charter School (Final Decision Exhibit I);
- Proposed material revision to the charter to reflect the operation of the school by a charter management company submitted November 5, 2014 (Final Decision Exhibit II);
- WAYS’ September 23, 2014 letter to the County Board restating its reasons a Notice of Intent to Revoke should not be issued (Final Decision Exhibit III);
- WAYS’ 2014-15 Fiscal and Operating Policies approved by the WAYS’ Board on September 17, 2014 (Final Decision Exhibit IV);
- Executed Charter School Management Corporation (“CSMC”) contract for back office services and addendum (Final Decision Exhibit V).

These documents fail to remedy the violations as described below.

Facts and Findings in Support of Issuing a Final Decision to Revoke

On June 3, 2014, the County Board voted to approve the issuance of a Notice of Violation (“NOV”) to WAYS which provided substantial evidence in support of revocation as follows:

- I. WAYS failed to meet generally accepted accounting principles and engaged in fiscal mismanagement. EC § 47607(c)(1)(C).
- II. WAYS committed a material violation of the conditions, standards, or procedures set forth in the charter. EC § 47607(c)(1)(A).

Report on Wisdom Academy for Young Scientists - Final Decision Regarding Charter Revocation

The County Board provided the school with a reasonable opportunity to remedy the violations and WAYS provided its response within the remedy period on July 31, 2014.

WAYS' response to the NOV failed to present evidence that the violations asserted by LACOE are false, unfounded or have been cured. The NOV accurately identifies violations of law and the charter which are not refuted. The background information and timeline of events leading to the NOV are complete and accurate.

On September 23, 2014, the County Board voted to issue WAYS a Notice of Intent to Revoke and Facts in Support of Revocation. On that date, and prior to County Board action, WAYS submitted a letter to the County Board restating its reasons a Notice of Intent to Revoke ("NIR") should not be issued.

On October 2, 2014, LACOE received a copy of the 2014-15 Fiscal and Operating Policies approved by the WAYS Board on September 17, 2014, as part of its routine submission of Board meeting documents. These policies replaced the April 30, 2014 Financial Policies and Procedures referenced in the NOV and NIR and proposed as cure in WAYS' response to the NOV.

On October 16, 2014, LACOE met with WAYS and Celerity Educational Group ("CEG") at their request. A proposed contract for charter management services was discussed.

On October 17, 2014, LACOE received a copy of the proposed contract entitled, "Charter Management (CMO) Agreement Between Celerity Educational Group and the Wisdom Academy for Young Scientists Charter School". The document was signed by the WAYS Board Chair but was not signed by Celerity Educational Group.

On October 21, 2014, the County Board held a Public Hearing on the matter of revocation in the normal course of business pursuant to EC § 47607(e). The WAYS Board was not in attendance and did not submit any additional documents to the County Board. The newly hired WAYS Director of Operations was present and introduced the Chief Executive Officer ("CEO") of Celerity Educational Group¹ to the County Board and stated that the WAYS Board approved entering into a charter management contract with CEG to make the necessary changes required by the County Board. The CEO of CEG provided a description of how CEG would manage WAYS' operations. One former WAYS Board member spoke in opposition to the current WAYS Board and administration; no public comments were made in support of WAYS.

At the Public Hearing, the County Board asked how many employees would be terminated if the Celerity contract was enacted. The CEO stated that the current executive director, all of the management team, the director of operations and the independent contract with the former director of operations would be terminated.

The County Board also asked what CEG's power will be with respect to WAYS' contracts, stating that all current contracts are subject to termination. The CEO stated that she will become

¹ WAYS July 31, 2014 response to the NOV proposed remedy by contracting with Celerity Global Development (CGD) for "board support and services." The contract with CGD was not executed. Rather, on October 17, 2014, the WAYS Board approved entering into a charter management (CMO) contract with Celerity Educational Group (CEG). There is a relationship between CGD and CEG; however, the details of this relationship remain unclear.

Report on Wisdom Academy for Young Scientists - Final Decision Regarding Charter Revocation

the CEO/executive director of WAYS and that she will have full authority to execute and terminate all contracts.

At the Public Hearing, the County Board was also concerned with the composition of the WAYS board and asked numerous questions of the CEO how the board would be replaced. The County Board also had concerns regarding the lease agreements and requested documentation of another situation in which CEG had taken over a charter school.

Entering into a contract with a CMO is considered a material revision to the charter. At the public hearing, the County Board was not provided with proposed changes to affected charter elements (including, but not limited to, changes to the educational program, governance structure, employee qualifications, and exclusive public school employer) or a budget that would be required and reflect this material revision to the charter.

On November 5, 2014, WAYS submitted a request for a material revision which is reviewed below. WAYS/CEG has produced no other documents since the Public Hearing.

Legal Authority and Standard of Review

EC § 47607(c)(1) provides that a charter may be revoked “through a showing of substantial evidence” that the charter school violated one of the conditions of revocation set forth therein. Evidence is “substantial” if any reasonable trier of fact could have considered it reasonable, credible, and of solid value. Substantial evidence is relevant evidence that a reasonable mind might accept as adequate to support a conclusion. A conclusion may be supported by substantial evidence even if reasonable people could disagree as to the conclusion².

Pursuant to EC § 47607(c)(2), the County Board “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to revoke a charter.”

WAYS Has Failed to Remedy the Identified Violations

WAYS has failed to dispute the factual matters and violations identified in the NIR and NOV. Instead, WAYS contends that contracting with CEG to provide charter management services and CSMC to provide back office services, adopting new Fiscal and Operating Policies, adding new Board members and providing Board training proposes sufficient remedy to cure the violations identified in the NOV and NIR.

LACOE disagrees for the following reasons:

1. The contract between WAYS and CEG is insufficient remedy.

- The contract does not ensure that WAYS board members who have served since 2011 will be removed; therefore, there is no guarantee that governance concerns identified in the NOV and NIR will be remedied.

² *Kearl v. Board of Medical Quality Assurance*, 189 Cal.App.3d 1040 (1986); *Estate of Teed*, 112 Cal.App.2d 638, 644, 247 p.2d 54 (1952); *Polanski v. Super*, Ct 180 Cal.App.4th 507, 537 (2009)

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- The contract does not ensure that WAYS administrators who have been in place since 2011 will all be removed. While the contract provides that CEG will assume the responsibilities of WAYS' Executive Director and put a new Principal in place, it does not explicitly state the Former Director of Operations (Founder's son) and Vice Principal (Founder's daughter) will be removed. As a result, related party concerns identified in the NOV and NIR are not remedied.
- The contract does not include a specific provision for fiscal oversight as a component of the day to day management of the school.
- The 12% CMO fee is excessive and does **not** include back office services. These services are provided by CSMC under a separate contract.
- There are a number of questions regarding contract specifics, including potential duplication of services by Celerity Educational Group, Celerity Global Development, and Charter School Management Corporation, and insufficient information regarding the internal controls the school will follow. As a result, WAYS has failed to submit evidence that the contract will remedy all of the financial concerns identified in the NOV and NIR.

The table below provides selected sections of the proposed contract between CEG and WAYS with an analysis of specific issues and concerns by contract section.

Contract Language	Issue/Analysis
<p>1.1.1. Selection of Principal. CEG will ensure a new Principal, Vanessa Marroquin, Ed.D. is put in place at WAYS by November 2, 2014, whose resume is attached hereto as Exhibit "B".</p>	<p>Does not address status of employment contracts with the school's current Executive Director, Vice Principal (Founder's daughter), Director of Operations or the independent contractor agreement with the former Director of Operations (Founder's son).</p> <p>Does not specify whether current administrators may have further or future involvement with WAYS.</p> <p>Does not specify whether the salaries of the principal and other administrators hired by CEG will be covered under the 12% contract fee or be an additional cost and no clarifying budget was submitted.</p>
<p>1.1.2. New Board Members. CEG will recruit and identify new qualified board members to serve on the WAYS board by December 1, 2014 (CEG has already identified several qualified candidates, whose bios are available upon request). CEG will interview the new WAYS board candidates, nominate and recommend them to the WAYS board for election, with the first batch of candidates to be recommended to the WAYS board by December 1, 2014.</p>	<p>Does not address concerns regarding the composition of the WAYS governing board. It provides for adding members to the Board but not for removing members who were responsible for governing the school during the time the violations identified in the NOV and NIR were committed.</p> <p>Does not specify a transition plan to replace current Board current members; relies on a majority vote of the Board to remove existing members per the corporate bylaws.</p> <p>Does not conform to the corporate bylaws for identifying new members; bylaws require a Board committee to identify new members.</p>

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Contract Language	Issue/Analysis
	<p>Does not specify that current and past Board members will have no further or future involvement with WAYS.</p> <p>There are concerns that Board members who are recruited and nominated by CEG will not remain unbiased in evaluating the performance of CEG and its recommendations.</p>
<p>1.1.3. Day to Day Management. CEG will function as the Executive Director (“ED”) of WAYS, and will provide all day-to-day ED services.</p>	<p>Does not specify how CEG will fulfill the ED role including the individual(s) who will perform the duties and functions of this position as stated in the charter and/or their scope of authority.</p> <p>Does not specify that fiscal oversight is included as a provision of day to day management.</p> <p>There is a concern that the CEO of CEG, who is also the CEO of Celerity Global Development and charter schools in other states, will not have the time to implement critical changes necessary to ensure remedy.</p> <p>Additionally, there is a concern regarding CEG’s capacity to manage WAYS as Sirius Charter School, currently operated by CEG had a negative ending net position of \$476,357 as of June 30, 2014. CEG has been given until December 15, 2014, to provide LACOE with a plan to stabilize the school’s fiscal position. Additionally, Sirius owed CEG approximately \$1.5 million as of June 30, 2014.</p>
<p>1.1.4. Board Meeting Support. CEG will provide professional development and training for the WAYS board, and will prepare the agendas, agenda packets and minutes for each WAYS board meeting, as well as other board meeting support as needed.</p>	<p>Executed contract with CSMC for back office services also provides for Board support and training, thus raising issue that WAYS will be charged twice for these services.</p> <p>Does not specify support for Board committees required by the charter and the 2014-15 Fiscal and Operating Policies approved September 17, 2014.</p>
<p>1.1.5. Vendor Selection. CEG will review and assist in the selection of each vendor used by WAYS and will scrutinize in particular whether a proposed vendor is a related party to any person at WAYS.</p>	<p>Does not specify whether all/some of existing vendor contracts will be replaced, the process for replacing, or who will be responsible for choosing vendors including the vendor for the After School Education (ASES) Program currently provided by a nonprofit corporation founded by the school’s Vice Principal (Founder’s daughter).</p>
<p>1.1.5. General Authorizer Relations. CEG will serve as a day-to-day contact person at WAYS for the LACOE Charter School Office. CEG will oversee any communication received by WAYS from the LACOE Charter School Office, so that such communication is promptly and fully addressed and responded to by WAYS.</p>	<p>Does not specify that LACOE or County Board concerns/communications will be communicated to WAYS’ Board. Generally, the WAYS’ Board is required to respond to these communications.</p>
<p>1.1.8. Identification, Recruitment, and Selection of Key WAYS Employees</p>	<p>See 1.1.1 above and 3/3.1 below.</p>

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Contract Language	Issue/Analysis
1.1.9. Identify and Develop Pool of Highly Qualified Teachers for WAYS	See 3/3.1 below.
1.1.13 Charter Petition Renewal/ Modification Authorizer Review Process. CEG will work directly with the LACOE Charter Schools Office on behalf of WAYS on any charter renewal, revision or review by LACOE.	Charter renewal support is also part of CSMC contract; WAYS is asked to pay twice for this service.
1.1.16 Oversight of Food Program Operations	National School Lunch Program (“NSLP”) is also part of CSMC contract; WAYS is asked to pay twice for this service.
1.1.22 Coordinate WAYS’ Use of LACOE-approved Finance, Student Achievement Data Systems	Financial and attendance reporting is also part of CSMC contract; WAYS is asked to pay twice for this service.
1.1.24 Assist WAYS to Identify/Negotiate/Finance of School Facilities	Financing is also part of CSMC contract; WAYS is asked to pay twice for this service.
1.1.26 Assist in Insurance Selection; Oversee Maintenance of Insurance; Insurance Fiscal and Claims Liaison	Insurance is also part of CSMC contract; WAYS is asked to pay twice for this service.
<p>1.2 Additional Services. In addition to comprehensive CMO services, CEG may also provide certain additional or other related services not described in Section 1.1 as WAYS may from time to time request and that are mutually agreed upon by CEG and WAYS in writing (“Additional Services”). For example, such Additional Services may include, but are not limited to:</p> <p>1.2.1. Facilities Repair 1.2.2. Facilities Maintenance 1.2.3. NSLP Data 1.2.4. NSLP Reporting 1.2.5. NSLP Fiscal Compliance 1.2.6. IT Support 1.2.7. IT Helpdesk 1.2.8. IT Marketing Collateral Printing 1.2.9. Media Creation 1.2.10. Marketing Collateral Design, Business Cards and Letterhead 1.2.11. Website and Graphic Design 1.2.12. Print Design and Process 1.2.13. Student Media Support 1.2.14. Reprographics</p>	<p>See 1.1.5 and 1.1.16 above.</p> <p>Contract specifies there are additional services not covered by 12% management fee; however it does not address the following issues:</p> <p>There is duplication between included and additional services. For example, 1.1.16 of the contract provides for lunch program oversight; therefore, NSLP Data (1.2.3.) Reporting (1.2.4.) and Fiscal Compliance (1.2.5.) should not be identified as additional services. Additionally, the CSMC contract provides for NSLP reporting; WAYS will be charged twice for this service.</p> <p>The contract does not specify who will determine if additional services are needed and who will provide them.</p> <p>The contract does not specify what role the Board will play in making these decisions.</p> <p>There are no assurances that the Board will be provided with information that will be neutral and allow them to make a decision in WAYS’ best interest including the procurement of competitive bids, especially because competitive bids are not required in the Fiscal and Operating Policies adopted on September 17, 2014.</p>
<p>3. Employment Relationship. 3.1 Employees performing services pursuant to this Agreement are, and shall remain, the employees of CEG, and shall be subject to the ultimate direction and control of CEG and its directors, officers, and other</p>	<p>Does not specify which employees fall under this category and which are the employees of WAYS including, but not limited to, administrators, teachers, clerical, paraprofessionals, and after school staff.</p> <p>The charter currently specifies WAYS will be the</p>

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Contract Language	Issue/Analysis
representatives.	exclusive employer; contradicting the contract.
8.6 Compliance with All Laws, Policies, Procedures and Rules. In performing this Agreement, each party will comply with all applicable federal and state laws, local regulations and school policies including requirements of any applicable charter.	See 1.1.2 above.

2. The proposed material revision is insufficient remedy.

WAYS submitted a proposed material revision after the cure period ended and after the public hearing. The proposed material revision was missing key elements required by statute and LACOE’s memorandum of understanding including:

- A description of any new requirements of law enacted after the charter was authorized or last renewed;
- A revised budget reflecting the proposed revision;
- A recent corporate annual report and audited financial statements for the EMO/CMO;
- A description of the EMO/CMO's roles and responsibilities for the management of the Charter School and **the internal controls that shall be put in place to guide the relationship** (emphasis added to indicate missing component);
- A list of other charter schools managed by the EMO/CMO and the academic and operational results of such management; and
- A letter of assurance from the EMO/CMO that it has conflict of interest policies in place and that none of the principals of either the EMO/CMO or the Charter School have conflicts of interests.

LACOE was unable to analyze the proposed material revision to the charter due to the incomplete status of the submission.

3. WAYS’ September 23, 2014 letter to the County Board restating its reasons a Notice of Intent to Revoke should not be issued fails to remedy.

- The letter does not provide remedy beyond that provided in response to the NOV.
- The letter provides a faulty analysis of the school’s academic standing because it is incomplete.

4. WAYS’ 2014-15 Fiscal and Operating Policies approved September 17, 2014, by WAYS’ governing board are insufficient remedy.

- The policies are not aligned with WAYS charter or the operational structure of the school described in the charter.
- The policies do not provide sufficient internal controls.

5. The contract between WAYS and Charter School Management Corporation (“CSMC”) is insufficient remedy.

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- The contract provides services at the direction of WAYS, a responsibility WAYS has failed to meet. CSMC has no responsibility to identify or communicate deficiencies in WAYS' internal controls.
- The contract states it relies on the "truthfulness, completeness, and accuracy" of information and data "provided by WAYS" and that CSMC cannot be relied upon "to disclose errors, fraudulent financial reporting [e.g., violations of Generally Accepted Accounting Principles or GAAP], and misappropriation of assets, or illegal acts that may exist" at the school. (Contract p. 9 – 10)

6. The addition of new Board members and Board training that has been provided is insufficient remedy.

- The two Board members added in July 2014 lack non-profit board experience; their sole professional experience is listed on their resumes are counseling intern and a paraeducator. Neither has a background in the school operation, finance, legal, or non-profit operation.
- The Board members added in July and the two proposed Board members considered at the October 29, 2014 Board meeting were not selected in accordance with the corporate bylaws governing WAYS; those bylaws require that prospective members identified by a WAYS board nominating committee.
- WAYS' proposed remedy in its response to the NOV was to provide a full day of training in August 2014; this training did not occur. As of October 28, 2014, the Board received 44 minutes of training over two Board meetings in September 2014. Only one new member attended the training.

As detailed in the NOV and NIR, revocation is based on the following statutory grounds:

I. WAYS failed to meet generally accepted accounting principles or engaged in fiscal mismanagement. EC § 47607(c)(1)(C)

A. WAYS Failed to Follow Generally Accepted Accounting Principles and Engaged in Fiscal Mismanagement.

The NOV and the NIR provide substantial evidence that WAYS failed to follow GAAP and engaged in fiscal mismanagement because the Charter School: (1) lacks effective internal controls; (2) engaged in related party transactions and violated conflict of interest statutes; and (3) violated provisions of law.

WAYS failed to refute, remedy or propose remedy as follows:

1. WAYS Lacks Effective Internal Controls.

WAYS lacks effective internal controls based on evidence contained in the FCMAT Audit, the 2012 Independent Audit and the 2013 Independent Audit, which have not been factually disputed.

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WAYS' proposed remedy was that its Board adopted new comprehensive Financial Policies and Procedures on April 30, 2014 in response to FCMAT and LACOE concerns. Those policies contained many deficiencies as identified in the NIR. Subsequently WAYS' Board adopted still another set of fiscal policies on September 17, 2014.

The 2014-15 Fiscal and Operating Policies adopted on September 17, 2014 fail to fully remedy internal control issues identified in the NOV and NIR. The Policies continue to assign job duties to a position that does not exist in the charter. Until positions in the Policies are aligned to those in the charter, and there is a clear separation of duties between positions, there is an inherent flaw in the school's internal controls.

Examples of internal control deficiencies in the Policies include: (1) failure to identify who has the authority to approve contracts; (2) policies state that the school or back office provider will handle petty cash, unused checks, and unclaimed checks to ensure security; however, since the back office provider is not co-located at the school site, this arrangement does not ensure the security of petty cash and unused checks; (3) petty cash disbursement policies lacks checks and balances; and (4) policies do not require a competitive bidding process for the procurement of purchases or contracts.

As of October 29, 2014, there is no evidence WAYS has remedied the internal control violations identified in the NOV and NIR.

The charter management contract with CEG fails to provide sufficient remedy to the internal control issues identified in the NOV and NIR because it lacks sufficient detail. For example, the contract does not (1) identify who will fill the role of onsite financial manager; (2) identify an individual who will fulfill the role of executive director, but rather states the role will be filled by CEG; therefore, it is not possible to ascertain whether appropriate checks and balances will be in place to ensure internal controls; (3) explicitly state that current WAYS management team will no longer be involved with the financial management of the school.

The proposed contract with CSMC fails to provide sufficient remedy to the internal control issues identified in the NOV and NIR because it contains clauses that relieve the back office provider of responsibility for internal controls. The contract contains provisions stating that CSMC has the right to rely upon the truthfulness, completeness, and accuracy of the information and data provided to CSMC by WAYS and that WAYS may not rely on CSMC to disclose or identify errors, deficiencies in WAYS' internal controls. (Contract p. 9) The contract also contains an indemnification clause requiring CSMC to indemnify WAYS. (Contract p. 10)

2. WAYS Engaged in Related Party Transactions and Violated Conflict of Interest Statutes.

WAYS engaged in related party transactions and violated conflict of interest statutes based on transactions involving the Founder/Former Executive Director and transactions involving the Director of Operations. While some conflict of interest concerns were resolved, other remained at the end of the remedy period.

The 2014-15 Fiscal and Operating Policies adopted September 17, 2014 adequately address related party transactions and conflict of interest if they are followed.

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However, the proposed contract with CEG fails to address after school programs and services including the ASES program. Therefore, related party concerns involving the Founder's daughter (current WAYS Vice Principal) are not remedied.

Additionally, the proposed contract with CEG does not address the lease or purchase of the Manchester site or the Limited Liability Company ("LLC") established to purchase the property. WAYS' response to the NOV stated, "...to cure the *appearance* of a current conflict of interest related to the lease...the WAYS board decided to pursue purchase [of] the school site owned by [Founder/Former Executive Director], thereby removing her from any transaction." The status of the purchase remains unknown. The LLC is comprised of WAYS board members Armando Espinosa and Cheryl Johnson.

3. WAYS Violated Provisions of Law.

WAYS violated provisions of law based on evidence that the school failed to submit its 2012 and 2013 Independent Audits to the State Controller's Office, CDE, and LACOE by the December 15 deadline specified in EC § 47605(m); failed to comply with EC § 8483(a)(2) pertaining to time reporting and EC § 8483.9(a) pertaining to allowable indirect rates charged in administering the ASES Program.

While WAYS remedied some of the violations identified in the NOV and NIR, others remained at the end of the remedy period including failure to issue a Form 1099 or W-9 to OSE Business Services as required by law.

The contract with CSMC could cure future violations related to failure to issue a Form 1099 to vendors. However, this is contingent on WAYS providing CSMC with truthful, complete and accurate information and data.

The contract with CSMC could cure the audit finding pertaining to allowable indirect rate charges for the ASES program if WAYS makes a written request to CSMC to separately track state and federal funds.

As written, the CSMC contract does not cure the above-described violations because the language of the contract requires CSMC to rely on the truthfulness of information provided by WAYS. There are not adequate assurances that WAYS will provide truthful information and WAYS history of operations does not provide assurances that it will do so in the future.

The audit finding related to time reporting for the ASES program is not cured by either the contract with CSMC or CEG as neither covers this issue. As of October 29, 2014, WAYS has provided no evidence of its assertion that it cured the time reporting violation.

II. WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter. EC § 47607(c)(1)(A)
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The NOV and the NIR provide substantial evidence that WAYS failed to exercise fiscal and institutional control, violated Charter Element 4 (Governance), and violated Charter Element 5 (Employee Qualifications).

WAYS failed to refute, remedy or propose remedy as follows:

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A. WAYS' Governing Board Failed to Exercise Fiscal and Institutional Control.

The WAYS Board committed material violations of Charter Element 4 (Governance), which establishes the Board's responsibilities to provide general oversight of the school. By not providing oversight and failing to monitor and evaluate the performance of the Executive Director and Director of Operations, the WAYS Board failed to ensure that these administrators fulfilled their job duties, complied with GAAP, and did not engage in and/or allow fiscal mismanagement to occur. The Board's failure to comply with Element 4, its bylaws and policies, resulted in the school's failure to comply with GAAP and fiscal mismanagement.

WAYS's July 31, 2014 response to the NOV acknowledged its history of Board turnover and County Board concerns regarding the school's governance. Its remedy was to contract with Celerity Global Development for "board support and services."

However, concerns regarding governance go beyond turnover and training. The core of the issue rests with establishing and maintaining a Board that has broad experience and knowledge in key areas (law, finance, real estate, fundraising, education and prior board service³) necessary to make critical decisions independent from the school's administrators. The Board must have the necessary authority and ability to oversee, support and evaluate the school's administrators, develop and approve policies, identify problems and make necessary corrections that ensure the school is complying with all of its legal and fiscal responsibilities as well as its corporate bylaws and charter.

While both the October 17, 2014 contract with CEG and the contract with CSMC provide for Board training and support, members must avail themselves of that training, which is not required. Additionally, training does not ensure members will acknowledge and uphold their responsibilities and take action when and as necessary to ensure the Board, school administration and contractors comply with all legal and fiduciary responsibilities.

While the October 17, 2014 proposed contract with CEG broadened the scope of support to include the identification of new, qualified board members, it does not remedy because it lacks a detailed plan, compliant with the corporate bylaws, to establish a Board with no members who governed WAYS during the years the violations identified in the NOV and NIR took place. The proposed contract does not state that a newly constituted Board will be established within the statutory time frame the County Board has to decide on the issue of revocation. Without this crucial change in place, along with a plan that ensures that former Board members will be disqualified from serving on the Board in the future, there is no assurance that the violations identified in the NOV and NIR will not continue or resurface.

B. WAYS Board Violated Charter Element 4: Governance.

Element 4 of the Charter provides the governance structure of the school and defines the Board's responsibility and authority with regard to its oversight. The NOV and NIR provide substantial evidence that the following violations occurred and were not remedied through WAYS response to the NOV and NIR.

³ Source: FCMAT Charter School Annual Oversight Checklist. <http://fcmat.org/charter-school-annual-oversight-checklist/>

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The analysis below indicates whether documents and actions taken subsequent to the remedy period provide adequate remedy. The issues identified in the NOV and NIR are as follows:

1. The WAYS Board Failed to Provide Adequate Fiscal Oversight.

(a) WAYS Did Not Establish a Finance Committee

While the 2014-15 Fiscal and Operating Policies approved September 17, 2014, now require an Audit and Finance Committee, there is no evidence the committee has been established and neither the proposed contract with CEG or the contract with CSMC specify support for this committee; therefore, remedy is not achieved.

(b) The WAYS Board Did Not Develop Adequate Fiscal Policies

The 2014-15 Fiscal and Operating Policies approved September 17, 2014, are still inadequate as described above; therefore, there is no remedy.

(c) The WAYS Board Improperly Relinquished its Authority to Approve Contracts

The 2014-15 Fiscal and Operating Policies approved September 17, 2014, do not specify who has the authority to approve contracts other than stating the Board has the responsibility to approve lease agreements, property sales/purchases and contracts for key employees.

The proposed contract with CEG does not delineate the role of the Board and CEG with regard to contract authorization; therefore, there is no cure.

(d) The WAYS Board Did Not Adequately Oversee the 2013-2014 School Budget

WAYS did not refute the evidence in the NOV that (1) the Director of Operations failed to make corrections to the final budget as directed by the Board and (2) that the Board never received an explanation for an increase in the specific line item of the budget (5890), in spite of the Board's repeated requests; therefore, the finding stands.

If the Audit and Finance Committee specified in the 2014-15 Fiscal and Operating Policies approved September 17, 2014, is established pursuant to the corporate bylaws, there is the potential for remedy. However, at this time, there is no evidence that such a committee has been established. Therefore necessary fiscal oversight by the Board is not there and there is the potential for violations of this nature to continue. The proposed contract with CEG does not ensure this committee will be established nor does it provide a plan for holding administrators accountable to comply with Board requests. Further the proposed contract does not specify the individual or position that will be accountable as described above.

(e) The WAYS Board Improperly Authorized the Expenditure of School Funds

While WAYS claims they refuted the concerns identified in the NOV and NIR in its September 23, 2014 letter to the County Board (Letter p. 9). LACOE maintains that the violations identified in the NOV and NIR remain.

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Neither the proposed contract with CEG nor the contract with CSMC addressed this violation. The analysis provided in **A. WAYS Governing Board Failed to Exercise Fiscal and Institutional Control** is also applicable here; therefore, there is no proof of cure.

2. The WAYS Board Did Not Establish and/or Approve Policies Prior to Implementation.

Neither the 2014-15 Fiscal and Operating Policies approved September 17, 2014, the proposed contract with CEG, nor the contract with CSMC addressed this violation; therefore, there is no remedy.

WAYS' response to this item in its September 23, 2014 letter to the County Board demonstrates a fundamental lack of understanding of the Board's role as the school's governing authority. WAYS' letter states LACOE's position that WAYS failed to implement policies contradicts the statement that policies were implemented prior to Board approval. This statement shows that the WAYS' Board does not understand its two-pronged responsibility with regard to policies: it must approve policies prior to implementation and monitor implementation after approval.

3. The WAYS Board Did Not Appropriately Hold Meetings.

The proposed contract with CEG has the potential to remedy since it provides support for the preparation of agendas, minutes, Board packets, and other administrative functions associated with Board meetings.

However, the contract does not specify that CEG will post the agenda on the school's website; WAYS has not consistently posted its agendas over the past year. The proposed contract identifies "IT support" (i.e. Information Technology) as an additional service not covered by the 12% CMO fee, and there is no evidence that WAYS has contracted for this additional service. Failure to post the agenda on the school's website is a violation of the Brown Act.

Additionally, there is no guarantee Board members will be available to establish and maintain a regular meeting schedule necessary to maintain a quorum; therefore, it is unclear whether remedy will be achieved. Regularity of meetings is critically important for oversight and parental participation. WAYS' practice of multiple special meetings and cancellation of regular meetings permitted a lack of public participation.

4. The WAYS Board Did Not Provide Proper Oversight of Key Administrators.

The remedy WAYS proposed in its July 31, 2014 response to the NOV is that the school would implement an annual elevation of the Executive Director. The proposed contract with CEG does not provide sufficient information about who will fulfill this role or how CEG will be accountable to the WAYS Board. There is no provision in the contract for a performance evaluation of CEG. Therefore, remedy is not achieved.

5. The WAYS Board President Did Not Provide Appropriate Annual Reports.

The revised charter dated May 20, 2014, now states the Executive Director (not the Board President) will provide an annual report. There is no evidence the current Executive Director provided an annual report to the WAYS Board for 2013-14; therefore, revising the charter did not provide remedy.

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The proposed contract with CEG does not address this violation; therefore, there is no remedy.

C. The WAYS Board and its Employees Violated Charter Element 5: Employee Qualifications (Section 5.2)

WAYS July 31, 2014 response to the NOV proposed partial remedy by removing the Director of Operations identified in the NOV. That remedy failed because that individual was rehired by the Board through an independent contractor's agreement and there is no evidence that contract has been terminated.

WAYS September 23, 2014 letter to the County Board asserts its employees did not violate their job duties but provides no evidence and /or no direct response to the specific violations identified in the NOV and NIR. The letter provides no remedy.

The proposed contract with CEG has the potential to remedy through replacement of the Executive Director and Director of Operations identified in the NOV and NIR. However, the contract does not provide sufficient detail regarding the replacement of these individuals and how new employees and/or CEG will be accountable to the WAYS Board. Without more detail, remedy is not achieved.

Concerns Regarding the General Capacity to Operate a Charter School

Based on the evidence provided in the NOV and the NIR, LACOE has serious concerns regarding the lack of capacity and accountability demonstrated by the WAYS Board and administration; neither has acknowledged its responsibility in relation to the numerous violations identified in these documents.

Even since issuance of the NOV, WAYS' Board has continued the pattern of Board member resignations and terminations as a result of members' efforts to fulfill critical Board functions and/or make changes to the governance/management relationship by asking critical questions or voting against the school's administrators. This concern was echoed by a parent at the WAYS' October 8, 2014 Board meeting, who stated, the school only wants Board members who are "quiet" and don't ask questions.

While there are aspects of the proposed contract with CEG that would provide some remedy, there are significant concerns that remain about the feasibility of the plan. While these concerns are detailed throughout this report, there is a primary concern that the contract fails to provide a detailed plan for replacing the WAYS Board by the time the County Board must make its final decision on the matter of revocation. Based on the pattern of Board performance over the past three years, this is an essential component necessary to remedy.

Academic Analysis⁴ Pursuant to EC § 47607(c)(2)

Pursuant to EC § 47607(c)(2), the authorizing entity shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to revoke a charter. The NIR contained a detailed analysis of WAYS'

⁴ The source for all data reported in this section is from the California Department of Education, DataQuest (Retrieved 7-21-14 from: <http://dq.cde.ca.gov/dataquest/>) unless otherwise indicated.

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academic performance. Based on this analysis, WAYS has not demonstrated consistent increases in pupil achievement since the charter school began operation.

In its September 23, 2014 letter to the County Board, WAYS contends it outperformed all 19 public schools within a three-mile radius based on 2013 Growth API. This statement is inaccurate as described below beginning on page 21.

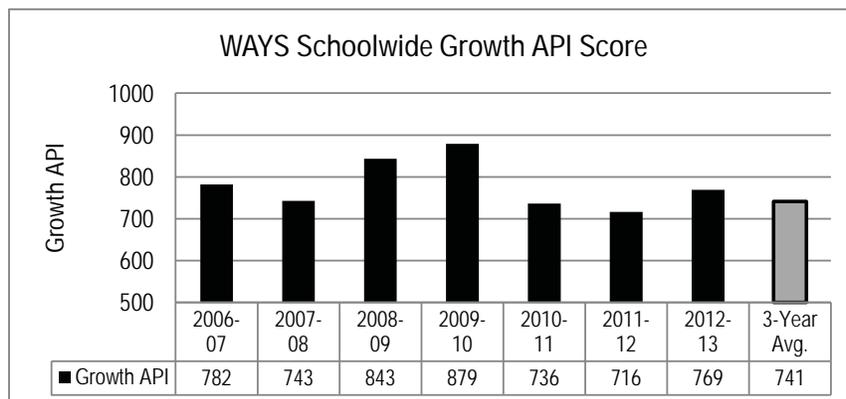
The County Board considered the academic performance of WAYS and balanced that against the violations identified in the NOV and NIR. It made its decision to issue the NIR based on consideration of the following information:

- Academic Performance Index (API) Data
- Adequate Year Progress (AYP) Proficiency Rates-Annual Measureable Objectives
- English Learner Redesignation Rates

API Data

WAYS Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
2006-07	782	N/A	N/A	6	**
2007-08	743	No	--	5	**
2008-09	843	Yes	Yes	8	**
2009-10	879	Yes	Yes	9	**
2010-11	736	No	No	2	1
2011-12	716	No	No	1	1
2012-13	769	Yes	Yes	3	7
3-year average ⁵	741	No Growth Targets Established	No Growth Targets Established	No Ranks issued by CDE	No Ranks issued by CDE

*WAYS has 5 numerically significant student groups: Black/African American; Hispanic/Latino; Socioeconomically disadvantaged; English Learners; and Students with Disabilities.
 N/A=2006-07 was WAYS first year of operation. No growth targets established.
 **= Less than 100 students tested. Similar schools ranks are not calculated for small schools.
 -- = Student groups not numerically significant due to size of school. No growth targets established.



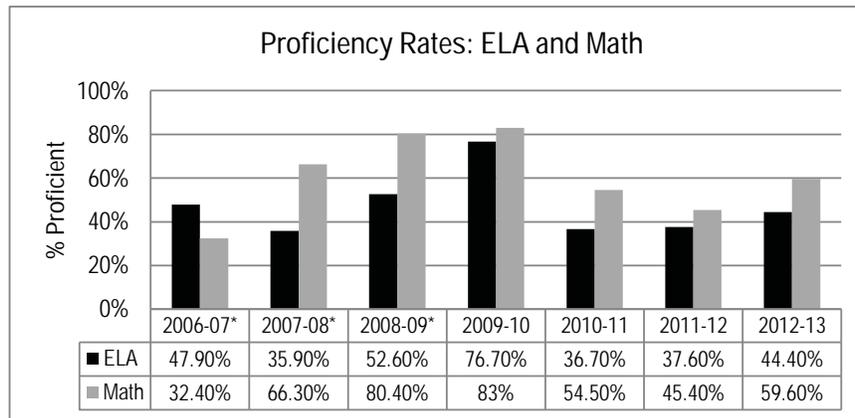
⁵ 2013-14 API calculations were suspended. The California Department of Education (CDE) issued a three-year average (years 2011, 2012 and 2013) in place of a 2014 API. The weighted average was used for all schools in this report.

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Analysis: A review of WAYS Growth API scores, Growth Target data, and Statewide and Similar Schools Ranks from 2006-07 to 2012-13 shows:

- The school’s Growth API peaked in 2009-10 (879), declined in 2010-11 and 2011-12, and despite an increase in 2012-13, is 110 points below its 2009-10 level.
- The school’s 3-year weighted average API is 741, below its initial API of 782.
- The school met its Growth Targets schoolwide and for all numerically significant student groups in 3 of 6 years.

Proficiency Rates in English-Language Arts and Math



Analysis: Proficiency rates in English-Language Arts (ELA) and math as measured by the California Standards Test (CST) is determined by the number of students testing proficient or above on the CST and is reported in the Adequate Yearly Progress (AYP) report for each school.

The AYP report shows WAYS has not increased pupil academic achievement in ELA or math. The proficiency rate for ELA decreased from 76.7% in 2009-10 to 44.4% in 2012-13. The math proficiency rate decreased from 83% in 2009-10 to 59.6% in 2012-13. The CST was not administered in 2013-14.

English Learner (EL) Redesignation Rates

WAYS English Learner Redesignation Rates				
Year	# ELs	% EL	# Redesignated	% Redesignated*
2006-07	1	0.7%	N/A: 1 st year of operation; therefore, no prior year count.	
2007-08	11	7.5%	0	0%
2008-09	31	17.5%	8	72.7%
2009-10	14	5.9%	10	32.3%
2010-11	52	19.5%	12	85.7%
2011-12	73	15%	0	0%
2012-13	85	16.3%	35	47.9%
2013-14	166	30.9%	1	0.9%

*This percent is calculated by dividing the number of redesignated students by the prior year's EL count then multiplying by 100.

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Analysis: There has not been an increase in the redesignation rates of ELs attending WAYS. Redesignation rates are inconsistent, and in 2011-12 and 2013-14, the rate was less than 1%.

Additionally, DataQuest shows WAYS failed to report California English Language Development Test (CELDT) Annual Assessment data for 2009-10, 2010-11 and 2011-12. EC § 313 mandates that ELs be tested with the CELDT annually. State law and WAYS’ charter require CELDT scores to be used as a criterion for redesignation. In the absence of CELDT scores for these three years, the school failed to follow its charter and the law regarding redesignation of ELs.

Conclusion: A review of the Growth API score, proficiency rates in ELA and math and EL Redesignation rates indicates WAYS has not had increases in academic achievement for all groups of pupils.

Resident and Comparison School Data

In addition to reviewing WAYS pupil academic achievement data over time, LACOE also analyzed the school’s performance against that of its resident schools (those WAYS students would otherwise be required to attend) and its comparison schools (elementary schools located within LAUSD that were on the school’s 2012 Similar Schools List and are, therefore, demographically similar).

The metrics used for this comparison were:

- 3-Year Average Weighted API Scores
- Proficiency Rates-Annual Measureable Objectives
- English Learner Redesignation Rates

The tables below compare WAYS’ performance to that of its resident and comparison schools.

3-Year Average API

3-Year Average API (weighted): WAYS and Resident Schools							
School	% of WAYS' Enrollment*	School-wide	Black/African Amer.	Hispanic/Latino	Socio-economically disadv.	English Learners	Students with Disabilities
McNair (CUSD)	2.56%	814	823	806	814	806	698
96 th Street	3.49%	809	747	827	810	801	525
Russell	10.70%	754	673	763	754	738	572
South Park	17.91%	743	644	759	745	734	558
Parmelee Ave	7.21%	743	682	746	743	691	532
WAYS	--	741	732	767	739	753	548
Wisdom Elem.	9.30%	738	682	742	738	702	532
93 rd Street	7.2%	720	661	736	720	720	531
McKinley Ave	8.14%	720	672	731	720	711	464
Dr. Owen Knox	3.49%	708	639	726	709	704	477
Miramonte	2.56%	693	--	693	694	662	486
107 th Street	3.26%	685	623	704	678	690	518
Judith F. Baca	2.56%	661	557	676	661	662	524

*Based on WAYS’ 2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014
 All schools are located within LAUSD except McNair (Compton USD)

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Analysis: WAYS has a 3-year weighted average schoolwide API of 741. It ranks 6th in relation to its 12 resident schools. Based on February 2014 enrollment data provided by the school, about 41.8% of its students would otherwise attend a school with a higher 3-year weighted average schoolwide API.

For numerically significant student groups, WAYS ranks 3rd (of 11 schools) for Black/African American students; 3rd (of 12 schools) for Hispanic/Latino students; 6th (of 12 schools) for Socioeconomically Disadvantaged students; 3rd (of 12 schools) for English Learner students; and 4th (of 12 schools) for Students with Disabilities.

3-Year Average API (weighted): WAYS and Comparison Schools*						
	School-wide	Black/African Amer.	Hispanic/Latino	Socio-economically disadv.	English Learners	Students with Disabilities
Maywood	871	--	873	870	847	755
Brooklyn Ave.	822	--	824	823	781	613
Yorkdale	803	--	795	800	773	709
Miles Ave	786	--	786	786	757	548
Grand View Blvd.	783	844	769	778	759	643
Cienega	779	714	790	780	774	641
Bassett St.	777	784	773	777	753	552
Lassen	774	--	766	771	749	654
Haddon Ave.	772	--	772	771	738	680
Rosemont	770	--	753	770	747	608
Santa Monica Blvd. Community Charter [^]	761	--	756	764	742	561
Union Ave.	760	--	760	760	739	502
Vinedale	756	--	764	756	757	598
Limerick Ave	755	717	741	753	724	493
Lenicia B. Weemes	753	--	769	755	740	642
Frederick Douglass Academy [^]	748	--	713	754	--	633
WAYS [^]	741	732	767	739	753	548
Jaime Escalante	741	--	742	744	700	607
Camellia Ave.	733	--	732	733	707	662
Harrison St.	708	--	710	709	675	591

*LAUSD comparison schools based on WAYS' 2012 Similar School Report
[^]=Charter school

Analysis: WAYS has a 3-year weighted schoolwide API average of 741. It is outperformed by 15 of its 19 comparison schools.

For numerically significant student groups, WAYS ranks 3rd (of 5 schools) for Black/African American students; 11th (of 19 schools) for Hispanic/Latino students; 17th (of 19 schools) for Socioeconomically Disadvantaged students; 8th (of 18 schools) for English Learner students; and 16th (of 19 schools) for Students with Disabilities.

Proficiency Rates-Annual Measureable Objectives

Proficiency rates are based on a school's CST results in ELA and Math and reported on the Adequate Yearly Progress (AYP) report as Percent Proficient-Annual Measureable Objectives.

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The 2013 proficiency goals were 89.2% for ELA and 89.5% for math. WAYS proficiency rate was 44.4% in ELA and 59.6% in math.

2013 Proficiency Rates: WAYS and Resident Schools*			
School (% of WAYS' Enrollment)	% Proficient ELA	School (% of WAYS' Enrollment)	% Proficient Math
NCLB Goal	89.2%	NCLB Goal	89.5%
96 th Street (3.49%)	54.7	McNair (2.56%)	70.1
McNair (2.56%)	53.9	96 th Street (3.49%)	69.8
Russell (10.70%)	45.8	WAYS	59.6%
WAYS	44.4%	Russell (10.70%)	56.9
Parmelee Ave (7.21%)	40.9	Parmelee Ave (7.21%)	54.0
McKinley Ave (8.14%)	39.5	Wisdom Elem. (9.30%)	52.2
South Park (17.91%)	39.1	Dr. Owen Knox (3.49%)	49.8
Wisdom Elem. (9.30%)	36.6	McKinley Ave (8.14%)	48.6
Dr. Owen Knox (3.49%)	35.6	South Park (17.91%)	46.6
Miramonte (2.56%)	34.4	Miramonte (2.56%)	41.9
93 rd Street (7.2%)	31.0	Judith F. Baca (2.56%)	41.9
107 th Street (3.26%)	29.3	93 rd Street (7.2%)	40.2
Judith F. Baca (2.56%)	27.0	107 th Street (3.26%)	35.1

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014; all resident schools are within LAUSD except McNair (Compton USD)

Analysis: In relation to its resident schools, WAYS ranks 4th in ELA and 3rd in math.

2012-13 Proficiency Rates: WAYS and Comparison Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.2%	NCLB Goal	89.5%
Maywood	64.4%	Brooklyn Ave.	73.6%
Frederick Douglass Academy^	59.1%	Maywood	76.4%
Brooklyn Ave.	58.1%	Santa Monica Blvd. Com. Charter^	66.2%
Cienega	53.8%	Lassen	64.7%
Yorkdale	52.3%	Grand View Blvd.	64.5%
Santa Monica Blvd. Com. Charter^	49.9%	Cienega	62.7%
Grand View Blvd.	48.4%	Limerick Ave	60.6%
Lassen	47.4%	WAYS^	59.6%
Jaime Escalante	46.6%	Union Ave.	59.5%
Vinedale	46.5%	Yorkdale	59.1%
Miles Ave	45.4%	Vinedale	57.7%
Bassett St.	44.6%	Haddon Ave.	57.5%
WAYS^	44.4%	Bassett St.	57.4%
Union Ave.	44.2%	Miles Ave	57.3%
Limerick Ave	44.0%	Camellia Ave.	53.8%
Lenicia B. Weemes	43.9%	Lenicia B. Weemes	53.4%
Haddon Ave.	43.8%	Jaime Escalante	53.1%
Rosemont	42.7%	Rosemont	50.5%
Camellia Ave.	37.7%	Frederick Douglass Academy^	50.1%
Harrison St.	30.2%	Harrison St.	43.8%

*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school

Analysis: In relation to its comparison schools, WAYS ranks 13th in ELA and 8th in math.

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English Learner Redesignation Rates

For school-year 2013-14, WAYS redesignated 0.9% of its EL population to Redesignated-Fluent English Proficient (R-FEP) status.

2013-14 EL Redesignation Rates: WAYS and Resident Schools*		
School (% WAYS' Enrollment)	% Redesignated	% English Learners
Dr. Owen Knox (3.49%)	17.4%	42.6%
107 th Street (3.26%)	16.7%	47.1%
Judith F. Baca (2.56%)	16.1%	47.4%
96 th Street (3.49%)	15.8%	38.4%
Russell (10.70%)	15.0%	51.5%
McNair (2.56%)	12.4%	29.6%
Parmelee Ave (7.21%)	11.0%	45.5%
Miramonte (2.56%)	12.2%	57.5%
93 rd Street (7.2%)	11.6%	49.5%
Wisdom Elem. (9.30%)	10.8%	50.3%
McKinley Ave (8.14%)	10.8%	49.7%
South Park (17.91%)	9.9%	47.3%
WAYS	0.9%	30.9%
LAUSD (93.4%)	13.9%	27.4%
LA County (100%)	13.3%	23.8%
State (100%)	12.0%	22.7%

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in February 2014; all schools with LAUSD except McNair (Compton USD)

Analysis: In relation to its resident schools, WAYS ranks below all 12 schools. WAYS also ranks below the State, County and District in which it is located. (LAUSD)

2013-14 English Learner Redesignation Rates: WAYS and Comparison Schools*		
School	% Reclassified	% English Learners
Brooklyn Ave.	78.1%	33.3%
Yorkdale	19.8%	24.6%
Rosemont	19.1%	40.2%
Maywood	18.7%	41.5%
Lenicia B. Weemes	17.1%	38.3%
Cienega	15.4%	49.9%
Haddon Ave.	15.0%	45.1%
Vinedale	14.5%	43.0%
Harrison St.	14.4%	46.8%
Camellia Ave.	13.8%	48.4%
Union Ave.	12.8%	65.7%
Grand View Blvd.	12.4%	48.3%
Limerick Ave	11.3%	49.3%
Lassen	10.9%	44.0%
Bassett St.	10.8%	51.2%
Jaime Escalante	10.0%	52.7%
Miles Ave	9.2%	57.5%
WAYS^	0.9%	15.0%
Frederick Douglass Academy^	0%	7.0%

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2013-14 English Learner Redesignation Rates: WAYS and Comparison Schools*		
School	% Reclassified	% English Learners
Santa Monica Blvd. Com. Charter^	0%	63.8%
*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school		

Analysis: In relation to the 20 schools in this comparison group, WAYS redesignation rate ranks 18th.

Response to WAYS' September 23, 2014 letter to the County Board

The WAYS September 23, 2014 letter to the County Board states, "WAYS Is the Highest Performing Public Elementary School in the Community. In terms of 2013 Growth API score; WAYS academically outperformed **all** 19 public schools that are within a three-mile radius of the WAYS East Manchester campus."

To support its assertion, WAYS presented a table comparing its 2013 Growth API score to the scores of 19 schools within a 3-mile radius. While WAYS did have a 2012-13 growth of 54 points, **the school failed to report that in the prior two years, it had a decline of 162 points** (the largest decline of all schools located within a 3-mile radius).

Additionally, WAYS omitted 18 other elementary schools also located within a 3-mile radius. Fifteen of these public schools are operated by LAUSD and three are chartered by that district. Of these schools, eight had a higher 2013 Growth API score than WAYS; therefore, the statement that "WAYS is the Highest Performing Public Elementary School in the Community" is false.

Three-Year Trend Data: To provide a more complete picture of the academic performance of the 38 public elementary schools located in the "community," the table below contains API growth trends for three years (2011-2013). In the absence of a 2014 Growth API, the CDE released a 3-year average API for last year (2013-14). As this is the most recent API data for schools, it is also included in the table.

Based on the 3-year weighted average API, WAYS was outperformed by 21 (57%) of the schools; one school (KIPP) does not have a 3-year average.

Additionally, based on the February 2014 enrollment data provided by WAYS, 79% of its students would otherwise attend, as their school of residence, one of the schools listed in the table. The remaining students would attend a school more than 3 miles from WAYS. Of the students who would attend one of the schools listed in the table, 55% would go to a school with a 3-year average API higher than WAYS.

The table below provides API data for WAYS and public schools within a three-mile radius.

WAYS Academic Performance Compared to Public Elementary Schools Within a 3 Mile Radius:
3-Year Average API and Growth Over Time

School:	3 Year Avg. API (Weighted)	3 Year Growth	2013 Growth	2012 Growth	2011 Growth
KIPP Empowerment Acad.^	991+	--	--	--	--
Watts Learning Center^	854	-21	-30	17	-8
96 th St.	809	10	-10	25	-5
Florence Ave.	788	63	23	58	-18

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WAYS Academic Performance Compared to Public Elementary Schools Within a 3 Mile Radius:
3-Year Average API and Growth Over Time

School:	3 Year Avg. API (Weighted)	3 Year Growth	2013 Growth	2012 Growth	2011 Growth
118 th St.	784	21	-27	23	25
99 th St.	783	20	3	27	-10
Walnut Park	779	14	-30	47	-3
116 th St.	777	-3	-23	-25	45
Woodcrest	774	15	-20	46	-11
Academia Moderna [^]	772	117	-34	86	65
Manchester Av	772	29	-18	12	35
Lillian St.	769	3	-2	0	5
61 st St.	764	37	9	8	20
66 th St.	760	-9	-36	8	19
Stanford Ave.	760	12	-14	28	-2
75 th St.	754	43	3	18	22
Russell	754	29	11	-5	23
95 th St	746	23	-3	43	-17
Parmelee	743	41	2	8	31
South Park	743	-16	-36	12	9
Charles Barrett	743	-68	-21	-54	7
Figueroa St.	742	34	-12	26	20
WAYS	741	-108	54	-19	-143
Wisdom	738	8	-9	17	n/a
68 th St.	735	-7	-10	-14	17
Graham	732	-34	-41	-11	18
Compton Ave.	731	-20	-39	28	-9
McKinley Av	720	1	-5	8	-2
93 rd St	720	-48	-35	-4	-9
L. Miller	716	-8	-17	-10	19
Dr. Owen Knox	708	13	12	-11	12
109 th St.	706	-24	-41	40	-23
Lovelia P. Flourney	696	-17	-36	1	18
107 th St.	685	42	-29	13	58
J. Baca	661	44	8	36	n/a
112 th St.	657	-71	-28	12	-55
Miramonte	639	6	32	-24	-2
Florence G. Joyner	621	-49	-21	28	-56

Schools Highlighted in Blue were not on WAYS list of schools located within a 3-mile radius
[^] Indicates charter school
⁺ Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API.
⁻⁻ No data available
Source: CDE DataQuest <http://www.cde.ca.gov/ds/>. Retrieved 10-1-14.

Conclusion

This report further documents that there is substantial evidence to revoke the WAYS charter as provided through the NOV and NIR, and that WAYS has not refuted, remedied or proposed remedy sufficient to terminate revocation of the charter.

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While some remedy has been achieved or has the potential to be achieved, there is insufficient evidence of action and accountability on the part of WAYS Board and administrators. WAYS' July 31, 2014 response to the NOV provides minimal remedies; however, substantial evidence exists that WAYS failed to refute, remedy or propose remedy to each of the material violations of the charter and the fiscal violations identified in the NOV. Additionally, WAYS failed to provide evidence to support its refutation, remedy and/or proposed remedy of these material violations. Therefore, the County Board issued the NIR. Since that time, there have been further instances of violations identified in the NOV and NIR. While WAYS continued to deny the violations, it made last minute proposals of remedy just prior to the Public Hearing.

These proposed remedies lack sufficient preparation, planning, and detail to provide a clear and timely path for cure. Key components necessary to support the proposed remedies are missing, including a sufficiently detailed contract with a charter management organization, proposed changes to the charter necessary to support the required material revision, and a budget that would support that revision.

The WAYS Board did not take prompt action to replace all key administrators responsible for violations and did not provide a plan to replace Board members who allowed violations to occur over the past three years. This resulted in insufficient change to ensure remedy occurred within the statutory timeline the County Board has to make its final decision on revocation. Additionally, there is no plan to ensure these administrators and Board members are precluded from further and future involvement with WAYS. These concerns, along with the school's failure to follow GAAP and engaging in fiscal mismanagement, are significant in considering whether to revoke the charter.

The WAYS Board permitted conflict of interest and related party transactions and failed to recognize or acknowledge those violations or institute meaningful institutional reform to prevent their recurrence. It did not institute sufficient changes in its operations, governance, and financial practices that could have cured the violations during the remedy period.

Additionally, there have been 26 Board members since 2011. Fourteen served less than a year; of these, half served six months or less and three attended fewer than six meetings. The significant turnover in Board members demonstrates an institutional resistance to dissenting views and change. While the proposed contract with CEG proposes the addition of new members, it does not result in a reconstituted Board within the period the County Board has to make its decision on revocation; therefore, remedy is not achieved. CEG cannot guarantee this remedy since it is the WAYS Board that remedies, not CEG.

As required by law, the performance of WAYS students is an important factor in the County Board's decision regarding revocation. Academic performance data for WAYS shows that the school has **not** demonstrated increases in pupil academic achievement for all groups of pupils served by the charter school.

Academic performance has been inconsistent and there is evidence through the 2014 fifth grade CST in science (the only standardized achievement test data available for elementary schools for 2013-14) that WAYS' academic performance is declining. Its scores on this exam are the lowest among its resident and comparison schools. Based on Growth API, WAYS' performance is average compared to its resident, comparison and neighborhood schools. There are traditional public schools and charter schools in the area that outperform WAYS. The school's inaccurate

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statement about its academic performance relative to other public school options further demonstrates its lack of awareness, capacity and accountability.

Charter law makes the authorizing entity the steward of all aspects of a charter school's operations, not just academic performance. In addition to ensuring that the charter school meets its educational objectives, the authorizer also has an obligation under the law to ensure that WAYS properly uses public funds, that it does not engage in fiscal mismanagement, and that it follows applicable laws and the charter. The County Board has an obligation to ensure that WAYS meet its legal and ethical obligations, both inside and outside the classroom.

Revocation, in response to acts of fiscal misconduct, is a required part of an authorizer's oversight responsibilities. EC § 47604(c) states that "[a]n authority that grants a charter to a charter school to be operated by, or as, a nonprofit public benefit corporation is not liable for the debts or obligations of the charter school, or for claims arising from the performance of acts, errors, or omissions by the charter school, if the authority has complied with all oversight responsibilities required by law..."

The California Court of Appeal has stated:

The chartering of a school and the charter school's compliance with the law, the regulations and the conditions imposed on its charter can be matters of serious concern to the public and to our public school system. *California School Boards Ass'n v. State Bd. of Education*:186 Cal.App.4th 1298,1326 (2010)

The Court went on to further state:

If monitoring and enforcement are, in reality, either lax or nonexistent, then the entire statutory scheme governing charter schools is called into question. Local school districts and county boards of education, as well as parents and teachers, have a right to expect that charter schools will hew not just to the law, but to their charters and the conditions imposed upon them through official action taken at a public hearing. *Id.*

It is well recognized that the authorizing entity has an obligation to its pupils, parents, employees and communities to perform its legal duties and ensure that its charter schools are following the law and properly using public funds.

The County Board has considered the NOV, WAYS' July 31, 2014 response to the NOV, the NIR, documents identified herein submitted subsequent to the conclusion of the remedy period, public testimony on June 3, 2014, September 23, 2014, October 14, 2014, and at the Public Hearing held October 21, 2014. The County Board has also considered the academic performance of WAYS.

The County Board is charged with the authority to determine whether WAYS has failed to cure the violations set forth in the June 3, 2014 NOV and September 23, 2014 NIR, and issue a decision to revoke or decline to revoke the charter. This decision shall be made at a regular meeting of County Board to be held on November 18, 2014 (unless the County Board and WAYS agree to an extension of up to 30 days).

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If a county office of education is the chartering authority and revokes a charter pursuant 47607, the charter school may appeal the revocation to the state board within 30 days following the decision of the chartering authority. EC 47607(g)(1).

If the County Board revokes the WAYS' charter based on written findings of fiscal mismanagement, WAYS will not continue to qualify as a charter school for funding and for all other purposes during the pendency of an appeal. EC § 47607(i).

The date and time specified for County Board action on the final decision on revocation of WAYS charter is as follows:

DATE: November 18, 2014
TIME: 3:00 p.m. unless otherwise posted
LOCATION: Los Angeles County Office of Education
Conference Center
12830 Columbia Way
Downey, CA 90242

Service

Upon the County Board's action on its Final Decision on the matter of revocation of the Wisdom Academy for Young Scientists charter, taken at the regularly scheduled board meeting, to be held in open session in accordance with the Brown Act, on November 18, 2014, the County Superintendent of Schools shall provide a copy of the Final Decision to the Wisdom Academy for Young Scientists and the California Department of Education within 10 calendar days of issuing the Final Notice. Notice shall be to the charter school as follows:

Armando Espinoza, Board Chair
Edward Cabil, Executive Director
Wisdom Academy for Young Scientists
706 East Manchester Blvd.
Los Angeles, California 90001
Email: Armando.espinoza.10@my.csun.edu and edcabil@sbcglobal.net

EXHIBIT I

WAYSAPPEAL-003463

000001

**CHARTER MANAGEMENT (CMO) AGREEMENT BETWEEN CELERITY
EDUCATIONAL GROUP AND THE WISDOM ACADEMY OF YOUNG SCIENTISTS
CHARTER SCHOOL**

This Charter Management (CMO) Services Agreement (“Agreement”) is entered into and executed as of October 17 2014, by and between Celerity Educational Group, a California nonprofit public benefit corporation (“CEG”), and the Merle Williamson Foundation, a California non-profit public benefit corporation (“MWF”) doing business as Wisdom Academy of Young Scientists (“WAYS”), for CEG to take over day-to-day operations of WAYS with respect to the following facts:

A. MWF is a California nonprofit corporation that currently operates WAYS charter school, a K-5 charter school authorized by the Los Angeles County Board of Education, with oversight by the County Superintendent (together referred to as “LACOE”);

B. On September 23, 2014, the Los Angeles County Board of Education adopted a Notice of Intent to Revoke (“NIR”) the WAYS charter, citing a lack of adequate internal financial and institutional controls at the school, deficiencies in governance and board leadership, and insufficient management at the charter school;

C. In order to continue operation of the school and remedy the issues cited in the NIR, WAYS desires to engage the services of a qualified charter management organization (“CMO”) experienced in the operation and governance of successful charter schools in Los Angeles, and that can provide new management and leadership to the WAYS charter school;

D. CEG is a California nonprofit public benefit corporation organized under California law for public and charitable purposes to operate charter schools, and currently operates seven (7) charter schools in Los Angeles;

E. One of the charter schools successfully operated by CEG—Celerity Sirius Charter School—is authorized by LACOE;

F. Celerity Sirius Charter School is an elementary school located in Compton, California, with a student population that is for operational purposes similar to the population at WAYS;

G. CEG offers a comprehensive package of charter management services and employs individuals (“Employees”) who are experienced, competent and specially trained to provide the services involved in and required by WAYS’ operations;

H. CEG also has a veteran board of directors with experience in charter school governance and authorizer relations, particularly in Los Angeles, and specifically with LACOE and the Los Angeles Unified School District (“LAUSD”). CEG board members have backgrounds of success in diverse facets of education, nonprofit governance and operation,

finance and strategic development, law, and education in marginalized communities. A “factsheet” with the CEG board member bios is attached hereto as Exhibit “A”.

I. CEG and WAYS desire to enter into this Agreement for CEG to serve as the CMO of WAYS and take over day-to-day operations of WAYS for the remainder of WAYS’ charter term, specifically to provide comprehensive new charter management to WAYS, as well as specific operational and governance services described in Section 1 herein.

J. This Agreement is conditioned on approval by the Los Angeles County Board of Education of a material revision of the WAYS charter to reflect CEG’s provision of CMO services to WAYS as outlined herein.

NOW, THEREFORE, the parties agree as follows:

1. SERVICES.

1.1. Listed Services. CEG shall perform the following comprehensive CMO services for WAYS (“Listed Services”):

1.1.1. *Selection of Principal.* CEG will ensure a new Principal, Vanessa Marroquin, Ed.D., is put in place at WAYS by November 2, 2014, whose resume is attached hereto as Exhibit “B”.

1.1.2. *New Board Members.* CEG will recruit and identify new qualified board members to serve on the WAYS board by December 1, 2014 (CEG has already identified several qualified candidates, whose bios are available upon request). CEG will interview the new WAYS board candidates, nominate and recommend them to the WAYS board for election, with the first batch of candidates to be recommended to the WAYS board by December 1, 2014.

1.1.3. *Day to Day Management.* CEG will function as the Executive Director (“ED”) of WAYS, and will provide all day-to-day ED services.

1.1.4. *Board Meeting Support.* CEG will provide professional development and training for the WAYS board, and will prepare the agendas, agenda packets and minutes for each WAYS board meeting, as well as other board meeting support as needed.

1.1.5. *Vendor Selection.* CEG will review and assist in the selection of each vendor used by WAYS, and will scrutinize in particular whether a proposed vendor is a related party to any person at WAYS.

1.1.5. *General Authorizer Relations.* CEG will serve as a day-to-day contact person at WAYS for the LACOE Charter School Office. CEG will oversee any communication received by WAYS from the LACOE Charter School Office, so that such communication is promptly and fully addressed and responded to by WAYS.

- 1.1.6. *Instructional School Leadership, Management and Operations.*
- 1.1.7. *Participate in Student, Parent & Community Engagement Operations*
- 1.1.8. *Identification, Recruitment, and Selection of Key WAYS Employees*
- 1.1.9. *Identify and Develop Pool of Highly Qualified Teachers for WAYS*
- 1.1.10. *Student Recruitment*
- 1.1.11. *Master Program Planning*
- 1.1.12. *Assist School to Secure Funding for Growth*

1.1.13 *Charter Petition Renewal/ Modification Authorizer Review Process.* CEG will work directly with the LACOE Charter Schools Office on behalf of WAYS on any charter renewal, revision or review by LACOE.

- 1.1.14 *Design and Implementation of Teacher Professional Development*
- 1.1.15 *Oversight of Day-to-Day Instructional Operations*
- 1.1.16 *Oversight of Food Program Operations*
- 1.1.17 *Oversight of Emergency Procedures*
- 1.1.18 *Oversight of Communications Technology*
- 1.1.19 *Oversight of Special Education*
- 1.1.20 *Oversight of Health Services*
- 1.1.21 *Special Education Program Overall Guidance and Compliance*
- 1.1.22 *Coordinate WAYS' Use of LACOE-approved Finance, Student, Achievement Data Systems*
- 1.1.23 *Research, Application, and Acquisition of Competitive Grant Awards*
- 1.1.24 *Assist WAYS to Identify/Negotiate/Finance of School Facilities*
- 1.1.25 *Charter Market Analysis and Demographic Review*
- 1.1.26 *Assist in Insurance Selection; Oversee Maintenance of Insurance; Insurance Fiscal and Claims Liaison*

1.1.27 *Insurance Audits*

1.2. Additional Services. In addition to comprehensive CMO services, CEG may also provide certain additional or other related services not described in Section 1.1. as WAYS may from time to time request and that are mutually agreed upon by CEG and WAYS in writing (“Additional Services”). For example, such Additional Services may include, but are not limited to:

- 1.2.1. Facilities Repair
- 1.2.2. Facilities Maintenance
- 1.2.3. NSLP Data
- 1.2.4. NSLP Reporting
- 1.2.5. NSLP Fiscal Compliance
- 1.2.6. IT Support
- 1.2.7. IT Helpdesk
- 1.2.8. IT Marketing Collateral Printing
- 1.2.9. Media Creation
- 1.2.10. Marketing Collateral Design, Business Cards and Letterhead
- 1.2.11. Website and Graphic Design
- 1.2.12. Print Design and Process
- 1.2.13. Student Media Support
- 1.2.14. Reprographics

2. COMPENSATION.

2.1. Listed Services. As compensation for CEG’s provision of Listed Services in Section 1.1., WAYS agrees to pay CEG twelve percent (12%) of the revenue of the WAYS school. The foregoing compensation does not include compensation for any Additional Services. CEG will provide a monthly invoice detailing the services provided, and WAYS’s payment shall be due within thirty (30) calendar days of the invoice date. The “revenue of the WAYS school” shall include the general purpose entitlement and categorical block grant as defined in Education Code section 47632(a) and (b).

2.2. Additional Services. As compensation for CEG's provision of Additional Services, WAYS agrees to pay CEG the cost of each specific service provided. CEG and WAYS shall mutually agree upon the cost of each additional or other related service in writing before the provision of such services. If such additional or other related services are provided, CEG will provide a monthly invoice detailing the services provided, and WAYS's payment shall be due within third (30) calendar days of the invoice date.

3. EMPLOYMENT RELATIONSHIP.

3.1. Employees performing services pursuant this Agreement are, and shall remain, the employees of CEG, and shall be subject to the ultimate direction and control of CEG and its directors, officers, and other representatives.

3.2. CEG shall have full and sole legal control over and responsibility for payment of all compensation and benefits to the Employees, as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, and social security tax withholding and contributions.

4. TERMINATION AND MODIFICATION.

4.1. This Agreement shall continue in effect for the remainder of the term of the WAYS charter, beginning on November ___, 2014. This Agreement shall automatically renew at the end of the charter term, and for consecutive successive charter terms, on the same terms and conditions herein, unless modified by mutual agreement of the parties or terminated by either party in accordance with section 4.2 below.

4.2. This Agreement may be terminated by either CEG or WAYS upon ninety (90) days prior written notice to the other party, with or without cause. However, in consideration of the fact that this Agreement will require CEG to mobilize resources and Employees to take over day-to-day operations of WAYS immediately, mid-school-year and mid-charter-term, in the event that WAYS terminates this Agreement without cause, WAYS shall be required to pay CEG twelve percent (12%) of the revenue of the WAYS school for the duration of the charter term.

4.3. This Agreement may be amended by mutual consent but only if in writing and signed by both parties. Any such amendment shall be consistent with the WAYS charter.

5. NOTICE.

5.1. All notices, requests, offers or demands or other communications (collectively "Notice") given to or by the parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served on the party to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered

or certified mail, postage prepaid, addressed to the party to whom Notice is to be given, at such party's address set forth on the signature page of this Agreement or such other address provided by the receiving party.

6. CONFIDENTIAL AND PROPRIETARY INFORMATION.

6.1. For the purposes of this Section, the term "Confidential Information" means all confidential or proprietary information or materials including, without limitation, any documentation, processes, specifications, instructions, know-how, reports, data packages, inventions, ideas and business information, privileged communications and reports, whether or not such information would be enforceable as a trade secret or copyright or the copying of which would be enjoined by a court as constituting unfair competition, which is disclosed by either party to the other party.

6.2. Each party to this Agreement acknowledges and agrees that the other party is entitled to protect and prevent the disclosure or misuse of its Confidential Information, and hereby agrees, at all times after the date hereof, not to disclose, or permit any third party to disclose or use (a) Confidential Information at any time prior to or after the date hereof, or (b) information derived by one party from the other party's Confidential Information which information could not have developed independently, and (c) shall continue to treat the Confidential Information as confidential and nondisclosable, except in each case for and to the extent to which:

6.2.1. Such information is or becomes part of the public domain through no fault of the party;

6.2.2. Such information is disclosed (without obligation of confidentiality) with the prior written approval of the other party;

6.2.3. Such information was, as demonstrated by written records, in the party's possession before the disclosure; or

6.2.4. Such information becomes known to the party from a source other than the other party, provided that such other source has the right to disclose such information without restriction.

6.2.5. Such information is required to be disclosed by law, subject to Section 6.3, below.

6.3. In the event that either party is requested or required by statute, regulation, order of any court or by rule or order of any governmental agency to disclose any Confidential Information, the disclosure of which would otherwise be prohibited by this Agreement, that party shall supply the other party with prompt notice of such request(s) so that party may seek an appropriate protective order.

6.4. To the extent that is necessary and permissible to disclose any education records to employees of CEG in order for CEG to perform the services provided under this Agreement, WAYS designates those employees of CEG performing such services as agents of the school having a legitimate education interest solely for the purpose of entitling such persons to access education records under the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g and implementing regulations; "FERPA"). The parties agree to comply with applicable laws related to student education records including FERPA.

6.5. To the extent that materials, documents or ideas were, or are, owned, designed, developed, formulated, written by or created by CEG or persons employed by CEG, WAYS agrees that CEG shall own all copyright, trademark, licensure, royalty or other proprietary rights to all instructional materials, training materials, curriculum and lesson plans, and any other materials provided by CDG, its employees, members, Board of Directors, officers or subcontractors. WAYS shall have the right to use such materials at the discretion of CEG during the term of this Agreement.

7. INDEMNIFICATION

7.1 CEG shall defend, indemnify and hold WAYS, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which WAYS, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by CEG, its directors, officers, agents or employees in the execution or performance of this Agreement.

7.2 Likewise, WAYS shall defend, indemnify and hold CEG, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which CEG, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by WAYS, its directors, officers, agents or employees in the execution or performance of this Agreement.

8. MISCELLANEOUS.

8.1. Headings. The descriptive headings of the Sections and paragraphs of this Agreement are inserted for convenience only, are not part of this Agreement, and do not in any way limit or amplify the terms or provisions of this Agreement.

8.2. Assignment. No party shall assign this Agreement, any interest in this Agreement or its rights or obligations under this Agreement without the express prior written consent of the other party hereto. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

8.3. Force Majeure. If any circumstance should occur that is not anticipated or is beyond the control of a party or that delays or renders impossible or impracticable a party's

performance under this Agreement, the party's obligation to perform such services shall be postponed for a period equal to the time during which such circumstances shall end, or, if such performance has been rendered impossible by such circumstance, shall be cancelled.

8.4. No Third-Party Rights. This Agreement is made for the sole benefit of the parties. Except as otherwise expressly provided, nothing in this Agreement shall create or be deemed to create a relationship among the parties or any of them, and any third-party, including a relationship in the nature of a third-party beneficiary or fiduciary.

8.5. Professional Fees and Expenses. Each party shall bear its own expenses for legal, accounting, and other fees or expenses in connection with the negotiation of this Agreement.

8.6. Compliance with All Laws, Policies, Procedures and Rules. In performing this Agreement, each party will comply with all applicable federal and state laws, local regulations and school policies including requirements of any applicable charter.

8.7. Survival. The obligations, rights and responsibilities of Sections 2 (to the extent such obligations were incurred prior to termination or expiration), 6 and 7 shall survive the termination or expiration of this Agreement.

8.8. Entire Agreement. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

8.9. Amendment. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by the parties. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

8.10. Governing Law. This Agreement and all questions related to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the State of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

8.11. Jurisdiction, Forum or Venue. The proper jurisdiction, forum and venue for any arbitration, claims, causes of action or other proceedings concerning this Agreement shall be located in the State of California, County of Los Angeles. The parties agree not to bring any arbitration, action or other proceeding arising out of or relating to this Agreement in any other jurisdiction, forum or venue. The parties hereby submit to personal jurisdiction in the State of California for any arbitration, action or other proceeding arising out of or relating to this

Agreement, including but not limited to enforcement of this Agreement, and hereby waive any and all personal rights under the law of any state or other jurisdiction to object to jurisdiction within the State of California for the purposes of any such arbitration, legal action or proceeding, whether on the grounds of inconvenient forum or otherwise.

8.12. Attorney's Fees. In the event any action at law or in equity, arbitration or other proceeding is brought to interpret or enforce this Agreement, or in connection with any provision of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and other costs reasonably incurred in such action or proceeding.

8.13. Arbitration. Any controversy or claim arising out of this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

8.14. Severability. If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

8.15. Counterparts. This Agreement may be signed in counterparts, which shall together constitute the signed original Agreement.

8.16. Electronic Signatures. This Agreement, and any amendment or modification to this Agreement, may be accepted in electronic form (e.g., by scanned copy of the signed document, an electronic or digital signature or other means of demonstrating assent) and each party's acceptance will be deemed binding on that party. Each party acknowledges and agrees it will not contest the validity or enforceability of this Agreement, and any amendment or modification to this Agreement, including under applicable statute of frauds, because they were accepted or signed in electronic form. Each party further acknowledges and agrees that it will not contest the validity or enforceability of a signed facsimile copy of this Agreement, and any amendment or modification to this Agreement, on the basis that it lacks an original handwritten signature. Facsimile signatures shall be considered valid signatures for purposes of this Agreement and any amendment or modification to this Agreement. Computer maintained records of this Agreement and any amendment or modification to the Agreement when produced in hard copy form shall constitute business records and shall have the same validity as any other generally recognized business records.

8.17. Legal Authority. Each party represents and warrants that the individual executing this Agreement on their behalf is a person duly authorized and empowered to execute this Agreement for such party.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

CELERITY EDUCATIONAL GROUP, A
CALIFORNIA NON-PROFIT PUBLIC
BENEFIT CORPORATION

By: _____

Its: _____

Address: _____

MERLE WILLIAMSON FOUNDATION,
A CALIFORNIA NON-PROFIT PUBLIC
BENEFIT CORPORATION d/b/a
WISDOM ACADEMY OF YOUNG
SCIENTISTS

By: Armenak Eganza

Its: Board Chair.

Address: 706 E. Manchester ave
Los Angeles CA 90001

Exhibit A

CELERITY EDUCATIONAL GROUP

OUR BOARD

Dana Walden, Executive Director of The Dream Project

Prior to his current position he was co-owner of Laurel Canyon Animal Company (LCAC) and still is a principal Producer and Founder of Enlightened Innertainment (EI). LCAC is a record label that specializes in fund raising for animal rescue organizations and student awareness programs in middle schools. EI creates media that educates and entertains. Mr. Walden has experience working within the non-profit model as well as hands on in the classroom. He has created media (visual and audio) products and projects that have reached millions of people worldwide. Mr. Walden specializes in managing the visionary and creating programs that can be sustainably actualized.

Curt Hessler, Board Member

Mr. Hessler is an attorney and former Assistant Secretary of the Treasury for Economic Policy; Executive Director of President Carter's Economic Policy Group; and Associate Director of the President's Office of Management and Budget. In addition he has over two decades experience at the CEO/Board-level leadership in the media and IT industries and is a Professor at the UCLA School of Law with extensive experience in finance, strategic development, and law.

Julie Stern

Julie Stern is the Executive Producer of La Voz Kids with NBC Universal. Prior to joining NBC Universal, Ms. Stern was the Senior Vice President, Production for the Oprah Winfrey Network. She was responsible for the oversight of the network's production in daytime and primetime series, specials and documentaries.

Ms. Stern, is a highly seasoned Producer, with an impressive range of experience having worked with almost every major broadcast and cable network. She has also served as Vice President, Production for Lifetime Entertainment, where she was responsible for oversight of all unscripted programming, including the Emmy Award winning hit reality series, Project Runway. Other credits include: numerous nationally televised live events, such as the Primetime Emmy Awards, MTV Video Music Awards and the People's

Choice Awards; the Emmy Award winning series *Win Ben Stein's Money*; and a successful six year tenure at Buena Vista Productions/The Walt Disney Company as the Executive in Charge of Productions. Ms. Stern's involvement in the non-profit community includes producing and directing high-profile charity events for organizations such as Aids Project LA and the Lupus Foundation. Currently, Ms. Stern holds membership in the Academy of Television Arts and Sciences, Producer's Guild of America.

Ron Ben-Yehuda, Board Member

Ron Ben-Yehuda has more than twenty years' experience helping his clients to commercialize their intellectual property and technology. He works with clients at all stages, from pre-investment startups to established mid-market companies to Fortune 100 companies. His experience includes: Technology Licensing, Development and Marketing and Related Services, IT acquisitions, licenses and services and BP Outsourcing, Mergers and Acquisitions, Online Sales and Marketing; SaaS and Intellectual Property Planning and Strategy.

Ron also has practical business experience. He has served as general counsel of two software companies, one private and one public. At one of those companies, he was also the Chief Business Development Officer, overseeing the establishment and development of numerous strategic marketing and technology relationships that generated most of the company's customer acquisition and growth during his tenure. He uses that business experience to help his clients structure successful strategic relationships.

Ron has been a frequent lecturer and author, speaking at numerous conferences and events, including conferences or events sponsored by UCLA Law School, the USC Computer Law Institute, the Copyright Office, the Practising Law Institute, KPMG, Southern Methodist University, the Computer Law Association, Glasser LegalWorks, the City of Hope and the Korean Institute of Technology and the Law.

Ron earned a B.A. in economics, Phi Beta Kappa, summa cum laude, from Yale College, and a J.D., with distinction, from Stanford Law School.

Jeffrey S. Klein, Board Member

Jeffrey S. Kline is a season media business CEO and senior executive with more than 25 years of experience operating newspaper, magazine, internet and trade show businesses. With the backing of a Chicago-based private equity firm, The Frontenac Company, Klein co-founded 101communications – a B2B multimedia publisher serving the information technology market. Klein spent 15 years with the Los Angeles Times and Times Mirror in senior management positions, including senior vice president and general manager,

news, and senior vice president for consumer marketing.

Klein is active in the community, and has served on various nonprofit boards, including the United Way, Foundation for American Communications and the Alliance for the Arts. He recently finished his two-year term as chairman of the board of directors of MEND, Meet Each Need with Dignity, the largest privately funded antipoverty agency in the San Fernando Valley, where he led its \$8.5 million capital campaign.

Mr. Kline received his Bachelor of Arts degree, graduating summa cum laude in Political Science and Psychology, from Claremont McKenna College; his Master of Science degree at Columbia University Graduate School of Journalism, and received his Juris Doctor from Stanford University School of Law.

EXHIBIT B

Vanessa Marroquin, Ed.D.

12750 Centralia St. #99 • Lakewood, CA, 90715
Phone: 714-6002379 • E-Mail: Marroquin-v@hotmail.com



Objective

I am seeking a position that will equip me with the ability to utilize both my work ethic and experience within the educational system to create success for all students. I would like to put into action my leadership skills, educational experience, and by fulfilling a meaningful position that establishes justice for all.

Experience

Celerity Educational Group

July 2012- Present

Curriculum Specialist/Administrator in Training

Responsibilities:

- Instructional Coach at school site grades Transitional Kindergarten through Seventh grade
- Mentor teachers and provide support and feedback on pacing plans
- District Curriculum Specialist for sixth to eighth grade English Language Arts and Math
- Conduct district wide and school site professional development
- Host Grade Level meetings weekly with focus on data driven instruction
- Create Benchmarks across district
- Oversee the daily operations of school site
- Common Core implementation across district
- Create pacing guides for district with assessments
- Monitor data and school progress

Compton Unified School District

August 2008- June 2012

Lead Teacher: Second, Fourth, Fifth

Responsibilities:

- Utilize bilingual skills to assist bilingual students
- Provide intervention for needed students
- Correct assignments and prepare lessons
- Teach Open Court, Science, Art, ELD, Social Science, Math, and Reading/ Writing
- Actively engaged students in curriculum
- Integrated cultural diversity/ awareness in the classroom setting
- Leadership team member
- Fourth Grade Chair
- Performing Arts Program Director
- Accelerated Reader Coordinator
- Thinking Maps Certification
- Inclusive Teaching Trainer

Project DREAM (Directing Reform for an Educational Access Movement, helping marginalized students navigate the pipeline into higher education)

August 2008- Present

Director

000017

Responsibilities:

- Creating a project for widening the pipeline into further education
- Collecting data
- Hosting community events promoting change
- Recruiting local organizations for donations and help

Los Angeles Unified School District

August 2007- June 2008

Teacher: First and Fourth

Responsibilities:

- Utilize bilingual skills to assist bilingual students
- Correct assignments and prepare lessons
- Teach Open Court, Science, Art, ELD, Social Science, Math, and Reading/ Writing
- Actively engaged students in curriculum
- Integrated cultural diversity/ awareness in the classroom setting

Education

California State University, Long Beach

June 2011- May 2014

Doctorate in Educational Leadership

Dissertation Topic: Mixed Citizenship Status Families and Aspirations for Higher Education.

University of California, Los Angeles

June 2010- June 2011

- Master of Arts in Education Leadership
- Administrative Credential

Pepperdine University, Graduate School of Education and Psychology

- Masters of Arts in Education
- Profession Multiple Subject Credential with English Learner Authorization

California State University, Fullerton

September 2003- June 2007

- Bachelor of Arts in Liberal Studies

Skills

PROFESSIONAL MEMBERSHIPS

- Pepperdine University
 - o Urban Parent Teacher Education Collaborative (UPTEC)
 - o Dean's List for Academic Achievement
- California State University, Fullerton
 - o Dean's List for Academic Achievement

SUMMARY OF QUALIFICATIONS

Excellent communication, interpersonal, and organizational skills, with the ability to build and nurture productive relationships with various groups. A self-motivated, energetic, and creative individual who is a team player. Extensive

knowledge of technology and computer skills, proficient in Microsoft Office and internet.

PROFESSIONAL ACTIVITIES

Presenter at the American Educational Research Association (AERA) annual conference 2008 with Pepperdine University

Topic: "Critical Teacher Education: Including Urban Parents, Families, and Communities in the Teacher Education Process."

University of California, Los Angeles Master's Research Paper

Topic: Undocumented Students

LANGUAGES

Fluent in Spanish and English

COMPUTER

MS Word, MS Excel, MS Publisher, Power Point, Adobe Illustrator, Adobe Photoshop, Internet Skills

References available upon request

EXHIBIT II

WAYSAPPEAL-003482

000020

WISDOM ACADEMY FOR YOUNG SCIENTISTS

Judy Higelin
Project Director III
Charter School Office ("CSO")
Los Angeles County Office of Education ("LACOE")
9300 Imperial Highway
Downey, CA 90242-2890

Re: Wisdom Academy for Young Scientists ("WAYS") Request for Material
Revision of Charter to Reflect CMO Contract with Celerity Educational Group

Dear Ms. Higelin:

On behalf of the Wisdom Academy for Young Scientists charter school ("WAYS") board of directors, I hereby submit this request for the Los Angeles County Board of Education to consider a material revision of the WAYS charter petition to reflect the proposed management of the school by Celerity Educational Group ("Celerity"). (Ed. Code, section 47607.) The revised charter is attached. Deletions are shown in ~~strike through~~ and additions in yellow highlight, which we understand is the CSO's preferred format.

The only revisions to the charter are to reflect the new, proposed contract between Celerity and WAYS, which you and I have discussed in detail along with Vielka McFarlane, CEO of Celerity. Under the proposed Celerity contract and charter revision, Celerity will be the charter management organization ("CMO") for WAYS and also function as the school's Executive Director. Celerity will take over day-to-day operations of WAYS for the remainder of WAYS' charter term. A copy of the proposed Celerity contract is attached, executed by both WAYS and Celerity. I believe this contract reflects all the provisions you requested when you and I discussed the Celerity contract at our meeting last month.

The WAYS Board voted to approve the proposed contract on October 17, 2014, and the Celerity Board voted to approve the proposed contract on November 2, 2014. Of course, both boards understand that a material revision of the WAYS charter is necessary in order to have Celerity function as our school's CMO. The Celerity contract is expressly conditioned on approval by the Los Angeles County Board of Education of the attached material revision of the WAYS charter. As soon as the Board of Education allows us to do so, we are ready for Celerity to take over day-to-day operations of WAYS. In preparation, the WAYS board of directors has already added two new Celerity-recommended board members to the WAYS Board. To expedite the transition, the WAYS Executive Director has also hired the Principal proposed in the Celerity contract (resume attached to the proposed Celerity contract) to serve as the WAYS charter school's interim Principal while we wait for approval of our material charter revision from the Los Angeles County Board of Education.

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

000021

WAYSAPPEAL-003483

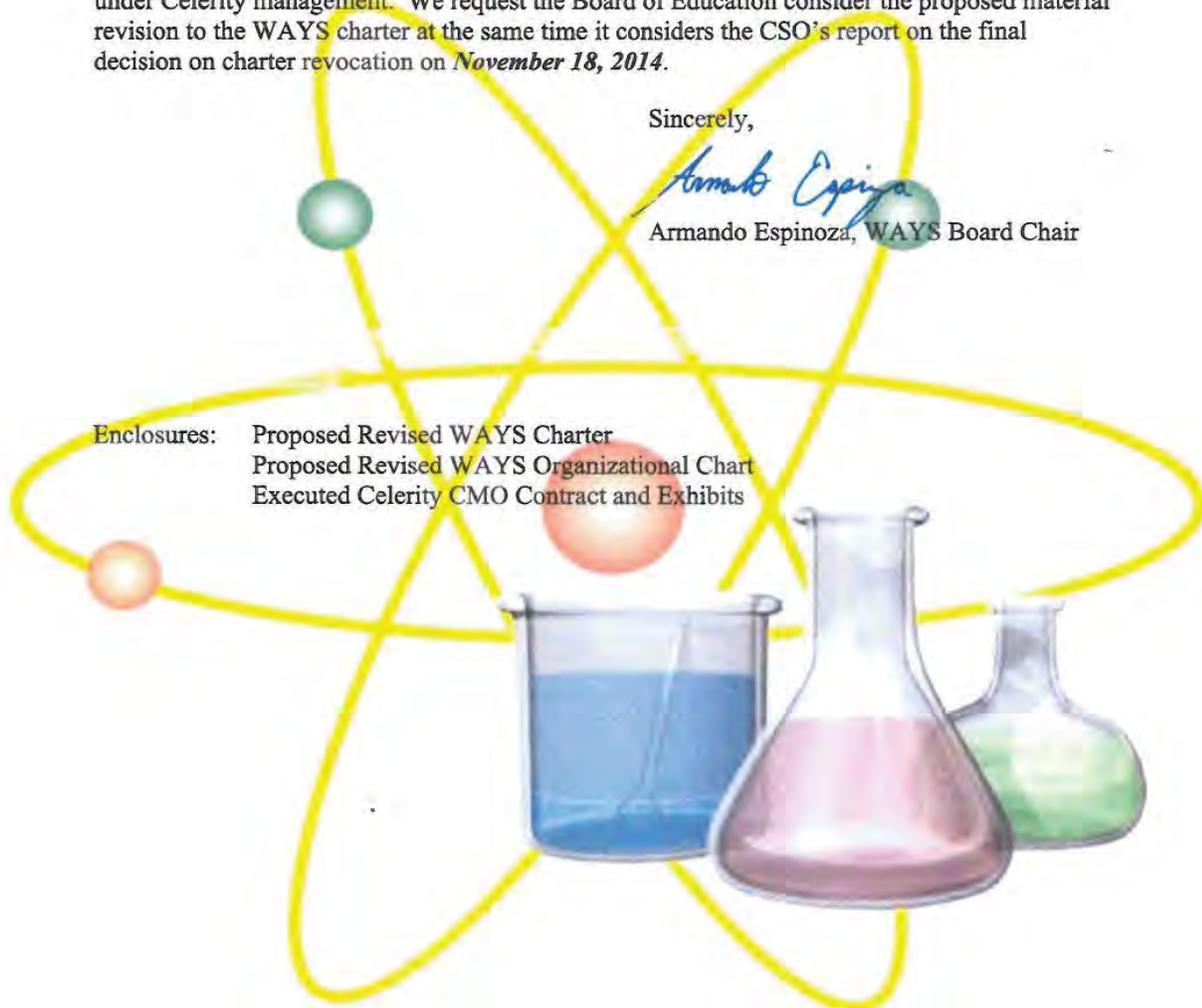
WISDOM ACADEMY FOR YOUNG SCIENTISTS

As you're aware, the proposed Celerity contract is part of the WAYS Board's response to the LACOE Board of Education's Notice of Violation ("NOV") and Notice of Intent to Revoke ("NIR") the WAYS charter. Celerity already operates the successful Celerity Sirius Charter School authorized by LACOE, as well as several schools authorized by LAUSD. We are prepared for change at WAYS, and we hope this contract and charter revision will give the CSO and Los Angeles Board of Education confidence to allow the WAYS charter school to continue under Celerity management. We request the Board of Education consider the proposed material revision to the WAYS charter at the same time it considers the CSO's report on the final decision on charter revocation on *November 18, 2014*.

Sincerely,



Armando Espinoza, WAYS Board Chair



Enclosures: Proposed Revised WAYS Charter
Proposed Revised WAYS Organizational Chart
Executed Celerity CMO Contract and Exhibits

Salvation Army Campus
7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
Phone: 323-537-8194
Facsimile: 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
Phone: 323-752-6655
Facsimile: 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone: 323-589-6500
Facsimile: 323-589-6550

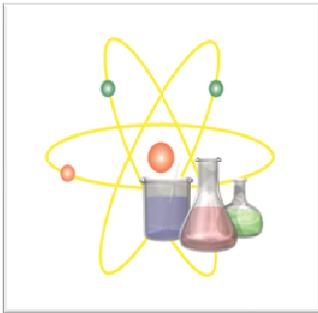
**Wisdom Academy
for
Young Scientists**

Charter Document

**706 E. Manchester Avenue
Los Angeles, CA 90001
Phone: (323) 752 – 6655
Fax: (323) 762 – 6644**

Petition Submitted on Appeal to the Los Angeles County Board of Education, and approved as reflected in LACOE Board Meeting Minutes on June 7, 2011.

Edward Cabil, Lead Petitioner
323-752-6655



This document reflects conditions and changes required by the Memorandum of Understanding between LACOE and WAYS.

Revisions Presented: May 20, 2014

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Introduction & Self Assessment

Introduction

Merle Williamson Foundation doing business as Wisdom Academy for Young Scientists (WAYS) is a public charter school of 520 students. WAYS became a charter school in July of 2006. WAYS is located in its original opening location in the South Los Angeles area of Green Meadows Villa. WAYS serves Kindergarten through grade five students. Now in our fifth year of operation, WAYS has quickly gained a strong reputation as an academically high performing charter successfully serving a population of students traditionally labeled as underperforming. As a charter school, WAYS is authorized by the Los Angeles County Board of Education (the "County") and the California State Board of Education, and receives public per-pupil funding, federal and local grants and in-kind donations to support its operations.

In our diligent task of seeking a renewal of the WAYS charter petition, the WAYS community has engaged an authentic and reflective examination process. We have thoroughly analyzed the strengths and weaknesses of our school community, and in doing so, highlighted our successful academic and fiscal results as well as made recommended adjustments. As a school community we are inspired by our successes and accountable to our challenges. We are committed to the ongoing vitality of WAYS and will highlight ways in which we seek to better serve our students and families. We respectfully submit this petition for charter renewal for the 2011 - 2012 – 2015 - 2016 school years.

We believe that WAYS provides a proven educational program in which all stakeholders – students, parents, teachers, community leaders and the school administration embrace a shared vision for the goal of providing a high quality, transformative learning experience that is steeped in principles of learning for the twenty-first century and is equitable for every child that joins the WAYS family.

A Brief Bio on the Founder of WAYS

Kendra Okonkwo is the founder of Merle Williamson Foundation (MWF) a California non-profit organization, and **formerly served as** Executive Director of Wisdom Academy for Young Scientists. As a part of fulfilling her dream of giving back to her community, Kendra founded WAYS in 2005. Her mission in founding is to provide quality and enriching education for all children in her South Los Angeles community. Kendra obtained her Bachelor's Degree in Human Services with a minor in Early Childhood Education from California State Dominguez Hills and the following year, she obtained her Child Care License and Director's Permit. Kendra opened her first day-care center, Wisdom Preschool and private school in 1988, Wisdom School and Performing Arts Center.

Her awards and recognition include County of Los Angeles Certificate of Commendation, Department of Parks Award of Appreciation, President Clinton's

and Governor Davis' Award for Community Activist and Wisdom Academy Platinum Plaque for her Outstanding Contribution among many. Mrs. Okonkwo is an embodiment of a humanitarian to many and she continues to inspire children of the local community by her overflowing benevolence, words of wisdom and community outreach for South, Los Angeles.

A detailed analysis of the school student achievement data including STAR/CST, API and AYP Data

We believe the viability of WAYS' academic programs can be validated by assessment data that exemplifies WAYS success at educating those students whom the school seeks to educate. Our assessment outcomes indicate that WAYS is making an unprecedented effort in achieving its mission of providing a transformational learning climate by closing the achievement gap for African-American and Latino students. WAYS has consistently exceeded both Los Angeles Unified School District (the "District"), state and neighboring school outcomes on the California Standards Test in the areas of English Language Arts, Math and Science throughout the implementation of the charter. According to the following assessment results, WAYS has met the minimum criteria for renewal set forth by Education Code 47607.

	API	SWR	Met AYP
2009 – 2010	879	*	Yes
2008 – 2009	843	8	Yes
2007 – 2008	774	7	Yes
2006 – 2007	782	5	Yes

Our success at making AYP and achieving an unprecedented API score for our local area is but one indicator of our success. In an effort to convey a detailed composite of the WAYS' success we will employ a benchmarking strategy of our schools performance against similar schools and against public schools in our neighborhood.

API Scores of neighborhood schools (2009 – 2010)

School	API
Wisdom Academy for Young Scientists	879
Watts Learning Center Charter	860
96 th St.	801
93 rd St.	745
South Park Elem.	738

Graham Elem.	735
Compton Ave.	734
Russell Elem.	729
Grape Elem.	728
McKinley Elem.	717
LAUSD	709
Parmelee Elem.	707
Cornerstone Prep Charter	574

Among the 11 schools in our neighborhood, WAYS ranks 1st in API Scores, an accomplishment we are very inspired by.

School	SWR
Wisdom Academy for Young Scientists	8*
Watts Learning Center	6
96 th St.	3
93 rd St.	3
South Park Elem.	4
Graham Elem.	1
Compton Ave.	1
Russell Elem.	5
Grape Elem.	2
McKinley Elem.	2
Parmelee Elem.	2
Cornerstone Prep. Charter	1

API for African-American and Socio-Economically Disadvantaged Subgroups

WAYS has two significant subgroups that merit a distinct API. A comparison of the progress of these subgroups to our neighborhood schools that share the same significant subgroups highlights our achievements.

	African – American	SED
Wisdom Academy for Young Scientists	881	879
Watts Learning Center Charter	858	855
96 th St.	751	799
93 rd St.	665	745
Compton Ave.	723	734
Grape Elem.	698	726
McKinley Elem.	682	717
Cornerstone Prep. Charter	582	570
LAUSD	662	691

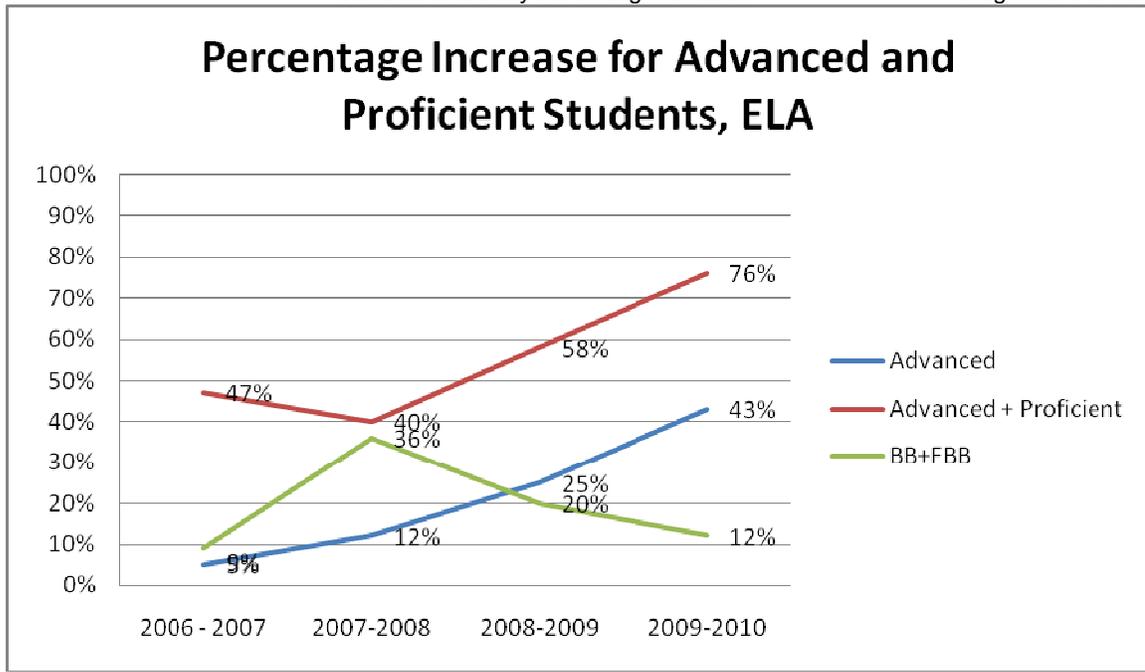
Wisdom Academy for Young Scientists ranks 1st among neighborhood schools for socio-economically disadvantaged students and African American Students.

Combined API analysis

A comparison of our API, Similar Schools Rank, and API for African American and Economically Disadvantaged students reveals that WAYS is meeting our mission of providing a transformational learning climate that empowers our students to succeed. These results also, reveal that WAYS is meeting its mission of providing a high-quality public education program when compared statewide, district wide and locally.

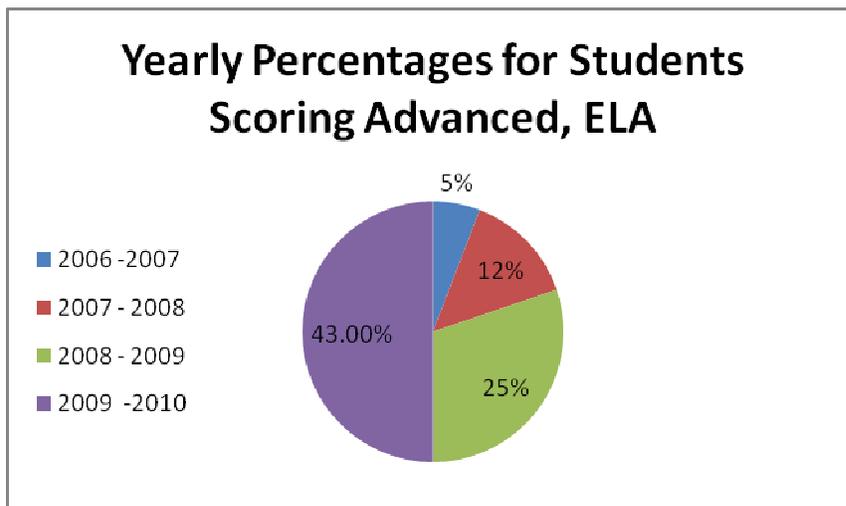
California Standards Test (CST) English Language Arts (ELA) Analysis

During our petition period, we have met our goal of continuously increasing the percentage of students that score advanced or proficient school wide while decreasing the number of students that score below basic and far below basic. WAYS students continue to show growth and exceed AYP goals with continued enrollment in the charter. This growth demonstrates a significant “value –add” for each year a student spends in the charter:



ELA trend analysis

When we compare school years by conducting an analysis of students scoring advanced and proficient, we find that overall the performance of our students in ELA has given us room for growth. When we analyzed the results of our 2008 assessments we designed new approaches to teaching reading comprehension and writing. We believe that reading comprehension and writing must be taught systematically and explicitly. We conducted an assessment of our ELA curriculum materials and at this time adopted supplemental materials to aid in the teaching of comprehension and writing. We also dedicated considerable to time to analyzing student progress in these areas. The results reflect school wide growth in our targeted areas with WAYS students who test advanced on ELA achieving yearly gains, growing from 5% during our initial testing year to 43% in 2009 – 2010.



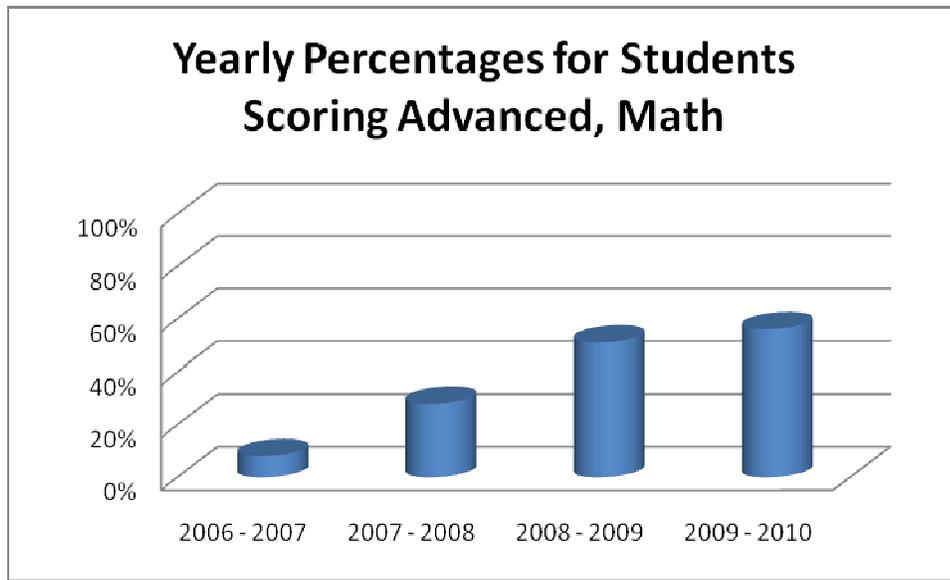
English Language Arts

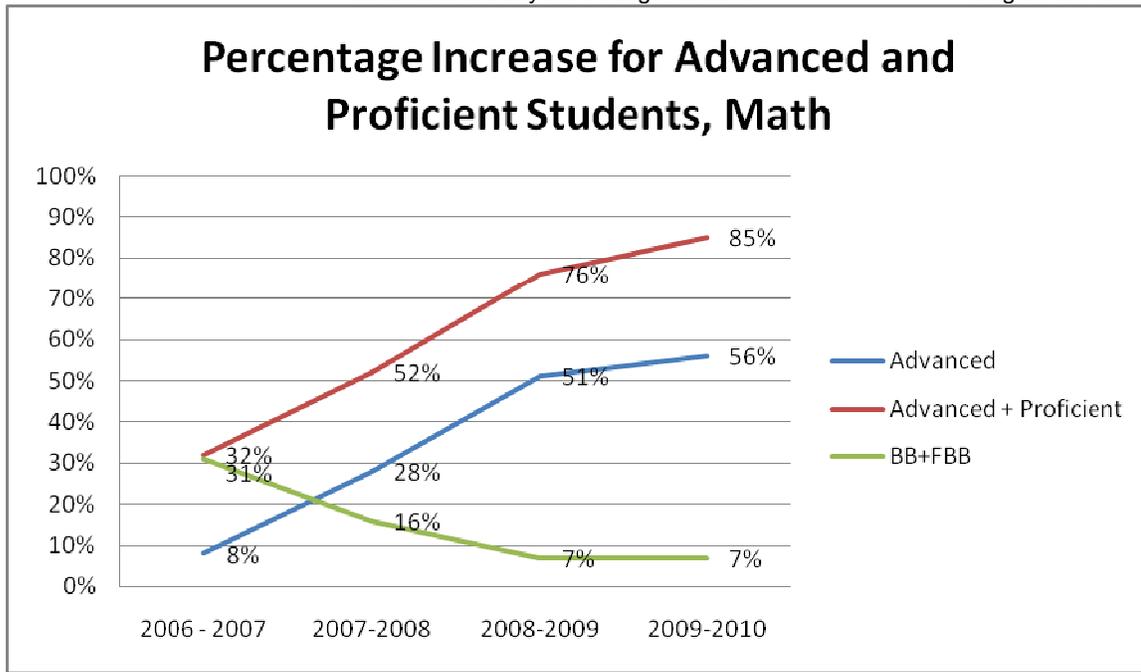
	2006-2007	2007 - 2008	2008-2009	2009 -2010
Advanced	5%	12%	25%	43%
Prof +Adv	47%	40%	58%	76%
BB+FBB	15%	36%	20%	12%

California Standards Test (CST) Math Analysis

During our petition period, we have met our goal of continuously increasing the percentage of students that score advanced or proficient in math school wide.

WAYS students continue to show growth and exceed AYP goals with continued enrollment in the charter. This growth demonstrates a significant “value –add” for each year a student spends in the charter:





Math

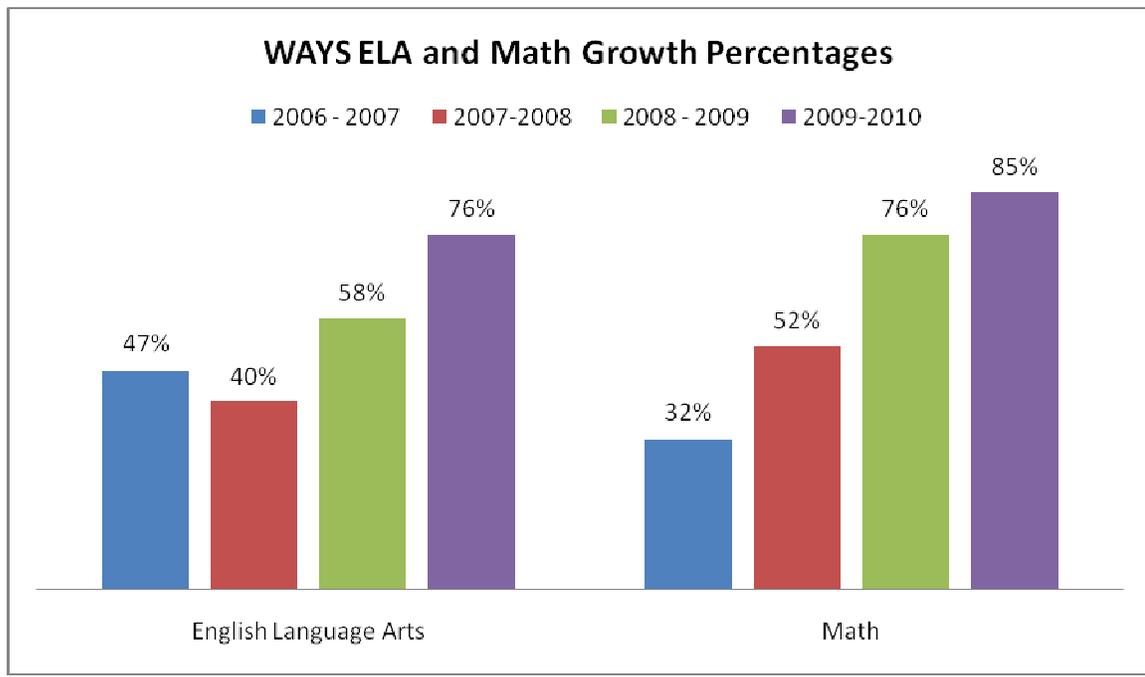
	2006-2007	2007-2008	2008-2009	2009-2010
Advanced	8%	28%	51%	56%
Adv+Prof	32%	52%	76%	85%
BB + FBB	31%	16%	7%	7%

Progress of Subgroups

When we examine the progress of our numerically significant subgroups, it is noted by the table below that each subgroup has met the school wide participation rate of 95% as well as AYP percent proficient targets during each year of testing.

Subgroups	2007 * (24.4)	2008* (35.2)	% Diff.	2009 *(46.0)	% Increase	2010	% Increase
School wide	51.9	35.9	- 16	53.7	17.8%	76%	23%
African American	51.3	35.4	-15.9	51.7	16.3%	81	30%
Socio – Eco. Disadv.	54.8	35.1	19.7	53.1	33.4%	76	23%

WAYS point gains for ELA and Math, Percent Advanced or Proficient



Year	English Language Arts	Math
2006 – 2007	47%	32%
2007 - 2008	40%	52%
2008 – 2009	58%	76%
2009 - 2010	76%	85%
4 – year gains	+32	+53

An explanation of how other periodic, formative assessment data is used informatively to guide instruction for all stakeholders

We believe that periodic assessments drive rigor. We regularly and systematically administer periodic and formative assessments that are given to teachers in advance, to be used as a road map to guide instruction. We use these assessments to track student progress though the year to provide meaningful data that can be used to make a difference in instruction. Beginning with the end in mind, teachers first create rubrics and benchmarks for student progress and use curriculum maps to plan their instruction for the year. An assessment calendar is generated that is aligned with curriculum maps and focuses on the standards that need to be assessed and re-assessed for proficiency. The curriculum maps and periodic assessments act as the guide for sound data-driven instruction.

We have seen an improvement in the effectiveness of teaching due to our use of software tools that allow us to successfully aggregate student data and analyze the results for strengths and weakness in instructional delivery, allowing teachers to change strategies in response to changing needs.

The results of periodic and formative assessments are regularly communicated with students and parents as part of our collaborative culture.

Actual In-Seat Attendance Rate

Year	Actual In-Seat Attendance Rate
2006 – 2007	183.09
2007 – 2008	179.06
2008-2009	180.05
2009-2010	227.74
Projected 2010-2011	265



WAYS fifth grade students at
Lake Arrowhead Ranch Science
Camp, Lake Arrowhead

A description of best practices that fulfilled our school’s mission as well as challenges from the prior petition period

We attribute our accomplishments to a variety of factors

During the initial petition period, WAYS accomplished the following successes

- *Effective instructional techniques* – By creating an environment that is responsive to each student's individual needs and designing lesson plans that differentiate instruction, our teachers are able to closely identify with each Young Scientist.
- *High Expectations for Student Achievement* – When one examines the programs of our school it is apparent that the strength of WAYS is student achievement. We are most encouraged by our student's performance. School wide indicators of success reveal that we are meeting the goals of the charter as it is evident that our students are learning. We acknowledge that our charter is a contracted agreement with the County with student achievement as the foremost expected outcome. We further acknowledge our student achievement results:
 - We have met any required AYP in every year of operation

- We have been ranked in API decile 8 among statewide demographically comparable schools
 - The academic performance of our students is greater than the academic performance of the majority of the public schools that our pupils would otherwise have been required to attend as well as the academic performance of the schools in LAUSD taking into account the composition of the student population whom we serve
 - 43% of our students are scoring advanced on the CST in English language arts and 76% are scoring advanced or proficient.
 - 56% of our students are scoring advanced on the CST in math and 85% of our students are scoring advanced or proficient in math on the CST.
 - Less than 19% of our students are scoring at below basic or far below basic on the CST in English language arts, math
 - Less than 10% of our students are scoring below basic or far below basic on the CST in science
-
- *Meeting the needs of Exceptional Students* – Another success we have achieved that adds to our strength of diversity is success with our exceptional population of students. Our exceptional students include students with Individual Education Plans with specific goals for Speech and Language Impairments, Development Delay, Specific Learning Disability and Autism.
 - *Flexible scheduling* – Once we have aggregated and analyzed periodic and formative assessment data, adjustments in the daily schedule are sometimes needed that allow for additional time to master learning objectives that lead to standards mastery. Flexible scheduling also allows our students to delve deeper in concepts they are learning through the application of project – based learning.
 - *Extended School Day/Increased Instructional Time* – Since the charter’s inception, WAYS has provided a longer school day as well as a free after school program for families in need of such service. With the awarding of the ASES grant, we have been able to develop a comprehensive, academically enriched after school program that is tailored to meet the needs of our Gifted and Talented students as well as those who need intervention to progress at minimum one level of proficiency each year as measured by the California Standards Test. Student groups specific to the after school program have been created in Data Director, our assessment software program. This program is used to monitor the effectiveness of intervention and enrichment instruction provided during after school hours as well as communicate progress to parents. Physical fitness and enrichment activities such as Mock Trial, Entrepreneur’s Club,

Doctor's Club, Kimya's 21st Century Nook Readers' Club, Princess, Club, Noble Men and Dance occur during the after school program.

- *Integrated Core Curriculum with an Inquiry based approach* – The WAYS curriculum is integrated as a whole and connections are made between content, processes, knowledge and skills. We believe providing real time applications of what students learn increases the relevancy and meaningfulness of learning for our students. When you visit WAYS you will see classes in which all subjects are taught, multiple modalities to learning utilized with critical thinking and inquiry being promoted through the use of Bloom's Taxonomy.
- *Exemplary Science Education* - We believe we are dispelling the achievement myth that exists with underserved students and girls in science. We are making a bold attempt to prepare our students for 21st century career choices that will weigh heavily in the sciences. We are most proud of our accomplishments in science as they relate to our girls with 50% of our participating girls scoring advanced in science on the CST and 78% scoring advanced or proficient in science on the CST.
- *Diversity* -WAYS is proud to support a learning environment that mirrors our community. The Green Meadows Villa area of Los Angeles is located two miles from the historic Watts area of South Los Angeles. The community has a racial mix of African-American and Hispanic -Latino residents. WAYS' student population is proud to represent both sub-groups. Our Hispanic – Latino student population has grown significantly during the petition to closely reflect that of the neighborhood. Similar to WAYS most students in the Similar Schools Rank qualify for Free or Reduced Lunch.

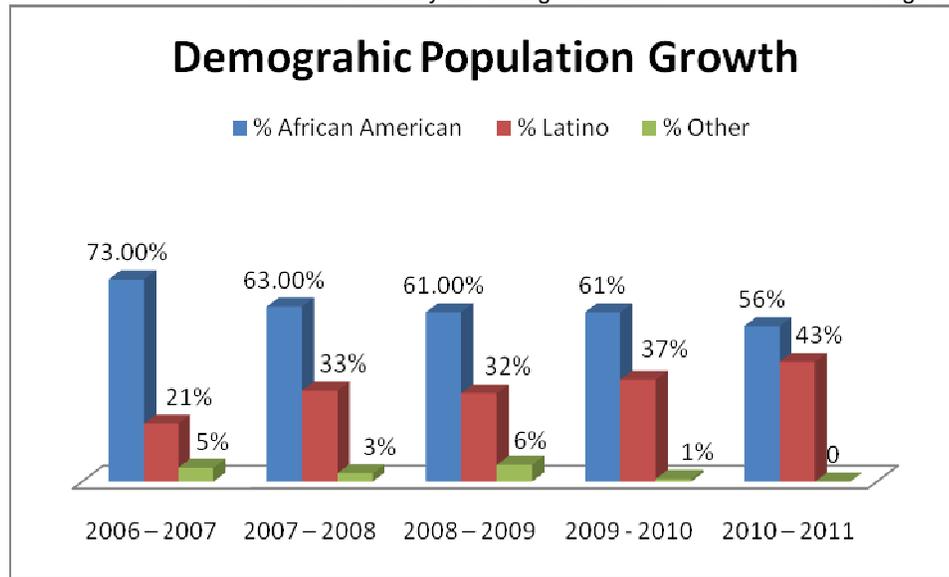


- *Highly qualified leadership, teachers and support staff* – Our faculty has been selected for their innovative yet complimentary talents, team attitude, diversity and commitment to urban students and their families. All of teachers and instructional aides are highly qualified and No Child Left Behind compliant. In addition to completing rigorous teaching training programs, many of our teachers have received Clear credential status

through participation in the Beginning Teacher Support and Assessment Program. Our faculty embraces the mission of the school and is encouraged to act as change agents in the lives of the students we serve.

- *Provided a transformational learning climate by succeeding with underserved students* – A feature that sets us apart from traditional charter schools is our efforts to educate the whole child and continuously find ways to meet the individual needs of all of our students. We are proud of our success with underserved students. We have never expelled or “kicked out” a student from WAYS. We utilize interventions such as Student Success Team, parent education and counseling to address the unique needs of our student population.
- *Growth in Balance of Racial Ethnicity in Student Population*–We conducted a comprehensive outreach program to attract a diverse population of students, however due to our strong academic culture many of our students come to WAYS through the referral of our parents. Community involvement and engagement is an essential component of our success. We make intentional efforts to promote a school climate that systematically promotes communal bonds amongst students as well as encourages community awareness and service. Over the course of the petition period, students have learned to care for and rely on classmates of diverse backgrounds while drawing from the unique attributes of those other personalities and cultures.

School Year	% African American	% Latino	% Other
2006 – 2007	73.24	21.12	5.64
2007 – 2008	63.44	33.33	3.23
2008 – 2009	61.22	32.65	6.13
2009 - 2010	61.41	37	1.59
2010 – 2011	56.7	43.3	0



- *Student, Parent and Community Engagement* – We celebrate the success of our students with our parents and enjoy their input during monthly Family Nights. Parents serve on the Parent Advisory Council, which is elected yearly. Through their service we have held several successful fundraisers that have enabled our students to form the Student Travel and Research (STAR) program. Through the efforts of our parents, WAYS students have participated in science excursions to Ensenada, Mexico, Sacramento, Lake Arrowhead Ranch Outdoor Science Camp and the Aquarium of the Pacific, Under the Sea Stars overnight stay.

Challenges of initial petition period

Although accomplished in several dynamics, success has come with challenges that we humbly acknowledge and address

- *Leadership Transitions* –During the first year of operation WAYS was initially led by a leadership team consisting of consultants from California State University, Los Angeles. During this initial year of operation an alternative was sought to placing the leadership of the school at the direction of consultants. The WAYS Governing Board decided to hire a Principal as school leader. The first Principal of WAYS was Jan Lyle. Later during the initial year, Alake Watson joined WAYS as Principal. We are grateful for the contributions of the initial leaders of WAYS.

In addition to the principal another leadership transition occurred with the recruitment of Loretta McDonald as Chairman of the WAYS Governing Board. Ms. McDonald has led the WAYS governing board for the past 3 years and has helped to provide sound counsel on fiscal matters as well as strategic leadership for the growth and development of WAYS. Ms. McDonald was chosen to lead the WAYS governing board for her knowledge of charter school operations and her expertise in charter

school finance and governance. She is a former charter school business executive. Ms. McDonald is a graduate of USC's Marshall School of Business and USC's Chief Business Operator Program for Charter Schools.

- *Outsourcing to a food service vendor*—We believe one important aspect of providing a transformational climate for our students involves feeding them a diet that is healthy, sustainable and nutritional in value. For this reason, we have struggled with the concept of outsourcing our meals to a food service vendor. We have made attempts to work with different vendors on menu planning and preparation; however, we feel it is most beneficial to prepare our students meals on-site. The outsourcing of our meal program is a challenge that we would like to remediate during the new petition period.
- *Facility Expansion* – Our student population continues to grow along with the reputation of the quality of our school program and although encouraged by the aspect of growth, we are challenged due to a lack of space in our current facility that will accommodate our entire student body. For this reason WAYS has a satellite site nearby in which two kindergarten classes are held.

We've found a number of solutions to remediating our challenges

- *To address our leadership challenges* and after careful consideration, we made another transition during our first year and hired our second Principal, Alake Watson. Ms. Watson was chosen for her strong commitment to urban education, instructional expertise on implementing standards – based, data – driven instruction and for her ability to lead a dynamic staff as a visionary. We are confident that we have the right person on board as we are experiencing outstanding school wide results under her leadership. Ms. Watson is a graduate of Pepperdine University's Educational Leadership Academy and is a current Doctoral Student in Pepperdine's Organizational Leadership program.
- *To address our challenge of meal program outsourcing* we have constructed a commercial kitchen that has received all necessary clearances for preparation of meals as commercial kitchen. (building and safety requirements)
- *To address our facility expansion needs*, WAYS is strategically planning to partner with local schools for additional space.

A detailed analysis of the extent to which WAYS has achieved its mission intended in the initial charter petition

Achievement of mission

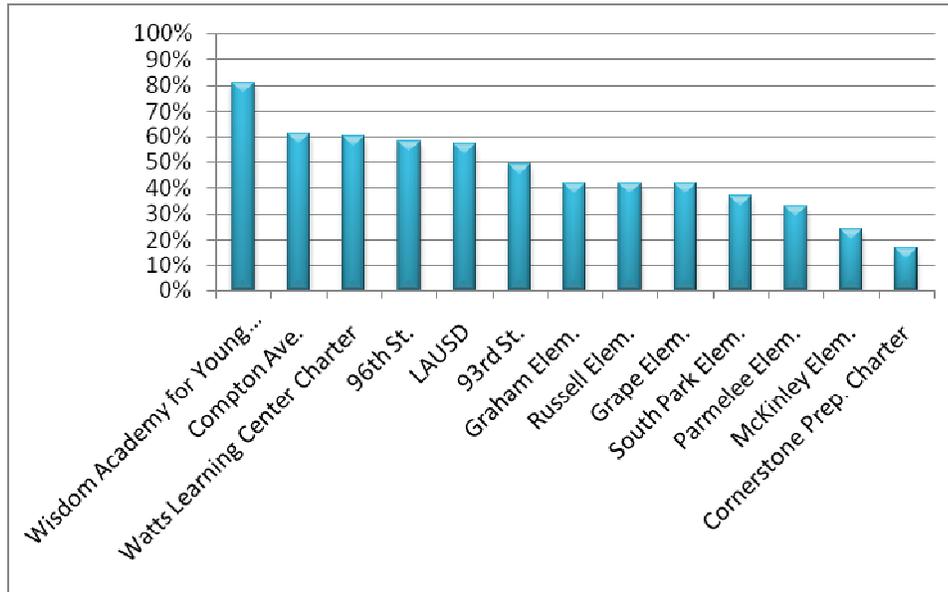
The mission of WAYS is to create a transformational learning climate in which students become empowered to be leaders, self-responsible learners, agents of change, and true scientists. The mission is the centerpiece of the school’s educational plan. The mission consists of three main concepts: Empowering students to be leaders, through high quality education that is anchored in the California State Standards, enabling them to become true scientists who are global citizens as evidenced by their participation in a rigorous content rich science program and expecting them to be leaders who will act as change agents in their local community. We have made measurable strides toward our mission during our past 4 years:

- *Closing the achievement gap for underserved students in science* – We are proud of our accomplishments in science education and more remarkably our success with dispelling the norm of low performance in science amongst girls. Through a rigorous application of the California State Standards for science we have been able to strengthen and expand our FOSS curriculum to include meaningful real-time science education for our students through high quality instruction that is standards – based, thematic and partnered with scientific organizations such as Heal the Bay, The California Science Center, The Aquarium of the Pacific, Arrowhead Lake Science Camp. For effective science instruction, teachers use the 5 E model of instruction in which teachers are to Engage, Explore, Explain, Elaborate, and Evaluate. Students learn from these guided principles through hands on activities, such as games, and projects. WAYS’ students have participated in hands on science through the extensive care of animals, which they were able to “adopt” and care for during non-school hours. Our focus on science is a factor in the strength of our API score. When we benchmark the progress of our students against those in our neighborhood schools we find that our students benefit greatly from an educational program with science as a focus:

Wisdom Academy for Young Scientists	81%
Compton Ave.	61%
Watts Learning Center Charter	60%
96 th St.	58%
LAUSD	57%
93 rd St.	49%
Graham Elem.	42%
Russell Elem.	42%
Grape Elem.	42%

South Park Elem.	37%
Parmelee Elem.	33%
McKinley Elem.	24%
Cornerstone Prep. Charter	17%

When we examine the results of our neighboring schools on the CST for Science, our results reveal that WAYS leads our neighboring schools in the percentage of students scoring advanced and proficient.



- Implementation of a rigorous California standards based education* – WAYS’ educational program uses inquiry-based approach to create a student-centered learning community, and address students’ individual interests, developmental levels, and learning styles. The curriculum is grounded in the California standards and adheres to the concepts and goals identified in the state frameworks. Instruction emphasizes power standards that focus on depth of instruction instead of quantity of instruction by systematically pacing instructional units. WAYS’ program is structured around a dynamic and integrated curriculum that has been aligned with the California core curriculum of English-Language Arts, Mathematics, Science, and Social Science. The infusion of purposeful technology serves to stimulate students’ enthusiasm and interest in linking students to the global community in the learning process.
- Partnerships with community service organizations that promote student leadership* – Partnerships with organizations such as the American Leukemia Society and Heal the Bay, give our students opportunities to fulfill the WAYS mission of empowering our students to be leaders. Recently our students raised nearly \$700.00 for the American Leukemia

Society's "Pennies for Patients" program. In collaboration with Heal the Bay our students have assisted with Malibu and Santa Monica Beach Cleanups, as well as in Coastal Cleanup Day, the world's largest volunteer event that occurs annually in September. WAYS participates as one of only a few sites that are located in the metropolitan Los Angeles area. WAYS students were recently featured in a one – hour documentary on the significance of Coastal Cleanup Day which aired on September on KTLA. WAYS' partnership with Heal the Bay began through a collaboration with the Watts Gang Task Force in which we've partnered to be active participants in remediating gang activity in the immediate area of WAYS. Each year we host Thanksgiving dinner for families and friends of WAYS and give away gift baskets of food provided through a partnership with Neighborhood Outreach Council. This is a student led event in which turkeys are given away to families in need and the entire school community is invited this celebratory event.

- *Parent Participation* - Our parents act as integral part of WAYS helping us to achieve our mission through partnering with us in their child's education. Parents are encouraged to willingly volunteer 30 hours per year as well as participate in parent education and training classes and monthly Family Nights. We created Family Nights as a means of providing our parents a window of opportunity to grasp the concepts and objectives of their child's learning through their participation in fun, hands-on activities with their children that promote the California state standards.



How WAYS meets the needs of subgroups African American, Socio-Economically Disadvantaged, English Learners and Students with Disabilities

African American

Our African – American students benefit mostly from a positive growth in school climate where high expectations for learning as well as behavior are upheld. As a Professional Learning Community, we monitor the progress of our students through supportive management tools that are tracked through Response to Intervention and Instruction (RTI²). Through home visits we develop we develop

relationships with our students and their families that allow for a team centered approach to helping our students success.

Economically Disadvantaged

The saying, “It takes a village to raise a child” is apparent and observable at WAYS. As a school community, we believe and expect all of our students to become high achievers. We have found success with our African-American students through adopting a whole – child approach to education. We are cognizant of the fact that a child’s education is socially dynamic and therefore must reach beyond the classroom to include families, extended family , teachers, *the student* and all stakeholders involved in the child’s educational success. As a means of collaboration with our families, we conduct home visits, have monthly Family Nights where dinner is served to all attendees. We also partner with social welfare organizations such as Operation School Bell where children in need receive school uniforms and the Neighborhood Outreach Council which provides free food that is available to families in upon request. At WAYS we maintain an open door policy within our school community where the school administrators and teachers are highly accessible.

Implementation of program components of charter

Educational program–We are proud of our accomplishment of achieving the learning outcomes proposed in our initial petition.

Achievement of school wide goals–WAYS is achieving its mission of “growing our own scientists” by providing an educational program that gives our students early exposure to the skills that will be in demand in the twenty-first century. We have accomplished our task of achieving a “systems” approach for the sustainment of the WAYS organization. All aspects of the schools operations are effective in promoting high student achievement. Our students learn in a clean, well-maintained facility amongst caring adults who model positive interactions for our students resulting in a disciplined school environment.

Innovative Program

Several pioneering programs distinguish WAYS as an innovative educational model:

Exemplary Hands – on, Project Based Science Education Program	Cultural Diversity of Staff and Students
Incorporation of STEM initiatives	Elective Block Period - Fun Friday!
Stellar Performing Arts Program incorporating dance and physical fitness	Student Travel and Research Program – fourth grade tours to Sacramento, third grade tours to Catalina Island, fifth grade tours to Lake

	Arrowhead Ranch Outdoor Science Camp
Well Balanced Core Curriculum in which all subjects are taught	After school enrichment and intervention program
Environmental Ambassadors Program	Summer Enrichment Program - Summer Science and Dance Camps
NASA Fellow Teacher Program Participation	Awarded grant funding from the Walton Family Foundation's high Quality Charter Schools Grant, William C. Bannerman Foundation After School Education and Safety (ASES), Community Beautification and Riordan Foundation
Cognitive Behavior Counseling Program	Strong Environmental Partnerships with CA Science Center, Aquarium of the Pacific and Generation Earth
Ongoing Professional Development based on the Principals of the Professional Learning Community (PLC) and Response to Intervention (RTI) model	WASC Initial Candidacy Accreditation

21st century learning in action – what you will see when visiting Wisdom Academy for Young Scientists

- ❖ Students who are happy and love their school
- ❖ A print rich environment –a variety of reading material, non-fiction, fiction, reference, student made
- ❖ Technically rich environment with student learning enhanced by the use of computers, SMART boards, and document and video cameras
- ❖ Thematic classrooms that change periodically (per trimester) and focus on the different genres of science – life, physical and earth
- ❖ Student created graphs, charts and projects with a thematic focus
- ❖ Elective learning with a focus on art, music, crafts, dance, cooking, gardening and service learning
- ❖ A variety of activities going on at the same time
- ❖ Older children helping younger children
- ❖ Children working collaboratively to solve problems
- ❖ A demonstration of group norms of expected behavior
- ❖ A faculty committed to the success of urban students

Curriculum Framework

The California State Content Standards operates as a guiding framework for both curriculum and assessment development at WAYS. WAYS will transition from the CA State Content Standards to the Common Core Standards when deemed appropriate and mandated by the State of CA. Until such time, the CA Standards will be used in the following ways:

- Used to map curriculum into units and lessons
- Used to as a guide when writing behavioral level performance objectives for lessons.
- Incorporated into Adopted Text Program outcomes and assessments
- Used as a guide when developing formative and summative unit level benchmark performance assessment rubrics.
- Aggregated into benchmark performance indicators for tri-yearly summative benchmark performance assessment.

WASC Accreditation

To evaluate the strength of our programs, we sought an outside evaluation. As a result, WAYS is accredited with the Western Association of Schools and Colleges. WAYS received initial candidacy status in May of 2010.

Our administrative team participates as WASC Visiting Committee Members to evaluate schools seeking candidacy. Our participation on these visits provides us with a powerful tool for benchmarking the continual growth and improvement of WAYS.

We developed our Expected School wide Learning Results through participation in the accreditation process. Our ESLR's give us a framework for achieving the school's mission of empowering students to become leaders, change agents and true scientists.

Young Scientists as Global Citizens who will

- Through early exposure to science, learn on a platform that is educationally equitable
- Develop an appreciation and respect for cultural differences
- Develop a personal connection to learners of different cultures
- Communicate effectively their ideas and learning to others
- Contribute to their community through responsible actions that benefit humanity

Young Scientists as Leaders of the 21st Century who will

- Work together to solve complex, real world problems through project based learning
- Think critically and creatively

- Be Technologically literate and competent in reading, mathematics, sciences and performing arts
- Develop independence as lifelong learners and problem solvers

Young Scientists as Researchers who will

- Know how to comprehend, apply, analyze, synthesize and evaluate
- Ask essential questions
- Work collaboratively through teamwork to produce a culture of scientific discovery

Young Scientists as Thriving Learners who will

- Demonstrate confidence in their abilities and develop high self-esteem
- Learn the habits that contribute to a healthy lifestyle
- Will experience wellness through physical fitness and proper nutrition

An analysis of how data analysis and professional development were used to improve instruction

Professional development at WAYS focuses on improving the ability of teachers to ensure academic success for all learners. Although, the majority of our students are scoring on grade-level on formative and summative assessments, during the initial petition period we have found new ways to refine our instructional strategies for providing more individualized instruction that is strategically designed to meet the *academic and social* needs of our students. The Professional Learning Community (PLC) and Response to Intervention² models have provided a framework for implementation of our professional development goals. Additionally, strategic planning occurs that is structured by the design of SMART goals. SMART goals are Specific, Measureable, Attainable, Realistic and Timely. An example of a recent SMART goal analyzed the recent performance data of third grade students in ELA, specifically writing conventions. A SMART goal was developed to increase the percentage of students demonstrating proficiency on both periodic assessments and the CST. Strategies and action steps were developed that addressed scheduling, grouping of students into groups that delineate the level of support needed as intensive, strategic or benchmark. Through collaboration, a key component of the PLC model, grade level teams continue to monitor the performance of students in groups with the expectation of student movement to benchmark groups as well as moving up one proficiency level on the CST, within a designated period of time.

The results of our professional development planning and our expected outcomes are shared with parents at the beginning of the year during Back to School Night and ongoing throughout the year during Family Nights and Parent/Student/Teacher conferences.

How the WAYS' Governing Board has provided leadership for effective implementation of the charter

Our governing board has provided excellent leadership in matters of strategic planning, finance, law, human resources, negotiation and evaluation. Members of the board have received training in and comply with the regulations for open local government meetings set forth in the Ralph M. Brown Act. During the petition period the governing board established a finance committee, which provided incentives for increasing student achievement relative to student attendance. Their effective leadership in this area resulted in an increased average daily attendance rate of 95% for the 2009 – 2010 school year. The governing board has also formed special committees for community outreach, and public relations. The governing board meets monthly on the last Thursday of each school month. The board has fulfilled its purpose of ensuring that WAYS carries out the school mission and vision.

The District has benefited from WAYS' existence

Our charter school is a vital component of our community. Most of our students live in the immediate area and are the recipients of a high quality education. The achievement of our students is a most direct benefit of WAYS to the District. We understand our obligation to our students, their families and the District. We are grateful for the opportunity to make the kind of impact on the lives of the children we serve that will influence them to go to college, to study the sciences if they choose and to live as life - long learners.

WAYS desires to continue to make a positive impact in the lives of the children we serve by providing the kind of educational opportunities that have propelled our school to become the leading school of 3 in our local area that has an API score of 800 or above. We believe that diversity is an indication of the strength of our program and we are proud to represent the ethnic groups of our surrounding neighborhood with 57% percent of our students being African-American and 43% being Hispanic – Latino. Our parent testimonials assure us that they are committed to the further growth of WAYS. WAYS owes a great deal of its success to the leadership parents and will continue to give parents opportunities to contribute to WAYS and the community overall.

While we recognize the growth of our neighboring schools, we believe that WAYS provides a choice for a high-quality, enriched education as evidenced by the scholastic achievement of our students who would have otherwise attended other neighborhood schools.



Affirmations

As the lead petitioner, I Edward Cabil, hereby certify that the information submitted in this petition for the renewal of a California public charter school for a 5 year term, Wisdom Academy for Young Scientists also referred to herein as, "WAYS" and "Charter School", located at 706 E. Manchester Ave., Los Angeles, with satellite sites at 7651 S. Central Ave., Los Angeles, and 8778 S. Central Ave. Los Angeles , is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School will:follow any and all federal, state, and local laws and regulations that apply to the Charter School, including but not limited to :

- The Charter School shall be nonsectarian in its programs, admission policies, employment practices and all other operations. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall not charge tuition. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall not discriminate against any student on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.
- The Charter School shall admit all students who wish to attend the Charter School, and who submit a timely application; unless the Charter School receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a public random drawing process. Except as required by Education Code Section 47605(d)(2), admission to the Charter School shall not be determined according to the place of residence of the student or his or her parents within the State. Preference in the public random drawing shall be given as required by Education Code Section 47605(d)(2)(B). In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the Charter School in accordance with Education Code Section 47605(d)(2)(C). [Ref. Education Code Section 47605(d)(2)(A)-(B)]
- The Charter School shall not enroll pupils over nineteen (19) years of age unless continuously enrolled in public school and making satisfactory progress toward high school diploma requirements.
- The Charter School shall not require any child to attend the charter school nor any employee to work at the charter school.
- In accordance with Education Code Section 47605(d)(3), if a pupil is expelled or leaves the charter school without graduation or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a

copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. [Ref. California Education Code Section 47605(d)(3)]

- The Charter School shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code Sections 60605 and 60851, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605(c)(1)]
- The Charter School shall be deemed the exclusive public school employer of the employees of Wisdom Academy for Young Scientists for purposes of the Educational Employment Relations Act. [Ref. Education Code Section 47605(b)(5)(O)]
- The Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.
- The Charter School shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials [Ref. Title 5 California Code of Regulations Section 11967.5.1(f)(5)(C)]
- The Charter School shall ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to noncore, noncollege preparatory teachers. [Ref. California Education Code Section 47605(l)]
- The Charter School shall at all times maintain all necessary and appropriate insurance coverage.
- The Charter School shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by Education Code Section 47612.5(a)(1)(A)-(D).
- The Charter School will follow federal, state, and local laws and regulations that apply to it.
- The Charter School shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. [Ref. California Education Code Section 47612.5(a)]
- The Charter School shall, on a regular basis, consult with its parents and teachers regarding the Charter School's education programs. [Ref. California Education Code Section 47605(c)(2)]
- The Charter School shall comply with any jurisdictional limitations to locations of its facilities. [Ref. California Education Code Section 47605-47605.1]

- The Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. California Education Code Section 47612(b), 47610]
- The Charter School shall comply with all applicable portions of the No Child Left Behind Act.
- The Charter School shall comply with the Public Records Act. Government Code § 6250, et seq.
- The Charter School shall comply with the Family Educational Rights and Privacy Act.
- The Charter School shall comply with the Ralph M. Brown Act.
- The Charter School shall meet or exceed the legally required minimum of school days. [Ref. Title 5 California Code of Regulations Section 11960]
- The Charter shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”) and the Individuals with Disabilities in Education Improvement Act (“IDEA”).

1 Educational Program

The address of the Charter School is located at:

706 E. Manchester Avenue
Los Angeles, California 90001

Satellite Sites at:

7651 S. Central Ave.
Los Angeles, California 90001
8778 S. Central Ave.
Los Angeles, California 90001

The phone number of the Charter School is (323) 752 - 6655

The contact person for the Charter School is Edward Cabil ~~Edward Cabil~~ Vielka McFarlane,
CEO of Celerity Educational Group, which serves as WAYS' Executive Director.

The term of this charter shall be from July 1, 2011 – July 1, 2016

The number of rooms at the Charter School is 13 with scheduled expansion to 25
by the end of the charter term.

The grade configuration is Kindergarten - Fifth.

The number of students in the first year will be 520.

The grade level(s) of the students the first year will be Kindergarten – Five.

The opening date of the Charter School is September 7, 2011.

The admission requirements include: Students must reside in state of CA.

The operational capacity will be 26 classrooms, 580 students.

The instructional calendar will be: 187 Days, August – May – (See Appendix A)

The bell schedule for the Charter School will be: 8:00 – 2:45, K – 5.

1.1 Attendance Requirements

Wisdom Academy for Young Scientists will adopt a school calendar with at least 180 full-days and provide more instructional minutes than required by the State of California through the use of an extended day schedule. The calendar for the 2012-2013 school year will be the similar the District's 2012-2013 Single Track Instructional School Calendar.

1.2 Statement of Intent

Wisdom Academy for Young Scientists (WAYS) is committed to developing a model comprehensive elementary program that meets the unique needs of the 21st century student. We respectfully submit this charter petition for approval by Los Angeles County Board of Education for the period of five school years, 2011-2012- 2015 – 2016. We intend to prove that a scientifically based curriculum can balance project-based learning with explicit, rigorous standards-based instruction and, in so doing, attain academic excellence.

Mission

The mission of WAYS is to create a transformational learning climate in which students become *“Empowered to be Leaders Change Agents and True Scientists”*.

Vision

The vision of WAYS is to create an educational program that educates the whole child. This includes an intentional engagement of development of the child’s intellect, physical body, emotions, and spirit.

Our charter school intends to establish a program that educates the whole child. Our goals include:

- Support each student in meeting the California State Content Standards.
- Create a climate that supports each student’s love of learning, psychology of success, inquiry and problem solving skills, and social and emotional growth.
- Incorporate a variety of assessment strategies including the regular use of authentic assessments, standardized tests, diagnostic tests, portfolios, and parent surveys. In addition, WAYS will create tailored aggregate benchmark assessments which will be used to measurable student performance related to key learning outcomes in core curriculum areas three times a year in all grades and use the results to make decisions related to instructional approaches necessary for the success of individual students, whole class progress evaluation, and program evaluation.
- Achieve each student’s mastery of language arts and mathematics California content standards as defined in the Measurable Student Outcomes section of this petition.
- Significantly improve student connections among between conceptual understandings, practical applications, skills, procedures, content and appropriate vocabulary pertaining to each (California standards-based).
- Significantly improve student computation skills and mathematical literacy.

- Provide intentional and systematic strategies for the successful progress of our significant subgroups as well as special education students and our primarily English Language Learner population.
- Include each child’s parents in the process of their education.
- Systematically teach and support students in their skills for being healthy, happy, safe, and contributing members of the WAYS community and the community around them.

1.3 School Description

WAYS will be autonomous and responsible for all aspects pertaining to the daily operation and governance of the school, including its on-site administration, site-based instruction and professional development, curriculum and methodology development, and delivery of instruction to an ethnically diverse and economically challenged student population.

WAYS will offer parents a creative and innovative educational alternative. Learning will be experientially based. The classroom atmosphere will encourage students to act independently, cooperatively, responsibly and attentively. Our program will incorporate a student-centered curriculum that is aligned with the state content standards. It will incorporate multi-age grouping of students for instruction, team teaching, experiential activities, plentiful choices for students, and an intentionally supportive and humanistic culture—all within an internally motivating environment that promotes student self-regulation rather than punishments and rewards.

We will offer a single -track traditional calendar (similar to the LAUSD single track calendar in the first year of operation).

1.4 Projected Student Enrollment and Build-Out Plan

Wisdom Academy for Young Scientists’ anticipated enrollment is 520 students in grades K-5 for the first school year. The following is the student population by site and grade level:

Manchester Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten	26	0	0	0	0
First	68	48	48	48	48
Second	22	48	48	48	48
Third	44	48	48	48	48
Fourth	24	30	30	30	30
Fifth	24	30	30	30	30
Total	208	204	204	204	204

Salvation Army Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten	46	48	48	48	48
First	44	48	48	48	48
Second	44	48	48	48	48
Third	44	48	48	48	48
Fourth	44	48	48	48	48
Fifth	44	30	30	30	30
Total	266	270	270	270	270

Kinder Campus	2011 – 2012	2012-2013	2013 – 2014	2014 – 2015	2015 - 2016
Kindergarten	46	48	48	48	48
Total	46	48	48	48	48

Identification of Those Whom the School Is Attempting to Educate

The target students will be children in grades K-5 from around the greater Los Angeles area with a focus on students from the immediate residential area of Green Meadows Villa.

The nearest existing LAUSD school is South Park Elementary. Last year its student population was 82% Hispanic and 18% African-American. 63% of its students were English language learners. 97% of the pupils qualify for free and reduced price meals. WAYS strives to make its student demographic profile to be similar to that of the surrounding community.

The Los Angeles Unified School District (LAUSD) is the largest school district in California and the second largest in the nation, serving nearly 700,000 students in its schools. The district serves a diverse student population, representing dozens of ethnicities and languages, but the majority of LAUSD students identify themselves as Hispanic/Latino. Over a third of the district’s students are English language learners, with the majority of these students speaking Spanish as their native language. Like most large urban districts, LAUSD serves many students from families living below the poverty line, with a significant population qualifying for free and reduced lunch through the National School Lunch Program.

A large percentage of students throughout Los Angeles currently attend underperforming district schools. Nearly one – third of LAUSD schools are part of federal Program Improvement (PI), with dozens of schools in their third, fourth, or fifth year of PI. District-wide performance on the California Standards Test for the 2009 – 2010 school year was below the state average, with 43.4 percent of students district-wide earning a proficient or advanced score on the English-Language Arts portion of the test and 48.0 scoring proficient or advanced in

math. The district's Base API score for 2009-2010 was 709, but the average for Hispanic students were lower at 686. The Average for African American students was lower at 663 compared to 849 for white students.

Among the two-thirds of LAUSD students who do receive a high school diploma, there are clear and persistent differences in college preparation among racial/ethnic groups. Students from minority groups or those raised in poverty consistently demonstrate lower levels of achievement on standardized tests and enroll in fewer college preparatory classes. As a result, poor and minority students are not adequately prepared to continue education at the college level.

We will conduct a comprehensive outreach program to attract a diverse population of students and talented teachers. Community involvement and engagement will be a critical emphasis of the WAYS II strategy. We will make intentional efforts to promote a school climate that systematically promotes communal bonds among students as well as encourages community awareness and service. Over the course of their school years, pupils will learn to care for and rely on classmates of many diverse backgrounds while drawing from the unique attributes of those other personalities and cultures.

1.5 Process for Staff Selection

At Wisdom Academy for Young Scientists, all staff shall be selected by an open, objective and competitive process. WAYS shall screen applicants for basic criteria, namely: credentials, team teaching ability/experience, years of experience, area of academic expertise. A staff selection committee initially made up of administration, board members and parents has been developed for the purpose of recruiting and hiring staff. After the initial teaching staff has been selected, teachers shall also be on the SSC- panel of educational experts, board members and the Executive Director conducted Celerity Educational Group ("CEG"), which may assist in the search for the Principal .

Teacher candidates are asked to do the following:

- Submit a write up on their philosophy on teaching.
- Observe one of our teachers in class, fill out a questionnaire on their observation and participate in a short non-formal discussion with a few SSC members.
- Prepare and present a one -hour lesson to one of our classes (teachers and members of our SSC observe), followed by a short informal interview with SSC members.
- Participate in a formal interview with a majority of the SSC and all Principals.

Wisdom Academy for Young Scientists shall select its own staff. WAYS believes that all persons are entitled to equal employment opportunity. Charter School

shall not discriminate against qualified applicants or employees on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment. Wisdom Academy for Young Scientists staff shall consist of persons who are committed to Wisdom Academy for Young Scientists philosophy.

The hiring process has been an ongoing process and has included:

Interviewing and collecting from applicants:

- Resume
- College transcripts
- References
- TB Clearance
- Department of Justice Clearance
- Credentials, licenses, etc.
- Verifying previous employment

1.6 Educated Persons of the 21st Century

The successful 21st century citizen must embody an amalgamation of self awareness, adaptability, ambition, internal motivation, intellectual prowess coupled with a broad knowledge base, advanced oral and written communication skills, advanced analytic reading abilities, creative critical thinking ability, confidence to take intellectual and emotional risks, management and collaboration skills—all under the umbrella of social responsibility, and all noted as attributes that are best established during the elementary school years when identities are developing.

Educated persons of the 21st century will require skills beyond the basic reading, writing, and arithmetic. Educated persons will require complex analytical skills combined with mutual respect, integrity, and responsible citizenship to prepare them for an ethnically and culturally diverse global society. They will have a strong and healthy self-concept and see themselves as autonomous, cooperative, respectful and productive lifetime learners. They will be self-disciplined, intuitive, self-motivated, and pro-social toward others and in their personal choices. They will be able to work and live harmoniously with others and the environment and interact in a manner that is flexible, healthy, purposeful, and creative.

Educated persons of the 21st century will understand that life existence is interconnected and interdependent and will see themselves as integral members of a diverse community. They will have developed a broad knowledge base and acquired skills that will allow them to be constructive, successful, and contributing members of society.

Educated persons of the 21st century will be:

- Intrinsically motivated life-long learners.
- Able to reflect on and evaluate one's own learning.
- Able to solve problems effectively and proactively.
- Able to communicate clearly to effectively transmit facts, ideas, emotions and opinions using oral, written, and visual language.
- Able to read, infer, and interpret a variety of print material, i.e. literature, poetry, newspapers, reference sources, texts, graphs, and applications.
- Able to discern mathematical relationships, reason logically, and use mathematical techniques effectively in practical application.
- Able to understand and apply the major strands of scientific thought, methods, facts, hypotheses, and theories.
- Well versed in the histories of the United States, of the world, and of the original civilizations, and able to use the many lessons contained therein to make responsible decisions as active members of a democracy.
- Appreciative of and exposed to experiences in the arts: music, painting, sculpting, carpentry, craft work, and cooking.
- Highly skilled in the art of collaboration.
- An accountable, responsible member of his/her community.
- Experience participation in a free and democratic society.

1.7 Goals and Objectives

1.7.1 School Wide Goals

WAYS is committed to integrity and quality in all phases of its operation. All members of the WAYS team embrace our commitment to excellence and inquiry. We believe that to be a truly effective center of learning, we must ensure that we are an effective learning organism.

WAYS will take a systems approach to developing a school-wide culture of quality, grounded in the California State Standards and the WASSC (Western

Alliance for the Study of School Climate) eight factors of Quality School Climate.

These eight factors are:

1. Appearance and Physical Plant
2. Faculty Relations
3. Student Interactions
4. Leadership/Decision Making
5. Discipline Environment
6. Learning and Assessment Environment
7. Attitude and Culture
8. School-Community Relations

1.7.2 Learning Outcomes

The learning goals at WAYS are based on the development of self-responsible, intrinsically motivated, critical thinking students. Our goals are that students in grades K-5 will become proficient or better in their ability to gather, analyze and use information, communicate precisely, solve problems, work cooperatively, think creatively, initiate action, and participate in a global society all while gaining English proficiency.

WAYS' educational program will use a technology-rich inquiry-based approach to create a student-centered learning community, and address students' individual interests, developmental levels, and learning styles. The curriculum will be grounded in the California standards and adhere to the concepts and goals identified in the state frameworks. Instruction will emphasize power standards that focus on depth of instruction instead of quantity of instruction by systematically pacing instructional units. WAYS' program will be structured around a dynamic and integrated curriculum that has been aligned with the California core curriculum of English-Language Arts, Mathematics, Science, and Social Science. The infusion of purposeful technology will serve to stimulate students' enthusiasm and interest in linking students to the global community in the learning process.

WAYS will strive to use inquiry as the leading but not exclusive pedagogical approach. Inquiry, interpreted in the broadest sense, is the process initiated by the learner or the teacher that moves the learner from his or her current level of understanding to a new and deeper level of understanding. Ultimately our goals for student learning will mean:

- Becoming proficient with a wide variety of techniques for inquiry including scientific method, concept attainment, concept mapping, inductive and deductive reasoning, classification, and the interpretation of data.
- Developing an orientation toward exploring, wondering and questioning, and thinking independently and creatively.
- Drawing connections among content, ideas, and findings and relating them to one's own life context.

- Researching and seeking information.
- Become skilled at making predictions, designing research, and collecting data.
- Becoming confident in their abilities to make and test their own theories and generalizations.
- Working in research teams. Resolving conflict and differences of interpretation. Stretching their skills in different roles within a group dynamic.

Our educational program will have a positive impact on increasing the interest of girls in math and science to help fill the void of women in science and engineering fields. Most notably, WAYS will build on the success of the last petition period in which our students superseded the performance it's neighboring schools according to WAYS' most recent Academic Performance Index scores:

API Scores of neighborhood schools (2009 – 2010)

School	API
<i>Wisdom Academy for Young Scientists</i>	879
Watts Learning Center Charter	860
96 th St.	801
93 rd St.	745
South Park Elem.	738
Graham Elem.	735
Compton Ave.	734
Russell Elem.	729
Grape Elem.	728
McKinley Elem.	717
<i>LAUSD</i>	709
Parmelee Elem.	707
Cornerstone Prep Charter	574

Statewide rank of neighborhood schools 2009 – 2010

A further look at our neighboring schools also reveals that WAYS ranks 1st in Statewide Rankings.

School	SWR
Wisdom Academy for Young Scientists	8
Watts Learning Center	6
96 th St.	3
93 rd St.	3
South Park Elem.	4
Graham Elem.	1
Compton Ave.	1
Russell Elem.	5
Grape Elem.	2
McKinley Elem.	2
Parmelee Elem.	2
Cornerstone Prep. Charter	1

1.8 Goals of the Program

We live in an age of continuous and ever accelerating technological evolution. Demand for qualified specialists in the sciences, engineering, information, and computer technology is growing exponentially, and with it comes an increased need for highly educated specialists. As a result, many high tech companies depend on foreign specialists that they retain on work visas. Our goal is to “Grow Our Own” scientists to help fill the void.

1.9 How Learning Best Occurs and the WAYS Curriculum

At the heart of the WAYS Curriculum will be the **California State Content Standards**. These standards are mapped onto each grade level curriculum and systematically met throughout each unit of instruction. The standards will be used to benchmark each student’s academic progress as well.

At WAYS we believe one-size fits all approach to teaching and learning does not exist, therefore a myriad of instructional strategies are utilized by our talented instructional staff. As in the prior petition period, **Inquiry-based Learning** will be the instructional design of preference at WAYS. Working under the principle that the instructional design for any given content or concept should be determined by that concept or content, the WAYS curriculum development process will develop the most appropriate instructional strategies to meet the necessary standards. In many situations, **Direct Instruction** will be the most appropriate means to teaching particular skills and procedures. Yet WAYS will make a commitment to incorporate inquiry-based designs whenever appropriate. Inquiry-based instructional designs include such strategies as scientific inquiry, concept attainment, mental maps, inductive reasoning, problem-based learning, classification, literature analysis, primary sources data analysis, inductive questioning, and creative and artistic design.

A large portion of the learning at WAYS will be structured using a **Project-Based Learning Approach** (Ronald J. Newell, 2003). This approach provides a means for students to take charge of their own learning by actively planning, researching, and developing an in-depth study of a topic of interest. Students will be responsible for selecting a topic, implementing the project, and taking part in an assessment and reflection process of their product and process efforts. In many cases, students will be responsible for deciding what processes they will use to achieve the project, according to their individual learning styles. It is the role of the teacher to guide the students, set expectations, facilitate questions, create clear learning targets, and offer support for learners who need more direct intervention.

Differentiated Instruction is a key instructional strategy at WAYS. Differentiated instruction is the means by which our teachers will employ intervention strategies for students that are collaboratively grouped across grade levels. Differentiated Instruction is provided for our students as identified as GATE, our Resource students as well as general population. Additionally, teachers will differentiate lessons by:

- Clear expectations and learning goals for individual students
- Differentiation of content and curriculum to provide greater access for all learners
- Developing program specific benchmarks and assessments
- Utilizing multiple modalities for learning – auditory, visual, kinesthetic
- Examining and altering instructional practices

Decisions that are made based on student data are essential to our program's success. **Data – Driven Instruction** is an additional instructional strategy that our teachers use consistently while utilizing our data software program Data Director. A transition of manual to electronic aggregation of data has greatly enabled our teachers to systematically hone in and disaggregate to identify the

standards a student has mastered as well as those that need to be re-taught.

Examples of data driven practices include:

- Assessments that are aligned with the California State Content Standards
- Multi – tiered assessments - diagnostic, benchmark, district quarterly and teacher created
- Pre and post tests, re-instruction and re-assessment
- Determining individual student proficiency for specific standards

As WAYS moves into its next petition period, the focus of Data – Driven Instruction will be aimed at providing greater access to our kindergarten and first grade classes to more rigorous assessment practices. We anticipate this data will help us to glean our early elementary practices for effectiveness to off-set students basic and below basic achievement at higher -grade levels.

Curriculum Mapping – Backwards by Design

PLC – Professional learning communities

WAYS will incorporate an **Integrated Curricular Approach** across content areas. The primary thematic vehicle for curriculum integration will be a problem-based science unit. Math, reading, and social studies will be integrated into broad themes related to an authentic scientific problem. Data analysis will require the application of math skills, report writing will incorporate language skills, and research implications will inherently involve social implications. However, any of the core subject areas could be determined as the best unit anchor concept and the others would be integrated where meaningful.

Teaching will be conducted with the intention of promoting each student's **Psychology of Success or Achievement**. As one examines the idea of a success psychology it becomes evident that there are a whole series of ideas that seem to be rooted in this unifying phenomena. The terms, self-esteem, achievement psychology, intrinsic motivation, movement psychology, and success psychology are all characterized by the same fundamental components. A substantial amount of research indicates that all these orientations lead to academic success (Auer, 1992; Benham, 1993; Klein & Keller, 1990; Joseph, 1992; Rennie, 1991; Solley & Stagner, 1956). When we pair the research down to its fundamental components, we see that there are 3 factors that make up ones psychological orientation toward success. They are the following:

- Mastery-orientation vs. helpless-orientation relating to one's self-efficacy.
- Degree of a sense of acceptance and belonging.
- Internal vs. external locus of control.

WAYS will take a **Systemic Approach to Learning Context**. We hold that all aspects of the pedagogical and leadership process are related. Classroom management is a form of instruction. Assessment is inherently instruction.

Instruction is management. Empowering leadership leads to empowered teachers, which leads to empowered students. Deliberate and intentional effort from all members of the team is essential.

WAYS will **Celebrate and Support the Diversity** of our school family. WAYS will reflect diversity in its choice of curriculum content, in its choices of school traditions, and in its incorporation of the Arts to site a few examples. WAYS will continue to build on its success of addressing the needs of its diverse learners as demonstrated by its success with two significant subgroups that merit a distinct API, African American and Economically Disadvantaged:

	African – American	SED
Wisdom Academy for Young Scientists	881	879
Watts Learning Center Charter	858	855
96 th St.	751	799
93 rd St.	665	745
Compton Ave.	723	734
Grape Elem.	698	726
McKinley Elem.	682	717
Cornerstone Prep. Charter	582	570
LAUSD	662	691

WAYS will make a **Commitment to Parental Involvement**. When it comes to parental involvement and its powerful influence, the knowledge base is broad and clear. The most comprehensive survey of the research is a series of publications developed by Anne Henderson and Nancy Berla: *The Evidence Grows* (1981); *The Evidence Continues to Grow*(1987); and *A New Generation of Evidence: The Family is Critical to Student Achievement* (1995). Citing more than 85 studies, these publications document the profound and comprehensive benefits for students, families, and schools when parents and family members become participants in their children’s education and their lives. All references to “parent” in this charter may be interpreted broadly to include the adults who play an important role in a child’s family life, since other adults—grandparents, aunts, uncles, step-parents, foster parents, guardians—may carry the primary responsibilities. As students are guided through a curriculum that helps them make connections between what they are learning and their own prior knowledge and experiences, their interest in the classroom curriculum and learning is dramatically increased.

In addition, classroom teachers will be encouraged to join and will be reimbursed for membership and conference attendance in the following professional organizations:

- The National Council for Teachers of Mathematics (NCTM)
- The National Association for the Education of the Young Child (NAEYC)
- The Association for Supervision and Curriculum Development (ASCD)
- The National Science Teacher Association (NSTA)

1.10 How the objective of enabling pupils to become self-motivated, competent, life-long learners will be met by the school

The school through its employment of inquiry-based learning strategies will meet the objective of enabling pupils to become self-motivated, competent, life-long learners will be met by the school through its employment of inquiry-based learning strategies.

During inquiry-based learning experiences, students explore ideas and phenomena, tackle familiar and unfamiliar problems, then reflect on and analyze their findings with one another.

Teachers closely facilitate this process, encouraging students to inquire and investigate, to analyze, create, develop, describe, and reflect on and finally disseminate understandings. Through these experiences, on a daily basis, students learn to make choices and experience autonomy. They become self-motivated and competent learners. Students come to know that their interests, ideas and abilities are respected and valued. These experiences are carefully integrated with the knowledge, skills, and conceptual understanding identified in the California content standards.



1.12 Rigorous, Standards-Based Curriculum

Wisdom Academy for Young Scientists will offer a rigorous, standard-based curriculum that is composed of core subjects in the areas of English/Language

Arts, Mathematics, Social Science, Science, Visual and Performing Arts, and Physical Education. Common themes will be developed that are parallel and correspond to one another. In addition to academic subjects, an interdisciplinary curriculum of inquiry will be designed around themes that incorporate local and global issues in the content.



1.13 Textbooks and Supplemental Resources

Course	Textbook	Publisher
English-Language Arts, K-5	Open Court Reading	SRA McGraw Hill
Math, K- 5	Saxon Math	Saxon
Science	Foss	Delta Education
Social Studies/ Kinder	Our World Now and Long Ago	Harcourt
Grade 1	School and Family	Houghton Mifflin
Grade 2	Neighborhoods	Houghton Mifflin
Grade 3	Communities	Houghton Mifflin
Grade 4	California Studies	Houghton Mifflin
Grade 5	The United States, Making a New Nation	Houghton Mifflin

1.14 English Language Arts Curriculum

The English Language Arts program at WAYS will be based on the California State Standards and will educate students to be highly capable readers with the ability to apply their comprehension and analytical skills in becoming fully functioning citizens in our democracy. Their high levels of comprehension in all genres of text will build the foundation for academic success as they move into their middle school programs. In alignment with the State Board of Education’s Framework for Reading Instruction, WAYS will provide students with

reading/language arts skills instruction that will result in their ability to gather and critically evaluate information using varied reference sources, as well as understand and analyze fiction and recognize nuances within it. Reading instruction will be an integral portion of the ninety -minute language arts curriculum. Teachers will work together in grade levels to identify state standards on which to focus. All classrooms will provide at least 90 minutes of English Language Arts instruction daily.

Integral to the WAYS Language Arts Curriculum the use of the Open Court Reading Curriculum (OCR), a research-based curriculum grounded in systematic explicit instruction of phonemic awareness, phonics and word knowledge, comprehension skills and strategies, inquiry skills and strategies, and writing and language arts skills and strategies.

Reading fine literature is one of the founding principles of Open Court Reading, and the program literature selections exemplify how different forms of literature can all express a particular theme. Through various genres, children progressively deepen their understanding of the thematic learning units presented in each grade level.

Open Court develops phonemic awareness, the alphabetic principle, and the understanding of how print works. As the program progresses, it explicitly teaches sound-spelling correspondence to support decoding (reading) and encoding (spelling) with the goal being children reading literature independently by the middle of first grade.

Beginning in Kindergarten, Open Court focuses on increasing children's phonemic awareness. Beginning with phonological awareness, children listen for environmental sounds, manipulate words, compare word length, clap syllables, and work with rhymes. Gradually, children begin to work with individual sounds, phonemes, as they learn to blend sounds to make words and segment words into their component phonemes through a clearly defined instructional sequence. At the same time, children are also developing their understanding of the alphabetic principle that sounds can be mapped onto letters as children connect sound and letters and blend them to read words.

Children using Open Court are systematically and explicitly introduced to sounds and spellings. This includes teaching letter shapes, sounds, and spellings with sufficient opportunities for students to practice and apply their phonics knowledge. Adams (1990) notes, however, that teaching sounds and spellings is not enough. Children need specific instruction on how to blend. Blending instruction in Open Court is explicit and has been recognized as instructionally sound and effective.

1.15 Test Scores Gains for Open Court Schools in California

The results in the report "Test Score Gains for Open Court Schools in California: Results From Three Cohorts of Schools" (McRae, 2002) show that Open Court schools out gain Non-Open Court comparison schools by 50 to 75 percent (19 points vs. 12 points for grade 2, 13 points vs. 7 points for grade 3) based on 3-

year gain scores involving about 300 schools. The largest differences involve schools serving concentrations of Low Socio-Economic Status students, where the differences over 3 years are most impressive (23 point gains for Open Court schools compared to 9 point gains for Non-Open Court schools). Based on 1-year gains for more than 700 schools, Open Court schools out gain Non-Open Court comparison schools by a factor of four (5.2 points vs. 1.2 points for grade 2). The results of the study provide clear and convincing evidence that students attending schools using Open Court materials acquire basic reading skills faster than students attending demographically similar schools not using Open Court materials.

1.16 English Learner Programs

English Language Learners

The School provides a comprehensive program for English learners to be successful. The school follows state procedures on classification and reclassification. Students are placed in Structured English Immersion or English Language Mainstream programs according to language proficiency, providing simultaneous instruction at the various proficiency levels. Students at Wisdom receive differentiated instruction to optimize their ability to be successful in English language arts, math and other content classes. SDAIE strategies are implemented in all programs to provide differentiated instruction and comprehensible input. English learners also receive daily English Language Development instruction to progress in their language acquisition. Throughout the year, teachers administer both formative and summative assessments, including CELDT, CST and trimester benchmarks. Students are also assessed with interim assessments for language development. Teachers use data from assessments to inform instruction, meeting in collaborative groups to design lessons that include supportive instruction strategies. This collaborative approach has allowed Wisdom to effectively close the achieve gap for EL students, as evidenced by the CST scores for this population of students.

CELDT Data

For participating students who test in CELDT annually we have seen the following results:

	2006 – 2007	2007- 2008	2008 – 2009	2009-2010
Listening	459	461.47	417.8	528.5
Speaking	460.2	477.2	444.02	459.63
Reading	398	509.68	474.4	419.57
Comprehension	*	*	*	447
Writing	369	463.62	471.95	451.05
Overall	463.16	442.15	436.4	455.89

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At Wisdom, English learners are placed in either a Structured English Immersion (SEI) program or a English Language Mainstream (ELM) program. Students with less than reasonable fluency in English are placed in a SEI program. Students with reasonable fluency in English are placed in a ELM program. Reasonable fluency is defined as scoring a minimum of **early** intermediate on each subsection of the CELDT. Students in both programs will receive English Language Development (ELD) instruction daily as well as instruction in all content areas with differentiation strategies such as SDAIE. Classes with at least one English learner must be assigned a teacher with an EL authorization, such as a CLAD, or a teacher who is actively in training for an EL authorization.

(California Education Code [EC] Section 305)A parent or guardian may request placement in an English Language Mainstream placement by requesting the placement without a waiver. However, Wisdom still has an obligation to ensure that students receive ELD and access to other core content areas from teachers who are qualified to provide such instruction

(Castañeda v. Pickard, 1981).

When a parent or guardian of an EL wishes to have his/her student placed in a program that is an alternative to SEI or ELM, a waiver is required. An alternative program is likely to be some form of bilingual education such as a two-way or dual-immersion program. Parental exception waivers shall be granted unless the school principal and educational staff have determined that an alternative program would not be better suited for the overall educational development of the student. The school has an obligation to create an alternative program if 20 parents or more within a grade request it.

(CCR, Title 5, section 11309 [b][4])(EC310,311).

1.17 ELD Curriculum

At Wisdom, we believe in defining and meeting the needs of all subgroups. During ELD instruction, Our English learner students receive instruction according to the California English Language Development Standards. In addition, Wisdom utilizes the ELD curriculum provided with our English language arts curriculum, Wonders. Wisdom utilizes the supplemental materials combined with a variety of instructional strategies to ensure the success of our EL students. These strategies include:

- Collaboration with parent and in grade level teams using RTI Success
- Modified Lessons for all five proficiency levels
- Differentiated Instruction specific to English Learners in the general education setting

- SDAIE Strategies
- Thinking maps
- Culturally relevant lessons
- SMART Boards and Document Cameras that allow for visual support

The general Wisdom curriculum caters to the four domains of English Language Development, listening, speaking, reading and writing through rich hands –on experiences such as performing arts, cooking, science projects, games and listening center activities.

1.18 MATHEMATICS CURRICULUM

The mathematics program at WAYS will educate students to be powerful mathematicians with the ability to use their deep conceptual understanding of mathematics and their proficiency with basic facts to solve both routine and novel problems. Our math program will be in alignment with the California Mathematics Frameworks and the National Council of the Teachers of Mathematics. WAYS will use a research-based text, a heavy emphasis on the development of conceptual understanding through the use of concrete material exercises, making interdisciplinary connections, and relating math to science and problem-based learning contexts. The WAYS mathematics curriculum will be aligned with the California mathematics content standards and those adapted from the Third International Study of Mathematics and Science (TIMMS).

The proven Saxon Math curriculum will form the discipline specific Math foundation at WAYS. For more than 20 years both classroom results and scientific research have shown Saxon Math to be effective. Saxon’s approach to teaching mathematics is supported by solid foundational research in cognitive science, and it has been found to be consistently effective for children of varying ability levels and socioeconomic backgrounds.

The Saxon Math series was developed by first breaking down complex concepts into related increments, because smaller pieces of information are easier to teach and easier to learn. The instruction, practice, and assessment of those increments were systematically distributed across each grade level. Then the daily lessons were extensively field-tested to ensure their grade-level appropriateness and effectiveness.

At the core of the Saxon series is the premise that students learn best if:

- (1) Instruction is incremental and distributed across the level;
- (2) Practice is continual and distributed across the level; and
- (3) Assessment is cumulative and distributed across the level.

The Saxon approach differs from most programs in that, instead of massing instruction, practice, and assessments, Saxon Math distributes them throughout the lessons and school year. Most math programs use a massed approach,

whereby instruction, practice, and assessment of a skill or concept occur within a short period of time and are usually clustered within a single chapter or unit. In Saxon Math, as students regularly encounter new increments of instruction, they are also continually reviewing and being frequently assessed over previously introduced math concepts. This approach ensures that students truly integrate and retain math concepts rather than forget them.

Research Support for the Saxon Approach

Literature suggests there is value in a teaching method that uses small, easily digestible chunks of information (Brophy & Everston, 1976; Ausubel, 1969). Studies by Rosenshine and Stevens (1986) and Brophy and Everston (1976) demonstrated the importance of using incremental steps when teaching new information. Hirsch (1996) pointed out that the human mind can handle only a small amount of new information at one time: A child's mind needs time to digest the new information, fostering memory and meaning, before the child can move on to a set of new information.

Effective incremental development involves teaching increments several times throughout a school year. This method is called "distributed instruction," or "spaced instruction." Distributed instruction is "the tendency, given an amount of time, for spaced presentations of a unit of information to yield much better learning than massed presentations" (Dempster & Farris, 1990). Foundational research has shown that distributed instruction results in greater student achievement than instruction that is not distributed (English, Wellburn, & Killian, 1934). Research has also provided evidence that student recall is superior under conditions of distributed instruction than under conditions of massed instruction (Glenberg, 1979; Hintzman, 1974). Distributed instruction has been found effective in a variety of subjects, including mathematics, science, and reading comprehension (Dempster, 1988; Hintzman, 1974; Reynolds & Glasser, 1964; English, Wellborn, & Killian, 1934). Dempster and Farris (1990) concluded that distributed instruction "is one of the most remarkable phenomena to emerge from laboratory research on learning. In many cases, two spaced presentations are about twice as effective as two massed presentations, and the difference between them tends to increase as the frequency of repetition increases."

Calvery & Wheeler's 1993 study presents the findings from a yearlong comparison of Saxon Math K-3 and the Holt Math Series at the second and third grade. When both second- and third-grade students were combined, the pretest results indicated that the students using the Saxon program scored significantly below the students using the Holt program. However, after a year of implementing the Saxon program, these students made statistically significantly higher achievement gains on the SAT 8 than the students using the Holt program. Despite starting at a lower achievement level, the Saxon program helped these students close the achievement gap and reach the level of higher performing students.

As a supplement to the Saxon program, WAYS will utilize Harcourt Math. During the second year of the initial petition, WAYS adopted Harcourt Math. Harcourt Math was chosen for its strong alignment to the California Content Standards as evidenced by publications of California editions and research based best practices as defined by research. These best practices include

- Practice
- Explicit instruction
- Questioning strategies
- Use of visuals

According Geary (1994), *Practice* is important for reinforcing students' knowledge and for preparing students to move on to new topics and new types of problems. Review helps students retain knowledge and improve performance. Additionally in Harcourt Math, *Explicit Instruction* is facilitated by clear development in every lesson. In the Teacher's Edition for all grade levels, explicit instruction is developed through Guided Instruction, which includes questions, that help students connect the lesson topic to previously learned material, facilitate conceptual understanding and efficient skill development, and help students avoid common errors. Regarding *Questioning Strategies*, in Harcourt Math in a given lesson four or five good, open- ended questions challenge students to analyze, apply, react to, or reflect on content. Providing students time to answer results in more comprehensive, higher-quality answers (Rowe 1974). In Harcourt Math the *Use of Visuals* accompany questions and teaching suggestions are included throughout the program. Visuals are used to help teachers provide critical scaffolds to understanding and therefore, memory.

1.19 Science Curriculum

Wisdom will utilize the Full Option Science System (FOSS) developed at the Lawrence Hall of Science, University of California at Berkeley. The FOSS developers are dedicated to the proposition that students learn science best by doing science. Teachers and students do science together when they open the FOSS kits, engaging in enduring experiences that lead to deeper understanding of the natural world.

FOSS is a complete and effective K–8 science curriculum. FOSS includes student books, field-tested materials and investigations, a friendly teacher guide, assessment tools, a web site for students, parents and teachers, and much more. FOSS also provides teacher support, including professional development and materials management.

With the FOSS program, teachers and students “do” science together. The science curriculum is taught as an active enterprise that emphasizes students' abilities and capacities. The FOSS kits are hands-on, engaging, and lead to a deeper understanding of the natural world.

The FOSS program is adapted for Spanish speaking English Learners. It includes interdisciplinary activities for math and language arts as well as activities conducted at home to enhance parent participation.

FOSS will be used in conjunction with teacher made science projects that will cover the California content standards for science.

In her study “Project Inquiry: Effects of Professional Development on Science Achievement” (May 2003), Carol Temple of the Charleston and Berkeley County schools presents data from a comprehensive evaluation of FOSS. The evaluation design included both Charleston and Berkeley County schools and assessed the relationships between FOSS inquiry-oriented instructional components and science achievement on two different assessments.

Results from the evaluation provide evidence that teachers who were trained by staff to implement standards-based, inquiry-oriented instructional strategies and who use the FOSS science materials purchased by Project Inquiry had students who performed significantly higher on both science assessments. In addition, students whose teachers asked questions requiring application, analysis, synthesis and evaluation performed better on the performance and constructed/open-ended response assessment tasks than students of teachers who asked knowledge and comprehension questions alone.

The basic principles of the science program will advance scientific knowledge by requiring all students to observe objects and events, think about how they relate to what is known, test their ideas in logical ways, and generate explanations that integrate the new information into the established order. Thus the major focus in science will be what we know (content) and how we come to know it (process).

Developmentally appropriate science exploration will be designed for each grade level that are mapped by California Standards and divided into units. In each unit, scientific concepts will be introduced that create and foster cooperative learning groups, projects to result in a deep understanding of natural things. For example, the second grade curriculum will emphasize “How Things Around Us Are Connected and Interrelated” by studying interactions, energy, light and sound; the invisible force, inside and outside the earth. In third grade the larger concept will be build around “How Things Around Us Vary and How We Can Affect Change”—simple experiments; electrical energy; time change; astronomy; classification of organisms; animal studies.

The thinking processes at the kindergarten level will be comparing, communicating, and observing; grades 1-2, beginning organizing, comparing, communicating observing; grades 3-4 – advanced organizing, comparing, communicating observing; grade 5 – relating, organizing, comparing, communicating and observing.

1.20 Social Studies Curriculum

The Wisdom Academy for Young Scientists will maintain our objective of producing citizens who internalize social responsibility. Our students will study diverse peoples, both modern and historical, to highlight the similarities of human

needs and goals shared among peoples. Inherent in this lesson is the development of understanding and validation of diverse cultures. A key element of such study is becoming aware of the experiences and perspectives of differing cultures. This requires an in-depth focus in lieu of a superficial, shallow awareness of many different peoples. In our shared commitment to the Ten Common Principles set out by the Coalition of Essential Schools, we simultaneously adhere to Mastery of California State standards to insure that students learn to use their minds well while we engage students in these interdisciplinary “living” studies. We will use the Houghton-Mifflin series of social studies textbooks that are compatible with the California State Social Studies Standards.

1.21 Physical Education

The physical education program will provide a balance between physical fitness, social development and body awareness. The program will be based on the California State Standards . Fitness gram will be utilized and serve as a guide to set benchmarks for the program. There will be units on dance, gymnastics, basic body conditioning, body health and nutrition. Games will be used to promote participation and cooperation skills. The students at the Wisdom Academy for Young Scientists will learn the importance of maintaining a healthy mind and body. The philosophy is that “Everyone Can” and all students possess the capacity to take care of and feel good about their bodies, and to have positive relationships with others.

The primary goals of the Physical Education program are:

- Movement Skills and Body Awareness.
- Self-Image and Personal Development.
- Social and Cooperation Skill Development.

1.22 Visual and Performing Arts

The California State Standards for visual and performing arts will form a bridge for the students at WAYS to achieve excellence. The arts program will support and extend the learning experiences for students in basic literacy and advance skills in Language Arts, Math, Science, and History-Social Science. The arts program will engage students in meaningful activities and lesson sessions involving analytical and creative thinking and help them practice discipline and team work to deliver student produced products. Wisdom Academy for Young Scientists recognizes the “arts” program as an essential learning dimension to excellent teaching and learning. The arts program will celebrate cultural diversity in dance, painting, music forms and theory from a global perspective.

Wisdom Academy for Young Scientists will offer a visual and performing arts program that is aligned with the national and CA state learning standards. These standards recommend that students should:

- Be able to communicate in four arts disciplines – music, visual arts, dance and theatre.
- Be able to communicate proficiently in at least one art form.
- Be able to present basic analyses of works of art.
- Have an informed acquaintance with exemplary works of art from a variety of world cultures and historical periods.
- Be able to relate various types of arts knowledge and skills across the arts disciplines.

1.23 SPECIFIC GOALS FOR PROVIDING AND ENSURING EQUAL ACCESS TO ACADEMICALLY LOW ACHIEVING STUDENTS

WAYS will provide and ensure equal access for all learners, including gifted, special education students, English Language Learners and at-risk students, by:

- Creating an environment responsive to the different learners.
- Differentiating the curriculum to meet each learner's needs.
- Extended School Day/Increased Instructional Time.

Additionally, at WAYS a culture of high expectations is present for all learners. The WAYS Professional Learning Community (PLC) provides a means for improving the instructional outcomes for all students and achieving the ultimate goal of PLC work is to ensure that all students learn. Therefore, the PLC at WAYS is also, accountable to the specific needs and success of our significant subgroups.

Through PLC work, grade level teams meet to identify students who are not yet proficient on benchmark and summative assessment results. The specific strategies for PLC work involve a committee of educators work together to identify current research and practice that addresses the needs of below proficient students in similar demographic subgroups (in the past it has been a commonplace finding of this committee to determine a need for extended learning time). The committee further researches best practices that are currently being implemented in similar school settings, reviews current research and works as a team to fit the most promising practices into our reality. The student Intervention process begins early in the school year with this review. Concurrently, we analyze a variety of data, including: CST results; California English Language Development Test (CELDT) scores, classroom performance and student work. Through this initial analysis, students who appear to be non proficient or underachieving are identified. Teachers then follow up on each individual student by reviewing cumulative records, previous interventions, assessments, report cards and other data. By the beginning of September we

meet in grade level teams, highlight individual student concerns and brainstorm possible accommodations and future actions, including intervention.

Once students are identified for intervention, small groups are formed for differentiated instructional time during class and after school. Parents are informed about the options. If added supports are needed a Student Success Team meeting is held.

To further address the needs of all learners WAYS utilizes the Response to Intervention model. This model was implemented as a tool for guiding data – driven decision making that is specific to personalized to highlight the individual needs of our students.

Additionally, Universal Design for Learning (UDL) is utilized and is a part of the RTI approach in which tools are provided in the general education classroom to create an environment in which students with a variety of learning styles and needs have easier access to the curriculum. Some of these tools include: document projectors so that all students have large, clear visual input of textbooks and worksheets, and SMART Boards for optimum interactive learning opportunities for all students. Furthermore, our Response to Intervention Program has been developed overtime and has molded in response to the individual unique needs of our students. A description of the specific strategies used is outlined below:

Tier I

Initial interventions are all in the classroom and are provided by the classroom teacher. In every classroom, there is systematic small group instruction that focuses on equal access to the curriculum. Based on common assessments, teachers review and/or re-teach all high stakes concepts as needed. They also provide adequate guided practice time to ensure mastery of the concept. Scaffolding strategies are consistently used to support struggling students. These include cooperative learning, small groupings, and S.D.A.I.E. strategies. Classroom interventions are further supported at some grade levels by instructional assistants working under the direction of the classroom teacher. This is a well coordinated effort that immediately supports or extends all learning.

There is additional phonics review (first and second grade only) for struggling students. Students are recommended based on diagnostic assessments such as BPST and/or DIBELS scores.

The DIBELS program is used by **kindergarten and first grade** teachers to identify students needing extra help as early as possible. It provides a consistent looking glass for the identification of at risk students at the earliest possible point in the system. DIBELS data will guide the summer instructional academy for kindergarten and first grade.

Tier II

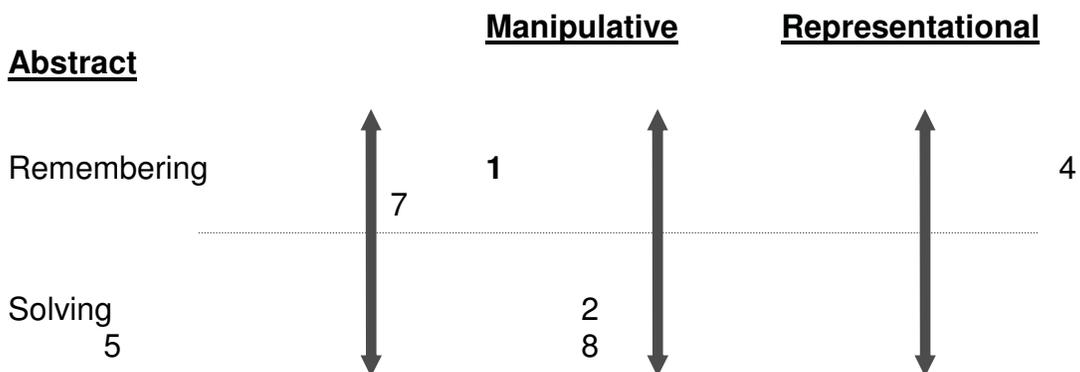
The second level of intervention contains additional support outside the classroom. Our Extended Learning Programs strategically address the needs of struggling students that need more than differentiated instruction.

The report by Julie Aronson, Joy Zimmerman and Lisa Carlos, sponsored by the US Department of Education, "Improving Student Achievement by Extending School: Is It Just a Matter of Time." Is the basis for the design of our Extended Learning Program. Additionally, Mike Schmoker's work, "Results Now: How We Can Achieve Unprecedented Improvements in Teaching and Learning" will be referenced to help formulate specific planning for extended time. The research referenced indicates that academically at-risk students benefit from **extended** instruction, with additional time identified as a more effective practice than pull-out programs. Throughout the implementation of the extended day program, evaluative measures will be taken to ensure relevancy with educational theory and practice.

To ensure a continuum of services for students not yet proficient, the Extended Learning Program will be implemented throughout the five year petition period if needed. The program will be monitored by the school principal. Multiple measures will be used to identify students that would benefit from additional instruction. At the beginning of each year all students K - 5 grade who score below 325 /Basic in reading/language arts or mathematics, or below advanced on the CELDT will be initially enrolled in an Extended Learning class. At each quarter, benchmark assessments will be examined and additional students who are scoring below proficient will be added to the program.

Inquiry Based Learning

Built in to all inquiry-based learning activities will be a cognitive map to success used by the teacher for each student. The model below depicts this Cognitive Developmental Sequence. All instruction will include a solid grounding in concrete investigation (point #3), and sufficient processing at the representational level (point #6) before assuming students can work confidently with any concepts, theories, principles, or abstractions. As teachers and students each become comfortable working through this sequence, they both gain confidence that there are no students that will be left behind.



Investigating	3	6
	9	

Learning targets within the pedagogical task will be clarified so that the teacher can a) intervene in the learning process for those learners that need support and b) provide enrichment and extension activities for those students that have demonstrated mastery of the concept.

Learners of all abilities will be offered curriculum topics that are relevant to their lives and encouraged to make ideas personally meaningful.

A continuous process of pedagogical reflection will be undertaken to find solutions to helping struggling students meet the most challenging standards.

Each learner's knowledge, understanding, and interest will be assessed formally and informally throughout each unit of instruction. Individual learner needs will be assessed using a variety of measures such as school designed tests and performance assignments, state-mandated standardized tests, Open Court Assessments, Saxon Math Assessments, The Paragon Learning Style Inventory, teacher assignments, portfolios, etc. Students identified as Gifted and Talented will be provided more and advanced academic challenges, opportunities to peer tutor, and individualized home-based projects.

The extended school day at WAYS provides an opportunity to meet the aforementioned needs through increased instructional time. Since the charter's inception, WAYS has provided a longer school day as well as a free after school program for families in need of such service. With the awarding of the ASES grant, we have been able to develop a comprehensive, academically enriched after school program that is tailored to meet the needs of our Gifted and Talented students as well as those who need intervention to progress at minimum one level of proficiency each year as measured by the California Standards Test. Students groups specific to the after school program have been created in Data Director, our assessment software program. This program is used to create formative assessments that allow us to monitor the effectiveness of intervention and enrichment instruction provided during after school hours as well as communicate progress to parents. Physical fitness and enrichment activities such as STEM, Girl Scouts, Drill Team, Drama, Dance and Art occur during the after school program.

1.24 English Learners

Wisdom Academy for Young Scientists will meet all requirements of State and Federal laws relative to program components and student achievement expectations for English Learners. Students will be identified, provided supporting instructional programs and reclassified in accordance to the Federal Program Monitoring (FPM) regulations. Students will be identified as less than

reasonably fluent in English or reasonably fluent in English and placed in Structured English.. Immersion or English Language Mainstream programs correspondingly. Both of these programs are simultaneous instruction programs, meaning that both programs provide ELD and content instruction. Students will receive differentiated instruction based on their needs and English language proficiency. (California Education Code [EC] Section 305)

All English Learners will participate in the core California standards-based curriculum appropriate for their grade level as fully as their English language fluency will allow. To accelerate learning English and the mastery of the standards-based curriculum, teachers will provide special assistance during regular instruction and , if needed, tutorial assistance will be provided outside of core class time.

Although classes will be diverse, with English learners and English-only students in the same classes, English Learners will receive the support of the SEI program or the ELM program in which they are placed. Teachers will to provide ELD and comprehensible input . To support the curriculum. ELD will be provided daily for 45 minutes It will emphasize the four domains: listening, speaking, reading and writing. ELD will be based on the Common Core ELD Standards.

The School will continually explore innovative ways and implement successful practices by which English learners can achieve their fullest potential.

Comprehensible input for curriculum will be presented to English learners utilizing Specially Designed Academic Instruction in English (SDAIE) techniques. This will include instruction utilizing sheltered English, cooperative learning groups and small group instruction. Sheltered English includes strategies that make language comprehensible. This requires an awareness of the student's prior knowledge and experiences, consistently building on background knowledge, using visuals, focusing on 1-2 major concepts and drawing out the main points. Cooperative grouping of students will encourage a peer coaching atmosphere and a high level of motivation to communicate and, thereby, exercise oral language skills. Small group instruction will allow opportunity for individualizing the instruction to the needs of those particular students who have additional needs.

Wisdom's hands-on curriculum will enrich all curricular areas by emphasizing four critical elements: content, connections, comprehensibility and interaction. Instruction will be organized to assure a high frequency of interaction between students and other students, their teachers and the curriculum activities. English language methodologies, in close alignment with constructivist practices of our program, will stress the use of students' background knowledge, visual perceptual skills and modeling. Teachers incorporate modified presentations by using pictures, songs, props, gestures, dramatization, and relevant displays. Appropriate pacing and integration of reading, writing, speaking and listening will be applied.

1 Structured English Immersion Program This program is designed to provide instruction overwhelmingly in English with primary language support in order to

acquire the academic English Fluency they need to meet grade level content standards.

In accordance with Title III of the No Child Left Behind Act of 2001, states must establish performance targets, or annual measurable achievement objectives (AMAOs), to

Which districts are held accountable. The AMAOs to which our English Learners are held accountable are:

- . AMAO 1: Make annual progress toward achieving English proficiency, as measured by the CELDT
- . AMAO 2: Achieve and maintain English proficiency, as measured by CELDT
- . AMAO 3: Demonstrate adequate yearly progress in English Language Arts (ELA) and Mathematics as measured by the California Standards Test (CST scores), or the California Modified Assessment (CMA)

Wisdom recognizes that the development of formal or academic English is a key instructional goal for English learners, beginning in the primary grades. Wisdom will provide curricula and supplemental curricula to accompany core reading and mathematics series to support this. This will be accompanied with relevant training and professional development provided by outside sources and by the English Learner coordinator.

Wisdom will ensure that are teachers of English learners devote approximately 60 minutes a week to instructional activities in which pairs of students at different ability levels or different English language proficiencies work together on academic tasks in a structured fashion. These activities practice and extend material already taught.

A 45-minute block is devoted to ELD instruction, while proficient and English-only students have opportunities to work in small flexible grouping on activities such as re-teach or pre-teach activities, partner reading, writing projects that are in different phases of the writing process, sustained silent reading, Daily Oral Language, math, projects and journal writing.

Reclassification Procedures

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- . Assessment of language proficiency using an objective assessment instrument including, but not limited to, the California English Language Development Test or CELDT. Students may take an alternative test as well as refine specified by the IEP if the board approves an alternative test.
- . Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.

- . Parental opinioand consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.
- . Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.

Strategies for English Learner Instruction and Intervention

The English Language Development program is a process through which the students achieve advanced fluency in all areas of language: listening, speaking, writing, and reading. Instruction is differentiated to address specific needs. Students are actively involved in questioning, collecting data, reflecting on the information, using the information, and assessing their work. In addition, the culture and home language of our students are valued, respected, and incorporated into the learning process. Students are aided in comprehensible input through SDAIE strategies, and develop academic English through systematic and comprehensive English Language Development instruction.

Identification

Potential new EL students are first identified according to the Home Language Survey. Students whose Home Language Survey indicate a language other than English are tested using the California English Language Development Test upon enrollment. Their scores on the CELDT determine their individual proficiency level for purposes of planning their instruction.

Parent Involvement and Notification

Once an English learner student is identified, a conference is scheduled with the parent to outline the instructional program, the teachers' role in implementing the instructional program, the school's role in supporting the instructional program, and the parent's role in supporting the student to succeed.

Instructional Materials

Wisdom uses the following instructional materials and instructional resources to support English learner students: classroom instruction is aligned to ELD instructional framework and standards, English Language Arts textbooks and materials are state-adopted and contain a built-in ELD component, supplemental ELD material. Each classroom contains a culturally relevant classroom library, classroom instruction incorporates the use of hands-on activities using objects and artifacts related to real life, and manipulatives, and technology is used as a

tool for language acquisition.

Special Education Considerations for English Learners

Wisdom Academy for Young Scientists maintains careful consideration for English learners referred to special education and English learners with a disability, as documented on IEPs and 504 plans. The school has created a framework for strengthening ELL academic support; improving the methods by which educators gather information; and building a collaborative team to manage this process.

When English learners have testing accommodations, then these testing accommodations transfer to the testing of their English development. Assessment accommodations are changes in testing materials or procedures that enable students to participate in assessments in a way that assesses abilities rather than disabilities. Without accommodations, the assessment may not accurately measure the student's knowledge and skills. Each English learner with disabilities is assessed for English language development using accommodations, modifications, or alternate assessments for the CELDT if specified in the pupil's IEP or 504 Plan (5CCR 11516.)

Wisdom Academy for Young Scientists maintains additional considerations for English learners referred to special education evaluation. The school strives to ensure that English learners are not overrepresented or underrepresented in special education and that their referral to special education is not based on English proficiency (Diana vs. State Board of Education (1970)). The school follows all regulations set by IDEA in the assessments of English learners. Assessments and other evaluation materials used to assess English learners are selected and administered so as not to be discriminatory on a racial or cultural basis. Assessments are also provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer. (20 U.S.C. 1414(b)(1)-(3), 1412(a)(6)(B))

Because Wisdom for Young Scientists understands that English learners have special consideration, the SST and IEP team will include staff member designated as the English learner advocate. This staff member will, at minimum, hold an EL authorization, such as a CLAD. This EL advocate will, as part of a multidisciplinary team, consider the language needs of ELs when developing, reviewing or revising IEPs. The EL advocate will be responsible for observing the student and ensuring that appropriate interventions are created and monitored. Assessment results must be considered by individuals knowledgeable about the child, assessment, and placement alternatives. (IDEA 1997)

Parents must understand the proceedings of IEP meetings and parents have the right to an interpreter at all SST and IEP meetings. (IDEA 1997)

1.17.1 English Learner Identification and Annual Assessments

All initially enrolling students at Wisdom will complete a Home Language Survey. If a language other than English is indicated on the survey, the California English Language Development Test (CELDT) will be administered within 30 calendar days to determine English proficiency. Results of the initial assessment will determine whether a student is classified as an English learner or as Initially Fluent English Proficient (IFEP). The results of the CELDT will be shared with parents and program options will be discussed. Initially, EL students will be placed according to CELDT results in either a SEI or ELM program. Annually, all EL students will continue to take the CELDT within the annual testing window or any approved alternative assessment per their IEP. Results will be shared with parents annually CELDT results will determine annual placement and placement will be shared with parents.

(20 U.S.C. §§ 6312, 7012)

Wisdom has created a reclassification process in order to transition students from EL status to Reclassification Fluent English Proficient (RFEP). Reclassification criteria has been approved based on state board of education criteria. This criteria includes both CELDT and CST results, or alternative assessment if specified by a student's IEP. Students need to score early advanced or higher overall and intermediate or higher on all subdomains and achieve a minimum score of 325 on the CST. Parents and teachers are also asked to participate in the reclassification process.

(CELDT) (EC § 313(d)(1); 5 CCR § 11303(a); (EC § 313(d)(4); 5 CCR § 11303(d)); (EC § 313(d)(2); 5 CCR § 11303(b)); (EC § 313(d)(3); 5 CCR § 11303(c).)

In addition to year-end summative assessment, Wisdom Academy for Young Scientists assesses all EL students systematically throughout the year using trimester benchmarks. Ongoing assessments include curriculum-based unit assessments and language development assessments EL portfolios will be maintained for each EL student and incorporate ELA standards acquisition, written observations and work samples.

For purposes of NCLB Title III accountability, English Learners will meet the federal and state AMAO targets—specifically ensuring that students enrolled in the school make at least one level of growth on the CELDT annually, and the school will ensure that at least 50% of EL students enrolled for four years will be at the Basic level or above on the STAR tests and that all students enrolled for five years will be at the Basic Level or above on STAR tests.

Monitoring of Students Progress, Program Implementation and Annual Evaluation

Student achievement will be monitored and summarized in ELD, ELA and math along with the curricular goals of the school. The language acquisition rate of students will be monitored through ongoing classroom assessments, focused assessments and benchmark assessments—in addition to the CELDT and STAR programs.

Implementation of program components will be monitored as well as student achievement. Classrooms will be visited regularly through learning walks using observational protocols. The results of the observation will be shared with staff and stakeholders to evaluate program implementation annually..

Parents of English Learners

Wisdom works collaboratively with parents and actively encourages parental involvement. Parents of English learners will receive annual notification of CEDLT results and program placement through written materials and annual meetings.

(EC § 52164.1(c); 5 CCR § 11511.5.); (20 U.S.C. §§ 6312, 7012.)

Per state requirements, Wisdom will also maintain a District-Level English Learner Advisory Committee (DELAC) when 51 or more English Learners are enrolled. Due to the structure of the school, the DELAC will serve the same purpose as an English Learner Advisory Committee (ELAC). Parents or guardians of English Learners not employed by Wisdom will make up a majority (51 percent) of the committee. Parents and guardians will be trained on the various responsibilities of the DELAC. The DELAC will advise Wisdom on programs and services for English learners, including revising the master plan for English learners, conducting district-wide needs assessment, establishing goals for programs and services of English learners, reviewing Wisdom's reclassification procedures and reviewing the written notifications required to be sent to parents and guardians. (5 CCR § 11308(c)(1).); (5 CCR § 11308(c)(2).); (5 CCR § 11308(c)(3).); (5 CCR § 11308(c)(4).); (5 CCR § 11308(c)(5).); (5 CCR § 11308(c)(6).); (5 CCR § 11308(c)(7).)(b); (5 CCR § 11308(d).) **Translation:**

Wisdom maintains constant communication with parents and guardians and, in order to include all families, Wisdom makes every effort to provide translated documents. Wisdom provides parents with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand. When 15 percent or more of students enrolled at Wisdom speak a single primary language other than English, as determined by the Home Language Survey from the preceding year, all notices, reports, statements and records sent to parents of such students are written in English and the primary language.

(EC § 48985; 5 CCR § 11316.); (20 U.S.C. § 6318 (e)(5).)

Professional Development in English Learner Instruction and English Language Development

Teachers at Wisdom engage in a week of professional development before the school year as well as weekly professional development after school hours.

During this time, teachers will receive training on instruction for English learners and strategies for English Language Development, among other subjects.

1.25 Suggested Daily Schedule for the Structured English Immersion Program

The school day at WAYS begins at 8:00 am and ends at 2:45 pm.

Kindergarten	
8:00am – 8:15am	Morning Drills
8:15am – 9:00am	Language Arts
9:00am – 9:30am	P.E.
9:30am – 11:15am	Language Arts
11:15am – 11:45am	Social Studies
11:45am – 12:15pm	Lunch/Recess
12:15pm – 1:15pm	Math
1:15pm – 2:00pm	Science
2:00pm – 2:45pm	ELD
2:45pm	Dismissal
First Grade	
8:00am – 8:15am	Morning Drills
8:15am – 9:00am	Language Arts
9:00am – 9:30am	P.E.
9:30am – 11:15am	Language Arts
11:15am – 12:00pm	Science
12:00pm – 12:30pm	Lunch/Recess
12:30pm – 1:30pm	Math
1:30pm – 2:00pm	Social Studies

2:00pm – 2:45pm	ELD/ Journal Writing
2:45pm	Dismissal
Second Grade	
8:00am – 8:15am	Morning Drills
8:15am – 10:00am	Language Arts
10:00am – 10:30am	P.E.
10:30am – 11:15am	Language Arts
11:15am – 12:15pm	Math
12:15pm – 12:45pm	Lunch/Recess
12:45pm – 1:15pm	Science
1:15pm – 2:00pm	Social Studies
2:00pm – 2:45pm	ELD/Journal Writing
2:45pm	Dismissal
Third Grade	
8:00am – 8:15am	Morning Drills
8:15am – 10:30am	Language Arts
10:30am – 11:00am	P.E.
11:00am – 11:20am	Language Arts
11:20am – 12:30pm	Math
12:30pm – 1:00pm	Lunch/Recess
1:00pm – 1:35pm	Science
1:35pm – 2:00pm	Social Studies
2:00pm – 2:45pm	ELD/Journal Writing
2:45pm	Dismissal

Fourth Grade	
8:00am – 8:15am	Morning Drills
8:15am – 10:00am	Language Arts
10:00am – 11:00am	Math
11:00am – 11:45am	P.E.
11:45am – 12:45pm	Science
12:45pm – 1:15pm	Lunch/Recess
1:15pm – 2:00pm	Social Studies
2:00pm – 2:45pm	ELD/Journal Writing
2:45pm	Dismissal
Fifth Grade	
8:00am – 8:15am	Morning Drills
8:15am – 10:00am	Language Arts
10:00am – 11:00am	Math
11:00am – 11:45am	P.E.
11:45am – 12:45pm	Science
12:45pm – 1:15pm	Lunch/Recess
1:15pm – 2:00pm	Social Studies
2:00pm – 2:45pm	ELD/Journal Writing
2:45pm	Dismissal

1.26 REFERENCE TO NCLB

- Wisdom Academy for Young Scientists agrees to comply with the provisions of No Child Left Behind. It has completed goal two of the ELA planas they apply to certificated and paraprofessional employees of charter schools. All classified support staff and teacher’s assistants will be in full compliance with all provisions by January 8, 2006. It also agrees

to adhere to the provisions regarding "Public School Choice" and "Choice Students." Also, teachers comply with NCLB requirements for EL Authorizations.

1.27 SPECIAL EDUCATION PROGRAM

Overview

Wisdom Academy for Young Scientists recognizes its obligations under federal and state law to identify and provide equitable services to children voluntarily enrolled by their parents/guardians in WAYS. At WAYS we will ensure the educational program for students with disabilities reflects the mission of the school by sustaining an inclusive learning environment, allowing special education students to learn and *become leaders and true scientists* in an environment that supports the individual talents and gifts of each student.

WAYS shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA") and the Individuals with Disabilities in Education Improvement Act ("IDEA").

WAYS will be its own local educational agency ("LEA") and will apply directly for membership in the Los Angeles County Special Education Local Plan Area ("SELPA") in conformity with Education Code Section 47641(b). Should WAYS be denied membership in the Los Angeles County SELPA, it will apply for membership in the El Dorado County Charter SELPA. As described below, Wisdom Academy for Young Scientists shall negotiate a Memorandum of Understanding ("MOU") between the SELPA and WAYS related to the delineation of duties between the SELPA and WAYS. A copy of the MOU will be presented to LACOE upon execution.

In the event WAYS seeks membership with a different state-approved SELPA, the school will provide notice to LACOE and the SELPA before June 30th of the prior year for which services are to commence.

WAYS shall comply with all state and federal laws related to the provision of special education instruction and related services and all SELPA policies and procedures; and shall utilize appropriate SELPA forms. WAYS will participate in the state's quality assurance process for special education (i.e., verification reviews, coordinated compliance self-reviews, complaints monitoring, procedural safeguards, and the local plan.) WAYS will participate in internal validation review.

WAYS may request related services (e.g., Speech, Occupational Therapy, Adapted P.E., Nursing, and Transportation) from the SELPA, subject to SELPA approval and availability. WAYS may also provide formal and informal counseling; speech and language services; and initial and triennial psychological evaluations by hiring credentialed or licensed providers through private agencies or independent contractors.

WAYS shall be solely responsible for its compliance with Section 504 and the ADA. The facilities to be utilized by the School shall be accessible for all students with disabilities.

Parents will be informed of our Special Education Program during recruitment, at orientation, and in the parent-student handbook.

Services for Students under the “IDEA”

The following description regarding how special education and related services will be provided and funded is being proposed by Wisdom Academy for Young Scientists for the sole purpose of providing a reasonably comprehensive description of the special education program in the Charter Petition.

WAYS intends to provide special education instruction and related services in accordance with the IDEIA, Education Code requirements, and applicable policies and practices of the Special Education Local Plan Area (“SELPA”).

WAYS will follow SELPA policies and procedures, and shall utilize SELPA forms in seeking out and identifying and serving students who may qualify for special education programs and services and for responding to record requests and parent complaints, and maintaining the confidentiality of pupil records. WAYS will comply with SELPA protocol as to the delineation of duties between the central office and the local school site in providing special education instruction and related services to identified pupils.

Staffing

All special education services at Wisdom Academy for Young Scientists will be delivered by individuals or agencies qualified to provide special education services as required by California’s Education Code and the IDEA. Charter School staff shall participate in all mandatory District in-service training relating to special education.

Wisdom Academy for Young Scientists will be responsible for the hiring, training, and employment of site staff necessary to provide special education services to its students, including, without limitation, special education teachers, paraprofessionals, and resource specialists WAYS ensure that all special education staff hired by WAYS is qualified pursuant to SEPLA policies, as well as meet all legal requirements.

WAYS Resource Specialist Teacher in collaboration with independent contractors and general education teachers will be responsible for providing special education instruction, which are delineated in individual students’ IEPs. This instruction will be based on the unique needs of each student and may include small group or individual intervention in a separate classroom or inside a classroom in a collaborative co-teaching model based on the frequency and need of services as outlined in each student’s IEP. This instruction will be led by a qualified resource teacher with the required state credential.

Notification and Coordination WAYS shall follow SELPA policies as they apply to all SELPA LEAs for responding to implementation of special education services.

Identification and Referral

WAYS shall have the responsibility to identify, refer, and work cooperatively in locating Charter School students who have or may have exceptional needs that qualify them to receive special education services. WAYS will implement SELPA policies and procedures to ensure timely identification and referral of students who have or may have, such exceptional needs. A pupil shall be referred for special education only after the resources of the regular education program have been considered, and where appropriate, utilized.

WAYS will follow child-find procedures to identify all students who may require assessment to consider special education eligibility, including English Learners, and special education and related services in the case that general education interventions do not provide a free appropriate public education to the student in question.

WAYS will have a pre-referral process that will distinguish between linguistic and cognitive barriers to academic achievement to avoid the misclassification of English Learners in Special Education, as it is a significant problem that impedes the academic development of this large and growing student population. This is addressed in the section titled "Special Education Considerations for English Learners".

Additionally, WAYS will provide to Responsiveness to Intervention (RTI) Model, which promotes early identification of students who may be at risk for learning difficulties.

Assessments

The term "assessments" shall have the same meaning as the term "evaluation" in the IDEIA, as provided in Section 1414, Title 20 of the United States Code. WAYS will determine what assessments, if any, are necessary and arrange for such assessments for referred or eligible students in accordance with the SELPA's general practice and procedure and applicable law. WAYS shall work to obtain parent/guardian consent to assess Charter School students. WAYS will use SELPA forms to develop, maintain, and review assessments and IEPs in the format required by the SELPA, including assessment and IEP data into the SELPA data system in accordance with SELPA policies and procedures. WAYS will maintain copies of assessments and IEP materials for review by the SELPA. WAYS will submit to the SELPA and CDE all required reports, in a timely manner as necessary to comply with state and federal laws. WAYS will use SELPA forms to develop, maintain, and review assessments and IEPs in the format required by the SELPA, including assessment and IEP data into the SELPA data system in accordance with SELPA policies and procedures. WAYS will maintain copies of assessments and IEP materials for review by the SELPA.

IEP Meetings

WAYS shall arrange and notice the necessary IEP meetings. IEP team membership shall be in compliance with state and federal law. WAYS shall be responsible for having the following individuals in attendance at the IEP meetings: the Principal and/or WAYS designated representative with appropriate administrative authority as required by the IDEIA; the student's special education teacher; the student's general education teacher if the student is or may be in a regular education classroom; the student, if appropriate; and other Charter School representatives who are knowledgeable about the regular education program at WAYS and/or about the student. The Charter School shall arrange for the attendance or participation of all other necessary staff that may include, but are not limited to, an appropriate administrator to comply with the requirements of the IDEIA, a speech therapist, psychologist, resource specialist, and behavior specialist; and shall document the IEP meeting and provide of notice of parental rights.

WAYS will provide translation services upon request.

Standardized Testing

Students who have IEPs will receive the modifications that are outlined in their IEP such as, but not limited to, supervised breaks during a test part, or used math manipulatives on the mathematics or science tests; simplified test directions; test questions read aloud to student or use of audio, not visual presentation (except in ELA); Calculator and arithmetic tables or formulas on math and science tests (if not part of the focal construct); visual magnifying equipment; computer use (including word processing software with spell and grammar check tools turned off for essay responses to writing portion of a test; assistive devices that do not interfere with the independent work of the student on the multiple-choice and/or essay responses (writing portion of the test)(i.e. handheld optical magnifiers, screen readers, magnification software, speech recognition system, physical supports or assists); responses dictated to a scribe, audio recorder, or speech-to-text converter and the student provides all spelling and language conventions; word processing software with spell and grammar check tools enabled on the essay responses writing portion of test (if grammar, spelling, or language conventions is not the intended construct); test individual students separately, provided that a test examiner directly supervises the student, and test students in a small group setting extra time on a test within a testing day.

IEP Development

WAYS shall make decisions regarding eligibility, goals/objectives, program, services, placement, and exit from special education pursuant to its IEP process. Programs, services and placements shall be provided to all eligible Charter

School students in accordance with the policies, procedures and requirements of the SELPA and State and Federal law.

IEP Implementation The Charter School shall be responsible for all school site implementation of the IEP. WAYS shall provide the parents with timely reports on the student's progress as provided in the student's IEP, and at least quarterly or as frequently as progress reports are provided for the Charter School's non-special education students, whichever is more. WAYS shall also provide all home-school coordination and information exchange. WAYS shall also be responsible for providing all curriculum, classroom materials, classroom modifications, and assistive technology.

All IEPs will be maintained in accordance with state and federal student confidentiality laws. Service providers from other agencies, who provide instruction or a related service off the school site, will also be provided a copy of the IEP.

IEPs will be secured in a locked fire proof cabinet.

Interim and Initial Placements of New Charter School Students

For students who enroll in WAYS from another school district outside of the SELPA with a current IEP, the SELPA and WAYS shall conduct an IEP meeting within thirty days. Prior to such meeting and pending agreement on a new IEP, WAYS shall implement the existing IEP at WAYS, to the extent practicable or as otherwise agreed between the Charter School and parent/guardian.

Non-Public Placements/Non-Public Agencies

The Charter School shall be solely responsible for selecting, contracting with, and overseeing all non-public schools and non-public agencies used to serve special education students.

Non-discrimination

It is understood and agreed that all children will have access to WAYS and no student shall be denied admission nor counseled out of WAYS due to the nature, extent, or severity of his/her disability or due to the student's request for, or actual need for, special education services.

Parent/Guardian Concerns and Complaints

WAYS shall respond to parental concerns or complaints related to special education services. WAYS shall instruct parents/guardians to raise concerns regarding special education services, related services and rights directly to the Charter School.

The Charter School's designated representative shall investigate as necessary, respond to, and address the parent/guardian concern or complaint.

The Charter School, as the LEA, shall be ultimately responsible for determining how to respond to parent concerns or complaints.

WAYS shall respond to any complaint to or investigation by the California Department of Education, the United States Department of Education, or any other agency.

Due Process Hearings

The Charter School may initiate a due process hearing or request for mediation with respect to a student enrolled in Charter School if the Charter School determines such action is legally necessary or advisable. In the event that the parents/guardians file for a due process hearing, or request mediation, WAYS shall defend the case.

WAYS shall have sole discretion to settle any matter in mediation or due process. The Charter School shall also have sole discretion to file an appeal from a due process hearing or take other legal action involving any Charter School student necessary to protect its rights.

SELPA Representation WAYS shall represent itself at all SELPA meetings.

Funding

WAYS understands that it will be subject to the allocation plan of the SELPA.

Section 504 of the Rehabilitation Act

Wisdom Academy for Young Scientists recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of WAYS. Any student, who has an objectively identified disability which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the School.

A 504 team will be assembled by the principal of Wisdom Academy for Young Scientists and shall include parents/guardians, the student (where appropriate), and other qualified persons knowledgeable about the student, the meaning of the evaluation data, placement options, and accommodations. The 504 team will review the student's existing records, including academic, social and behavioral records and is responsible for making a determination as to whether an evaluation for 504 services is appropriate. If the student has already been evaluated under the IDEA, but found ineligible for special education instruction or related services under the IDEIA, those evaluations may be used to help determine eligibility under Section 504. The student evaluation shall be carried out by the 504 team who will evaluate the nature of the student's disability and the impact upon the student's education. This evaluation will include consideration of any behaviors that interfere with regular participation in the

educational program and/or activities. The 504 team may also consider the following information in its evaluation:

- a. Tests and other evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel.
- b. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligent quotient.
- c. Tests are selected and administered so as to ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever factor the test purports to measure rather than reflecting the student's impaired sensory, manual or speaking skills.

The final determination of whether the student will or will not be identified as a person with a disability is made by the 504 team in writing and notice is given in writing to the parent or guardian of the student in their primary language along with the procedural safeguards available to them. If during the evaluation, the 504 team obtains information indicating possible eligibility of the student for special education per the IDEIA, a referral for special education assessment will be made by the 504 team.

If the student is found by the 504 team to have a disability under Section 504, the 504 team shall be responsible for determining what, if any, accommodations or services are needed to ensure that the student receives a free and appropriate public education ("FAPE"). In developing the 504 Plan, the 504 team shall consider all relevant information utilized during the evaluation of the student, drawing upon a variety of sources, including, but not limited to, assessments conducted by Wisdom Academy for Young Scientists professional staff.

The 504 Plan shall describe the Section 504 disability and any program modification that may be necessary. All 504 team participants, parents, guardians, teachers and any other participants in the student's education, including substitutes and tutors, must have a copy of each student's 504 Plan. The site administrator will ensure that teachers include 504 Plans with lesson plans for short-term substitutes and that he/she review the 504 Plan with a long-term substitute.

A copy of the 504 Plan shall be maintained in the student's file. Each student's 504 Plan will be reviewed regularly to determine the appropriateness of the Plan, continued eligibility or readiness to discontinue the 504 Plan.

2 Measurable Student Outcomes

Wisdom Academy for Young Scientists will meet all statewide standards and conduct the student assessments required pursuant to Education Code 60605.

This section satisfies Education Code Section 47605(b)(5)(C), which requires a description of “The method by which pupil progress in meeting pupil outcomes is to be measured.” The school will meet the growth target as required by NCLB and in the Public Schools Accountability Act of 1999.

Given that WAYS will be dedicated to providing equal opportunity for all students, we will employ a curriculum fully aligned with the California content standards.

The academic goals and outcomes pertain to all students: general education, socioeconomically disadvantaged, English learners, students in special education, and gifted students.

2.1 Curricular Exit Outcomes

Curricular Focus	Goals	Measurable Outcomes
English Language Development- Beginning Level	<ul style="list-style-type: none"> Students will advance one language proficiency level per year, as measured by the CELDT. Increase proficiency in listening, speaking, reading and writing according to ELD Common Core standards. 	<ul style="list-style-type: none"> Students will advance one language proficiency level per year, as measured by the CELDT Individual Score Reports. The CELDT will be administered annually. Advance one language proficiency level in each CELDT sub-domain for listening, speaking, reading and writing. EL students will demonstrate the same average rate of improvement in proficiency on the annual Smarter Balanced assessments as the rest of the student population at Wisdom Academy.
English Language Development – Early Intermediate Level	<ul style="list-style-type: none"> Students will advance one language proficiency level per year, as measured by the CELDT. Increase proficiency in listening, speaking, reading and writing 	<ul style="list-style-type: none"> Students will advance one language proficiency level per year, as measured by the CELDT Individual Score Reports. The CELDT will be administered annually.

	<p>according to ELD Common Core standards.</p>	<ul style="list-style-type: none"> • Advance one language proficiency level in each CELDT sub-domain for listening, speaking, reading and writing. • EL students will demonstrate the same average rate of improvement in proficiency on the annual Smarter Balanced assessments as the rest of the student population at Wisdom Academy.
<p>English Language Development - Intermediate Level</p>	<ul style="list-style-type: none"> • Students will advance one language proficiency level per year, as measured by the CELDT. • Increase proficiency in listening, speaking, reading and writing according to ELD Common Core standards. 	<ul style="list-style-type: none"> • Students will advance one language proficiency level per year, as measured by the CELDT Individual Score Reports. The CELDT will be administered annually. • Advance one language proficiency level in each CELDT sub-domain for listening, speaking, reading and writing. • EL students will demonstrate the same average rate of improvement in proficiency on the annual Smarter Balanced assessments as the rest of the student population at Wisdom Academy.
<p>English Language Development – Early Advanced Level</p>	<ul style="list-style-type: none"> • Students will reclassify from EL status to RFEP status, per reclassification procedures. • Demonstrate proficiency in listening, speaking, reading and writing according to ELD Common Core standards. • Through monitoring after reclassification, 	<ul style="list-style-type: none"> • Percentage of students reclassified will increase by 5% each year. • Advance one language proficiency level in each CELDT sub-domain for listening, speaking, reading and writing until reclassified. • Reclassified students will demonstrate the same average rate of

	students will continue demonstrating fluency comparable to that of the district's average English-only students.	improvement in proficiency on the annual Smarter Balanced assessments as the rest of the student population at Wisdom Academy.
English Language Development - Advanced Level	<ul style="list-style-type: none"> Students will reclassify from EL status to RFEP status, per reclassification procedures. Demonstrate proficiency in listening, speaking, reading and writing according to ELD Common Core standards. Through monitoring after reclassification, students will continue demonstrating fluency comparable to that of the district's average English-only students. 	<ul style="list-style-type: none"> Percentage of students reclassified will increase by 5% each year Advance one language proficiency level in each CELDT sub-domain for listening, speaking, reading and writing until reclassified. Reclassified students will demonstrate the same average rate of improvement in proficiency on the annual Smarter Balanced assessments as the rest of the student population at Wisdom Academy.

Curricular Focus	Goals	Measurable Outcomes
English Language Arts	Demonstrate literacy in reading, writing, speaking and listening by: <ul style="list-style-type: none"> constructing meaning from a variety of texts using comprehension strategies, prior knowledge and personal experience; initiate reading opportunities and read independently for 30 minutes or longer; write with fluency in a variety of genres for a variety of audiences, i.e. reflective journal, persuasive essay, report, science observation, personal letter, business letter, creative story, poem; 	<ul style="list-style-type: none"> The percentage of students achieving at the proficient and advanced level on the Smarter Balanced will increase by 5% each year. The school will meet AYP targets. The percentage of English learners achieving at the proficient and advanced level on the Smarter Balanced will increase by 5% each year. The school will meet AYP targets for English learners in ELA

	<ul style="list-style-type: none"> • apply the writing process and conventions of writing; • use speaking skills to present information, narrative, and response to literature; • apply presentation strategies effectively. 	
<p>Mathematics</p>	<p>Demonstrate fluency in the mathematics concepts, and the CA Standards including Number Sense, Algebra and Functions, Measurement and Geometry and Statistics Data and Probability. Students will demonstrate mathematical reasoning, and basic computational skills as well as communicate and apply these skills in various settings.</p>	<ul style="list-style-type: none"> • The percentage of students achieving at the proficient and advanced level on the Smarter Balanced will increase by 5% each year. • The school will meet AYP targets. • The percentage of English learners achieving at the proficient and advanced level on the Smarter Balanced will increase by 5% each year. • The school will meet AYP targets for English learners in math.
<p>Science</p>	<p>Demonstrate proficiency of the content standards in physical, life, and earth sciences, investigation and experimentation.</p>	<ul style="list-style-type: none"> • The percentage of students achieving at the proficient and advanced level on the CST will increase by 5% each year. • Percentage of students achieving at the proficient and advanced level in progress reports supported by performance assessments will increase by 5% each year. • The percentage of English learners achieving at the proficient and advanced level on the CST will increase by 5% each year. • Percentage of English

		<p>learner students achieving at the proficient and advanced level in progress reports supported by performance assessments will increase by 5% each year.</p>
History/Social Science	<p>Demonstrate proficiency of the content standards in history, geography, economics, government and society as well as intellectual, reasoning, reflection and research skills.</p>	<ul style="list-style-type: none"> Percentage of students achieving at the proficient and advanced level in progress reports supported by performance assessments will increase by 5% each year. Percentage of English learner students achieving at the proficient and advanced level in progress reports supported by performance assessments will increase by 5% each year.

2.2 Performance Goals and Outcomes

WAYS will track and analyze the following factors that influence academic achievement and growth.

Factor	Measurable Expected Outcome
Student Conduct	<ul style="list-style-type: none"> Average daily attendance rate of at least 95%. Tardiness continually decreases each year. Suspensions/expulsions decrease each year. Mediation referrals decrease each year.
Parental Involvement	<ul style="list-style-type: none"> 70% of parents attend ongoing parent-teacher conferences. Parent attendance at special programs, festivals and forums will increase annually.
Professional Development	<p>80% participation in annual two-week program held prior to opening of school each year and at ongoing professional development programs during the year.</p>

Teacher Performance	<ul style="list-style-type: none"> • Knowledge of curriculum. • Competence in pedagogy. • Professional attitude. • Effective teaching strategies.
Financial Solvency	No deficit in the operation budget.

2.4 Extent to which all pupils demonstrate that they have attained skills, knowledge and attitudes specified as goals

Wisdom Academy for Young Scientists believes the following outcomes are attainable each year and will measure them as shown:

To prepare students in grades Kindergarten and 1 to meet their measureable goals WAYS will encourage and maintain a constant stream of interaction with the parents. At WAYS we believe we family involvement plays a pivotal role in continued development from early childhood education through primary grade levels. Specific strategies for parental involvement at this stage include additional parent education workshops for parents to learn ways to support their child at home as well as additional resources and supports sent home with parents to support their children at home.

During a workshop, for example, parents will practice having their child come to read a fluency passage with a timer. Kindergarten parents are also invited once a month to the classroom to participate in an independent work time session with their child guided by their teachers. These activities have clearly provided parents practice that can be continued at home.

Parents are informed through beginning of year orientations of the process for Kindergarten and Grade 1 Assessments. For example, at the beginning of the year, students in grades K and 1 participate in diagnostic assessments administered by teachers using the BPST and DIBELS assessment tools. These exams explicitly test early literacy skills.

The DIBELS and BPST program will be used by kindergarten and first grade teachers to identify students needing extra help as early as possible. They provide a consistent looking glass for the identification of at risk students at the earliest possible point in the system. DIBELS data will guide summer instruction for kindergarten and first grade when provided.

For summative assessment purposes, K and Grade 1 students will participate in Stanford 10 testing along with upper grade students. The results of these assessment will be analyzed to determine obtainment of measurement goals for this specialized group of students.

Additionally, for upper grades the following benchmark goals will be in place.

1. During each testing year of the new petition period, WAYS will increase its proficiency by 5% in English Language Arts and Mathematics as measured by the CST. WAYS will meet prescribed growth targets for the Academic

Performance Index as well as make Adequate Yearly Progress (AYP) as determined by a growth in percentage points in the areas of English Language Arts and Math that meets or exceeds California's growth targets for AYP.

Measure: Annual state standardized, standards-based test results.

2. The percentage of students reflecting a minimum of one trimester's growth per one trimester of instruction in Math, Reading and Science will increase annually and meet or exceed the expectations of the authorizer for all of its schools.

English Learners

Wisdom Academy for Young Scientists will provide additional and appropriate educational services to English learners until they have demonstrated English-language skills comparable to that of the district's average native English-language speakers and have recouped any academic deficits which may have been incurred in other areas of the core curriculum. (CCR, Title 5, section 11302). Services must continue until ELs meet objective reclassification criteria, as outlined in the school's Charter and Master Plan for English Learners (EC313). This means that EL students must be provided with ELD and SDAIE, as needed, and/or primary language instruction until they are redesignated as fluent English proficient (FEP).

Wisdom Academy for Young Scientists will also ensure that all students meet grade-level core curriculum standards within a reasonable amount of time. Wisdom Academy for Young Scientists maintains simultaneous programs, providing students with English Language Development and other EL services along with full access to the core curriculum. Focused instruction for these students builds on their cultural and linguistic strengths and provides meaningful access to a curriculum that is standards-based, cognitively complex, rigorous, and coherent.

If the student does not comprehend enough English to allow full access to the core curriculum, Wisdom Academy implements a plan for ELs to recoup any and all academic deficits before the deficits become irreparable. These plans include, but are not limited to, small group instruction with a teacher or paraprofessional, comprehensible input through SDAIE instruction and other instructional supports to help the student quickly accelerate to meet grade level standards in each content subject. (CCR, Title 5, sections 11302[a] and [b]).

Wisdom Academy for Young Scientists maintains a process to determine the effectiveness of programs for English learners, including language proficiency and content subject proficiency. The school will evaluate how programs for English learners produce within a reasonable period of time through annual CELDT assessments. The school will track academic results indicating that

English learners are achieving and sustaining parity of academic achievement with students who entered the district’s school system already proficient in English by tracking annual state standardized tests and benchmark assessments administered once a trimester, as well as weekly classroom assessments. Information will be provided to teachers, parents, and students on the progress being made toward meeting the state student achievement standards. Wisdom Academy for Young Scientists will maintain these procedures to improve school site EL program implementation and to modify the program, as needed, to ensure that each English learner achieves full proficiency in English and academic achievement at grade level as rapidly as possible.

(20 U.S.C. 1703 (f), Castaneda v. Pickard [5th Cir. 1981] 648 F.2d 989, 1009-1011; EC 6400 (f).)

Measures:

End-Benchmark Assessments

As a method of monitoring student achievement throughout the academic school year, WAYS teachers will use the following assessments as benchmark assessments: teacher assignments and Measuring Up standards based assessments (weekly), curriculum based assessments such as story tests and unit exams (given according to the pacing plan), and writing portfolio samples (bi-monthly). Rubrics for writing are created by grade-level teams during Summer Professional Development and during Pupil-Free Professional Development days throughout the school year. In addition, standards based benchmark assessments (DataDirector) are implemented every two months.

	English Language Arts	Mathematics	Science
K – 1	Teacher Created Assessments DIBELS OCR Unit Assessments Accelerated Reader Data Director Benchmark Assessments	Teacher Created Assessments Saxon Unit Assessments Data Director Benchmark Assessments	Teacher Created Assessments Foss Competency Assessments Data Director Benchmark Assessments
2 nd – 5 th Grade	Teacher Created Assessments OCR Unit Assessments Accelerated Reader Data Director	Teacher Created Assessments Saxon Unit Assessments Data Director Benchmark Assessments	Teacher Created Assessments Foss Competency Assessments Data Director Benchmark Assessments

	Benchmark Assessments		
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- **Benchmark Assessments:** Each unit of instruction will include one or more critical benchmark performance assessments that provide evidence of student achievement. Instruction will assume that all students will need to demonstrate the benchmark competencies. Rubrics will be developed for all benchmark assessments. Benchmarks assessment will be aligned with the CST.

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3. The percentage of students scoring at the Proficient level or above on the STAR language arts, mathematics and science assessments will increase annually; the percentage of students scoring at the Below Basic and Far Below Basic will decrease annually.

Measure: Annual state standards-based test.

4. WAYS will meet or exceed Academic Performance Index growth targets on annual standardized tests in at least 3 out of 4 years.

Measure: Annual state standardized test results.

5. Students will meet or exceed the LAUSD’s actual attendance rate.

Measure: Attendance records at the end of each year.

6. Students will demonstrate pro-social behavior and a strong commitment to classroom and school community.

Measures: WASSC School Climate Inventory and WAYS “Participation Rubric” that sets standards and growth targets for:

- Student participation in cooperative learning groups, class projects and daily circle discussions
- Student participation in classroom services provided for the school community (scientist club, school environmental beautification, etc...)
- Student participation in bimonthly all-school assemblies
- Student participation in culminating presentations that share the depth and breadth of knowledge gained during a core study with parents and other classrooms

We developed our Expected Schoolwide Learning Results through participation in the accreditation process. Our ESLR’s give us a framework for achieving the school’s mission of empowering students to become leaders, change agents and true scientists.

Young Scientists as Global Citizens who will

- Through early exposure to science, learn on a platform that is educationally equitable
- Develop an appreciation and respect for cultural differences
- Develop a personal connection to learners of different cultures
- Communicate effectively their ideas and learning to others
- Contribute to their community through responsible actions that benefit humanity

Young Scientists as Leaders of the 21st Century who will

- Work together to solve complex, real world problems through project based learning
- Think critically and creatively
- Be Technologically literate and competent in reading, mathematics, sciences and performing arts
- Develop independence as lifelong learners and problem solvers

Young Scientists as Researchers who will

- Know how to comprehend, apply, analyze, synthesize and evaluate
- Ask essential questions
- Work collaboratively through teamwork to produce a culture of scientific discovery

Young Scientists as Thriving Learners who will

- Demonstrate confidence in their abilities and develop high self-esteem
- Learn the habits that contribute to a healthy lifestyle
- Will experience wellness through physical fitness and proper nutrition

2.5 Goals for the Demonstration of Skills, Knowledge and Understanding

Students will receive specific instruction centered in the California content standards for each grade level. They will demonstrate measurable growth as identified in the outcomes above, and student achievement will be tracked three times a year in mathematics, reading and language arts for each specific standard using the “Standards Master” assessment system (or a comparable system) as well as the school-wide benchmark assessment system.

Each student will make significant growth in standards-based achievement demonstrated through ongoing classroom assessments, Standards Mastery and/or Benchmark assessments each trimester, and the state’s standards-based assessments. The assessments employed and administered at the school level will be refined over time to ensure that the measures allow students to demonstrate their mastery of the breadth and depth of the standards, and the results will be aggregated and analyzed to ensure the continuing improvement of the school’s curriculum, instructional, and assessment programs. The goal is that all students demonstrate that they are reaching high levels of academic achievement, which allows them to maximize their full potential and prepare them for success in the future.

The school and its administrators and staff are committed to meeting its API and AYP targets—increasing the numbers of students at the proficient and above levels on the STAR tests each year, and ensuring that all students enrolled at the school for two years or more will be at the Basic level or above on the STAR tests.

Teaching staff is committed to conducting a thorough analysis of STAR results at the detailed, reporting cluster level to ensure student mastery of the content on the tests. Analyses will focus on achievement in language arts and mathematics for all subgroups, as specified in NCLB, Title 1 requirements. CELDT test results will be analyzed to ensure that growth in student achievement on this test will fully address the NCLB Title 3 requirements.

California State Content Standards

The California State Content Standards will operate as a guiding framework for both curriculum and assessment development at WAYS. The CA Standards will be used in the following ways:

- Used to map curriculum into units and lessons
- Used to as a guide when writing behavioral level performance objectives for lessons.
- Incorporated into Adopted Text Program outcomes and assessments
- Used as a guide when developing formative and summative unit level benchmark performance assessment rubrics.
- Aggregated into benchmark performance indicators for tri-yearly summative benchmark performance assessment.

2.5.1 English Language Arts

Reading: 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development

Kindergarten	1 st
<p><i>Concepts About Print</i></p> <p>1.1 Identify the front cover, back cover, and title page of a book.</p> <p>1.2 Follow words from left to right and from top to bottom on the printed page.</p> <p>1.3 Understand that printed materials provide information.</p> <p>1.4 Recognize that sentences in print are made up of separate words.</p> <p>1.5 Distinguish letters from words.</p> <p>1.6 Recognize and name all uppercase and lowercase letters of the alphabet.</p> <p>Phonemic Awareness</p> <p>1.7 Track (move sequentially from sound to sound) and represent the number, sameness/difference, and order of two and three isolated phonemes</p>	<p><i>Concepts About Print</i></p> <p>1.1 Match oral words to printed words.</p> <p>1.2 Identify the title and author of a reading selection.</p> <p>1.3 Identify letters, words, and sentences.</p> <p>Phonemic Awareness</p> <p>1.4 Distinguish initial, medial, and final sounds in single-syllable words.</p> <p>1.5 Distinguish long-and short-vowel sounds in orally stated single-syllable words (e.g., bit/bite).</p> <p>1.6 Create and state a series of rhyming words, including consonant blends.</p> <p>1.7 Add, delete, or change target sounds to change words (e.g., change cow to how; pan to an).</p> <p>1.8 Blend two to four phonemes into recognizable</p>

<p>(e.g., /f, s, th/, /j, d, j/).</p> <p>1.8 Track (move sequentially from sound to sound) and represent changes in simple syllables and words with two and three sounds as one sound is added, substituted, omitted, shifted, or repeated (e.g., vowel-consonant, consonant-vowel, or consonant-vowel-consonant).</p> <p>1.9 Blend vowel-consonant sounds orally to make words or syllables.</p> <p>1.10 Identify and produce rhyming words in response to an oral prompt.</p> <p>1.11 Distinguish orally stated one-syllable words and separate into beginning or ending sounds.</p> <p>1.12 Track auditorily each word in a sentence and each syllable in a word.</p> <p>1.13 Count the number of sounds in syllables and syllables in words.</p> <p>Decoding and Word Recognition</p> <p>1.14 Match all consonant and short-vowel sounds to appropriate letters.</p> <p>1.15 Read simple one-syllable and high frequency words (i.e., sight words).</p> <p>1.16 Understand that as letters of words change, so do the sounds (i.e., the alphabetic principle).</p> <p>Vocabulary and Concept Development</p> <p>1.17 Identify and sort common words in basic categories (e.g., colors, shapes, foods).</p> <p>1.18 Describe common objects and events in both general and specific language.</p>	<p>words (e.g., /c/ a/ t/ = cat; /f/ l/ a/ t/ = flat).</p> <p>1.9 Segment single syllable words into their components (e.g., /c/ a/ t/ = cat; /s/ p/ l/ a/ t/ = splat; /r/ i/ ch/ = rich).</p> <p>Decoding and Word Recognition</p> <p>1.10 Generate the sounds from all the letters and letter patterns, including consonant blends and long-and short-vowel patterns (i.e., phonograms), and blend those sounds into recognizable words.</p> <p>1.11 Read common, irregular sight words (e.g., the, have, said, come, give, of).</p> <p>1.12 Use knowledge of vowel digraphs and r-controlled letter-sound associations to read words.</p> <p>1.13 Read compound words and contractions.</p> <p>1.14 Read inflectional forms (e.g., -s, -ed, -ing) and root words (e.g., look, looked, looking).</p> <p>1.15 Read common word families (e.g., -ite, -ate).</p> <p>1.16 Read aloud with fluency in a manner that sounds like natural speech.</p> <p>Vocabulary and Concept Development</p> <p>1.17 Classify grade-appropriate categories of words (e.g., concrete collections of animals, foods, toys).</p>
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<p>2nd</p> <p>Decoding and Word Recognition</p> <p>1.1 Recognize and use knowledge of spelling patterns (e.g., diphthongs, special vowel spellings) when reading.</p> <p>1.2 Apply knowledge of basic syllabication rules when reading (e.g., vowel-consonant-vowel = su/ per; vowel-consonant/consonant-vowel = sup/ per).</p> <p>1.3 Decode two-syllable nonsense words and regular multi-syllable words.</p> <p>1.4 Recognize common abbreviations (e.g., Jan., Sun., Mr., St.).</p> <p>1.5 Identify and correctly use regular plurals (e.g., -s, -as, -is) and irregular plurals (e.g., fly/ flies, wife/ wives).</p> <p>1.6 Read aloud fluently and accurately and with appropriate intonation and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.7 Understand and explain common antonyms and synonyms.</p> <p>1.8 Use knowledge of individual words in unknown compound words to predict their meaning.</p> <p>1.9 Know the meaning of simple prefixes and</p>	<p>3rd</p> <p>Decoding and Word Recognition</p> <p>1.1 Know and use complex word families when reading (e.g., -ight) to decode unfamiliar words.</p> <p>1.2 Decode regular multisyllabic words.</p> <p>1.3 Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.</p> <p>Vocabulary and Concept Development</p> <p>1.4 Use knowledge of antonyms, synonyms, homophones, and homographs to determine the meanings of words.</p> <p>1.5 Demonstrate knowledge of levels of specificity among grade-appropriate words and explain the importance of these relations (e.g., dog/ mammal/ animal/ living things).</p> <p>1.6 Use sentence and word context to find the meaning of unknown words.</p> <p>1.7 Use a dictionary to learn the meaning and other features of unknown words.</p> <p>1.8 Use knowledge of prefixes (e.g., un-, re-, pre-, bi-, mis-, dis-) and suffixes (e.g., -er, -est, -ful) to determine the meaning of words.</p>
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suffixes (e.g., over-, un-, -ing, -ly).	
4th	5th
<p><i>Word Recognition</i> 1.1 Read narrative and expository text aloud with grade-appropriate fluency and accuracy and with appropriate pacing, intonation, and expression.</p> <p><i>Vocabulary and Concept Development</i> 1.2 Apply knowledge of word origins, derivations, synonyms, antonyms, and idioms to determine the meaning of words and phrases. 1.3 Use knowledge of root words to determine the meaning of unknown words within a passage. 1.4 Know common roots and affixes derived from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., international). 1.5 Use a thesaurus to determine related words and concepts. 1.6 Distinguish and interpret words with multiple meanings.</p>	<p><i>Word Recognition</i> 1.1 Read aloud narrative and expository text fluently and accurately and with appropriate pacing, intonation, and expression.</p> <p><i>Vocabulary and Concept Development</i> 1.2 Use word origins to determine the meaning of unknown words. 1.3 Understand and explain frequently used synonyms, antonyms, and homographs. 1.4 Know abstract, derived roots and affixes from Greek and Latin and use this knowledge to analyze the meaning of complex words (e.g., controversial). 1.5 Understand and explain the figurative and metaphorical use of words in context.</p>

Reading: 2.0 Reading Comprehension

Kindergarten	1 st
<p><i>Structural Features of Informational Materials</i> 2.1 Locate the title, table of contents, name of author, and name of illustrator.</p> <p><i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.2 Use pictures and context to make predictions about story content. 2.3 Connect to life experiences the information and events in texts. 2.4 Retell familiar stories. Kindergarten Structural Features of Informational Materials (cont.) 2.5 Ask and answer questions about essential elements of a text.</p>	<p><i>Structural Features of Informational Materials</i> 2.1 Identify text that uses sequence or other logical order.</p> <p><i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.2 Respond to who, what, when, where, and how questions. 2.3 Follow one-step written instructions. 2.4 Use context to resolve ambiguities about word and sentence meanings. 1st Structural Features of Informational Materials (cont.) 2.5 Confirm predictions about what will happen next in a text by identifying key words (i.e., signpost words). 2.6 Relate prior knowledge to textual information. 2.7 Retell the central ideas of simple expository or narrative passages.</p>

2 nd	3 rd
<p><i>Structural Features of Informational Materials</i> 2.1 Use titles, tables of contents, and chapter headings to locate information in expository text.</p> <p><i>Comprehension and Analysis of Grade-Level-</i></p>	<p><i>Structural Features of Informational Materials</i> 2.1 Use titles, tables of contents, chapter headings, glossaries, and indexes to locate information in text.</p>

<p>Appropriate Text 2.2 State the purpose in reading (i. e., tell what information is sought). 2.3 Use knowledge of the author’s purpose(s) to comprehend informational text. 2.4 Ask clarifying questions about essential textual elements of exposition (e.g., why, what if, how). 2.5 Restate facts and details in the text to clarify and organize ideas. 2.6 Recognize cause-and-effect relationships in a text. 2.7 Interpret information from diagrams, charts, and graphs. 2.8 Follow two-step written instructions.</p>	<p>Comprehension and Analysis of Grade-Level-Appropriate Text 2.2 Ask questions and support answers by connecting prior knowledge with literal information found in, and inferred from, the text. 2.3 Demonstrate comprehension by identifying answers in the text. 2.4 Recall major points in the text and make and modify predictions about forthcoming information. 2.5 Distinguish the main idea and supporting details in expository text. 2.6 Extract appropriate and significant information from the text, including problems and solutions. 2.7 Follow simple multiple-step written instructions (e.g., how to assemble a product or play a board game).</p>
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<p>4th <i>Structural Features of Informational Materials</i> 2.1 Identify structural patterns found in informational text (e.g., compare and contrast, cause and effect, sequential or chronological order, proposition and support) to strengthen comprehension. <i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.2 Use appropriate strategies when reading for different purposes (e.g., full comprehension, location of information, personal enjoyment). 2.3 Make and confirm predictions about text by using prior knowledge and ideas presented in the text itself, including illustrations, titles, topic sentences, important words, and foreshadowing clues. 2.4 Evaluate new information and hypotheses by testing them against known information and ideas. 2.5 Compare and contrast information on the same topic after reading several passages or articles. 2.6 Distinguish between cause and effect and between fact and opinion in expository text. 2.7 Follow multiple-step instructions in a basic technical manual (e.g., how to use computer commands or video games).</p>	<p>5th <i>Structural Features of Informational Materials</i> 2.1 Understand how text features (e.g., format, graphics, sequence, diagrams, illustrations, charts, maps) make information accessible and usable. 2.2 Analyze text that is organized in sequential or chronological order. <i>Comprehension and Analysis of Grade-Level-Appropriate Text</i> 2.3 Discern main ideas and concepts presented in texts, identifying and assessing evidence that supports those ideas. 2.4 Draw inferences, conclusions, or generalizations about text and support them with textual evidence and prior knowledge. Expository Critique 2.5 Distinguish facts, supported inferences, and opinions in text.</p>
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Reading: 3.0 Literary Responses and Analysis

<p>Kindergarten <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Distinguish fantasy from realistic text. 3.2 Identify types of everyday print materials (e.g., storybooks, poems, newspapers, signs, labels).</p>	<p>1st <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Identify and describe the elements of plot, setting, and character(s) in a story, as well as the story’s beginning, middle, and ending.</p>
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<p>3.3 Identify characters, settings, and important events.</p>	<p>3.2 Describe the roles of authors and illustrators and their contributions to print materials. 3.3 Recollect, talk, and write about books read during the school year.</p>
<p><i>2nd</i></p>	<p><i>3rd</i></p>
<p><i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.1 Compare and contrast plots, settings, and characters presented by different authors. 3.2 Generate alternative endings to plots and identify the reason or reasons for, and the impact of, the alternatives. 3.3 Compare and contrast different versions of the same stories that reflect different cultures. 3.4 Identify the use of rhythm, rhyme, and alliteration in poetry.</p>	<p><i>Structural Features of Literature</i> 3.1 Distinguish common forms of literature (e.g., poetry, drama, fiction, nonfiction). <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Comprehend basic plots of classic fairy tales, myths, folktales, legends, and fables from around the world. 3.3 Determine what characters are like by what they say or do and by how the author or illustrator portrays them. 3.4 Determine the underlying theme or author's message in fiction and nonfiction text. 3.5 Recognize the similarities of sounds in words and rhythmic patterns (e.g., alliteration, onomatopoeia) in a selection. 3.6 Identify the speaker or narrator in a selection.</p>
<p><i>4th</i></p>	<p><i>5th</i></p>
<p><i>Structural Features of Literature</i> 3.1 Describe the structural differences of various imaginative forms of literature, including fantasies, fables, myths, legends, and fairy tales. <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Identify the main events of the plot, their causes, and the influence of each event on future actions. 3.3 Use knowledge of the situation and setting and of a character's traits and motivations to determine the causes for that character's actions. 3.4 Compare and contrast tales from different cultures by tracing the exploits of one character type and develop theories to account for similar tales in diverse cultures (e.g., trickster tales). 3.5 Define figurative language (e.g., simile, metaphor, hyperbole, personification) and identify its use in literary works.</p>	<p><i>Structural Features of Literature</i> 3.1 Identify and analyze the characteristics of poetry, drama, fiction, and nonfiction and explain the appropriateness of the literary forms chosen by an author for a specific purpose. <i>Narrative Analysis of Grade-Level-Appropriate Text</i> 3.2 Identify the main problem or conflict of the plot and explain how it is resolved. 3.3 Contrast the actions, motives (e.g., loyalty, selfishness, conscientiousness), and appearances of characters in a work of fiction and discuss the importance of the contrasts to the plot or theme. 3.4 Understand that theme refers to the meaning or moral of a selection and recognize themes (whether implied or stated directly) in sample works. 3.5 Describe the function and effect of common literary devices (e.g., imagery, metaphor, symbolism). <i>Literary Criticism</i> 3.6 Evaluate the meaning of archetypal patterns and symbols that are found in myth and tradition by using literature from different eras and cultures. <i>5th Narrative Analysis of Grade-Level-Appropriate Text (cont)</i> 3.7 Evaluate the author's use of various techniques (e.g., appeal of characters in a picture book, logic and credibility of plots and settings, use of figurative language) to influence readers' perspectives.</p>

2.6 Process by Which Curriculum, Materials and Instructional Activities Are To Be Selected

The books utilized for each course, course material, and instructional activities at Wisdom Academy for Young Scientists are chosen through a collaborative effort between a team comprised of the principal, teachers and curriculum and instruction consultant. This WAYS curriculum development team has begun an ongoing process of material selection, curriculum mapping, unit development, lesson design, assessment development and identification of teaching strategies for different courses at WAYS. The principal and teachers have selected textbooks from the state approved list that best suit the needs of their students. To encourage innovation, and emphasis on technology, teachers will have the flexibility to use books or strategies that are not on the WAYS recommended list as long as they achieve the required results.

2.7 Delineation Of When And How Pupil Outcomes Will Be Assessed

Students are first assessed (using Saxon Math, CELDT, and McLeod Assessment of Reading Comprehension assessments and a writing prompt) upon matriculation. They then are given periodic assessments on a trimester basis to monitor progress. At the end of the school year, students take the CST and teacher created summative assessments. The CELDT is administered to English learner students within thirty days of initial enrollment and at least annually thereafter during the testing window until reclassified as Fluent English Proficient (RFEP) per reclassification procedures.

See Element 3 for more details related to formative and authentic assessments.

2.8 Identification of Who Will Be Accountable For Student Progress

The following guidelines have been established to guide the development of the curriculum and to keep in sight the goal of improved student learning.

California State Curriculum Frameworks and State Standards will provide the base content for the instructional program.

Wisdom Academy for Young Scientists will chart student progress from year to year on the State of California's adopted standardized and standards-based statewide examinations.

Wisdom Academy for Young Scientists will meet or exceed all County and state standards and will establish a policy to ensure that evidence of improved pupil learning is shared with the parents, the County, and the state.

Advancement from one grade to the next requires demonstration of mastery of the concepts and development of the skills in alignment with the standards required by the California Department of Education.

Wisdom Academy for Young Scientists will make available after-school tutorials, as preventative measures for those students deemed at-risk of being held back.

Specific times will be allocated to provide the opportunity and time for teachers to discuss and share concerns related to student progress before students matriculate to the next grade. Teachers will have time prior to the start of the school year to evaluate students' standardized test scores from the previous year and to identify individual strengths, areas of concern and focus for each student. Student progress reports will be used to monitor student progress. Parent conferencing on student progress will occur twice per year.

Once per year, ~~the Executive Director~~ **CEG** will be responsible for preparing and presenting a report to the Governing Board that details and summarizes the school's progress toward meeting its goals during the previous school year. ~~The Executive Director~~ **CEG** is committed to ensuring that a robust assessment and accountability system is in place on an ongoing basis at the school, and that the information be used effectively and in a timely manner to ensure the high quality of the school's program for all of its students. If needed, the Board can take measures, based on this report that will ensure the school is consistently making progress toward its goals. Such an action, may include creating a working committee, made up teachers, parents, administration and students, to take a closer look at elements of the report, conduct research as necessary, and make appropriate recommendations.

In accordance with the provisions set forth in No Child Left Behind, WAYS will track student achievement data in order to ensure students are meeting required proficiency levels. Teachers and administrators will analyze data and use it as a tool when planning curriculum, designing interventions and adopting curricular materials. The administration, to include the principal, teachers, and the special education program coordinator will coordinate all efforts in order to maximize student achievement.

2.9 Student Retention and Promotion

Wisdom Academy for Young Scientists strives to ensure that students show progress in their achievements and is ready to be promoted to the next level. For those students who are identified as "at risk" of retention, a meeting will be called that includes the teacher, parents and special education program coordinator. At this meeting it may be determined that a Student Success Team (as described in the Special Education section above) is necessary to develop an educational plan that will include tutorials, special classes and learning strategies that best suit the student. Parent conferencing on the student's progress will occur every couple of months. If necessary the option of summer school and after school enrichment classes will be offered as a measure to curtail retention.

If we believe a student needs to be retained, we will hold a Student Success Team meeting and discuss the repercussions of this action. If the team agrees that this is in the best interest of the child then all measures will be taken to

ensure that this will be a positive experience for the student. These measures include:

- Meeting with the team and the student
- Creating an accepting environment in the class.
- Creating many opportunities for success for the student in the classroom.
- Ensuring that the student receives the necessary assistance and support to ensure future promotion.

Specific times will be allocated to provide the opportunity and time for teachers to discuss and share concerns related to student progress before students matriculate to the next grade.

2.10 Reference to NCLB

WAYS accepts the NCLB premise that all children will succeed and will review its Adequate Yearly Progress annually, with special attention given to the progress of sub-groups. The Principal will recommend and the Board will approve annual action plans to meet Adequate Yearly Progress goals.



At WAYS you will see older children reading with younger children

3 Methods for Assessing Student Progress

3.1 THE METHODS FOR ASSESSING STUDENT PROGRESS AT WAYS WILL INCLUDE THE FOLLOWING:

- CA STATE STANDARDIZED TESTS (I.E., STAR TESTING PROTOCOL, CST)
- Text based pre and post assessments
- Tri-yearly standards-based Benchmark performance assessments
- Unit level standards-based Benchmark performance assessments
- Formal and Informal Classroom assessment (tests, projects, worksheets, presentations, personal communication, surveys, anecdotal records)
- Portfolio evaluation
- Parent Conferences, and Student-led conferences

3.2 Use of Standardized Test Scores in Measuring Pupil Progress

Our students will participate fully in the Standardized Testing and Reporting (STAR) program. WAYS agrees to comply with and adhere to the State requirements for participation and administration of all state mandated tests.

Teachers need only review the test results, which will be presented to them in a graphic format. These tests measure student outcomes to monitor progress, highlight student -learning deficiencies for teachers, and increase teachers' pedagogical efficiency (teachers can shift time away from test preparation and scoring to other activities).

Assessments will be tied to ongoing teacher, classroom and grade level goals and action plans. The collaboration and monitoring of this information will allow for the sharing of resources and innovative solutions.

Teaches will share data with students and classrooms will work together to establish action plans. Data and action plans can also be shared with parents through class and school newsletters to involve them in the collaborative effort of continuous improvement.

With measures matched to our philosophy and instructional intents, we will develop and will build upon our assessment system, which will enable us to systematically:

- Assess the progress of individual children in our curriculum, with particular emphasis on their academic, standards-based achievement.
- Evaluate the effectiveness of the school program in meeting its objectives, relative to our own standards and compared to schools serving similar students in the district.

- Contribute to the continual strengthening of curriculum and instructional processes at the individual, team, and program levels.
- Be accountable to students, parents, our community, the County and the state.

Wisdom Academy for Young Scientists will participate in the state-mandated testing programs. They will enable us to track individual students' and the school's performance from year to year; however, these tests do not fully meet the assessment needs of the classroom teachers nor are they designed to encourage students' self-reflection. For these latter purposes, students will prepare portfolios composed of the projects, daily work, journal samples, self-evaluations, writing samples, exhibitions, reading logs, analytic reflections and other tasks which students complete over the course of the instructional year. To provide a more complete picture of student growth, the school will institute a system of benchmark assessments at the end of each trimester—faculty designed, administered, and scored—tied to the full school curriculum, including rigorous measurement of student standards-based achievement.

The Charter School agrees to comply with and adhere to the State requirements for participation and administration of all state mandated tests. If the Charter School does not test (i.e., STAR, CELDT, CAHSEE) with the District, the Charter School hereby grants authority to the state of California to provide a copy of all test results directly to the District as well as the Charter School . A copy of the school's test results must be submitted on a CD on or before September 30 following that spring's test administration, The CLDT results must be submitted to the District no later than two weeks after receipt of the CD from the state's vendor.

3.3 Use of Longitudinal, Survey and other Data in Measuring Pupil Progress

Students will be given a variety of ongoing assessments, including teacher observations, performance-based assessments, grade-level assignments, presentations, and projects, as well as the "Standards Master" assessments, and Unit level "Benchmark" assessments. The Principals will ensure that all necessary assessments are completed in a timely manner and that teachers use the information from the assessments to modify their curriculum accordingly.

California-aligned "Standards Master" assessments developed by Renaissance Learning Co. (a testing and curriculum tool developed by Renaissance Learning Inc. that is aligned to California state standards in math, reading and language arts) or a comparable system will be used to measure students' and classroom growth towards mastery of state standards in mathematics, language arts and reading. These assessments will be conducted three times a year; extensive reports will be generated compiling both classroom and individual student results. Reports will be used to inform both standards based classroom curriculum development and individual student support programs. This assessment and/or other comparable state content standards aligned testing program will be used until our benchmark assessments are completed.

The faculty will come together to agree on benchmark tasks and assessments that represent key objectives for curriculum and instruction to be included in student portfolios and Student Assessment Collections, addressing the state standards and additional criteria by which student performance should be judged. We will examine how the evidence contained in student portfolios can be used to determine each student's progress toward the attainment of specific goals, and develop our portfolio criteria in a manner that maximizes this attainment. The appropriateness of various assessment strategies will be reevaluated by the staff as needed—considering such areas as whole child growth and development (academic, social, physical, creative, critical thinking, etc.), content standards mastery, curriculum effectiveness, level of task difficulty and student mastery.

Of greatest importance is the opportunity for the faculty to establish clear measures of growth that are direct outcomes of the school's full educational goals. The criteria for evaluation of student growth will, of course, reflect achievement in terms of California's content standards, but may also be chosen to include curricular goals measuring the growth of the "whole child" -- honoring the richness of the school's broader curriculum goals

Ongoing student assessment will include additional tools such as checklists, narrative descriptions, anecdotal records of observations, parent conference notes, teacher-designed tests, teacher-developed rubrics, rating forms, surveys, personal conference data and student portfolios.



WAYS' students participate in an extra-curricular dance recital. Teachers support students through home visitations and attendance at family events.

3.4 Benchmark Assessments

The establishment of our benchmark assessment will begin with Staff work during our professional development days in August and will continue the first trimester of the 2011 - 2012 Academic Year. Both large scale and smaller scale benchmark assessments will be developed and employed.

Small-scale benchmark assessment will be done during each unit of instruction, as well as ongoing performance assessments related to the CSTP and unit goals. These benchmark assessments will act to guide instruction, indicate the

need to modify strategies for individuals of whole classes, act as targets for student self-assessment toward their goals, and operate as the primary source of summative unit level grading criteria.

Broad-scale Benchmark assessments will be given in each trimester of the 2011-2012 academic year, evaluated with the aim of using the improved assessment tools from the second trimester as well as a second and additional set to be employed alongside the former set during the final trimester of the 2011 - 2012 academic year. Staff development days in June will be used to review of Benchmark assessment tools employed during the prior year. In this manner, our target goal of a completed and effective Benchmark Assessment Structure can be achieved by the end of the 2011 - 2012 Academic Year of school.

Benchmark assessments of student academic growth will be designed by the faculty to provide an accurate assessment of student progress in mastering grade-level standards and will be essential to the success of our instructional program. Assessments will be designed to for three specific purposes:

1. Entry-level Assessment – Essential questions: Do students possess crucial prerequisites skills and knowledge? Do students already know some of the material that is to be taught? The assessment will contain a range and balance of items, some of which reach back to measure where students are, others will reach forward to identify those students who may already know the new material.

2. Progress Monitoring – Essential question: Are students progressing adequately toward achieving the standards? Teachers will adjust instruction so that all students are constantly progressing. Teachers will continually look for indicators among student responses and in student work. Monitoring will also include checking for understanding during instruction, checking homework, unit/chapter tests or quizzes. Assessment will be tied to items already taught and will be used as the basis for making we-informed adjustments to instruction. Teachers will rely on answers to the following:

- i. Should I move ahead or spend more time on the current phase of instruction?
- ii. Are students able to practice what they have learned through independent activities, or do I need to provide additional instruction?
- iii. Can I accelerate the planned instruction for some or all students, and if so, what is the best way to do that?

3. Summative Evaluation – Essential question: Have students shown concrete evidence that they have met the goals for each unit as defined by each content standard or group of standards?

The Benchmark assessments will be organized around a Student Assessment Collection, including the results of the trimester's on-demand tests. Each piece of the "Student Assessment Collection" (SAC) that is gathered for evaluation in the Benchmark assessments for each student will be evaluated by the classroom teacher for growth over time using criteria reviewed and approved by the faculty as a whole. One additional faculty member will review each (SAC) to establish

the validity of the overall evaluation. The faculty will also establish criteria for the evidence to be included in the SAC, a description of the dimensions to be evaluated, and criteria for determining levels of achievement for the collections as a whole, including a clearly defined “Mastery” level.

The Benchmark assessments primarily serve a “formative” function, and will provide a powerful, concrete, and results-focused opportunity for the faculty to refine the school’s vision and program, to help each other in their work with students, and to identify and address the needs of individual students in a timely way.

3.5 Portfolios

Consistent with our instructional philosophy, portfolios will give students opportunities for choice and to show their individual interests and talents. In addition to offering teachers a tool for gauging students' progress and their strengths and challenges, the portfolio design will include procedures to bring students and parents into the assessment process. By asking students to reflect on their own performance, we will empower them to recognize and be responsible for their own learning.

The full collection of evidence will lead to a student portfolio for teacher will use with students and parents, and the results for all students (with anonymous examples of the variety of student performances) can be used for accountability within the school community and with broader educational stakeholders.

3.6 Specific Standards That Students Must Demonstrate Proficiency In; Process School Will Use to Ensure That Students Meet the Statewide Performance Standards And Evidence Of Improved Pupil Learning

Each grade level teacher will identify, with review and approval by the faculty, one third of the specific state content standards for language arts, mathematics, history-social science, and science for instructional emphasis and student mastery in each trimester. Student progress will be assessed using a variety of ongoing classroom assessments, and at the end of the trimester, the Standards Master and Benchmark assessments. The time unit for demonstrating student learning is the trimester. The results of these assessments will be evaluated formatively to identify content in need of additional instruction and/or summative to identify and verify specific content mastered.

3.7 Assessment Schedule

ASSESSMENT FRAMEWORK	DESCRIPTION OF ASSESSMENT TOOL	DATE
PRE-POST TESTING	TEACHER-MADE TESTS/OBSERVATIONS	FALL/ SPRING

	PUBLISHER'S ASSESSMENTS	
ANNUAL	STATE TESTING & REPORTING SYSTEM CALIFORNIA WRITING TEST FOR GRADE 4 FITNESSGRAM FOR GRADE 5 CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (Annually or 30 days from enrollment)	SEPTEMBER
	EXIT INTERVIEWS	JUNE
	PERFORMANCE ASSIGNMENT	MAR/APR
BI-ANNUAL	Open Court Reading Unit Assessments Saxon Math Assessments	SEP/JAN
	THE WORK SAMPLING SYSTEM	ON-GOING
	DEVELOPMENTAL GUIDELINES & CHECKLIST	OCT/MAR
	PORTFOLIOS	FEBRUARY/ MAY
TRI-ANNUAL	SUMMARY REPORTS (PARENT CONFERENCES)	NOV/MAR/JUNE

The School will track and analyze the following factors that influence academic achievement and growth.

Measurable Outcomes	Expected Outcomes	Assessment Tools
Student Conduct	Average daily attendance of 95%	Student Records
	Tardiness will decrease each year by 5%	
	Suspensions/expulsions will decrease each year by 5%	
Parent Involvement	90% will attend on-going parent teacher	Running Records/Sign-In

	conferences during the year	Sheets
	90% will attend at least two parent workshops during the academic year	
	Participation of parents with children in special events/programs will increase 20% each year until 90% are involved	
	90% will join the Parent Teacher Association (PTA)	By the end of year three
	Parent attendance at performing arts events, science fairs, festivals, and forums will grow by 10% yearly beginning with 65% the first year	
Teacher Involvement	Participation in school planning/collaboration sessions will be measured by sign-in sheets	90% is required
Professional Development	100% attendance at the annual one-week retreat prior to school opening	Running Records/Sign-in Sheets
State-mandated standardized tests	California Standards Test (CST)	Students who are continuously enrolled for at least two years, and have at least one year of prior testing will improve performance by no less than one proficiency level until norm is reached.
Grade-level competency and continuing higher levels of proficiency	FOSS Assessment System (formative and summative) Open Court Reading Assessments Saxon Math Assessments	Students who are continuously enrolled for at least two years, and have at least one year of prior testing will improve performance by no less than (4)

		percentage points each year until grade level competency (70+) is reached, at which point students will improve at least by three (3) percentage points each year
Teacher Performance	Student attainment of CA standards as evidenced in benchmark assessment performance and test scores.	Comparison of Student designated test scores and percentages of students achieving benchmarks.
	Competence in pedagogy	Principal/ Peer/ Self Evaluations
	Professional Attitude	Parent/Student Surveys
	Effective teaching strategies	Adherence to terms of contract. Rating on WASSC Classroom Climate Pedagogy scale.
	Effective classroom management	Rating on WASSC Classroom Climate management scale.
Financial Solvency	No deficit in the operation budget after the initial two years of operating (time frame allows for start-up costs)	Independent Annual Audit Forecast Budget

3.8 Methods to ensure that all statewide standards are met and pupil assessments conducted

To ensure that all statewide performance standards are met and to ensure continual evidence of pupil learning, WAYS shall conduct testing pursuant to Education Code Section 47605(c) as well as its own assessment and evaluation processes. Multiple forms of assessment will be used to measure student

achievement and progress, tailor programs of instruction, validate and continuously improve teaching methods, gauge the school's performance in comparison to similar schools throughout the state, and provide the metrics for programmatic audits reported to the County and the California Department of Education (CDE).

3.9 Process school will use to ensure that students meet the statewide performance standards and evidence of improved student learning

Staff has identified what students should know (California state content standards) and what they should be able to do (performance standards) in all learning areas at critical points in their education (see Element 2). Steps in this process include: reviewing the school's mission, purpose, and expectations, reviewing state and district standards, developing exit outcomes and graduation standards, and listing specific academic outcomes that students will demonstrate in each subject area, grade, or skill level.

Linking standards to curriculum and assessment: Standards, curriculum, and assessment are aligned with each other, with state guidelines, and with the school's educational goals. Professional development includes training in the use of data-driven decision -making and educators review the alignment of assessment and curriculum with the state content standards at least twice a year.

Determining assessments that will actually measure if curriculum has been learned and monitoring progress toward goals: This includes a combination of portfolios and assessments. Instruments used measure important student objectives and reflect the vision of the school but do not adversely affect the learner. Progress is objectively measured by the annual statewide assessments for each grade (CST, etc.) and by other adopted statewide assessments (CELDT, etc.). Classroom teachers may also measure achievement in a traditional manner, such as through quizzes, essays, tests, and exams.

The staff will:

- Set baseline expectations for incoming students (e.g., information from previous assessments);
- Recommend additional support if needed;
- Administer all assessments, including school, County, and state-required testing (e.g., STAR, proficiency tests, CST);
- Develop evaluative comparisons with similar populations using disaggregated data;
- Set priorities for professional development;
- Assist with the allocation of resources.

3.10 Process for Conducting Pupil assessment Pursuant to EC60602.5

WAYS will administer the CELDT, CST, and other state-mandated assessments as required. It will adhere to the administration protocols specified in the relevant State Department of Education bulletins.

3.11 Identification of the Grading Policy

Trimester progress reports will be issued identifying students' strengths, abilities, interests and areas for improvement. These progress reports will effectively summarize a student's development and progress in English Language Arts, English Language Development, Mathematics, Social Studies, Science, Working Skills, Human Relations and Life Skills and will reflect student's progress toward grade level state standards. The progress report, which lists strategies, attitudes and skills required in each area, along with a rating system, will be implemented. The following is an example:

- E = Exceeds Grade Level Expectations
- M = Meets Grade Level Expectations
- W = Working Toward Grade Level Standards
- R = Requires Assistance

Reading

- Enjoys books and recognizes the power of text
- Reads with grade level fluency
- Uses phonics conventions to sound out unfamiliar words
- Has a grade level appropriate sight vocabulary
- Comprehends and absorbs written ideas
- Uses text as a resource for gathering facts and ideas

Student-Parent Conferences will be held three times per year to discuss the students' development and progress and to set goals on how school and home can support and promote student's efforts toward achievement. The conferences will teach each student to take command of his/her development and learning. The portfolio-based conference allows a student to evaluate current levels of strength and weakness in all developmental areas (academics, creativity and artistic expression, critical thinking, social development and motor development). Students gather evidence of their aptitudes and skills, analyze the evidence, and then set goals for the next progress period (approximately a trimester).

Parents are invited to tri-yearly conferences where younger students (grades K – 1) display current levels of development in activities centers, and older students (grades 2 – 5) display current levels of development by presenting evidence of work and reflective analysis from their portfolios. Once parents have had the opportunity to observe their child's skills first hand, they will sit with their child and

teacher to discuss the student goals for the upcoming progress period, and develop a parent/teacher plan to support the child's attainment of those goals.

Portfolio-based student led conferences have proven to be an essential tool for nurturing student ownership of learning and development, as students are not simply included in the process of evaluation, but in fact put at the helm in the analysis and goal setting process. Additionally, this process involves parents directly in the observation and analysis of student development, and in supporting specific goals for growth. Student-Parent conferences allow each the student support team to celebrate each child's hard work, to share in the process of self reflection, and finally to set attainable goals for the coming months at school and home.

The overall focus of our reporting system (which includes report cards, Student-Parent Conferences and the six year [K – 5] cumulative portfolio) will be: 1) to offer parents information on their children's progress in a form they can understand and use effectively, 2) to certify the attainment of learning goals, and 3) to identify where additional work is needed and set appropriate goals and strategies. The development and refinement of our assessment tools will be continually evaluated and improved upon in order to meet the individual needs of our student population. Assessment tools and reporting systems are to be modified as the goals for students are further developed and evolving methodologies become incorporated into our educational program.

The Charter School agrees to comply with and adhere to the State requirements for participation and administration of all state mandated tests.

4 Governance

Wisdom Academy for Young Scientists' governance structure is set up to support the school's overall mission and vision with all stakeholders being involved on all levels of school governance.

As provided for in the California Corporations Code, the corporation is governed by a Board of Directors (Governing Board), whose members have a legal and fiduciary responsibility for the operation of the charter school. The primary purposes of the corporation are to manage, operate, guide, direct, support and promote WAYS and its mission. The governance structure is organized to serve the educational vision of the school by ensuring that decision-making is responsive to the charter school's needs and that staff are held responsible for student outcomes. To accomplish this, WAYS has a governance structure consisting of one major decision-making body, the WAYS Governing Board. Additionally, the Governing Board has hired Celerity Educational Group ("CEG") to take over day-to-day operations of WAYS pursuant to a charter management ("CMO") agreement between CEG and WAYS. A copy of the CMO agreement is attached hereto and incorporated herein. The Governing Board receives staff analysis of programs and recommendations by the WAYS Executive Director, in his or her capacity as the corporation's chief executive officer CEG.¹ Any reference to "CEO" or "Executive Director" in this or other charter documents means the Executive Director CEG.

Governing Board

The Governing Board makes all policy and business decisions affecting WAYS' legal, fiscal and corporate matters, not otherwise delegated, to ensure implementation of the charter. Currently, the Governing Board consists of five seven persons representing parents and community members. The number of members of the Governing Board may be changed from time to time as provided in the Bylaws of the corporation. The Governing Board is empowered to make oversight and financial decisions to uphold the mission of WAYS. The Governing Board is also responsible for appointing, evaluating, and compensating and, if necessary, replacing the Executive Director CEG. The Executive Director, as Chief Executive Officer of the corporation (with duties and responsibilities as delegated by the Board), CEG manages the day-to-day operations of WAYS. The Governing Board has adopted Bylaws consistent with the California Non-profit Corporations Code and this charter. To the extent any provision in the

¹ The initial charter petition presented in 2011 contained an error in the organizational chart for WAYS. That chart incorrectly included the paid executive director position within the "Board of Directors" box. Due to potential conflicts of interest, the paid Executive Director cannot be a member of the Board of Directors. Rather the Executive Director CEG is hired/evaluated/released directly by the Board of Directors. All other employees are hired through the Executive Director CEG and/or designees. The organizational chart has been corrected.

bylaws is inconsistent with this charter or any MOU with the County, the charter and/or MOU prevails and the bylaws shall be revised accordingly.

WAYS shall comply with the Brown Act. The Governing Board of WAYS will meet monthly. The Notice of Governing Board Meetings, Agendas and Minutes will be posted in the main office on the information bulletin board as well as in common passing areas at a minimum of three days before the meeting.

Wisdom Academy for Young Scientists will operate as a DBA of the Merle Williamson Foundation (MWF), a non-profit corporation established in the State of California under the guidelines set forth by the state and in compliance with Federal laws establishing non-profit corporations. MWF has been granted tax-exempt status under section 501 (c) (3) of the Internal Revenue Code. An governing school board has been appointed. This board is responsible for developing and establishing a set of governing bylaws as required by laws that will apply to the Wisdom Academy of Young Scientists.

Members of the WAYS' executive board, any administrators, managers or employees, and any other committees of the School shall comply with federal and state laws, nonprofit integrity standards and the County's Charter School policies and regulations regarding ethics and conflicts of interest. (Appendix B - Organizational Chart, Board Questionnaire and Resume).

WAYS and/or its non-profit corporation are a separate legal entity and will be solely responsible for the debts and obligations of the Charter School.

The County reserves the right to appoint a single representative to the charter school board pursuant to Education Code Section 47604(b).

4.1 Process Which Ensures Staff, Students and Other stakeholder Involvement

4.2 School Community

The School Community refers to all teachers, support staff, parents, students, administration and community representatives that are involved with the school. The School Community shall have an opportunity to be involved and participate in school wide matters. Opportunities to be involved on the board, advisory council, working committees, etc. are available for all of its members. Whole School Community meetings will be regularly scheduled at an hour that is conducive to parent participation.

4.3 Parents

Wisdom Academy for Young Scientists recognizes that parents and other family members are the most valuable people in each child's life and that they possess insights into the child's abilities and needs. Therefore, we feel that it is imperative that we work closely with them to develop the most successful and enriched

educational experiences possible for each child. Parent involvement is an important and integral part of our program. The following will be implemented at our school to accomplish this goal.

The office staff reviews with parents the Home-School agreement, at the time of enrollment. WAYS will encourage parents to sign an agreement indicating they understand and agree to the level of involvement necessary to optimize success for their child in our program. Teachers and parents will annually review and evaluate this agreement and make any necessary modifications

Parents are strongly encouraged to commit to school service and involvement at the requested amount of four hours per school month, in a manner, which is flexible with their work schedules. Parent's interests, skills and availability are discussed to determine how they can best serve the school community. Parents have the option of working in classrooms, on the playground and/or taking some work home to assist the teacher. Although there is no penalty to the student or family who does not meet this standard, a meeting with the parents will be scheduled to discuss the importance of their participation and solutions to those obstacles that are preventing the family from being involved at the school.

Parents will be asked to join the Parent Council, which will be developed and led by the parents. The parent group provides a forum for parents to gather for the purpose of coordinating parent volunteerism, fundraisers and activities that support the school program and goals.

Parents will be asked to form committees, when necessary to provide a forum for parent concerns and standard procedures to address concerns and initiate solutions to said concerns. This may involve working to assist in the development of school policies and procedures.

Parent workshops that share information on skills and techniques that can assist them in areas such as Core Knowledge Skills/Sequence, Standards Based Learning And Assessment, Literacy Development, Social Development And Effective Conflict Resolution, The Successful Learning Environment At Home And School, How To Promote Learning During The Summer, and the like, will be offered on a regular basis. These workshops are intended to help parents gain a greater understanding of our program and how they can work closely with us to help their child succeed in school.

Parents will be provided with information on an ongoing basis regarding the content of the educational program and on-going school meetings and events. Written material will be translated into Spanish to keep all of our families informed.

Staff will advise and consult with parents regarding the school's educational program at the orientation meetings and community discussions. Parents will be encouraged to reinforce the educational program by monitoring their child's progress, responding to written notices and reports, engaging in conversations with school personnel as needed and attending student-led conferences twice per year.

Our school will strive to ensure that parents and family are visible members of the school community. Room-parents responsible for setting up a telephone tree to keep parents informed will be established as part of our school.

Grievance Procedure for Parents and Students

WAYS will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with WAYS alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. WAYS will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.

WAYS will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504. WAYS will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

4.4 Student Involvement

Wisdom Academy for Young Scientists recognizes that the students themselves are the experts when it comes to knowing the interests, abilities and strengths, which they possess. Often times students' strengths are overlooked when they are compared to conventional success criteria. Our goal is to ensure that children know they are valued. We plan to meet our goals by identifying and building on strengths and by encouraging the development of additional skills and thereby implement the following:

Create and incorporate a curriculum that is experientially based in order to maintain a high level of intrinsic motivation in the student and build on his or her inner desire to learn.

Identify children's learning strengths, then use our findings to inform the creation of a powerful curriculum that utilizes these strengths, thus allowing children to experience the values of developing and employing skills mastery.

Build on each child's interests, experiences, culture awareness and appreciation, social skills, and their abilities in an effort to maximize their learning.

Cross curriculum will be offered that emphasis the importance of science now and in the future as it relates to our natural environment, sharing learning

experiences through assemblies, field trips and working on school community events, such as the annual "Science Fair."

4.5 Teacher Involvement

Wisdom Academy for Young Scientists recognizes the importance of teacher input in matters that directly involve their classroom and student achievement. WAYS will strive to ensure that teachers become more involved in the governance of the school and the development and implementation of curriculum programs in the school. Therefore, the governance structure is set up to be inclusive of the teacher's input and we have purposefully left room to further develop our curriculum, so that teachers along with parents could have some input into the instructional program.

Teachers participate as members of a collective in our ongoing program development, staff development and the administrative decision making process. They participate in designing and running staff development workshops, where teachers share experience and methodology with one another, overseen by the Academic Co-Principals. Through continuous analysis of our philosophy, and weekly reflection on our practices in action, our staff collective works toward greater unification.

Teachers will meet weekly after school with the principal to share concerns, communicate requests, discuss program goals, assess overall student progress, evaluate program effectiveness, develop plans to implement policies, and discuss individual student needs. Teachers will be encouraged to serve on working committees to provide input that will help shape policies and effect change.

4.6 Community Involvement

We recognize that Wisdom Academy for Young Scientists community is a part of a larger community and should therefore take more effective measures to make it possible for the community to become actively involved. To this end, WAYS has formed a working committee do the following:

Elect representatives from the scientific, business and educational community to serve on the School Board.

Continually seek community partnerships that will enhance the instructional program and support the vision and goals of the school.

Make concerted efforts to establish collegial relationships with the District's elementary schools in the area, for the purpose of increased student achievement within the District.

4.7 Methods By Which Schools Consult With Parents and Teachers Regarding School's Organizational Program

As part of the process of creating a small learning community where everyone has a sense of ownership and purpose, Wisdom Academy for Young Scientists

Board of Directors has been formed of parents, community members, and other stakeholders. Parent and teacher involvement will be ensured in the following manner.

A Site Council composed of teachers, parents and at least one student representative will meet monthly at the school to discuss school issues and policies.

Student-led conferences will be held at least biannually in order to facilitate communication among their business partners (parents), teachers, administration, and students; track the progress of the students; and develop any necessary interventions.

Parent/guardians will be encouraged to form committees that will plan events and fundraisers, review curriculum and policies, or get involved in other areas of interest consistent with the vision, mission, and policies of the school.

Wisdom Academy for Young Scientists staff will maintain open lines of communication at all times with parents. Beyond meeting with staff at student-led conferences, parents will be advised that teachers will be available for additional conferences as needed.

4.8 Decision-Making Process and Organizational Chart

An **organizational** chart is provided (See Appendix B). The school community and the established parent groups will be major stakeholders and vital participants in school governance. School committees needed to research and work on identified needs of the school will evolve from the school board and parent group. A Site Council that will offer information, support and resources to the Board will be developed within the 1st year of operation.

The Board of Wisdom Academy for Young Scientists will be made up of 5 – 15 members that include community member representatives. Paid employees of WAYS may not sit on the Governing Board of WAYS. The board members are made up of the founding parents, educators, and community members. (see Appendix C). The County reserves the right to appoint a single representative to serve on the Board pursuant to Education Code section 47604 (b). The remaining members will be nominated from the school community and outer community members, based on their expertise and desire to promote a quality educational program. These individuals may have backgrounds in areas such as business, law, fundraising, community outreach, finance, mental health, etc., along with their willingness to serve a needed role on the WAYS Board. During the term of this charter, WAYS will comply with the provisions of the Brown Act and Government Code section 1090, as those sections are amended from time to time. WAYS will **email** a copy of all meeting notices to the County's Charter Schools Office.

The Governing Board ultimately will be charged with assessing how the school is doing overall. The ~~Executive Director~~ **CEG** will provide an annual report to the Board of **Directors** of the Merle Williamson Foundation in April of each year. Once the Governing Board receives reports from **CEG**/the administration, with

regards to the academic progress of the students, the level of parent involvement and the financial status of the school, it will review the information and ascertain whether recommendations need to be made or committees need to be formed to work on specific issues. These committees may examine closely the curriculum and staffing priorities for maximum effectiveness; identifying budgetary priorities involving the use of discretionary funds; evaluating the academic effectiveness of the school program, its administration and staff, and make recommendations for improvement, accordingly. These committees are established to implement the business of the Governing Board and to facilitate its functioning. Furthermore, the Governing Board facilitates communication and team building and acts as negotiator for disagreements.

Matters that arise concerning budgets, curriculum, school discipline, and other school matters will begin at the level of teachers and parents. The Governing Board may, from time to time, establish committees and working groups to develop a policy for the school regarding specific issues and present its findings to the Governing Board and the School Community. WAYS has adapted a set of detailed procedures and policies for all fiscal matters, which are outlined in Element I. Core policies that the board will adopt include:

- Fiscal Policies – how the school’s budget is drafted, approved and monitored; budget development calendar; staff roles related to fiscal issues.
- Instructional Program Policies – when necessary, establish formal policies to clarify or add specific/amend specific charter elements
- Personnel Policies – Establishes how the school recruits, hires, monitors, compensates, and dismisses staff. Policies will also be adopted that address state and federal labor laws related to non-discrimination, leaves, sexual harassment, and other matters. These policies will be adopted prior to hiring staff and will be drafted with legal consultation.
- Student and Parent Policies – how the school recruits orients, admits, disciplines, suspends, and expels students. These policies will also clarify parents’ roles and responsibilities.
- Legal Policies – Board members’ legal responsibilities, including conflict of interest, duty of care, confidentiality (See Appendix E).
- Internal Board Policies – Board composition and renewal/succession and to clarify any policy ambiguities
- Policy, process – this policy will help to keep the policy development process at a minimum and describe how policies are made and revised.

The Governing Board will:

- Insure that the entire school is moving in the direction of the school vision.

- Serve as a clearinghouse for information to facilitate communication.
- Monitor committees to ensure progress toward goals and accomplishment of duties.
- Assist Administration in dealing with incoming information to the school and disseminating information to the School Community.

4.9 School board decisions

Board Members shall consider no business at any meeting at which a quorum is not present.

A quorum shall consist of a majority of the sitting voting members.

The board will make decisions using a majority vote (51% of the board members).

Board members who were not in favor of an approved motion must fully support the organization as it carries out the majority's decision.

Every member has the right to participate in the discussion and every designated voting member has the right to vote on all issues before the Board or any Board Committee.

The School Principal, with the support of staff, will develop and execute the school policies and develop and implement procedures consistent with such policies. The Principal will make decisions that govern ongoing operations, such as selection of curricular field trips, purchase of instructional materials and equipment, facilities, improvements and repairs, expenditures related to facilitation of instructional program and operation of school, etc. The Principal will make efforts to establish collaborative relationships with community members and organizations that will support the instructional program of the school. The job description for the Principal is found in Element 5 of this petition. The principal is responsible for designing and implementing the academic program. The teachers report to the principal, who in turn reports to the Executive Director **CEG**.

4.10 Assurance that Wisdom Academy for Young Scientists will comply with all laws

Wisdom Academy for Young Scientists affirms that it:

- Is not a conversion from a private school.
- Will be non-sectarian in our programs, practices and employment.
- Will not discriminate on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.

- Will not charge tuition.
- Will continuously plan and strive to achieve a racial and ethnic balance that is reflective of the general population residing in Los Angeles County.
- Will not compel students to attend or teachers to be employed at the charter school.
- Will not enroll pupils over 19 years of age unless continuously enrolled in public school and making satisfactory progress toward high school diploma requirements.
- Will adhere to minimum age requirements for the purposes of admission.

4.11 Amendments to charter

Following approval, the governing board of Wisdom Academy for Young Scientists may request from the County governing board an amendment of the charter at any time prior to expiration. Modifications to this charter agreement may be made only with the approval of the County Board of Education.

Expansion of the charter school beyond the initial configuration described in the approved petition, i.e., adding grade levels, increasing enrollment or adding new sites must formally be approved by the Board of Education prior to implementation. An amendment to the charter will be presented to the Charter School Board for approval. If the charter school wishes to use a calendar, which differs significantly from any of the District's calendars, or change the calendar, we will obtain County approval prior to implementation.

Responding to Inquiries

WAYS shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the County and shall consult with the County regarding any inquiries. WAYS acknowledges that it is subject to audit by the County including, without limitation, audit by the County.

If an allegation of waste, the County receives fraud or abuse related to the Charter School operations the Charter School shall be expected to cooperate with any investigation undertaken by the County and/or the Office of the Inspector General, Investigations Unit.

Notifications

Notification is to be made to the County of any notices of workplace hazards, investigations by outside regulatory agencies, lawsuits, or other formal complaints, within one week of receipt of such notices by WAYS.

See Appendix B: Merle Williamson Foundation dba Wisdom Academy for Young Scientists Governance Structure

5 Employment Qualifications and Rights

Governing Law: The qualifications to be met by individuals to be employed by the school. Education Code Section 47605(b)(5)(E).

Wisdom Academy for Young Scientists will select a group of professionals committed to the education of all children.

5.1 Process for Staff Selection

At Wisdom Academy for Young Scientists (WAYS), all staff shall be selected by an open, objective and competitive process. WAYS shall screen applicants for basic criteria, namely: credentials, team teaching ability/experience, years of experience, area of academic expertise. A Staff Selection Committee (SSC) initially made up of administration, board members and parents has been developed for the purpose of recruiting and hiring staff. After the initial teaching staff has been selected, teachers shall also be on the SSC. A panel of educational experts, board members and the Executive Director conducted CEG may all assist in the search for the Principal.

Teacher candidates are asked to do the following:

- Submit a write up on their philosophy on teaching.
- Observe one of our teachers in class, fill out a questionnaire on their observation and participate in a short non-formal discussion with a few SSC members.
- Prepare and present a one -hour lesson to one of our classes (teachers and members of our SSC observe), followed by a short informal interview with SSC members.
- Participate in a formal interview with a majority of the SSC and all Principals.

Wisdom Academy for Young Scientists shall select its own staff. WAYS believes that all persons are entitled to equal employment opportunity. WAYS shall not discriminate against qualified applicants or employees on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment. Wisdom Academy for Young Scientists staff shall consist of

persons who are committed to Wisdom Academy for Young Scientists philosophy.

The hiring process has been an ongoing process and has included:

Interviewing and collecting from applicants:

- Resume
- College transcripts
- References
- TB Clearance
- Department of Justice Clearance
- Credentials, licenses, etc.
- Verifying previous employment
- Selection of top candidate

5.2 Staff Recruitment Process

- Wisdom Academy for Young Scientists (WAYS) Hiring Committee will publicize openings in career and education websites, newspapers, Universities, in the local community and ask for referrals from community members and other stakeholders.
- Professional employees will be required to submit a resume and cover letter while classified hourly employees will fill out an employee application.

5.3 Job Descriptions for Positions

The following job descriptions outline key school positions, including qualifications and responsibilities. Job descriptions will be revised as necessary to reflect the needs of the school.

- ~~Executive Director~~ CEG
- Principal
- Vice (Assistant) Principal
- Director of Operations
- ESL Coordinator
- Special Education Coordinator
- Administrative Assistant
- Classroom Teachers
- Curriculum Specialist
- Resource Specialist Teacher
- Resource Specialist Teacher Aide
- Para-Professional

EXECUTIVE DIRECTOR

CELERITY EDUCATIONAL GROUP

Purpose:

~~The Executive Director~~ Celerity Educational Group (“CEG”) is the charter management organization (“CMO”) for WAYS and functions as the school’s Executive Director. CEG is responsible for leading and managing the WAYS charter schools. ~~The Executive Director~~ CEG designs and executes a strategic plan to ensure the excellence, sustainability, and growth of the schools. As a WAYS in size and complexity, an ~~Executive Director~~ CEG is responsible for effectively managing and scaling an increasingly complex organization. ~~The Executive Director~~ CEG is an agent of the Merle Williamson Foundation Board of Directors and directly accountable to the Merle Williamson Foundation, for all WAYS business and operations. ~~The Executive Director~~ CEG will report to the Board of Directors and will manage the performance of school leaders and staff, and serves as the corporation’s Chief Executive Officer (“CEO”).²

² For purposes other than this charter and in the corporation’s annual Statement of Information filed with the Secretary of State, which requires the corporation to name individuals as corporate officers, the chair of the WAYS Board of Directors shall be named as the corporation’s President.

Qualifications:

~~Experience working with low income communities, and in particular working with children from low income backgrounds to achieve exceptional results in academics, sports, the arts, community service, etc.~~

~~A proven track record of success in building and/or managing a complex organization or enterprise (e.g., a high performing school or network of schools, a successful non-profit or for-profit organization)~~

~~A willingness to travel, with significant travel during the initial training period required.~~

~~A minimum of a bachelor's degree from a four-year college or university.~~

Highly Preferred:

~~Experience leading a high performing school serving children from low income communities.~~

~~Familiarity with the local community, including the political, educational and philanthropic landscape.~~

~~Masters or Doctorate degree~~

Key Qualities, Knowledge, Skills, and Abilities:

~~The Executive Director shall~~ **The WAYS Board of Directors has determined that CEG and its staff** demonstrate the following beliefs and have the following qualities:

Proves the Possible

- Possesses an unshakable, deeply held personal belief that children growing up in low-income communities can achieve at high levels and can demonstrate exceptional personal character.
- Makes decisions and enables other to make decisions based on what is best for students.

Drives Results

- Drives relentlessly to achieve exceptional outcomes on behalf of kids, and does so by demonstrating clear intellect, setting and achieving goals, and managing with grit and tenacity.
- Thrives in an entrepreneurial environment that involves high energy and rapid change.
- Constantly focuses on identifying opportunities to learn and grow, has a track record of strong change management in an organization, and proactively seeks to supplement strong instincts with new ideas and best practices.

Builds Relationships

- Operates with an exceptional level of self-awareness, humility and integrity in all interactions.
- Builds relationships marked by trust, integrity and respect, and does so with a variety of stakeholders including teachers, leaders, students, parents, donors, community members, and Board members.

Manages People

- Believes that the essential purpose of his/her work will be to support and develop leaders, teachers and staff members in order to ensure that outstanding teaching and learning takes place every day in WAYS classrooms.
- Inspires and effectively manages (directly and indirectly) staff to achieve extraordinary results, and offers a clear vision and direction for all staff members.

Provides Instructional Leadership and Manages Operations

- Establishes the academic vision and goals and takes ultimate responsible for ensuring instructional quality and academic performance.
- Increases the efficiency and effectiveness of operations in order to drive even stronger results in school performance.

As the leader of a WAYS, the ~~Executive Director~~ CEG is responsible for ensuring the high quality, strategic growth and operational sustainability of the school. In order to do so, the ~~Executive Director's key responsibilities include:~~ CEG shall perform the following comprehensive CMO services for WAYS, as more particularly described in the CMO Agreement attached hereto:

- *Selection of Principal.* CEG will ensure a new Principal, Vanessa Marroquin, Ed.D., is put in place at WAYS by November 2, 2014, whose resume is attached hereto.
- *New Board Members.* CEG will recruit and identify new qualified board members to serve on the WAYS board by December 1, 2014 (CEG has already identified several qualified candidates, whose bios are available upon request). CEG will interview the new WAYS board candidates, nominate and recommend them to the WAYS board for election, with the first batch of candidates to be recommended to the WAYS board by December 1, 2014.
- *Day to Day Management.* CEG will function as the Executive Director ("ED") of WAYS, and will provide all day-to-day ED services.
- *Board Meeting Support.* CEG will provide professional development and training for the WAYS board, and will prepare the agendas, agenda packets and minutes for each WAYS board meeting, as well as other board meeting support as needed.

- *Vendor Selection.* CEG will review and assist in the selection of each vendor used by WAYS, and will scrutinize in particular whether a proposed vendor is a related party to any person at WAYS.
- *General Authorizer Relations.* CEG will serve as a day-to-day contact person at WAYS for the LACOE Charter School Office. CEG will oversee any communication received by WAYS from the LACOE Charter School Office, so that such communication is promptly and fully addressed and responded to by WAYS.
- *Instructional School Leadership, Management and Operations.*
- *Participate in Student, Parent & Community Engagement Operations*
- *Identification, Recruitment, and Selection of Key WAYS Employees*
- *Identify and Develop Pool of Highly Qualified Teachers for WAYS*
- *Student Recruitment*
- *Master Program Planning*
- *Assist School to Secure Funding for Growth*
- *Charter Petition Renewal/ Modification Authorizer Review Process.* CEG will work directly with the LACOE Charter Schools Office on behalf of WAYS on any charter renewal, revision or review by LACOE.
- *Design and Implementation of Teacher Professional Development*
- *Oversight of Day-to-Day Instructional Operations*
- *Oversight of Food Program Operations*
- *Oversight of Emergency Procedures*
- *Oversight of Communications Technology*
- *Oversight of Special Education*
- *Oversight of Health Services*
- *Special Education Program Overall Guidance and Compliance*
- *Coordinate WAYS' Use of LACOE-approved Finance, Student, Achievement Data Systems*
- *Research, Application, and Acquisition of Competitive Grant Awards*
- *Assist WAYS to Identify/Negotiate/Finance of School Facilities*
- *Charter Market Analysis and Demographic Review*
- *Assist in Insurance Selection; Oversee Maintenance of Insurance; Insurance Fiscal and Claims Liaison*
- *Insurance Audits*

CEG is also responsible for the general duties of an Executive Director, including:

Developing and executing on the Merle Williamson Foundation and WAYS vision.

- Work with the local Board, key funders and partners, and the leadership team to develop a strategic vision and implementation plan to accomplish it.
- Set clear academic, growth, operational, and financial goals and manage to them; adapt as necessary given changes in internal and external environment
- Manage strong public transparency systems including public compliance and internal and external reporting.

Build a high-performing team of professionals that is able to support schools in their drive to deliver transformational educational outcomes for students.

- Recruit and develop future school leaders and a leadership team.
- Build and support a strong, cohesive culture that reflects core WAYS values and leads to a strong and aligned identity.
- Introduce strong and consistent accountability systems to ensure progress toward shared goals. Promote transparent decision-making processes and embrace distributive leadership principles over time.

Building the short and long-term organizational capacity and brand required for excellence, sustainability, and growth.

- Build staff capacity and infrastructure systems necessary to sustain the organization as scale and complexity grow. Develop organization-wide systems to meet the varied needs of a rapidly-growing organization, including financial management, budget planning, compliance, human resources (including teacher and school leader recruitment and development) contract negotiation, facilities management, vendor management, fundraising and marketing, legal, and information technology.
- Ensure that the organization has a viable long-term financial plan and a diversified and sustainable funding base. Manage development efforts to meet ambitious annual goals by identifying, cultivating, and soliciting public, individual and foundation sources of giving. In particular, ensure that schools are maximizing all public revenue sources.
- Oversee marketing efforts, branding initiatives, and advocacy work on behalf of the Merle Williamson Foundation and WAYS at local, state, and national levels.

~~The Executive Director will perform~~ Performing the role of Head of School with the following responsibilities.

- Provide management and support of individual School Leader(s) (including hiring/firing decision and management of transitions ~~with Board approval~~)
- Develop and oversee academic vision and priorities
- Provide oversight of the implementation and alignment of high-quality curriculum, assessment, data management, and other academic systems (including management of common core transition).
- Ensure school-wide talent planning and processes including performance management, onboarding, recruitment, etc.

Manage internal school review processes

- Ensure WAYS achieves annual and multi-year financial sustainability goals and budget results

Engaging Key constituents to build strategic support for WAYS.

- Develop a strong, engaged, and active local Board in close partnership with the Board chair.
- Build coalitions, relationships, and partnerships with key stakeholders in support of the organization's mission and goals. This group of stakeholders likely includes the local school district, charter authorizer, parents, donors, community members, and leaders of community and political organizations.

Follows and Implements Board-adopted Financial Policies and Procedures Handbook, as may be revised by the Board from time to time, and other Board direction, including but not limited to:

- Review the draft budget with financial consultant, making sure that the priorities of the school are reflected in the final budget recommended to the Board.
- Review the monthly budgets to actual comparisons prepared by the Financial Consultant and take any recommended actions as necessary.
- Recommend any budget adjustments as necessary to the Board.
- Approve purchase orders before they are issued to vendors.
- Ensure that new employee package is completed and accurately filled out prior to starting work, especially the I-9, Immigration and Naturalization Form, and W-4 Employee Tax Information.
- Ensure that employees follow the school policies and procedures that relate to them.
- Ensure that overtime worked by an employee is approved in advance.

- Before signing any check, make sure the documentation is attached and that the Check Request information is completely filled out with prior approvals attached.

Follow all Board-adopted check signing requirements.

EXECUTIVE DIRECTOR

Purpose:

~~The Executive Director is responsible for leading and managing the WAYS charter schools. The Executive Director designs and executes a strategic plan to ensure the excellence, sustainability, and growth of the schools. As a WAYS in size and complexity, an Executive Director is responsible for effectively managing and scaling an increasingly complex organization. The Executive Director is an agent of the Merle Williamson Foundation Board of Directors and directly accountable to the Merle Williamson Foundation, for all WAYS business and operations. The Executive Director will report to the Board of Directors and will manage the performance of school leaders and staff, and serves as the corporation's Chief Executive Officer ("CEO").~~

Qualifications:

- ~~Experience working with low-income communities, and in particular working with children from low-income backgrounds to achieve exceptional results in academics, sports, the arts, community service, etc.~~
- ~~A proven track record of success in building and/or managing a complex organization or enterprise (e.g., a high-performing school or network of schools, a successful non-profit or for-profit organization)~~
- ~~A willingness to travel, with significant travel during the initial training period required.~~
- ~~A minimum of a bachelor's degree from a four-year college or university.~~

Highly Preferred

- ~~Experience leading a high-performing school serving children from low-income communities.~~
- ~~Familiarity with the local community, including the political, educational and philanthropic landscape.~~
- ~~Masters or Doctorate degree~~

Key Qualities, Knowledge, Skills, and Abilities:

~~The Executive Director shall demonstrate the following beliefs and have the following qualities:~~

~~Proves the Possible~~

- ~~Possesses an unshakable, deeply held personal belief that children growing up in low-income communities can achieve at high levels and can demonstrate exceptional personal character.~~
- ~~Makes decisions and enables other to make decisions based on what is best for students.~~

~~Drives Results~~

- ~~• Drives relentlessly to achieve exceptional outcomes on behalf of kids, and does so by demonstrating clear intellect, setting and achieving goals, and managing with grit and tenacity.~~
- ~~• Thrives in an entrepreneurial environment that involves high energy and rapid change.~~
- ~~• Constantly focuses on identifying opportunities to learn and grow, has a track record of strong change management in an organization, and proactively seeks to supplement strong instincts with new ideas and best practices.~~

~~Builds Relationships~~

- ~~• Operates with an exceptional level of self-awareness, humility and integrity in all interactions.~~
- ~~• Builds relationships marked by trust, integrity and respect, and does so with a variety of stakeholders including teachers, leaders, students, parents, donors, community members, and Board members.~~

~~Manages People~~

- ~~• Believes that the essential purpose of his/her work will be to support and develop leaders, teachers and staff members in order to ensure that outstanding teaching and learning takes place every day in WAYS classrooms.~~
- ~~• Inspires and effectively manages (directly and indirectly) staff to achieve extraordinary results, and offers a clear vision and direction for all staff members.~~

~~Provides Instructional Leadership and Manages Operations~~

- ~~• Establishes the academic vision and goals and takes ultimate responsible for ensuring instructional quality and academic performance.~~
- ~~• Increases the efficiency and effectiveness of operations in order to drive even stronger results in school performance.~~

~~As the leader of a WAYS, the Executive Director is responsible for ensuring the high quality, strategic growth and operational sustainability of the school. In order to do so, the Executive Director's key responsibilities include:~~

~~Developing and executing on the Merle Williamson Foundation and WAYS vision.~~

- ~~• Work with the local Board, key funders and partners, and the leadership team to develop a strategic vision and implementation plan to accomplish it.~~
- ~~• Set clear academic, growth, operational, and financial goals and manage to them; adapt as necessary given changes in internal and external environment~~
- ~~• Manage strong public transparency systems including public compliance and internal and external reporting.~~

~~*Build a high-performing team of professionals that is able to support schools in their drive to deliver transformational educational outcomes for students.*~~

- ~~• Recruit and develop future school leaders and a leadership team.~~
- ~~• Build and support a strong, cohesive culture that reflects core WAYS values and leads to a strong and aligned identity.~~
- ~~• Introduce strong and consistent accountability systems to ensure progress toward shared goals. Promote transparent decision-making processes and embrace distributive leadership principles over time.~~

~~*Building the short and long-term organizational capacity and brand required for excellence, sustainability, and growth.*~~

- ~~• Build staff capacity and infrastructure systems necessary to sustain the organization as scale and complexity grow. Develop organization-wide systems to meet the varied needs of a rapidly growing organization, including financial management, budget planning, compliance, human resources (including teacher and school leader recruitment and development) contract negotiation, facilities management, vendor management, fundraising and marketing, legal, and information technology.~~
- ~~• Ensure that the organization has a viable long-term financial plan and a diversified and sustainable funding base. Manage development efforts to meet ambitious annual goals by identifying, cultivating, and soliciting public, individual and foundation sources of giving. In particular, ensure that schools are maximizing all public revenue sources.~~
- ~~• Oversee marketing efforts, branding initiatives, and advocacy work on behalf of the Merle Williamson Foundation and WAYS at local, state, and national levels.~~

~~*The Executive Director will perform the role of Head of School with the following responsibilities:*~~

- ~~• Provide management and support of individual School Leader(s) (including hiring/firing decision and management of transitions with Board approval)~~
- ~~• Develop and oversee academic vision and priorities~~
- ~~• Provide oversight of the implementation and alignment of high-quality curriculum, assessment, data management, and other academic systems (including management of common core transition).~~
- ~~• Ensure school-wide talent planning and processes including performance management, onboarding, recruitment, etc.~~
- ~~• Manage internal school review processes~~
- ~~• Ensure WAYS achieves annual and multi-year financial sustainability goals and budget results~~

~~*Engaging Key constituents to build strategic support for WAYS:*~~

- ~~• Develop a strong, engaged, and active local Board in close partnership with the Board chair.~~

- ~~• Build coalitions, relationships, and partnerships with key stakeholders in support of the organization's mission and goals. This group of stakeholders likely includes the local school district, charter authorizer, parents, donors, community members, and leaders of community and political organizations.~~

PRINCIPAL

Purpose:

The position of Principal is a Full time/Exempt position/with an at-will-work agreement. Candidate must have proven experience in educational leadership, educational vision for and experience and success with at-risk children, demonstrated ability in program design and/or development, entrepreneurial, and interest and commitment to educational reform.

Qualifications:

- Bachelor's degree from an accredited institution; and
- California Teaching Credential; CLAD or BCLAD
- California Administrative Services Credential
- Masters Degree

The primary roles and responsibilities of the Principal shall include/but are not limited to:

- The Principal is responsible for instructional leadership, including developing school direction, in collaboration with the Director of Operations and ~~Executive Director~~ CEG, consistent with WAYS needs and goals.
- The Principal is responsible for setting and maintaining high standards for student performance. The Principal is responsible for enabling the school to meet the improvement standards and other goals and obligations established in the charter.
- The Principal shall cooperate, with prior approval from the ~~Executive Director~~ CEG, with outside evaluators in their efforts to assess the school's performance by establishing strong systems for data management and analysis and making the same available to the evaluators. The Principal shall assist the ~~Executive Director~~ CEG in developing and implementing a school accountability plan.
- The Principal must ensure smooth running of daily school operations, which includes managing crises effectively, maintaining discipline and order in the school and most importantly ensuring the overall safety and security of the school.
- The Principal, in constant collaboration with all stakeholders, shall be the lead person in the implementation of WAYS discipline policies.
- The Principal is responsible for managing staff and employees at all school sites. Managing staff includes utilizing each employee in an effective manner as well as evaluating and responding to professional

development needs. The Principal must also conduct periodic evaluations on performance and give feedback in a timely manner.

- The Principal must develop and manage relationships with parents, family and students including monitoring student status and progress and ensuring that students are aware of progress.
- The Principal is expected to be committed to the school's mission, vision and policies and to promote and enforce the same in concert with the Executive Director **CEG**.
- The Principal will attend and prepare a report for each scheduled WAYS board meeting. The report will take into consideration the school accountability plan.
- The Principal will assist the Executive Director **CEG** by helping to edit and or write grants.
- The Principal will work in collaboration with the Director of Operations in developing and proposing an annual budget for the fiscal year with input from faculty and parents and present it to the Executive Director **CEG**.
- Prepare regular student achievement reports
- Recruit, evaluate and manage staff including instructional consultants, certificated teaching staff, classified staff and special programs classified assistants.
- Develop, coordinate and assess instructional programs including standards based core curriculum intervention programs special education program master plan for English Learner students.
- Supervise school wide curriculum and assessment mapping including regular student achievement data analysis.
- Develop Master Schedule in alignment with instructional program needs and supervise implementation of schedule.
- Manage and direct safe school program including emergency operations and student discipline.
- Develop and implement relevant and meaningful professional development for instructional personnel.
- Supervise implementation and or implement school policies.
- Supervise and support all compliance related reporting including categorical programs (Title, Bilingual) Civil Rights Compliance, Federal Meal Program.
- Supervise and support the maintenance of all Enrollment and admissions procedures and records as well attendance procedures and records.
- Facilitate the development of school wide vision goal setting and positive school culture.
- Train and coach teaching staff on school wide teaching and learning practices.
- Coordinate and support parent workshops, parent participation programs and family evaluations.

VICE (ASSISTANT) PRINCIPAL

Purpose:

The position of Vice (Assistant) Principal is a Full time/Exempt position/with an at-will-work agreement. The Vice Principal is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.

Qualifications:

- Bachelor's degree from an accredited institution; and
- California Teaching Credential; CLAD or BCLAD
- California Administrative Services Credential
- Masters Degree

The primary roles and responsibilities of the Principal shall include/but are not limited to:

- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
- Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations of the school and its authorizer - LACOE.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure implementation of the Board-approved WAYS' curriculum.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Serve as principal in the absence of the regular principal.
- Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
- Work with department heads and faculty in compiling the annual budget requests.
- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assist in the reporting and monitoring of student attendance.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.

- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Maintain a variety of files; prepare periodic and special reports as required.
- Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
- Supervise teachers and departments as assigned by the principal.
- Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Assist in the coordination and supervision of guidance services.
- Maintain and model high standards of professionalism.
- Perform related work as required.

DIRECTOR OF OPERATIONS

Purpose:

The position of Director of Operations is a Full time/Exempt position/with an at-will-work agreement. Under direct supervision of ~~the Executive Director~~ CEG, and in collaboration with the Principal: The Director of Operations is responsible for planning, coordinating, and supervising the day-to-day business operations of the organization; and is responsible to plan, organize; prepare, develop, monitor, review, analyze, maintain and adjust the organizations budgets, funds, and accounts; coordinate, direct, and participate in financial record-keeping and related auditing functions to assure accurate and timely accounting and reporting of funds and budgets.

Qualifications:

- B.A. or B.S. degree from a recognized four-year college.
- Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures.
- Possession of a Certified Public Accountant (CPA) License is highly desirable;
- Two years of experience in finance or accounting work;
- At least one years in a management/supervisory position involving policy development, and budget preparation.
- Charter school experience desirable.

Knowledge, Skills, Abilities:

- Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems;
- Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records;
- Preparation of financial and statistical documents and reports;
- Analyze student achievement data, draw logical conclusions and prepare comprehensive reports;
- Deal effectively and graciously with situations requiring tact and judgment;
- Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

The primary roles and responsibilities of the Director of Operations shall include/but are not limited to:

- Prepares necessary documentation to hire, upgrade, terminate or authorize special payments to staff.
- Processes Department of Justice Live Scan appointments; may be designated to be the Custodian of Records, and monitor Live Scan results.
- Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, the Charter Authorizer, outside agencies, the parents, and the public at large.
- Develops, implements, and monitors work policies, practices, systems, and methods that are effective, efficient, and consistent with Charter School standards, policies, and procedures.
- Collaborates with the school Principal to coordinate master calendar of meetings and events.
- Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards.
- Scrutinizes facility wear and tear and makes recommendations as to facility improvement.
- Monitors accountability timelines and coordinates timely completion of administrative/clerical tasks.
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
- Finance: Plans, coordinates, supervises and administers the financial operations of the Charter School, including accounting, budgeting and

payroll as specified in Board-approved Financial Policies and Procedures Handbook;

- Assures compliance with policies, practices and procedures; plans, organizes, coordinates, administers, integrates, evaluates and controls such functions as accounting, budgeting and payroll for the Charter School;
- Gathers, reviews, compiles, organizes, coordinates, analyzes and integrates all accounting functions, statistical analyses and financial reports;
- Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through training and management practices;
- Participates in various budget review sessions and incorporates revisions; reviews, evaluates and within level of authority, approves requisitions and invoices and monitors expenditures to appropriate funds or accounts;
- Plans, organizes, coordinates and supervises internal and external auditing functions;
- Advises Board Members, ~~Executive Director~~ CEG, and management regarding financially related issues;
- Confers with representatives of private firms, other governmental agencies, legal authorities and the public in regard to matters affecting financial services;

Establishes and maintains effective working relationships with federal, state, county and District staff; perform other duties as assigned.

Follows and Implements Board-adopted Financial Policies and Procedures Handbook, as may be revised by the Board from time to time, and follows other direction from ~~Executive Director~~ CEG and the Board, including but not limited to:

- Provide all staff with time sheet, sign-in sheet, time card, and other employee package items necessary to accurately complete information for payroll and benefit accrual.
- Collect all the time sheets.
- Verify that the time recorded on the time sheet corresponds with the time clock records. Refer unexplained discrepancies to the ~~Executive Director~~ CEG.
- Verify all pay checks to ensure accuracy. Verify the accuracy of payroll reports. Distribute paychecks to employees.
- Maintain Personnel files.
- Verify accuracy of vendor invoices to ensure all approvals and contracts are in place, and that goods or services were actually provided to the

school. Ensure that services or goods were actually delivered as ordered, the amounts billed are agreed to, the bill was not previously paid, and the invoice is not a duplicate or copy.

- Ensure invoices are charged to the correct budget line item (account number and object code) by completing a Check Request form, attaching the invoice. Report any discrepancy between an invoice and purchase order to the Executive Director CEG.

DIRECTOR OF OPERATIONS, FINANCIAL MANAGER

Purpose:

~~The position of Director of Operations is a Full time/Exempt position/with an at-will-work agreement. Under direct supervision of the Executive Director, and in collaboration with the Principal: The Director of Operations is responsible for planning, coordinating, and supervising the day-to-day business operations of the organization; and is responsible to plan, organize; prepare, develop, monitor, review, analyze, maintain and adjust the organizations budgets, funds, and accounts; coordinate, direct, and participate in financial record-keeping and related auditing functions to assure accurate and timely accounting and reporting of funds and budgets.~~

Qualifications:

- ~~B.A. or B.S. degree from a recognized four-year college.~~
- ~~Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures.~~
- ~~Possession of a Certified Public Accountant (CPA) License is highly desirable;~~
- ~~Two years of experience in finance or accounting work;~~
- ~~At least one years in a management/supervisory position involving policy development, and budget preparation.~~
- ~~Charter school experience desirable.~~

Knowledge, Skills, Abilities:

- ~~Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems;~~
- ~~Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records;~~
- ~~Preparation of financial and statistical documents and reports;~~
- ~~Analyze student achievement data, draw logical conclusions and prepare comprehensive reports;~~
- ~~Deal effectively and graciously with situations requiring tact and judgment;~~
- ~~Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office~~

environment.

~~The primary roles and responsibilities of the Director of Operations shall include/but are not limited to:~~

- ~~• Prepares necessary documentation to hire, upgrade, terminate or authorize special payments to staff.~~
- ~~• Processes Department of Justice Live Scan appointments; may be designated to be the Custodian of Records, and monitor Live Scan results.~~
- ~~• Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, the Charter Authorizer, outside agencies, the parents, and the public at large.~~
- ~~• Develops, implements, and monitors work policies, practices, systems, and methods that are effective, efficient, and consistent with Charter School standards, policies, and procedures.~~
- ~~• Collaborates with the school Principal to coordinate master calendar of meetings and events.~~
- ~~• Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards.~~
- ~~• Scrutinizes facility wear and tear and makes recommendations as to facility improvement.~~
- ~~• Monitors accountability timelines and coordinates timely completion of administrative/clerical tasks.~~
- ~~• Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.~~
- ~~• Finance: Plans, coordinates, supervises and administers the financial operations of the Charter School, including accounting, budgeting and payroll;~~
- ~~• Assures compliance with policies, practices and procedures; plans, organizes, coordinates, administers, integrates, evaluates and controls such functions as accounting, budgeting and payroll for the Charter School;~~
- ~~• Gathers, reviews, compiles, organizes, coordinates, analyzes and integrates all accounting functions, statistical analyses and financial reports;~~
- ~~• Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through training and management practices;~~
- ~~• Participates in various budget review sessions and incorporates revisions; reviews, evaluates and within level of authority, approves requisitions and invoices and monitors expenditures to appropriate funds or accounts;~~
- ~~• Plans, organizes, coordinates and supervises internal and external auditing functions;~~
- ~~• Advises Board Members, Executive Director, and management regarding financially related issues;~~
- ~~• Confers with representatives of private firms, other governmental~~

~~agencies, legal authorities and the public in regard to matters affecting financial services;~~

- ~~Establishes and maintains effective working relationships with federal, state, county and District staff; perform other duties as assigned.~~

SPECIAL EDUCATION COORDINATOR

Purpose:

The Special Education Coordinator will provide leadership and professional development to drive the special education program at all sites, and ensure compliance to established policies, procedures and/or regulations.

The Special Education Coordinator reports to and is evaluated by the Principal

Qualifications:

- Bachelor's degree from an accredited institution; Masters or Doctorate degree preferred.
- California Teaching Credential; CLAD or BCLAD; highly-qualified status according to NCLB
- Possession of a valid California credential for Level I or Level II Education Specialist (Mild/Moderate) credential with Autism Authorization preferred.
- Demonstrated success teaching students from educationally-underserved areas
- Two years of successful and demonstrated case management skills required
- Four years of successful, full-time teaching experience in Special Education preferred
- Knowledge of state and federal special education policy, laws, and regulations.
- Knowledge of computer-based IEP programs
- Excellent organizational, planning, and implementation skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentlessly results-oriented
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook
- Initiative, leadership and tenacity
- Ability to stay positive through challenges
- Detail-oriented team player willing to roll up sleeves and get the job done
- Unquestioned integrity and commitment to WAYS mission.

Responsibilities:

- Manage all IEPs at all sites and be responsible for all IEP development, including IEP meeting coordination and facilitation.
- Develop related goals and objectives and recommend policies, planning, and implementation by working with school staff to meet the needs of

students with special needs.

- Serve as a resource for information regarding special education services, programs and policies and ensure that procedures are appropriate in relation to policies required by local SELPA, state, and federal regulatory requirements.
- Analyze data, plan activities, monitor programs/services, respond to others and consult with teachers, administrators and WAYS staff.
- Address other duties and processes required to maintain the school's program of services and compliance for all sites.
- Maintain knowledge of current Special Education regulations and best practices
- Support general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs
- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time
- Analyze assessment results to drive instruction and IEP development
- Develop and assist with appropriate behavior management techniques for students with special needs
- Train and evaluate all Special Education Instructional Aides
- Develop IEPs in accordance with federal, state and district standards
- Create and maintain Special Education documentation and reports as required by federal, state and district regulations
- Ensure IEP timeline compliance of all caseload
- Administer formal academic assessments
- Analyze and report on results of academic assessments
- Write academic reports for Initial and Triennial IEPs
- Manage relationships with instructional consultants to ensure students receive all individually-- prescribed IEPs services (i.e. Occupational Therapy, Language and Speech, etc.)
- Coordinate formal assessments for related services with WAYS providers and instructional consultants
- Schedule and facilitate IEP meetings in a collaborative and professional manner
- Provide direct services to students with special needs
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them apprised of student progress
- Influence the RTI and SST process
- Provide special education program leadership at all sites
- Manage and/or assist with the development of 504 plans at all sites
- Develop and provide ongoing professional development for general and special education staff and administrators
- Assist in the preparation of Informal Dispute Resolution, mediation and due process material.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM COORDINATOR

Purpose:

The ESL Program Coordinator will provide curriculum and instruction support to all WAYS school sites as they work to ensure that each student is able to reach his or her academic potential. The ESL Program Coordinator is responsible for six main areas: a) development of English Language Arts standards and assessments, b) analyzing data in order to modify curriculum and assessment to meet students' needs, c) providing professional development to support the sharing of best practices and use of English Language Learner support strategies in all content areas, d) ensuring compliance with federal and state ESL program requirements, e) working with school leaders (principals, assistant principals, grade level and department chairs) to support school based teacher coaching and f) directly coaching teachers to support the development of each teacher's reading and writing instructional pedagogy. The ESL Program Coordinator will work collaboratively with other content area coordinators, the Assistant Principal and the Special Education Program Coordinator, to advise principals and teachers on developing instructional strategies and intervention programs to support the learning of all students. The ESL Program Coordinator reports to and is evaluated by the Principal.

Qualifications:

- Bachelor's degree (required), master's degree (preferred)
- At least 3 years of experience teaching reading or writing to historically underserved students in grades K-5 required; 5 years or more of teaching experience in grades K-5 preferred and ESL certification a plus
- Prior experience in aligning standards and creating common assessments and in leading adults in the creation of curricula;
- Experience leading professional development or teacher collaboration;
- Experience in analyzing data and using results to modify curricula to ensure increased student mastery;
- Strong knowledge of literacy content area and pedagogical practices to ensure high level engagement and academic mastery for students with low academic performance
- Achieved significant academic gains as a teacher in his or her own right;
- Experience with teaching in an ESL setting using sheltered instruction pedagogy and working with DELAC committees
- Prior experience developing units and lessons with the end goal in mind, using standards to develop lessons and familiarity with multiple forms of assessment;
- Knowledge of and experience with backwards designed curricular models and preferably Understanding by Design ®
- Multi-faceted, multi-skilled, resourceful, and willing to do whatever it takes to help our students reach a level of academic excellence

- Possess an entrepreneurial spirit, be flexible, willing and able to play different roles at the school, and to go above and beyond to meet the varied and constant needs of the students of WAYS.
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding
- Excellent organizational, communication and facilitation skills
- Comfort and willingness to actively participate in school community as staff, including, but not limited to: team and all staff meetings, traveling to conferences and recruitment events, tutoring students, and chaperoning school trips.
- Unquestioned integrity and commitment to the WAYS mission and willingness to serve the WAYS community
- Spanish bilingual a plus

Responsibilities:

- Work with teachers, school leaders, and grade level leaders to create and improve aligned reading and writing curriculum resources:
 - Common and K-5 vertically aligned local standards that address state and national standards
 - Common assessments aligned to local, state and college readiness standards
- Work with the Academic team on the implementation of network-wide assessments
- Analyze student achievement data
- Work collaboratively with school leaders to make instructional decisions based on student performance
- Collaborate with principals in determining appropriate resources and support for teachers
 - Cultivating a standards-based, data and results-oriented culture
 - Provide feedback on scope and sequences, unit plans, lessons and assessments that align with WAYS college readiness standards
 - Model teaching
- Serve as an expert in national trends and best practices in literacy curriculum development and instructional strategy for historically underachieving students
- Secure external resources, professional development and materials to support individual literacy teachers, literacy teams and school teams
- As a leader on the academic team, make recommendations on best practices for supporting curriculum alignment across all grade levels, courses and individual schools
- Lead and facilitate professional development around analyzing data, planning and instructional best practices in reading and writing for Literacy teachers and ELL support strategies for teachers in all content areas.
- Evaluate the current ESL program and determine next steps to improve the quality and implementation of the program

- Monitor ESL program compliance and provide training for teachers and school leaders on DELAC, ESL, and all applicable program requirements
- Provide differentiated instructional coaching in literacy as determined in collaboration with school leaders that could include:
 - Observe teachers and provide specific strategies for improved instructional delivery

ADMINISTRATIVE ASSISTANT

Purpose:

The position of the Administrative Assistant is a full time Exempt Supervisory position with an at-will work agreement. Manages the school office and is responsible for the supervision of the clerical activities of the school.

Qualifications:

- Commitment to the Mission and Vision of WAYS and the success of the organization.
- Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, and Outlook.
- Graduation from high school, an Associate of Arts degree from a recognized two year college or 60 semester or equivalent quarter units from a recognized college or university is preferred, Bachelors Degree from an accredited four-year university preferred.
- Two years of experience in clerical work or related field.
- Bilingual Spanish/English

Knowledge, Skills, Ability:

- Plan and supervise clerical work for maximum efficiency in the utilization of staff, including scheduling, establishing priorities, and responding to problems.
- Prepares school reports such as attendance reports and payroll
- Deal tactfully with administrators, employees, parents, students, and the public
- Demonstrate initiative and good judgment while working under pressure and frequent interruptions
- Train clerical employees and evaluate performance
- Interpret regulations and policies
- Obtain and impart information tactfully and accurately
- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Use a personal computer to input, edit, extract, and format data and information
- Produce, retrieve, and store word-processing and email documents.
- Communicate effectively orally and in writing
- Type rapidly and accurately using a computer keyboard

Specific Duties:

- Supervises the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
- Supervises the preparation of student enrollment and attendance report.
- Supervises the maintenance of student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents.
- Supervises student medication dispensation and injury reports.
- Supervises Requisitions, receives, and distributes/stores classroom, school office and Work Room materials and supplies; maintains ongoing inventory; processes packing slips.
- Prepares and processes field trip requests.
- Maintains school web site.
- Assists in writing, translating (if bilingual), publication, and distribution of weekly school newsletter.
- Plans, establishes, and supervises the implementation of clerical procedures to insure timely preparation and submission of reports and records.
- Supervises clerical work related to such matters as enrollment, attendance, curriculum, personnel, organization, budgeting, accidents, student grades, special programs, time reporting, and requisitions and purchase orders for supplies and equipment.
- Reviews communications, bulletins, reports, and other items, advises on necessary actions and provides information to school personnel, parents, students, and others.
- Interprets County and school policies, and coordinates and provides approved information to parents, students, school personnel, and the public.
- Prepares a variety of letters, memos, forms, reports, arithmetical summaries, and other material, typically using computer software.
- Compiles, interprets, and codes data from various sources; enters data utilizing computer systems and programs for functions such as procurement, finance, student attendance, and personnel; and prepares related reports.
- Checks forms and records for completeness and accuracy.
- Maintains files, records, and other information.
- Responds to employee/public inquiries by telephone and in person to provide or request information.
- Orders, receives, and distributes office supplies.
- Receives, sorts, and distributes incoming and outgoing correspondence.
- Operates a variety of office equipment, e.g., computers, printers, copiers, calculators, typewriters, microfilm machines, facsimile machines, etc.

CLASSROOM TEACHER

Job Purpose:

To provide an appropriate educational atmosphere, which encourages positive student learning and to participate in a dynamic setting with other classroom teachers, administrators, instructional teams and other staff members in the development and implementation of the school's programs and goals.

Qualifications:

- Bachelor's degree from an accredited institution; and
- California Teaching Credential; CLAD or BCLAD; highly-qualified status according to NCLB

Knowledge, Skills, Ability:

- Knowledge of prescribed curriculum and child development
- Ability to communicate effectively using written and oral communication skills
- Knowledge of current research
- Basic knowledge of technology; planning and organizational skills
- Manage the classroom and supervise students
- Skill in analyzing, diagnosing and evaluating student progress and programs
- Knowledge of varied learning styles
- Use effective, positive interpersonal skills
- Commit to a core set of belief established in our Charter about teaching, learning, and ongoing professional development.

Job Duties and Responsibilities:

- Works with administrators and instructional teams to plan and implement hands-on programs and activities for students and the school.
- Participates in a cooperative effort with faculty and staff to plan, implement and evaluate programs of continuing school improvement.
- Fosters a classroom climate conducive to learning.
- Plans instruction, sets goals and implements the specified curriculum
- Assist all students in achieving academic standards and establishing high expectations.
- Monitors students' progress towards achieving instructional objectives and goals.
- Works with students, instructional teams, parents and administrators to develop individual learning plans, independent study programs and academic remediation processes.
- Utilizes classroom management techniques conducive to an effective classroom climate.
- Maintains complete and accurate student academic and disciplinary records.
- Shows sensitivity to students, parents and the community and promotes student self esteem.

- Maintains professional relationship between school and parents.
- Maintains contact with parents through parent-teacher conferences, telephone, or written communications.
- Encourages parental involvement through school activities, connecting home and school.
- Integrate the use of technology and multimedia in the classroom.
- Follow federal and state laws, as well as the letter and the spirit of the Charter and the Governing Board policies and directives from the Principal/Designee.

Minimum Performance Expectations:

- **Programs of Study:** Bases instruction on adopted curricular for the school and the charter; demonstrates accurate and current knowledge in subject field; develops appropriate lessons to teach instructional objectives; employs a variety of instructional strategies to augment achievement; uses content scope and sequence in planning.
- **Classroom Climate:** Provides an atmosphere conducive to learning consistent with established school discipline procedures; encourages students' attendance; sets high positive expectations for student performance; accommodates individual learning differences.
- **Management Systems:** Organizes teaching strategies to maximize allocated instructional time to increase student learning.
- Provides relevant examples and demonstrations to illustrate concepts and skills; provides instructional pacing that ensures student understanding.
- Incorporates higher level thinking skills; provides remediation activities for students; integrates a variety of technology applications and learning tools to augment student achievement.
- **Student Progress:** Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.
- **Communication:** Communicates with students, parents, educational personnel, and others; communicates regularly and effectively with students, co-workers, parents/guarding, and the community, and exhibits appropriate interactive skills; follows confidentiality procedures regarding students, parents/guarding, and fellow staff members.

Professional Work Habits: Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal communication); adheres to established laws, policies, rules and regulations; interacts appropriately with students, other educational personnel, and parents.

RESOURCE SPECIALIST TEACHER

Job Purpose:

Provides instruction and services for those pupils whose needs have been identified in an individualized educational program developed by the

individualized education program team and who are assigned to regular classroom teachers for the majority of a school day.

Qualifications:

- Bachelor's degree from an accredited institution; and
- Possession of a clear Resource Specialist Certificate; and
- Special Education Credential Mild/Moderate and/or Moderate/Severe; or
- Special Instruction Credential – Special Education/Learning Handicapped.
- CLAD/CTEL or equivalent certification
- NCLB Highly Qualifies Teacher status

Knowledge, Skill, Ability:

Knowledge and skills in education assessment, consulting, coordination, interpretation and implementation of laws and regulations, staff development, and parent education to perform the competencies listed in the duties and responsibilities; effective interpersonal skills and flexibility in meeting new and/or changing conditions.

Job Duties and Responsibilities:

- Provides direct instruction in the academic areas to resource specialists program pupils on a one-to-one or small group basis, either in the resource room or the regular classroom;
- Provides information and assistance to individuals with exceptional needs and their parents;
- Monitors pupil progress on a regular basis, participating in the review and revision of the instructional education programs, as appropriate; refers pupils who do not demonstrate appropriate progress to the individualized education program team;
- Evaluates student growth in academic achievement, self concept, and social skills;
- Provides emphasis at the secondary school level on academic achievement, meeting proficiency standards, career and vocational development, and preparation for adult life;
- Assists in the selection, training, and evaluation of resource specialist instructional aides.
- Provides consultation services as follows: identification and assessment of behavior patterns in pupils;
- Pursuant the determination of behavior as a consequence of a disability, the resource teacher will be responsible for creating a behavior intervention plan to be followed in the classroom.
- Utilization of evaluation data for the modification of instruction and curriculum;
- Application of effective classroom management techniques;
- Identification of resources appropriate to individuals with exceptional needs to regular staff members, parents, and guardians;
- Development of pre-vocational and/or vocational plans for individuals with exceptional needs;

- Acceptance by regular classroom teachers and students of individuals with exceptional needs.
- Coordinates referral and assessment procedures;
- Assists in the coordination of the individualized education program team meetings;
- Coordinates instructional planning (i.e., the development and implementation of individualized educational programs for individuals with exceptional needs);
- Coordinates the implementation of special education services provided individuals with exceptional needs;
- Assists in the coordination of designated instruction and services;
- Coordinates the collection of relevant information for those students referred to the individualized education program team;
- Coordinates the organization and distribution of special education media and materials for resources in regular classrooms;
- Coordinates individualized instruction and activities of the resource specialist program with regular classroom curriculum;
- Coordinates special education in-service workshops and workshops for staff and/or parents;
- Coordinates follow-up activities to insure service delivery to all individuals with exceptional needs.
- Interpret and Implement Laws, Regulations, and Other Compliance Requirements: schedules and monitors referral procedures in accordance with legal requirements;
- Monitors the development of individualized educational programs and conduct review meetings in accordance with legal requirements;
- Processes information leading to approval of services by child, parent, or guardian;
- Provides leadership for assuring full compliance with legal requirements.
- Parent Education: provides parents with basic knowledge of assessment procedures in instrumentations and how to utilize the information;
- Provides parents with basic understanding of remedial methods and techniques as they relate to their own child's program;
- Provides parents with basic home enrichment in home management techniques designed to meet the needs of their child;
- Counsels parents in areas related to their child's abilities including strengths and weaknesses as well as the child's needs and goals including career and vocational planning alternatives;
- Provides parents with information as to effective utilization of community resources.
- Staff Development: Assists in planning parent education workshops;
- Attends special education in-service training as required and participates in providing in-service education for regular school staff.

RESOURCE SPECIALIST TEACHER AIDE

Job Purpose:

In conjunction with the Resource Specialist teacher, provides specialized tutorial and small group assistance to students with special needs and/or who are performing below capacity in identified academic areas.

Qualifications:

- Commitment to the Mission and Vision of WAYS and the success of the organization.
- Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, and Outlook.
- Graduation from high school.
- An Associate of Arts degree from a recognized two year college or 60 semester or equivalent quarter units from a recognized college or university is preferred.

Knowledge, Skills, Ability:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Use a personal computer to input, edit, extract, and format data and information
- Produce, retrieve, and store word-processing and email documents.
- Communicate effectively orally and in writing
- Type rapidly and accurately using a computer keyboard

Job Duties and Responsibilities:

- Works with individual students or small groups of students to reinforce learning of materials or skill initially introduces and outlines by the teacher.
- Assist the teacher in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.
- Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the teacher.
- Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular teacher.
- Performs clerical, classroom maintenance, and instructional duties as assigned by the teacher.
- Alerts the teacher of any problem or special information about an individual student.
- Performs assigned supervision of students during recess, lunch, and on field trips.
- Performs assigned non-instructional duties, such as snack time.
- When requested, serves as a resource person the IEP, or ESL teams.

- Demonstrates ethical behavior and confidentiality of information about student's n school environment and community.
- Participates in in-service training programs as approved.
- Maintains safe working environment and encourages colleagues to be safe-minded in the performance of all school-related duties.
- Performs other assignments as directed by the teacher, principal, or administrative staff.
- Assists as directed by teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP or ESL team.

CURRICULUM SPECIALIST

Purpose:

To provide support and assistance to all classroom teachers in the implementation of WAYS program goals.

Qualifications:

- Bachelor's degree from an accredited institution; and
- California Teaching Credential; CLAD or BCLAD
- Minimum of three years of teaching experience in the elementary or secondary level
- Experience in collaborative planning and delivery of differentiated staff development to classroom practitioners; literacy training, knowledge of differentiated classroom instructional practices that promote student academic success; knowledge and understanding of the needs of a diverse student population.

Knowledge, Skills, Ability:

Curriculum Specialists are required to poses all knowledge, skills and abilities that are required of classroom teachers.

Job Duties and Responsibilities:

- Conduct demonstration lessons and assist teachers with curriculum and pacing of instructional programs.
- Conduct focused classroom observations of all teachers.
- Assist classroom teachers in infusing culturally relevant teaching strategies and scaffolding for diverse learners.
- Assist classroom teachers in diagnosing reading difficulties and planning appropriate intervention and accommodation strategies for all students.
- Plan and conduct professional development for teachers.
- Plan and conduct informational meetings for parents to assist them in understanding instructional materials, and student progress.
- Plan, facilitate, and attend grade level meetings.
- Monitor implementation of instructional program.

- Works with administrators and instructional teams to plan and implement hands-on programs and activities for students and the school.
- Participates in a cooperative effort with faculty and staff to plan, implement and evaluate programs of continuing school improvement.
- Maintains professional relationship between school and parents.
- Follow federal and state laws, as well as the letter and the spirit of the Charter and the Governing Board policies and directives from the Principal/Designee.

PARA-PROFESSIONAL

Purpose:

Assisting the classroom teacher with maintaining classroom order; providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students; monitoring student behavior during non-classroom time and providing clerical support to teacher/s and staff.

Qualifications:

- Commitment to the Mission and Vision of WAYS and the success of the organization.
- Proficient with Microsoft Word, Excel, Access, Adobe, Photoshop, Access, and Outlook.
- Graduation from high school.
- An Associate of Arts degree from a recognized two year college or 60 semester or equivalent quarter units from a recognized college or university is preferred.

Knowledge, Skills, Ability:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Use a personal computer to input, edit, extract, and format data and information
- Produce, retrieve, and store word-processing and email documents.
- Communicate effectively orally and in writing
- Type rapidly and accurately using a computer keyboard

Job Duties and Responsibilities:

- Works with individual students or small groups of students to reinforce learning of materials or skill initially introduces and outlines by the teacher.
- Assist the teacher in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.

- Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the teacher.
- Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular teacher.
- Performs clerical, classroom maintenance, and instructional duties as assigned by the teacher.
- Alerts the teacher of any problem or special information about an individual student.
- Performs assigned supervision of students during recess, lunch, and on field trips.
- Performs assigned non-instructional duties, such as snack time.
- When requested, serves as a resource person the IEP, or ESL teams.
- Demonstrates ethical behavior and confidentiality of information about student's n school environment and community.
- Participates in in-service training programs as approved.
- Maintains safe working environment and encourages colleagues to be safe-minded in the performance of all school-related duties.
- Performs other assignments as directed by the teacher, principal, or administrative staff.
- Assists as directed by teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP or ESL team.

No Child Left Behind

The enactment of the No Child Left Behind Act of 2001 (NCLB) requires specific qualifications for teachers and paraprofessionals.

- All teachers will be highly qualified.
- Paraprofessionals will meet NCLB qualifications. Completed at least two years of study at an institution of higher education; Obtained an associate's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment in knowledge of, and the ability to assist instructing, reading, reading readiness, writing, writing readiness, mathematics, and mathematics readiness.
- Paraprofessionals hired before the enactment must meet the required qualifications no later than January 8, 2006. The exceptions for paraprofessionals are for those who act as translators or whose duties consist solely of conducting parental involvement activities. A paraprofessional may not provide any instructional service to a student unless he or she is working under the direct supervision of a teacher.

NCLB requires the use of effective methods and instructional strategies that are based on scientifically based research, which strengthens the core academic program.

Teacher Credential Assurance Wisdom Academy for Scientists:

- Shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations Section 11967.5.1(f)(5)(C)]
- Shall ensure that teachers in Wisdom Academy for Young Scientists hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to non-core, non-college preparatory teachers. [Ref. California Education Code Section 47605(l)]

Teachers selected to insure that the needs of English Learners are met will have CLAD, BCLAD, LDS, BCC, or SB1969 certification and all teachers will be trained in the effective use of sheltered-English.

All substitute teachers of core and college-preparatory classes will be appropriately credentialed.

All credential documents will be maintained on file at Wisdom Academy for Young Scientists and will be subject to periodic inspection by County.

Credential Monitoring:

All teachers will be highly qualified as defined by No Child Left Behind. Appropriate records of credentials held by Wisdom Academy for Young Scientists teachers and supporting documentation will be monitored and maintained by the WAYS Central Office. Credentials will be monitored by the WAYS Central Office Human Resources Administrator in compliance with state and federal law.

Performance Evaluations

The school administrators, using both formal and informal observations, will observe all staff and instructional consultants on an ongoing basis. Informal observations can occur during any instructional time and will include a post-observation communication. Formal observations will include a pre-observation conference as well as a post-observation conference. Pre-observation may be in-person. Post-observation conferences will be in person and will occur soon after the observation. Results of formal and informal observations, consisting of the employee's and the administrator's observations and recommendations, will be put in writing and included within the employee's own professional development plan and the school's personnel file. Nothing in this section limits the school administrators from conducting other observations of an informal or unannounced nature.

The principal supervises and evaluates the administrative assistants, classroom teachers, curriculum specialist, instructional consultants, resource specialist teachers, resource specialist teacher aides, para-professionals, and program coordinator. The principal will set goals with them and evaluate them on their performance and on the extent to which they achieved their goals.

The principal will observe the classified employee performing his/her duties and review their work on an ongoing basis. Informal and formal observations can occur at any time during the school day and will include post-observation communication. Results of formal and informal observations and recommendations will be placed in the classified employee's personnel file.

All staff and instructional consultants shall have the right to make written objections to the observations or review findings within one week of receipt by stating areas of disagreement. These objections will be attached to the observation and/or evaluation and kept in the management file. If an employee disagrees with an evaluation, a written objection may be appended to the review.

Compensation and Benefits

Salary Schedule

The Chief Executive Officer of the Corporation, in consultation with the Board of Directors, will develop a competitive salary scale for the school. This salary scale will be informed by the salary schedule of Los Angeles Unified School District, the salaries of leading private and charter schools in Los Angeles and surrounding communities, and best practices in salary schedules among charter schools nationally.

Administrative and executive staff salaries will be based on experience, past performance, areas of specialty, and other factors as determined by school administration and agreed to by prospective employee. A comprehensive benefits package (medical, dental and vision) will be included as part of each full-time employee's compensation.

Work Calendar

Each staff member will work the number of days agreed upon in his/her individual work agreement, which will address the following:

- Salaries
- Details related to holidays, illness, personal days, vacation, and bereavement
- Determination of full-time or part-time status
- Employee discipline procedures and the employee's due process rights for appealing disciplinary action

Wisdom Academy for Young Scientists will adhere to applicable federal and state mandates, including:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)

Professional Standards

Wisdom Academy for Young Scientists employees will be expected to engage in professional behavior with fellow employees, students, and parents.

5.4 Credentials, Requirements and Qualifications of Staff

Teachers shall be required to hold a California credential or other document equivalent to that which a teacher in other public schools would be required to hold. The Principal and/or designee, will monitor such documentation. Copies of required forms and records will be kept at the school. WAYS may choose to contract with the Los Angeles County Office of Education to monitor teaching credentials. Highly qualified teachers will be required to have prior educational experience (i.e. teaching, paraprofessional, child development center, or school volunteer), where the work experience is found beneficial to education. Teachers will have either a clear credential or an alternate certification based on No Child Left Behind. WAYS will comply with federal guidelines on the N.C.L.B. act.

WAYS will require that each employee (paid or volunteer) of the school submit to a criminal background check and furnish a criminal record summary as required by Education Code Section 44237. ~~The Executive Director or~~ CEG or its designee will conduct a background investigation, including T.B. clearance and fingerprinting shall be required for all employees, both classified and certified personnel.

5.5 Measures of Assessment of Performance

5.5.1 Teachers

The Principal will observe teachers at least three times a year and evaluate them on these five categories and their underlying Teacher Performance Expectations (TPE):

5.5.1.1 Making Subject Matter Comprehensible to Students

TPE 1 – Specific Pedagogical Skills for Subject Matter Instruction

5.5.1.2 Assessing Student Learning

TPE 2 – Monitoring Students Learning During Instruction

TPE 3 – Interpretation and Use of Assessment

5.5.1.3 Engagement and Supporting Students in Learning

TPE 4 – Making Content Accessible

TPE 5 – Student Engagement

TPE 6 – Developmentally-appropriate Teaching Practices

TPE 7 – Teaching English Learners

5.5.1.4 Planning Instruction and Designing Learning Experiences for Students

TPE 8 – Learning About Students

TPE 9 – Instructional Planning

5.5.1.5 Creating and Maintaining Effective Environments for Student Learning

TPE 10 – Instructional Time

TPE 11 – Social Environment

5.5.1.6 Developing as a Professional Educator

TPE 12 – Professional, Legal and Ethical Obligations

TPE 13 – Professional Growth

5.5.1.7 Other Staff

All staff other than teachers, with the exception of the ~~Executive Director~~ CEG and Director of Operations, reports to and are evaluated by the Principal, who will set goals with them and evaluate them on their performance and on the extent to which they achieved their goals. The Director of Operations reports and the Principal reports to and is are evaluated by the ~~Executive Director~~ CEG.

5.6 Procedure to be used For Adequate Background Checks

Wisdom Academy for Young Scientists will adhere to California laws, including fingerprinting, drug testing, and prohibitions regarding the employment of any person who has been convicted of certain violent or serious felonies, including but not limited to specified sex offenses, or felony controlled substances offenses, under Education Code Section 45122.1 or 44836. All Charter School employees are required prior to starting work to provide:

5.6 Staff Development

Teachers are the key to the success of our program. Wisdom Academy for Young Scientists will put forth great effort into recruiting, hiring and training highly qualified teachers. These teachers have chosen their careers primarily out of a deep caring for children and a personal sense of responsibility to the future of our society. . We recognize that supporting teachers is the first step to supporting students. Thus we have carefully selected teachers whose goals are aligned with those of the school and then facilitate each teacher's development process in a manner that respects and supports his or her individual teaching style.

The teachers who will join our staff will recognize the importance of a child-centered learning environment, and continually seek to improve their skills in facilitating such an environment. They will recognize the importance of meeting our educational standards and work to support the needs of individual students in reduced-size classrooms. They demonstrate a value for and embrace a lifelong learning process.

The staff development at WAYS will focus on integrating the interdisciplinary curriculum and rigorous state standards. Teachers will be trained on how to

utilize the standards based instructional materials and texts in the process of developing backwards planning and curriculum mapping.

WAYS holds that each teacher brings a unique set of skills, insights and creativity. Therefore, all teachers are provided time to work in team clusters to continue to refine and develop teaching skills. In-service staff development to review goals and objectives, to stimulate curriculum enhancement, and to explore effective methods of assessment, including establishing a uniform portfolio assessment system across grade levels will be implemented. Ongoing staff development outside of our school is encouraged and viewed as opportunities to provide for professional growth and to ensure proper renewal of clear credentials. Team building and conflict resolution skills will also be a part of our staff development program element.

Team teaching will be a major component of our staff development program. Team meetings will be held every week to develop curriculum objectives and theme projects, exchange ideas and information relative to their clusters and their profession, and develop solutions to problems or social conflicts that may have arisen in their classrooms. Mentoring by experienced teachers, who have been in our school more than two years, or by administration is will be a major part of our program Mentors will make routine observations of new staff, meet individually to offer suggestions, assistance and information vital to learning and incorporating the school philosophy, goals and objectives.

Teachers will participate in weekly grade level meetings to discuss and review/prepare lesson plans, develop benchmark assessments, gather materials, review class work and organize classrooms and learning groups. This time is recognized as crucial to the successful planning and implementing of classroom objectives and student achievement. The Principal will work with the staff to provide assistance as needed. This time will be considered part of the teacher's workweek on which their annual salary is based.

The WAYS in-service teacher training program consists of approximately 10 days before the start of the first year and 5 days of each subsequent school year; 2 days after spring and winter breaks, 2 days staff retreat and 5 days at the end of the school year. During this time, teachers will work on identifying successful strategies for direct and explicit instruction of needed skills. During these days, teachers receive intensive training on the school's educational philosophy and curriculum development to ensure successful implementation of the curriculum aligned with the state standards. Teachers also participate in on-going weekly staff development meetings for approximately 2-3 hours each week. These meetings include teacher support sessions, discussions and training on an agreed upon topic, sharing of curriculum ideas and implementation, upcoming events, special education, student issues, etc.

5.7 Child abuse reporting

Wisdom Academy for Young Scientists will, before opening the school, develop child abuse reporting procedures that are consistent with all child protection laws.

5.8 Personnel policy

Wisdom Academy for Young Scientists will have complete fiscal autonomy and zero-based budgeting. A personnel policy and procedures manual will be developed to delineate the relationship between staff and the school. These policies will be presented to all staff prior to the school opening. After the school's opening this will be made readily available to staff in May of each year prior to the start of the following school year. Staff will have the opportunity to review said policies and provide feedback, which may in turn affect said policies.

Certificated and classified personnel will be hired by at will contacts. Contracts will be renewed based on demonstration of meeting those requirements outlined in the teacher contacts, adhering to the policies and procedures outlined in the WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations outlined in the staff evaluation form are in alignment with and support the mission and vision of WAYS.

Wisdom Academy for Young Scientists shall be an equal opportunity employer. No Districtschool district or County employee shall be required to or denied the right to be employed at Wisdom Academy for Young Scientists.

Employees will be eligible to receive Worker's Compensation Insurance, unemployment insurance and Medicare, as applicable, with WAYS and the employee contributing appropriate amounts. The school will ensure that employee benefits are extended under the provisions of the Family Medical Leave Act (CFRA) and Labor Code 233 to all employees.

6 Health and Safety

6.1 SCHOOL WILL MEET THE REQUIREMENTS THAT EACH EMPLOYEE OF THE SCHOOL FURNISH CRIMINAL RECORD SUMMARY AS REQUIRED IN EC44237

Wisdom Academy for Young Scientists shall comply with the provisions and procedures of Education Code 44237, including the requirement that as a condition of employment each new employee must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. No employee shall be permitted to commence work at WAYS until clearance has been obtained from the Department of Justice. Policies and procedures shall be adopted for issues such as fires, earthquakes, compliance with health and safety laws and other emergency responses.

6.2 HOW THE SCHOOL WILL ENSURE THAT ITS FACILITIES ARE SAFE

Wisdom Academy for Young Scientists will maintain a safe and secure environment for its students, staff, administration, school volunteers, and visitors. WAYS has developed a school safety plan and it will acquire emergency supplies for the school. Additionally, WAYS has developed and implemented the following policies and procedures:

- Periodic Fire and Earthquake Drills.
- Policies and procedures for responding to natural disasters and emergencies.
- Policies relating to the administration of prescription drugs and other medications.
- Equipped with disaster emergency supplies including water, food, blankets and supplies necessary to sustain the campus population for three days.
- Ensure that a minimum of 75% of the staff is CPR/First Aid certified.
- Procedures for preventing contact with blood-borne pathogens.
- Policy that establishes the school functions as a drug, alcohol and tobacco-free workplace and that adheres to Title IV of the Safe and Drug-Free Schools and Communities Act.
- Policy that require that all school employees (paid or volunteer), furnish the school with a criminal background check and submit a criminal record summary as described in Education Code 44237.
- A requirement that all enrolling students and staff provide records documenting current immunizations.

- Ensure that administrator and staff receive sexual harassment training.

WAYS will have a Health, Safety and Emergency Plan in place prior to beginning the operation of the school. WAYS will ensure that staff has been trained in health, safety, and emergency procedures and will maintain a calendar and conduct emergency response drills for students and staff. WAYS, its employees and officers will comply with the Family Educational Rights and Privacy Act (FERPA) at all times. WAYS shall require all employees of the Charter School, and all volunteers who will be performing services that are not under the direct supervision of a Charter School employee, and any onsite vendors having unsupervised contact with students to submit to criminal background checks and fingerprinting. The Charter School will maintain on file and available for inspection evidence that the Charter School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

The written policies will updated and revised as needed and distributed as appropriate to all students and staff annually. Emergency and school safety procedures will routinely be covered during staff development.

6.3 HOW THE SCHOOL WILL ENSURE THAT ITS AUXILIARY SERVICES ARE SAFE (FOOD SERVICES, TRANSPORTATION, CUSTODIAL SERVICES, HAZARDOUS MATERIALS)

WAYS may provide food for our students that is prepared in our commercial kitchen. WAYS reserves the right to prepare food on site in our commercial kitchen or contract with a third party vendor.

The school will maintain a list of locally stored hazardous materials and will prepare a safety plan. The school will also request periodic safety inspections from its insurer.

6.4 ROLE OF STAFF AS MANDATED OR NON-MANDATED CHILD ABUSE REPORTERS

WAYS Learning administrators and employees are responsible for complying with the Child Abuse and Neglect Reporting Act, California Penal code Sections 11165.7, 11165.8, and 11166.

6.5 TB, vision, hearing and scoliosis compliance

Records of student immunizations shall be maintained, and staff shall follow the L.A. County's requirements and timelines for periodic TB tests using the Mantoux tuberculosis test. Students will not be permitted to enroll and staff will not be permitted to work without negative TB clearances. WAYS will provide screening of pupils' vision and hearing as well as screening for scoliosis to the same extent as would be required if the students attended a non-charter public school.

6.6 Maintenance, repairs and improvement

WAYS will contract with outside professionals for the ongoing custodial and grounds maintenance of the property. The Coordinator of Operations of Wisdom Academy for Young Scientists is responsible for supervising the following:

- The janitorial service and ensuring daily cleaning duties are carried out.
- Gardening services.
- Rubbish pick-up service.
- Outside contractors for major repairs or improvements.

6.7 Insurance Requirements

The County under any of the County's self-insured programs or commercial insurance policies. shall provide no coverage to WAYS. WAYS shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the County[A.M. Best A-, VII or better] to protect the Charter School from claims which may arise from its operations.

It shall be the Charter School's responsibility, not the County's, to monitor its vendors, contractors, partners or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the County which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Office of Risk Management for the County.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if the Charter School does not operate a student bus service.

If the Charter School provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.

4. Fidelity Bond coverage shall be maintained by the Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.
5. Professional Educators Errors and Omissions liability coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
6. Sexual Molestation and Abuse coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy.
7. Employment Practices Legal Liability coverage with limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
8. Excess/umbrella insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

**Coverage and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies. The policy shall be endorsed to name the County as named additional insured and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the Charter School's insurance shall be primary despite any conflicting provisions in the Charter School's policy.*

Evidence of Insurance

The Charter School shall furnish to the County within 30 days of all new policies inceptions, renewals or changes, certificates or such insurance signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County

Facsimile or reproduced signatures may be acceptable upon review by the Office of Risk Management and Insurance Services. However, the County reserves the right to require certified copies of any required insurance policies.

Should the Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall be the responsibility of the Charter School.

Additionally, the charter will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations.

6.8 Hold Harmless/Indemnification Provision

To the fullest extent permitted by law, the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this Charter agreement. The Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the County and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by the Charter School, and their officers, directors, employees or volunteers. Moreover, the Charter School agrees to indemnify and hold harmless the County for any contractual liability resulting from third party contracts with its vendors, contractors, partners or sponsors.

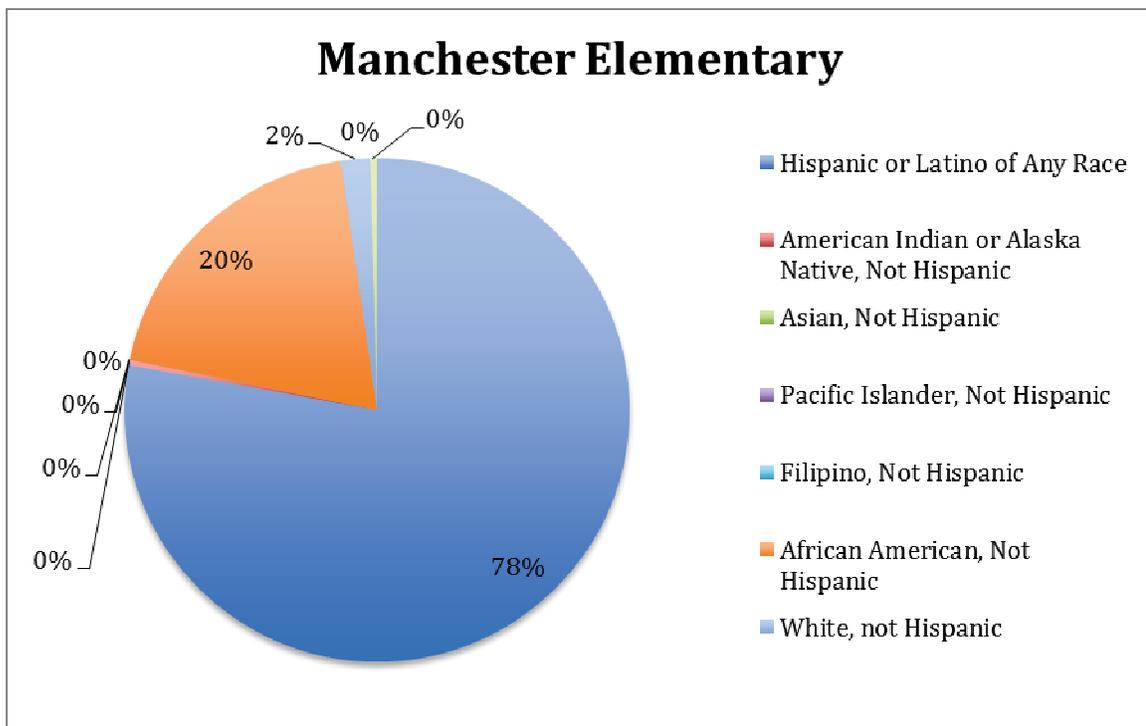
7 Means to Achieve Racial and Ethnic Balance

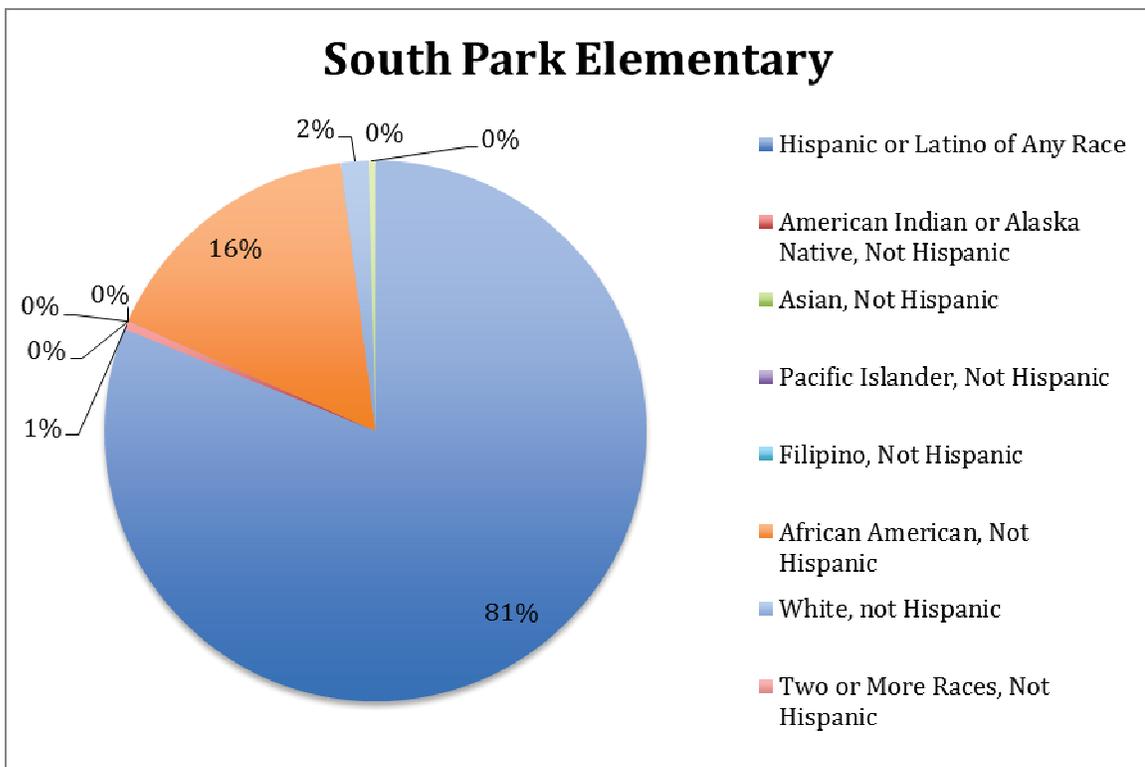
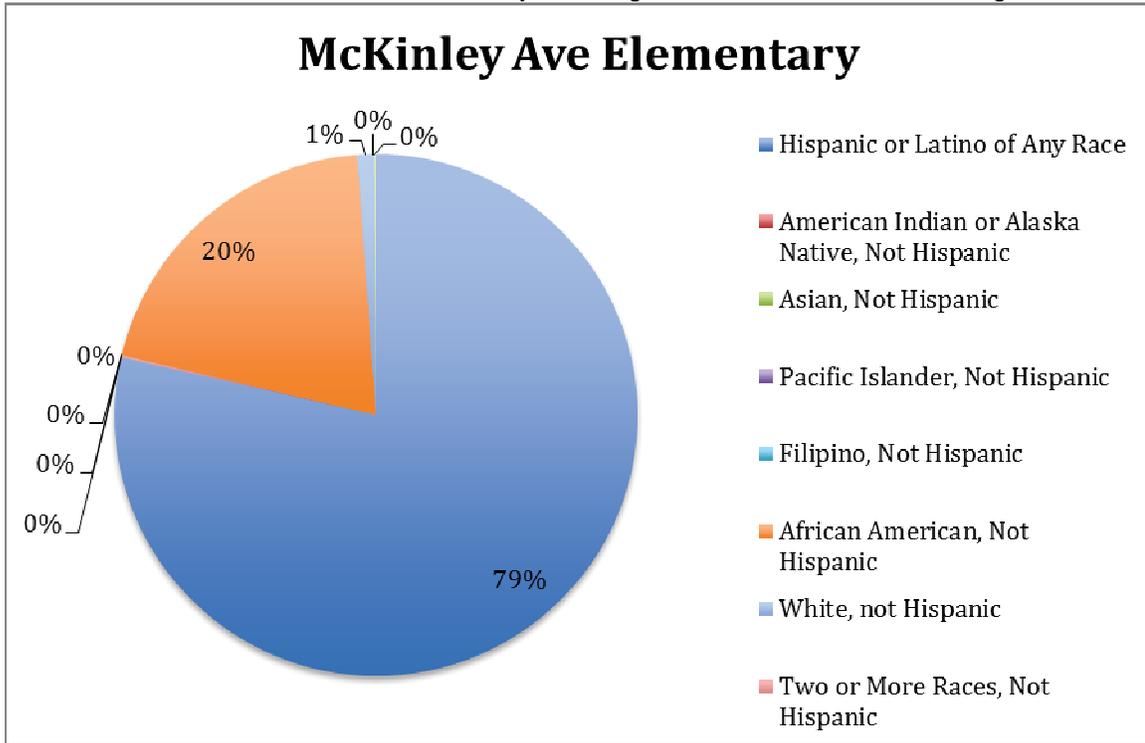
Governing Law: The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the district to which the charter petition is submitted. Education Code Section 47605(b)(5)(G).

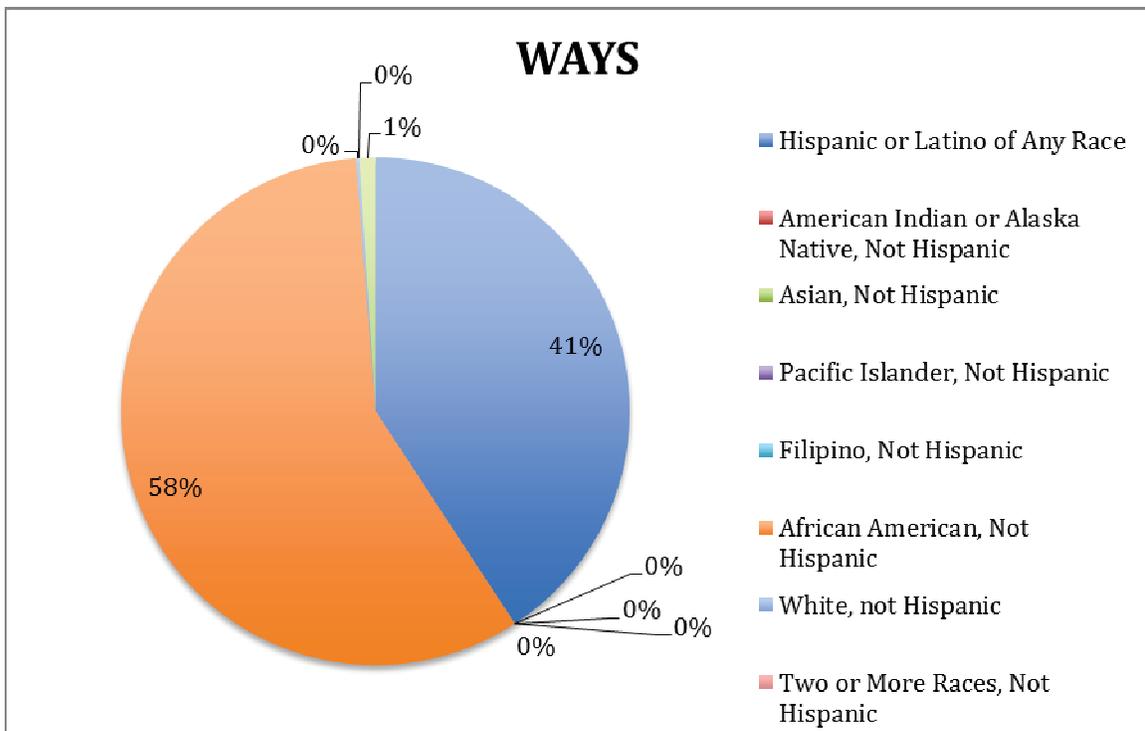
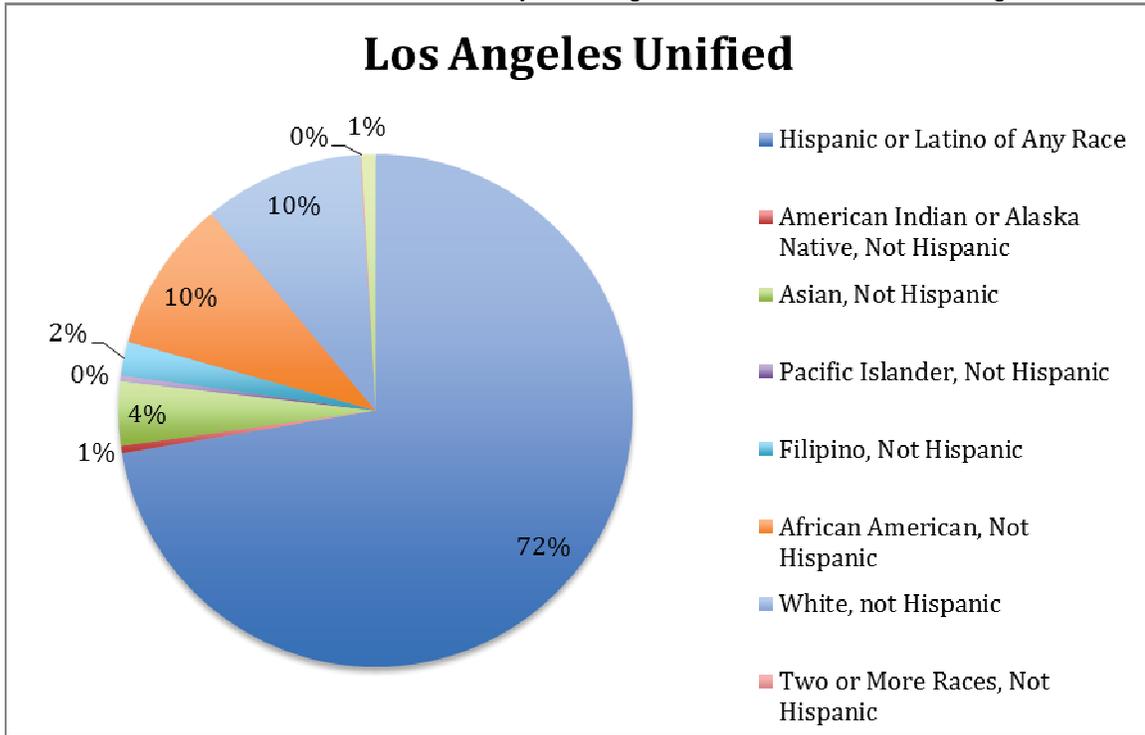
WAYS will continuously plan and strive to recruit students of various racial and ethnic groups in order to achieve a balance reflective of the general population residing within the territorial jurisdiction of the LAUSD, the district where the petition was initially submitted. WAYS will conduct informational meetings for parents and students interested in what our school offers. Open houses and school tours will be conducted on a regular basis during the school year as well.

Target Community

Diversity is central to the mission of the Charter School. WAYS will have a plan in place during the term of the charter to achieve and maintain the ethnic balance ratio goal of the surrounding district schools. Our goal is to reach the district's goal within our first year. In order to do so, we will analyze application and enrollment data each fall so that we can increase our outreach efforts as necessary to make sure the ethnic balance ratio is achieved.







7.1 Nonsectarian Compliance

WAYS is nonsectarian in its programs, admission policies, employment practices, and all other operations, will not charge tuition. WAYS does not discriminate against any student on the basis of ethnicity, race, national origin, gender, disability, socioeconomic status, perceived disability, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). Diversity is central to the mission of the Charter School. WAYS will annually update and revise its plan to achieve and maintain a racial and ethnic balance among its students reflective of LAUSD.

7.2 Federal Compliance

As a recipient of federal funds, including federal Title I, Part A funds, WAYS has agreed to meet all of the programmatic, fiscal and other regulatory requirements of the No Child Left Behind Act of 2001 (NCLB) and other applicable federal grant programs. WAYS understands that it is a local educational agency [LEA] for purposes of federal compliance and reporting purposes. WAYS agrees that it will keep and make available to the County any documentation necessary to demonstrate compliance with the requirements of NCLB and other applicable federal programs, including, but not limited to, documentation related to funding, required parental notifications, appropriate credentialing of teaching and paraprofessional staff, the implementation of Public School Choice and Supplemental Educational Services, where applicable, or any other mandated federal program requirement. The mandated requirements of NCLB, Title I, Part A include, but are not limited to, the following:

- Through the parent student handbook, notify parents at the beginning of each school year of their right to know the professional qualifications of their child's classroom teacher including a timely notice to each individual parent that the parent's child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- Develop jointly with, and distribute to, parents of participating children, a school-parent compact.
- Hold an annual Title I meeting for parents of participating Title I students.
- Develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy.

- Submit biannual Consolidated Application to California Department of Education (CDE) requesting federal funds
- Complete and submit Local Education Agency (LEA) Plan to CDE
- Complete reform planning process with stakeholders and submit to CDE all appropriate documents for Title I school wide status, if applicable; otherwise, identify and maintain roster of eligible students for the Title I Targeted Assistance School Program
- Maintain inventory of equipment purchased with categorical funds, where applicable
- Maintain appropriate time-reporting documentation, including semi-annual certification and personnel activity report, for staff funded with categorical resources, where applicable

WAYS also understands, that as part of the oversight of the school, the County may conduct program review of federal and state compliance issues.

Wisdom Academy for Young Scientists embraces the idea of racial and ethnic diversity and will strive to achieve a racial and ethnic balance that is reflective of the district.

We will recruit by strategically disseminating application handouts to 1) businesses frequented by the local community members that are racially diverse, 2) school personnel of County program improvement and overcrowded schools in the area (with their approval), 3) private and public preschools in a 5 mile radius 4) at town hall meetings open to the local community. Recruitment efforts shall include publicizing our instructional program, hosting Community Open Houses, providing ongoing tours of the school, and speaking to interested parents. All printed material will be disseminated in languages that are reflective of our school community. WAYS will periodically publicize its programs and activities multi-lingual periodicals and online. WAYS will maintain a racial and ethnic balance that is reflective of the community through the aforementioned public outreach efforts.

7.3 Recruitment and Outreach Plan

Below is the Charter's written plan to achieve and maintain the District's ethnic balance goal.

WAYS will conduct a comprehensive outreach program to attract a diverse population of students and talented teachers. Community involvement and engagement will be a critical emphasis of the WAYS strategy. We will make

intentional efforts to promote a school climate that systematically promotes communal bonds among students as well as encourages community awareness and service. Over the course of their school years, pupils will learn to care for and rely on classmates of many diverse backgrounds while drawing from the unique attributes of those other personalities and cultures. Specific strategies that we have enacted include recruitment at local community events such as the Los Angeles County Sheriff's National Night Out at the Florence/Firestone Station. This is a free event heavily attended by local families and sponsored by donations from neighborhood businesses such as Wisdom Academy for Young Scientists.

To add to our recruitment efforts, volunteers will be stationed at community resource centers such as the Salvation Army, YMCA and Boys and Girls Clubs to generate interest and engage parents in discussions about the services WAYS offer.

Also, WAYS will establish and maintain partnerships with local private pre-schools and Early Education Agencies, including but not limited to Head Start, and Children's Institute, Inc. Through these partnerships, WAYS will engage the parents and generate interest in WAYS's educational program offerings

To achieve our goal of a racial and ethnic balance, WAYS will advertise on two local radio stations that are heavily favored within the community, KJLH, a long-time medium of the African – American community and Latino 96.3 a radio medium popular with Hispanic listeners.

Ultimately, the creation of a multifaceted dynamic website has helped to glean the interest of those parents who have only heard of WAYS but were not quite sure of our offerings. Many parents who call or visit our school mention that they first visited our website and felt compelled to visit the school. The WAYS website located at www.wisdomacademy.org and encourages parents to seek enrollment for their child or join the waitlist for a future space.

As a result of these efforts WAYS will maintain a waiting list, and enjoy the benefits of a racially balanced school population in which all cultures are recognized and respected.

WAYS will make the following additional efforts to achieve the ethnic balance of the district:

- Recruit by strategically disseminating application handouts to 1) businesses frequented by the local community members that are racially diverse, 2) school personnel of surrounding program improvement and overcrowded schools in the area (with their approval), 3) private and public preschools in a 5 mile radius 4) at town hall meetings open to the local community. Recruitment efforts shall include publicizing our instructional program, hosting Community Open Houses, providing ongoing tours of the school, and speaking to interested parents. All printed material will be disseminated in languages that are reflective of our school community. WAYS will periodically publicize its programs and activities

multi-lingual periodicals and online. WAYS will maintain a racial and ethnic balance that is reflective of the community through the aforementioned public outreach efforts.

- Presentations and information distribution at community centers such as The Salvation Army Community Youth Center, Colonel Leon H. Washington Park and Community Center, Ted Watkins Park and Community Center, Head Start locations and other pre-school and child care centers, local churches and other faith based organizations.
- Additional presentations and information distributions will take place at community events, in Los Angeles County Public Libraries, local social service agencies such as the Department of Social Services, and local businesses and grocery stores.
- House meetings at the homes of parent volunteers in the community.
- Advertisements in local newspapers such as the LA Watts Times and the La Opinion, El Mundo Spanish Newspapers, and the LA Weekly Newspaper.

These recruitment efforts ensure that parents residing in the targeted area are informed about the availability of WAYS as a viable option for the education of their children. We expect that this targeted outreach will help to achieve the goal of reflecting the general population residing in the district.

Wisdom Academy will provide to the County all requested information using County forms, including the ethnic survey. The Charter will utilize a student information system that government agencies can inter-face with for compliance monitoring. The student information system will contain the following information listed below for compliance purposes:

Every effort will be made to reach out to all families with children in Kindergarten through fifth grade within a five-mile radius of the school. Families will be notified through community meetings, mailings, personal phone calls, and possibly newspaper advertisements. We expect to hold at least three informational meetings during the winter and spring of each year where we will share information about the Wisdom Academy for Young Scientists and our alternative setting for families and their children.

In addition, WAYS expects referrals from local preschools as well as from local community service organizations.

Each family showing interest will be sent an application packet (See Appendix G). Parents are responsible for completing an application. Once the student list has been set, a waiting list will be developed for those students still wishing to enroll should space become available.

The charter school shall maintain an accurate accounting of the ethnic and racial balance of students enrolled in the school, along with documentation of the efforts the school has made to achieve racial and ethnic balance in accordance with the charter petition and standards of charter legislation.

8 Admissions

8.1 Admission requirements

In accordance with Education Code Section 47605 (d)(2) (A), WAYS shall admit all students who wish to attend, up to the school's enrollment limit. The school adheres to entrance age requirements set by law.

Students applying to Wisdom Academy for Young Scientists are required to complete an application and submit immunization records and previous school records. Students are accepted on a first-come, first-served basis, with the following exceptions: (1) students residing in the District shall be given first priority; (2) siblings of enrolled students shall be given priority; (3) children of staff shall be given priority limited to 10% (4) children of founding members shall be given a priority limited to 10% (5) students who reside in the State of California and (6) a lottery, in accordance with the Education Code Section 47605(d)(2), shall be conducted to fill available places in the event that there are more applicants than placements available (See Appendix F). These listed exceptions apply when a public random drawing is present. Enrollment preferences will also be given to students who reside within LAUSD. Currently enrolled students who do not withdraw their enrollment nor were dismissed from the school will be given a preferred seating for the following year.

8.2 Lottery

When the number of applicants to WAYS exceeds the number of open seats, a random public drawing will be conducted by a non-affiliate of WAYS. To ensure maximum access the drawing will take place during evening hours on the campus of WAYS and will be used to assign available seats to parents who have expressed interests in WAYS and have completed the lottery registration form by the due date. The lottery will take place during the third week of May, two weeks after the registration deadline. Parents will be informed of the rules concerning the lottery upon registration for the lottery. At the conclusion of the random drawing, the non-affiliate will draw additional names to allow for the formation of a waiting list. If space becomes available to a child on the waiting list, the parents will be notified within one business day and will have three business days to claim their seat.

Wisdom Academy for Young Scientists offers a choice for students, parents, and the community to an alternative approach to teaching. WAYS will hold an Orientation Meeting before the school year begins to discuss the School's philosophy and policies to ensure their understanding of the school's vision, curriculum program and policies. In the event a parent is unable to attend an orientation, the Executive Director **CEG** or Principal will make an appointment to meet with said parent to discuss the information otherwise obtained from the orientation. Parents are notified that Wisdom Academy for Young Scientists is

not subject to the Field Act and many other provisions of the Education Code. The Charter School will adhere to all procedures related to confidentiality and privacy of records.

8.3 McKinney-Vento Homeless Assistance Act

The Charter School will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths.

9 Annual Financial Audits

Wisdom Academy for Young Scientists shall obtain an annual financial conducted in accordance with generally accepted auditing standards and in accordance with the state audit guide. The auditor shall be a qualified Certified Public Accountant with experience auditing California public schools. The annual audit report will be forwarded to the State Controller and the Los Angeles County Office of Education. Any exceptions in the audit will be resolved to the satisfaction of the County. The School Board Finance Committee will develop a contract that includes the scope of the audit and requirements in the form of a Request for Application (RFA) to seek qualified applicants.

Two interim reports and a year-end report, which include actual and revised budget figures and projected revenues, expenditures and fund balances, will be submitted to the County within the timelines specified, unless a different system is agreed to by all parties. In addition, all financial statements audited by a Certified Public Accountant will be submitted to the County by December 15, after the close of the fiscal year. WAYS' financial system shall follow the generally accepted accounting principles (GAAP).

Any equipment given to Wisdom Academy for Young Scientists or purchased by the school with funds received from donations will be property of Wisdom Academy for Young Scientists.

9. 1 County Oversight Costs

The County may charge for the actual costs of supervisory oversight of the WAYS not to exceed 1% of WAYS' revenue, or the County may charge for the actual costs of supervisory oversight of the Charter School not to exceed % if the Charter School is able to obtain substantially rent free facilities from the County. Notwithstanding the foregoing, the District may charge the maximum supervisory oversight fee allowed under the law as it may change from time to time. The supervisory oversight fee provided herein is separate and distinct from the charges arising under the charter school/facilities use agreements.

9.2 Balance Reserves

Additionally, the WAYS will at all times maintain a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations.

9.3 Special Education Revenue Adjustment/Payment for Services

In the event that the WAYS owes funds to the County for the provision of agreed upon or fee for service special education services, or as a result of the State's adjustment to allocation of special education revenues from the Charter School, WAYS authorizes the County to deduct any and all of the in lieu property taxes that WAYS otherwise would be eligible to receive under section 47635 of the Education Code to cover such owed amounts. WAYS further understands and agrees that the County shall make appropriate deductions from the in lieu property tax amounts otherwise owed to the Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, the Charter School agrees that it will reimburse the County for the additional costs within one hundred twenty (120) business days of being notified of the amounts owed.

9.4 Audit and Inspection of Records

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining their charter authorization:

- Charter School is subject to County oversight.
- The County's statutory oversight responsibility continues throughout the life of the Charter and requires that it, among other things, monitors the fiscal condition of the Charter School.
- The County is authorized to revoke this Charter for, among other reasons, the failure of the Charter School to meet generally accepted accounting principles or if it engages in fiscal mismanagement.

Accordingly, the County hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of school financial information,
- The school's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- The school's enrollment process,

- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

WAYS shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days notice to WAYS. When 30 days notice may defeat the purpose of the audit, the County may conduct the audit upon 24 hours notice.

WAYS will use all revenue received from the state and federal sources only for the educational services specified in the charter for the students enrolled and attending the charter school. Other sources of funding must be used in accordance with applicable state and federal statutes, and their terms or conditions, if any, of any grant or donation.

WAYS will develop and maintain internal fiscal control policies governing all financial activities.

10 Suspensions and Expulsions

Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).

10.1 Student Suspension and Expulsion Policy

The Pupil Suspension and Expulsion Policy will be established and adopted by the governing board in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions.

10.2 Suspension and Expulsion Periodic Review

The WAYS Board of Directors or a committee appointed by the Board of Directors will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school, are aligned with applicable law, and are efficient, effective, and fair. As part of the review, the Board of Trustees will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

The principal will provide a report to the Board which shall include consideration of the findings of the annual reports of student conduct, including suspensions and expulsions; input from faculty, staff, parents and pupils, to be collected from

sources such as surveys and meetings; and changes necessary to comply with applicable state and/or federal law.

PROCESS FOR ANNUAL REVIEW OF SUSPENSIONS AND EXPULSIONS POLICY	
COMPLETION DATE (TENTATIVE)	ACTION
April 30	Principal compiles and analyzes discipline data, reviews necessary legal changes, and reports to Board committee
May 30	Board committee reviews report and make recommendation to Board for any changes; Board takes any necessary action
August 1	Handbooks are updated

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. As outlined in sections A and B below, there are listed serious offenses for which expulsion may be mandatory or recommended. This policy shall serve as the model for the Charter School's policy and procedures for student suspension and expulsion which will be updated yearly for the school handbook in order to reflect Education Code changes. If changes occur after publication and the board approves the changes, students and families shall receive notice of these changes both in writing and on all documentation associated with the school, such as published handbooks and the website. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. These Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

WAYS shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

WAYS shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

WAYS shall ensure the appropriate interim placement of students during and pending the completion of the Charter School's student expulsion process.

WAYS will implement operational and procedural guidelines ensuring federal and state laws and regulations regarding the discipline of students with disabilities are met. If the student receives or is eligible for special education, WAYS shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process.

WAYS shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

10.3 Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or a Charter School-sponsored event, occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

10.4 Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil: (Education code 48900-48927)

a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force of violence upon the person of another, except self-defense.

b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by

the principal or the designee of the principal.

c) Unlawfully possessed, offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for

the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

s) Committed sexual harassment, as defined in Education Code Section 48900. For the purposes of this section, the conduct described Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family. (Ed. Code 48900.7)

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or

committed a sexual battery as defined in Penal Code Section 243.4.

- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property.

- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal codeCode Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal

degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of

the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- s) Committed sexual harassment, as defined in Education Code Section 48900.2. For the purposes of this section, the conduct described in Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in Education Code Section 48900.3. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment as stated in

Education Code Section 48900.4. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

- x) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

4. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

- b) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d) Brandishing a knife at another person.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

10.5 Readmission

Students found to have committed any non-discretionary offenses will be expelled for one school year. The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

10.6 Suspension Procedure

WAYS will provide a Student Handbook to each family upon enrollment that delineates the list of offenses and progressive discipline procedures and expectations to provide adequate safety for students, staff, and visitors to the school in order to serve the best interests of the school's pupils and their parents/guardians. WAYS staff will enforce all disciplinary rules and procedures fairly and consistently among all students.

10.7 Progression of Discipline, Teachers to Administration

Teachers are responsible for the day-to-day discipline in their classrooms while working with their students to meet their individual needs in order that learning takes place. WAYS has a discipline structure and character-building program that delineates uniform, school-wide expectations for conduct. When it becomes necessary to implement disciplinary action, the following options are available to the teachers: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Principal.

Prior to suspensions and expulsions, students may receive any or all of the following: warnings, detentions, phone calls home, parent conferences, and a behavior contract. Any WAYS teacher may assign a teacher's detention to a student. During detention students may have to write a reflective response about their conduct that could require a parent signature. Detentions will be held onsite during lunch or after school. A teacher may elect to hold detention in a classroom or in a designated detention room.

10.8 Offenses That May Result in a Teacher's Detention

Teacher and Administrative detention process is the same. As a general rule teachers assign a Teacher Detention for minor classroom misconduct such as: cell phone usage, passing notes, making noises, minor inappropriate conflicts with others, or cheating. Repeated violations by individuals will be referred to the Principal. When there is a serious violation of the rules, the student will be referred to the Principal. A serious violation may include any violation listed under Suspension of Expulsion section in this element of the charter petition below.

10.9 Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his or her behavior and a possible pattern of behavior that will be more positive, as well as to protect the student body as a whole from dangerous and disruptive behavior.

A student serving on campus suspension reports to school at the regular time. Each teacher will give the student written assignments that he or she must complete under the direct supervision of the Principal or designee. The student will eat lunch in the assigned room.

Whether suspension occurs in school or out, the maximum number of consecutive days a student may be suspended five (5), unless the suspension is extended pending an expulsion hearing from the recommendation of the Administrative Panel. Upon a recommendation of Expulsion by the Panel, the pupil and the pupil's guardian or representative will be invited to a conference with the Administrative Panel to determine if the suspension for the pupil should be extended pending an expulsion hearing. The Administrative Panel will make this determination: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. Students shall not be suspended for more than twenty (20) school days in a year, unless the suspension has been extended pending an expulsion hearing.

Students on suspension pending an expulsion hearing may request that academic work be made available for pick up at the office.

Suspensions shall include the following procedures:

Conference - Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or WAYS employee who referred the student.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

10.10 Notices to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall

state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

10.11 Authority to Expel

A student may be expelled by the Board following a hearing before it or upon the recommendation of an Administrative Panel. The Panel would be convened as part of the suspension and expulsion process once it was determined that there is any reasonable concern that the pupil was in danger of expulsion or extended suspension. The Administrative Panel should consist of at least three members of the faculty or professional representatives who are certificated but are neither a teacher of the pupil or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion to the Board of any student found to have committed an expellable offense.

10.12 Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;

4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

10.13 Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

WAYS may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by WAYS or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the panel conducting the hearing, the complaining witness shall be allowed periods of relief from

examination and cross-examination during which he or she may leave the hearing room.

4. The panel conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The panel conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The panel conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness's prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

10.14 Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

10.15 Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, administrative panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors who will make a final determination regarding the expulsion. The final

decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the administrative panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

10.16 Written Notice to Expel

The Principal, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with WAYS.

The Principal or designee shall send a copy of the written notice of the decision to expel to LACOE.

This notice shall include the following:

- a) The student's name, and
- b) The specific expellable offense committed by the student.

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, WAYS shall notify the superintendent of the school district of the pupil's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

The Board of Directors' decision to expel shall be final.

If a student is expelled from WAYS, WAYS shall forward student records upon request of the receiving school district in a timely fashion. WAYS shall

also submit an expulsion packet to LACOE immediately or as soon as practically possible, containing:

- pupil's last known address
- a copy of the cumulative record
- transcript of grades or report card
- health information
- documentation of the expulsion proceeding, including specific facts supporting the expulsion
- student's current educational placement
- copy of parental notice expulsion
- copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.

if the Student is eligible for Special Education, the Charter School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, the Charter School must provide evidence that it convened a Link Determination meeting to address two questions: A) Was the misconduct caused by, or directly and substantially related to the students disability: B) Was the misconduct a direct result of the Charter's failure to implement 504 Plan?

10.17 Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

10.18 No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School, as the Charter School Board's decision to expel shall be final.

10.19 Expelled Pupils/Alternative Education

The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

10.20 Outcome Data

WAYS shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to LACOE upon request.

10.21 Rehabilitation Plans

Pupils who are expelled from the Charter School shall be given a rehabilitation plan developed by the Administrative panel upon expulsion as approved by the Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may apply to the Charter School for readmission.

10.22 Readmission

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The Charter School is responsible for reinstating the student upon the conclusion of the expulsion period.

10.23 Special Education Students

In the case of a student who has an Individualized Education Plan ("IEP"), or a student who has a 504 Plan, the Charter School will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. An IEP team will meet to conduct a manifestation determination should the suspension exceed 10 cumulative days. If the behavior is determined not to be a manifestation of the child's disability, then the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities. Should the IEP team conclude that the behavior was a manifestation of the child's disability, the IEP team shall conduct a functional behavioral assessment. In the condition where a behavior intervention plan has been developed, the IEP team will review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary

to address the behavior. The IEP team will then return the child to the placement from which the child was removed, unless the parent and IEP team agree to a change in placement as part of the modification of the behavior support plan. Prior to recommending expulsion for a student with a 504 Plan, the Charter School's administrator will convene a Link Determination meeting to ask the following two questions: A) Was the misconduct caused by, or directly and substantially related to the student's disability? B) Was the misconduct a direct result of the Charter School's failure to implement 504?

10.24 Gun Free Schools Act

The Charter School shall comply with the federal Gun Free Schools Act.

11 Procedures for dealing with staff issues

11.1 RELATIONSHIP BETWEEN THE TEACHERS AND THE DISTRICT/COUNTY BARGAINING UNIT

In accordance with the Educational Employee Relations Act (EERA) WAYS employees may join and be represented by an organization of their choice for collective bargaining purposes. However, unless the employees elect to be represented by an organization for bargaining purposes, all employees will be employed on an individual basis.

11.2 Process by which salaries, benefits, working conditions and other items will be determined

Wisdom Academy for Young Scientists administrative staff recommends the policies for salaries, benefits and annual work calendars for all employees to the school board for approval. Work calendars are submitted to staff in March and for their input. Staff is given opportunities to discuss and vote on any changes affecting benefits. WAYS is committed to equitable and just salaries and benefits for its employees. The school will always consider matching the salaries and benefits offered by the authorizer, budget permitting. WAYS will provide its own health benefits package.

11.3 LABOR PROCEDURES WHICH WILL BE APPLIED TO EMPLOYEES

The employee handbook delineates the relationship between staff and the school. This handbook will be presented to all staff prior to the opening of the school. After the school's opening this will be made readily available to staff in May of each year prior to the start of the following school year. Staff will have the opportunity to review said policies and provide feedback, which may in turn affect said policies.

Certificated and classified personnel will be hired on at-will contracts. Contracts will be renewed based on demonstration of meeting those requirements outlined in the teacher contracts, adhering to the policies and procedures outlined in the WAYS Staff Policy and securing a satisfactory staff evaluation. The expectations outlined in the staff evaluation form are in alignment with and support the mission and vision of WAYS.

Wisdom Academy for Young Scientists shall be an equal opportunity employer. No school district or County employee shall be required to or denied the right to be employed at Wisdom Academy for Young Scientists.

11.4 PROCESS FOR RESOLVING COMPLAINTS/GRIEVANCES

Employees will be encouraged to resolve complaints and grievances informally and with their immediate supervisor. However, they will have the right to appeal informally or formally (in writing) to the Principal. If unsatisfied with the resolution, they may appeal to the Board as well.

All employees will be asked to agree to binding arbitration in their employment agreement.

11.5 PROCESS FOR ENSURING DUE PROCESS

The Board of Principals will request an annual report of complaints and grievances brought to the Principal and the Board from the Principal. The will review the report and correct the process for resolving complaints and grievances if warranted.

In addition, employees will have the right to enter into binding arbitration if grievances are unresolved.

11.6 STRS, PERS, SOCIAL SECURITY AND MEDICARE

Wisdom Academy for Young Scientists will participate in the State Teachers Retirement System. Non-certificated staff will participate in the federal social security system.

Prior to any changes in the retirement benefit packages, WAYS agrees to provide written notification to all employees. If WAYS opts to participate in outside retirement benefit program(s) for its full time employees, these programs will be reviewed with the staff and decided upon annually, provided funds are available within the school budget. The school's chief financial officer will be responsible for ensuring that appropriate arrangements for STRS, PERS, or Social Security coverage are made.

11.7 Process for Staff Recruitment, Selection, Evaluation and Termination

For the staff recruitment and selection processes, see Element 5.

In matters regarding accountability and evaluation of personnel, Wisdom Academy for Young Scientists will develop its own procedure, which includes

classroom ongoing observations by the Principal, peer observations, self evaluations, parent surveys and student questionnaires.

Evaluation is based upon adequate completion of assigned job duties, setting and attainment of goals and regular, punctual attendance, teacher-parent and teacher-child relations, as determined by the Principal. These measures will be evaluated annually and upgraded as necessary. Employee evaluations are conducted as follows:

11.8 Teachers

Teacher evaluations will occur once per year. These evaluations will include a written evaluation by the Executive Director **CEG** and Principal Teachers will also receive classroom visitations and written observations by the administrative staff. If necessary, conferences will be held to discuss recommendations for successful strategies and improvements on areas of concern.

11.9 Teacher Assistants

Teacher Assistants will be evaluated once per year. These evaluations will include a written evaluation by the lead teacher. The Principal may also participate in the evaluations process.

11.10 Principal

The Principal will be evaluated once per year. These evaluations include written evaluations by the entire staff. These evaluations will be passed on to the Personnel Committee of the School Board and presented by the Board President to the Merle Williamson Foundation Board of Principal.

11.11 UNPROFESSIONAL STAFF CONDUCT

In-service staff training and on-going evaluation will be practiced in an effort to limit if not deter unprofessional conduct among staff. In any case, if the situation should arise the following measures will generally be implemented after each incident.

First incident: A meeting will be held to discuss the unsatisfactory act. At this time, a written Plan for Correction will be reviewed and discussed with staff member, who will be asked to write their comments in the section provided and sign. This document shall remain in personnel file and can be forwarded upon request.

Second incident: The step above may be repeated.

Third incident: Dismissal.

If the unsatisfactory act threatens the safety and well being of the students, parents and/or other staff members, WAYS retains the right to dismiss said employee, immediately. From time to time, these procedures may be revised in accordance with policies adopted by the Board of WAYS.

11.12 PROCEDURE FOR PROCESSING AND MONITORING CREDENTIALS IF REQUIRED

The Principal will review the checklist with teachers and examine their credentials to determine whether they are fully qualified. A suspension file will be created by the Principal to track staff progress in meeting credential milestones.

12 Attendance alternatives

Governing Law: The public school attendance alternatives for pupils residing within the school district that chooses not to attend charter schools. Education Code Section 47605(b)(5)(L)

WAYS is a school of choice. No student is required to attend WAYS. Students choosing not to attend WAYS may attend other public schools within their home school district. Admission to WAYS shall not entitle any student to subsequently enroll in any home district program or school, or any other school including charter schools. WAYS will provide information about attendance alternatives to inquiring parents/guardians or students. Further, Parents/guardians of each pupil enrolled in the charter will be informed via the Parent/Student handbook and during Parent Orientation, that the student has no right to admission in a non-charter district school as a consequence of enrollment in the charter school.

No student may be required to attend The Charter School. Pupils who reside within the District who choose not to attend Wisdom Academy for Young Scientists may attend school within the District according to District policy or at another school district or school within the District through the District's intra and inter-district policies.



13 Employee Rights

Employment Status of Employees

No public school district employee shall be required to work at the Charter School. Charter school employees will be employees of the charter school, not the County. In other words, persons employed by WAYS are not considered employees of the County for any purpose whatsoever. Employees of who resign from school district or other employment to work at WAYS and who later wish to return to a school district shall be treated the same as any other former school district employee seeking reemployment. Employee return rights to any school district will be determined by that district's policies and procedures and applicable collective bargaining agreements, if any.

Sick or vacation leave or years of service credit at a school district will not be transferred to WAYS. Employment by WAYS provides no rights of employment at any other entity, including any rights in the case of closure of WAYS.

14 Dispute Resolution

14.1 Process for Resolving Complaints/Grievances within the Wisdom Academy for Young Scientists

The Charter School recognizes that it cannot bind LACOE to a dispute resolution procedure to which LACOE does not agree. The policy below is intended as a starting point for a discussion of dispute resolution procedures. The Charter School is willing to consider changes to the process outline below as suggested by the County.

The Charter School and the County will be encouraged to attempt to resolve any disputes with the County amicably and reasonably without resorting to formal procedures.

The staff and governing board members of WAYS agree to resolve any claim, controversy or dispute arising out of or relating to the Charter agreement between LACOE and WAYS except any controversy or claim that is in any way related to revocation of this Charter, ("Dispute") pursuant to the terms of this Element 14.

All staff members will follow state and federal laws for reporting alleged improprieties as well as adhere to Wisdom Academy for Young Scientists Staff Policy. The policy will be revised and updated through the collaboration of the Principal and the teaching staff.

The following process shall apply to staff members filing a complaint or grievance:

An appointment with the Principal to discuss the incident/problem must be scheduled. This meeting will be held in an effort to discuss and resolve the matter effectively for all parties concerned.

If after the meeting the employee determines that a problem still exists then it must next be taken to the School Board. A conference with all parties involved and two-three board members will be held and mediated by an impartial third party agreed upon by the grievant and conference participants.

If the staff member who filed the complaint or grievance determines that a problem still exists, then he/she has the right to request that a representative from the State Arbitration Board mediate the process.

The decision following the final step, (step 2 or 3, as determined by the grievant) shall be binding and a conference report of the decision will be issued to all parties involved.

Non-participation in the process will result in issuance of a conference memo or a notice of unsatisfactory act or service to remain in the personnel file. Reference to this process is aforementioned in elements 11.4 and 11.5

14.2 Process for Resolving Disputes between WAYS and the County

Any controversy, claim, or dispute arising out of or relating to the charter agreement shall be handled first through an informal process in accordance with the procedures set forth below:

(1) Any controversy, claim, or dispute arising out of or relating to the charter agreement, or the breach thereof, must be submitted in writing (“Written Notification”). The Written Notification must identify the nature of the dispute. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. Written Notifications shall be addressed as follows:

To Charter School:

Executive Director

Wisdom Academy for Young Scientists

706 East Manchester

Los Angeles, CA 90001

323-253-8865

To County:

Charter Schools Office

Los Angeles County Office of Education

9300 Imperial Highway

Downey, CA 90242

(2) A written response (“Written Response”) shall be tendered to the other party within five (5) business days from the date of receipt of the Written Notification. The parties agree to schedule a conference to discuss and resolve the controversy, claim, or dispute at issue (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date the written Response is received by the other party. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

(3) If the controversy, claim, or dispute cannot be resolved by mutual agreement at the Issue Conference, then either party may request that the matter

be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator's fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 60 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute.

(4) If mediation is not successful, then the parties agree to settle the controversy, claim, or dispute by arbitration conducted by arbitration. If the parties cannot agree upon arbitration terms, then the parties shall submit to a single arbitrator in accordance with the rules or guidelines of the American Arbitration Association. The arbitrator must be an active member of the California State Bar or a retired judge of the state or federal judiciary of California. Each party shall bear its own costs and expenses associated with the arbitration. The arbitrator's fees and the administrative fees of the arbitration shall be shared equally among the parties. Arbitration shall commence within 60 days from the final date of the mediation proceedings.

This Dispute Resolution process does not apply to revocation proceedings or related matters under regulations section 11968.5.2 and/or section 47607 of the Education Code.

The staff and governing board members of WAYS agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both will refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

15 Declaration of Exclusive Public School Employer

Wisdom Academy for Young Scientists shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Education Employment Relations Act as specified in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the California State Education Code [47611.5(b)]. In accordance with this code, WAYS employees have the right to join organizations of their choice, to be represented by such organizations in their professional and employment relationships with public school employers, to select one employee organization as the exclusive representative of the employees in an appropriate unit, and to afford certificated employees a voice in the formulation of educational policy.

16 Charter School Closure

16.1 Charter Revocation

The County may revoke the charter if WAYS commits a breach of any provisions set forth in the Charter School Act of 1992. The County may revoke the charter of the WAYS if the County finds, through a showing of substantial evidence, that the charter school did any of the following:

- WAYS committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- WAYS failed to meet or pursue any of the pupil outcomes identified in the charter.
- WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- WAYS violated any provision of law.

Prior to revocation, and in accordance with Cal. Educ. Code section 47607(d) and State regulations, the County will notify WAYS in writing of the specific violation, and give WAYS a reasonable opportunity to cure the violation, unless the County determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution clause set forth in this charter. County and WAYS shall follow the CDE's charter school revocation regulations beginning at section 11968.5.2.

16.2 Closure Procedures

The following are closing procedures that abide by Cal. Educ. Code §47605(b)(5)(P), should the Charter School close for any reason. The decision to close Wisdom Academy for Young Scientists either by the WAYS governing Board or by the County, will be documented in a Closure Action. The Closure Action shall be deemed to have been automatically made when any of the following occur: the charter is revoked or non-renewed by the County; the Charter School board votes to close the school; or the Charter lapses. In the event of such a Closure closure Action or as soon as WAYS informs the County of its intent to voluntarily close, the following steps are to be implemented:

1. Identification of a responsible person(s) – e.g., ~~Executive Director~~ CEG, Financial Officer, Chair of the Charter School's governing board, to oversee and conduct the closure process.
2. Written notification to parents/guardians/caregivers of the enrolled students WAYS will be issued by WAYS within 72 hours after the determination of a Closure Action and the effective date of closure. A sample copy of the language

used in the written notification is also to be made to the County within the same time frame.

a. The written notification will also include information on assistance in transferring each student to another appropriate school, and a process for the transfer of all

b. The process for transferring student records to the receiving schools shall be in accordance with County procedures for students moving from one school to another as indicated above.

c. Parents will also be provided with student information that includes closure notice, a copy of their child's cumulative record, which will include grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements and a transcript, and State testing results.

d. WAYS will prepare an electronic master list of all students to the County. This list will include the student's identification number, Statewide Student Identifier (SSID), birthdates, grade, full name, address, home school, enrollment date, exit code, exit date. If WAYS closure occurs before the end of the school year, the list should also indicate the name of the school that each student is transferring to, if known.

e. The original cumulative files should be organized for the County to pick up in two categories: active students and inactive students. LACOE will coordinate with the Charter School for the pickup of the student records. The charter school is responsible for ensuring student records have been maintained in compliance with the LACOE Cumulative Records Handbook and applicable State Education Code provisions.

f. The charter school must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.

g. The Charter school will provide to the County CSO a copy of student attendance records, teacher grade books, school payroll records, and Title I records (if applicable)

3. Written notification to the County and any other school districts of residence of the list of returning students and their home schools, to be made within 72 hours of the determination of the Closure Action.

4. Transfer of the original student records to the County, within seven calendar days from the determination of an Action to Close.

5. Written notification to the California Department of Education, the Los Angeles County Office of Education, and the Special Education Local Planning Area (SELPA) in which the Charter School participates, of the Closure Action shall be made by the [Charter School] by registered mail within 72 hours of the decision to Closure Action. Charter School shall provide a copy of these correspondences to the County CSO.

6. WAYS shall allow the County access, inspection and copying of all school records, including financial and attendance records, upon written request by the County.

7. A financial closeout audit of the Charter School will be paid for by WAYS to determine the disposition of all assets and liabilities of the Charter School, including plans for disposing of any net assets. The final independent audit shall be completed within six months after the closure of the school. A neutral, independent licensed CPA who will employ generally accepted accounting principles would conduct this audit. Any liability or debt incurred by WAYS will be the responsibility of WAYS and not the County. The Charter School understands and acknowledges that WAYS will cover the outstanding debts or liabilities of WAYS. Any unused monies at the time of the audit will be returned to the appropriate funding source. WAYS understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the SELPA in which WAYS participates, and other categorical funds will be returned to the source of funds.

8. For six calendar months from the Closure Action or until budget allows, whichever comes first, sufficient staff as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfers.

9. The WAYS Board shall adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

10. In addition to a final audit, WAYS will also submit any required year -end financial reports to the California Department of Education and the County, in the form anytime frame required.

11. If the corporation is operated by a nonprofit corporation, and if the corporation doesn't have any other functions than operation of the Charter School, the corporation will be dissolved according to its bylaws.

a. The corporation's bylaws will address how assets are to be distributed at the closure of the corporation.

b. A copy of the corporations bylaws containing the information on how assets are to be distributed at the closure of the corporation, are to be provided to the County prior to approval of this Charter.

12. WAYS shall provide the County within fourteen (14) calendar days of closure action prior written notice of any outstanding payments to staff and the method by which the school will make the payments.

13. WAYS will within fourteen (14) calendar days of closure action contact the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), and the Los Angeles County office of Education and follow their procedures for dissolving contracts and reporting. WAYS will copy the County on all correspondence.

14. Prior to final closure, WAYS shall do all of the following on behalf of the school's employees, and anything else required by applicable law:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. File the Federal Notice of Discontinuance with the Department of Treasury (Treasury Form 63).
- c. Make final federal tax payments (employee taxes, etc.)
- d. File the final withholding tax return (Treasury Form 165).
- e. File the final return with the IRS (Form 990 and Schedule).

This Element 16 shall survive the revocation, expiration, termination, cancellation of this charter or any other act or event that would end WAYS right to operate as a Charter School or cause WAYS to cease operation.

Additionally, should it be necessary for Wisdom Academy for Young Scientists to close for any reason, the following procedures will be observed:

- The WAYS Board will issue documentation of closure action. The action will identify the reason for the school's closure whether the charter was revoked, not renewed or closed voluntarily and the effective date of the closure.
- The WAYS Board, will issue notification to parents and students as soon as possible, once it appears that closure is imminent. The notification will include information on assistance in transferring each student to another appropriate school and a process for the transfer of all student records.
- WAYS and the County will work together to develop a process for the transfer of student records to the students' district of enrollment eligibility or other school to which the student will transfer. This process will include provisions for the County to maintain all school records including financial and attendance records, for a reasonable period after the school closure.
- A final independent audit shall be completed within 6 months after the closure of the school, its purpose being to determine the net assets or net liabilities of the school. This assessment will be conducted by a licensed CPA and will employ generally accepted accounting principles. Any

liability or debt incurred by WAYS is the responsibility of the charter school and not the County. WAYS understands that the charter school will cover outstanding debts or liabilities. Any unused monies at the time of the audit will be returned to the appropriate funding source. It is noted that only unrestricted funds will be used to pay creditors. Any unused AB 602 will be returned to the SELPA and other categorical funds will be returned to the source of funds.

- As needed for up to six months or until budget allows whichever comes first, sufficient staff, as deemed appropriate by the WAYS Board, will maintain employment to take care of all necessary tasks and procedures required for a smooth closing of the school and student transfer. The WAYS Board shall also adopt a plan for wind-up of the school and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

17 Other Items

17.1 Administrative services

Wisdom Academy for Young Scientists will contract with an independent business management firm to process payroll, quarterly payroll tax reports, and annual tax reports as required by the Employment Development Department, Internal Revenue Service and Social Security Administration.

WAYS will contract with an independent business management firm to process and maintain all accounting records. This company along with ~~the Executive Director~~ CEG will have direct oversight responsibility for maintaining accounts receivables, accounts payable, general ledger and payroll.

17.2 Process for Investment Procedures and Deposit of Funds

The WAYS Board will set investment policies and ~~the Executive Director~~ CEG will be responsible for executing those policies. Liquid cash will be invested in a checking account will require two signatures for withdrawals greater than \$5,000.

17.3 Process for Ensuring Adequate Cash Flow

An independent business management company will prepare monthly cash flow statements comparing actual cash flow to budget (See Appendix H). Bi-monthly presentations to the WAYS Board will be made and will highlight cash flow concerns if any are present.

17.4 Cash and revenue flow

Wisdom Academy for Young Scientists is a directly funded charter school. Funds still flowing through the County will be transferred via journal voucher entry, in a timely manner. Warrants are to be payable to Wisdom Academy for Young Scientists.

17.5 Balanced budget

Budget development will begin each year immediately following the January announcement of the governor's K-12 State Budget Proposals and continually refined through the May Revision to the Final State Budget Act. Budgeted resources will always be consistent with charter school goals as identified by the governing council.

Wisdom Academy for Young Scientists will adopt site based budgeting to 1) allow the direction of spending priorities in order to provide leverage for fundamental change 2) link budget to student outcomes and 3) make budgeting program-driven instead of formula-driven. WAYS will submit a balanced budget (see attached budgets), based upon projected enrollment and revenues, to the authorizer on a yearly basis.

17.6 Financial reports

WAYS will provide any financial information requested by the County and make its books available to the County during any business day upon request or within 24 hours. In addition, all legally required financial reports will be submitted to the County, in the format required by the County within time lines specified and clearly communicated by the County each year. The legally required financial statements include, but are not limited to, the following:

- Provisional Budget – Spring prior to operating fiscal year
- Final Budget – August of the budget fiscal year
- First Interim Projections – November of operating fiscal year
- Second Interim Projections – February of operating fiscal year
- Unaudited Actuals – July following the end of the fiscal year
- Audited Actuals – November following the end of the fiscal year
- Classification Report – monthly the Monday after close of the last day of the school month
- Statistical Report – monthly the Friday after the last day of the school month. In addition:
 - P1, first week of January
 - P2, first week of April

Wisdom Academy for Young Scientists shall promptly respond to all inquiries, including but not limited to, inquiries regarding financial records, from the County and shall consult with the County regarding any inquiries.

17.7 Appropriation of funds

Wisdom Academy for Young Scientists shall invest in accordance with Government Code section 53600. et seq. The charter school can lease or acquire any needed facilities, with site inspection approval from the County. Any monies accrued from deposits or investments must be used to support the instructional program. All funds raised or generated by Wisdom Academy for Young Scientists will remain with the charter school.

In accordance with current Federal legislation, Wisdom Academy for Young Scientists will apply for directly to receive Title I funding based on eligibility of students. Funds will be used to support service personnel, e.g. paraprofessionals, nurse, psychologist, etc., and programs in accordance with federal guidelines do not prohibit such expenditures. Expenditures of Title I funds will conform to all guidelines, rules and regulations pertaining to the expenditures of such funds.

17.8 Special education attendance, fiscal and legal issues

WAYS will be its own local educational agency ("LEA") and will apply directly for membership in the Los Angeles County Special Education Local Plan Area ("SELPA") in conformity with Education Code Section 47641(b). WAYS will provide approved legal verification of membership in a state-approved SELPA.

Wisdom Academy for Young Scientists will assume responsibility for providing its own special education services and instruction, as set forth in the IDEA. WAYS may opt to purchase special education services, on a fee for service basis. Any changes to this agreement for fiscal accountability and provision of services to special education students shall be renegotiated with the district two (2) months prior to the beginning of a new fiscal year.

To meet State and Federal standards, the County will maintain oversight responsibility for the delivery of special education services but will work cooperatively with Wisdom Academy for Young Scientists.

For students transferring to WAYS from other school districts. The school shall provide related services required by the students' IEPs upon enrollment regardless of the type of service provider; the IEP team meetings for such students shall be held within thirty (30) days of enrollment.

To the degree the school is found out of compliance by a court, or federal or state agency, the School is solely responsible for all costs, fees (including attorney's fees), or other remedies associated therewith.

17.9 Insurance Requirements

No coverage shall be provided to the charter school by the County under any of the County's self-insured programs or commercial insurance policies. The charter school shall secure and maintain, as a minimum, insurance as set forth below

with insurance companies acceptable to the County to protect the charter school from claims which may arise from its operations. The following insurance policies are required:

- a. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the charter school from claims under Workers' Compensation Acts, which may arise from its operations.
- b. Comprehensive Bodily Injury and Property Damage Liability for combined single limit coverage of not less than \$5,000,000 for each occurrence. The policy shall be endorsed to name the County as additional insurers and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and the charter school's insurance primary despite any conflicting provisions in the charter school's policy. Coverage shall be maintained with no self-insured retention.
- c. Fidelity Bond coverage shall be maintained by the charter school to cover all charter school employees who handle, process, or otherwise have responsibility for charter school funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.

Concerning Insurance Certificates, the charter school shall furnish to the County's Insurance Section by the first Friday in October, certificates of such insurance signed by an authorized representative of the insurance carrier.

Certificates shall be endorsed as follows:

"The insurance afforded by this policy shall not be suspended, cancelled, reduced in coverage or limits or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County."

Facsimile or reproduced signatures may be acceptable. However, the County reserves the right to require complete certified copies of the required insurance policies.

Should the charter school deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee, or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the County and its purchase shall be the responsibility of the charter school.

17.10 Hold Harmless indemnification

To the fullest extent permitted by law the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the County and the Board of Education and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this

charter agreement. The Charter School further agrees to the fullest extent permitted by law at its own expense, to indemnify, defend, and hold harmless the County and their members, officers, Principals, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission or acts committed by the Charter School, and their officers, Principals, employees or volunteers.

17.11 AB 1994

Consistent with AB 1994, WAYS will provide an annual financial report to the County in a format developed by the Superintendent of Public Instruction. The County will send this financial report to the Superintendent of Public Instruction. WAYS will submit its annual audit to the State Controller, COE, and the CDE.

17.12 Legal obligations/responsibility

Wisdom Academy for Young Scientists shall be solely responsible for the legal obligations and financial debts for the charter school or of its non-profit corporation.

17.13 Legal representation

The Charter School will retain legal representation. Legal representation is currently provided by Procopio, Cory, Hargreaves & Savitch LLP to act as an advisor regarding:

- Drafting and implementing of policies and procedures.
- All aspects of the operation of a non-profit California Public Benefit Corporation.
- All matters related to the school's potential liability.

17.14 Food service program

In accordance with the Federal Lunch Act, eligible students will be provided breakfast and lunch free or at reduced rate.

17.15 County impact

The Wisdom Academy for Young Scientists is located at 706 E. Manchester Avenue, Los Angeles, California; with satellite sites located at 8778 S. Central Avenue, Los Angeles, California 90002, and 7651 South Central Avenue, Los Angeles, California 90002. The sites will house grades K - 5 and school offices. The school will lease these facilities. At this time, the school does not anticipate having any material effect on the County's facilities needs.

17.16 Proposed charter term

This Charter shall become effective July 1, 2011 and expire on June 30, 2016.

17.17 Charter Renewal

The Charter School must submit its renewal petition to the County.

17.18 Obligation for compliance with the Education Code

It is understood that the Charter School shall comply with all the provisions set forth in this charter, but is otherwise exempt from the laws governing school districts except for all of the following:

47610. A charter school shall comply with this part and all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts, except all of the following:

(a) As specified in Section 47611.

That which is (b) As specified in Section 41365.

(c) All laws establishing minimum age for public school attendance.

(d) The California Building Standards Code (Part 2 (commencing with Section 101) of Title 24 of the California Code of Regulations), as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located.

(e) Charter school facilities shall comply with subdivision (d) by January 1, 2007.

47610.5. A charter school facility is exempt from the requirements of subdivision (d) of Section 47610 if either of the following conditions apply:

(a) The charter school facility complies with Article 3 (commencing with Section 17280) and Article 6 (commencing with Section 17365) of Chapter 3 of Part 10.5.

(b) The charter school facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

17.18 Supervisory oversight

Per Education Code Section 47613, the County may charge the maximum supervisory oversight fee, permitted by law.

17.19 Attendance accounting

Wisdom Academy for Young Scientists will utilize reporting procedures approved by the County. Attendance accounting procedures will satisfy requirements of CDE, and LACOE. Classroom teachers will report daily attendance to the office manager. Official registers will be completed on a monthly basis documenting the

month's attendance. Required reports will be completed regarding daily attendance and submitted to the requesting agencies. This includes reporting enrollment and attendance figures to the County on a monthly basis. School calendar will be provided to the County yearly for annual review. WAYS school year calendar spans 180 days. The school day begins at 8:00 and concludes at 2:45 pm.

17.20 Student information systems

Wisdom Academy for Young Scientists will utilize a Student Information System (SIS) acceptable to the County. WAYS will utilize attendance software and forms approved by the State and the County to facilitate transmission of attendance data.

17.21 Operations

School policy is developed by the school administration and approved by the school board. The faculty has input and may assist in the development of such policies. The school Principal and staff will carry out the day-to-day operations. The Principal will be held responsible for the timely and appropriate reporting regarding student outcomes, budget, etc. Reporting will be implemented in accordance with specific agreements between WAYS and the County. Evaluation and hiring criteria, decisions and procedures are set forth in this petition.

17.22 Facilities

Charter Petitioner or Developer: Mickey Cureton, Wisdom Academy for Young Scientists, C/O Executive Director Ed Cabil

CEG

Charter Management Organization N/A

CEG

Petitioner's Mailing Address 706 E. Manchester Ave., L.A., CA 90001

Proposed Charter School Location 706 E. Manchester Ave., L.A., CA 90001

Charter School Satellite Sites Locations 7651 S. Central Ave., L.A., CA 90001 and

8778 S. Central Ave., LA., CA

90002

LAUSD Attendance Area Local District R, South Park Elementary

Proposed Charter School to be located within the boundaries of LAUSDLOS ANGELES COUNTY.

17.22.1 Facility status

The charter petitioner must demonstrate control of a facility such as a commitment from the landlord, to ensure that the property is actually available to the charter developer, and that the facility is usable with or without conditions (such as a conditional code permit.) The charter school facility shall comply with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which the charter school is to be located, and the Americans with Disabilities Act (ADA). Applicable codes and ADA requirements shall also apply to the construction, reconstruction, alteration of or addition to the proposed charter school facility. The Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA requirements.

17.22.2 Description of the Facility to be Used

Wisdom Academy for Young Scientists will be located at 706 E. Manchester Avenue, Los Angeles, California. The site is located in South East Los Angeles, within the borders of the County. The facilities have classrooms, exploration/creation space, offices, multi-purpose room, staff resource room, conference room and full kitchen. Wisdom Academy for Young Scientists will also be located at two satellite sites, 8778 S. Central Avenue, Los Angeles, California 90002, and 7651 S.outh Central Ave.nue, Los Angeles CA, California 90002.

17.22.3 Occupancy of the Site

The charter petitioner or developer shall provide the County with a final Certificate of Occupancy at least 45 days prior to the date the school is scheduled to open, issued by the applicable permitting agency, allowing the petitioner to use and occupy the site. The Charter School may not open without a Certificate of Occupancy for the designated use of the facility unless the County makes an exception. If the Charter School moves or expands to another facility during the term of this charter, the Charter School shall provide a Certificate of Occupancy to the County for each facility at least 45 days before the school is scheduled to open or operate in the facility or facilities. Charter School shall not open in any location for which it has failed to timely provide a Certificate of Occupancy to the County, unless otherwise discussed with and approved by County. Notwithstanding any language to the contrary in this charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

17.22.4 Health & Safety

The school will comply with the Healthy Schools Act California Education Code Section 17608, which details pest management requirements for schools. Developers may find additional information at:
www.laschools.org/employee/mo/ipm.

17.22.5 Asbestos Management

The charter school will comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

17.22.6 District Facilities

If District facilities are used during the term of this charter, the charter shall abide by and adhere to all LAUSD standards and established policies relating to Maintenance & Operations.

Appendix A: Calendar of Operational Days

Appendix B: Organizational Chart, Board Questionnaires and Resumes

Appendix C: Governing Board Member's Roster

Appendix D: Annual Audit

Appendix E: Conflict of Interest

Appendix F: Lottery Form

Appendix: G: Enrollment Application

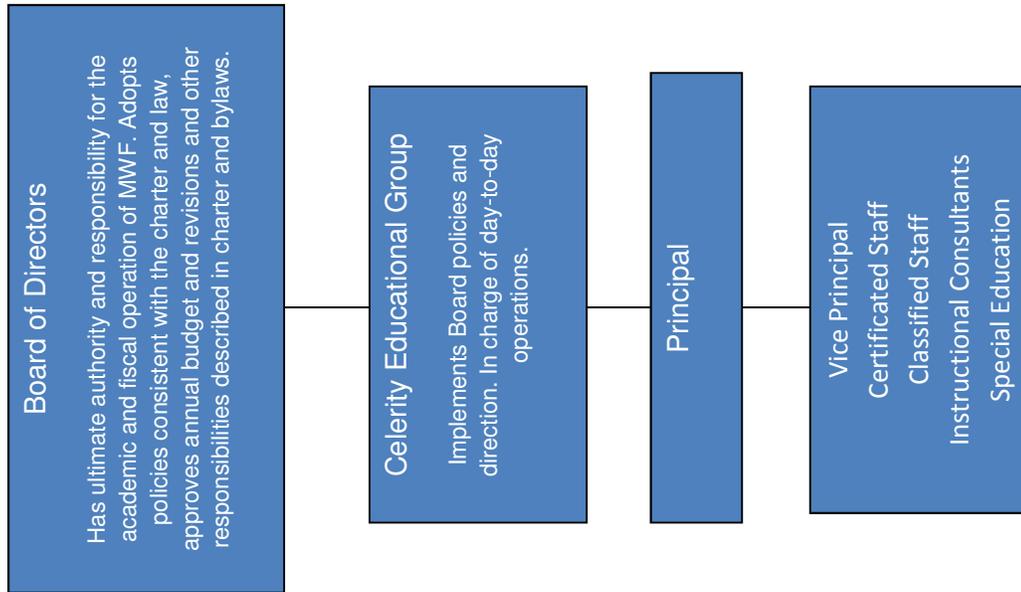
Appendix H: Budget

Appendix I: Articles of Incorporation and Bylaws

Appendix J: Demographic Information for Prospective Site

Merle Williamson Foundation Dba Wisdom Academy for Young Scientists

Organizational Chart



**CHARTER MANAGEMENT (CMO) AGREEMENT BETWEEN CELERITY
EDUCATIONAL GROUP AND THE WISDOM ACADEMY OF YOUNG SCIENTISTS
CHARTER SCHOOL**

This Charter Management (CMO) Services Agreement (“Agreement”) is entered into and executed as of October 17 2014, by and between Celerity Educational Group, a California nonprofit public benefit corporation (“CEG”), and the Merle Williamson Foundation, a California non-profit public benefit corporation (“MWF”) doing business as Wisdom Academy of Young Scientists (“WAYS”), for CEG to take over day-to-day operations of WAYS with respect to the following facts:

A. MWF is a California nonprofit corporation that currently operates WAYS charter school, a K-5 charter school authorized by the Los Angeles County Board of Education, with oversight by the County Superintendent (together referred to as “LACOE”);

B. On September 23, 2014, the Los Angeles County Board of Education adopted a Notice of Intent to Revoke (“NIR”) the WAYS charter, citing a lack of adequate internal financial and institutional controls at the school, deficiencies in governance and board leadership, and insufficient management at the charter school;

C. In order to continue operation of the school and remedy the issues cited in the NIR, WAYS desires to engage the services of a qualified charter management organization (“CMO”) experienced in the operation and governance of successful charter schools in Los Angeles, and that can provide new management and leadership to the WAYS charter school;

D. CEG is a California nonprofit public benefit corporation organized under California law for public and charitable purposes to operate charter schools, and currently operates seven (7) charter schools in Los Angeles;

E. One of the charter schools successfully operated by CEG—Celerity Sirius Charter School—is authorized by LACOE;

F. Celerity Sirius Charter School is an elementary school located in Compton, California, with a student population that is for operational purposes similar to the population at WAYS;

G. CEG offers a comprehensive package of charter management services and employs individuals (“Employees”) who are experienced, competent and specially trained to provide the services involved in and required by WAYS’ operations;

H. CEG also has a veteran board of directors with experience in charter school governance and authorizer relations, particularly in Los Angeles, and specifically with LACOE and the Los Angeles Unified School District (“LAUSD”). CEG board members have backgrounds of success in diverse facets of education, nonprofit governance and operation,

finance and strategic development, law, and education in marginalized communities. A "factsheet" with the CEG board member bios is attached hereto as Exhibit "A".

I. CEG and WAYS desire to enter into this Agreement for CEG to serve as the CMO of WAYS and take over day-to-day operations of WAYS for the remainder of WAYS' charter term, specifically to provide comprehensive new charter management to WAYS, as well as specific operational and governance services described in Section 1 herein.

J. This Agreement is conditioned on approval by the Los Angeles County Board of Education of a material revision of the WAYS charter to reflect CEG's provision of CMO services to WAYS as outlined herein.

NOW, THEREFORE, the parties agree as follows:

I. SERVICES.

1.1. Listed Services. CEG shall perform the following comprehensive CMO services for WAYS ("Listed Services"):

1.1.1. *Selection of Principal.* CEG will ensure a new Principal, Vanessa Marroquin, Ed.D., is put in place at WAYS by November 2, 2014, whose resume is attached hereto as Exhibit "B".

1.1.2. *New Board Members.* CEG will recruit and identify new qualified board members to serve on the WAYS board by December 1, 2014 (CEG has already identified several qualified candidates, whose bios are available upon request). CEG will interview the new WAYS board candidates, nominate and recommend them to the WAYS board for election, with the first batch of candidates to be recommended to the WAYS board by December 1, 2014.

1.1.3. *Day to Day Management.* CEG will function as the Executive Director ("ED") of WAYS, and will provide all day-to-day ED services.

1.1.4. *Board Meeting Support.* CEG will provide professional development and training for the WAYS board, and will prepare the agendas, agenda packets and minutes for each WAYS board meeting, as well as other board meeting support as needed.

1.1.5. *Vendor Selection.* CEG will review and assist in the selection of each vendor used by WAYS, and will scrutinize in particular whether a proposed vendor is a related party to any person at WAYS.

1.1.5. *General Authorizer Relations.* CEG will serve as a day-to-day contact person at WAYS for the LACOE Charter School Office. CEG will oversee any communication received by WAYS from the LACOE Charter School Office, so that such communication is promptly and fully addressed and responded to by WAYS.

- 1.1.6. *Instructional School Leadership, Management and Operations.*
- 1.1.7. *Participate in Student, Parent & Community Engagement Operations*
- 1.1.8. *Identification, Recruitment, and Selection of Key WAYS Employees*
- 1.1.9. *Identify and Develop Pool of Highly Qualified Teachers for WAYS*
- 1.1.10. *Student Recruitment*
- 1.1.11. *Master Program Planning*
- 1.1.12. *Assist School to Secure Funding for Growth*
- 1.1.13. *Charter Petition Renewal/ Modification Authorizer Review Process.* CEG will work directly with the LACOE Charter Schools Office on behalf of WAYS on any charter renewal, revision or review by LACOE.
- 1.1.14. *Design and Implementation of Teacher Professional Development*
- 1.1.15. *Oversight of Day-to-Day Instructional Operations*
- 1.1.16. *Oversight of Food Program Operations*
- 1.1.17. *Oversight of Emergency Procedures*
- 1.1.18. *Oversight of Communications Technology*
- 1.1.19. *Oversight of Special Education*
- 1.1.20. *Oversight of Health Services*
- 1.1.21. *Special Education Program Overall Guidance and Compliance*
- 1.1.22. *Coordinate WAYS' Use of LACOE-approved Finance, Student, Achievement Data Systems*
- 1.1.23. *Research, Application, and Acquisition of Competitive Grant Awards*
- 1.1.24. *Assist WAYS to Identify/Negotiate/Finance of School Facilities*
- 1.1.25. *Charter Market Analysis and Demographic Review*
- 1.1.26. *Assist in Insurance Selection; Oversee Maintenance of Insurance; Insurance Fiscal and Claims Liaison*

1.1.27 *Insurance Audits*

1.2. Additional Services. In addition to comprehensive CMO services, CEG may also provide certain additional or other related services not described in Section 1.1. as WAYS may from time to time request and that are mutually agreed upon by CEG and WAYS in writing ("Additional Services"). For example, such Additional Services may include, but are not limited to:

- 1.2.1. Facilities Repair
- 1.2.2. Facilities Maintenance
- 1.2.3. NSLP Data
- 1.2.4. NSLP Reporting
- 1.2.5. NSLP Fiscal Compliance
- 1.2.6. IT Support
- 1.2.7. IT Helpdesk
- 1.2.8. IT Marketing Collateral Printing
- 1.2.9. Media Creation
- 1.2.10. Marketing Collateral Design, Business Cards and Letterhead
- 1.2.11. Website and Graphic Design
- 1.2.12. Print Design and Process
- 1.2.13. Student Media Support
- 1.2.14. Reprographics

2. COMPENSATION.

2.1. Listed Services. As compensation for CEG's provision of Listed Services in Section 1.1., WAYS agrees to pay CEG twelve percent (12%) of the revenue of the WAYS school. The foregoing compensation does not include compensation for any Additional Services. CEG will provide a monthly invoice detailing the services provided, and WAYS's payment shall be due within thirty (30) calendar days of the invoice date. The "revenue of the WAYS school" shall include the general purpose entitlement and categorical block grant as defined in Education Code section 47632(a) and (b).

2.2. Additional Services. As compensation for CEG's provision of Additional Services, WAYS agrees to pay CEG the cost of each specific service provided. CEG and WAYS shall mutually agree upon the cost of each additional or other related service in writing before the provision of such services. If such additional or other related services are provided, CEG will provide a monthly invoice detailing the services provided, and WAYS's payment shall be due within third (30) calendar days of the invoice date.

3. EMPLOYMENT RELATIONSHIP.

3.1. Employees performing services pursuant this Agreement are, and shall remain, the employees of CEG, and shall be subject to the ultimate direction and control of CEG and its directors, officers, and other representatives.

3.2. CEG shall have full and sole legal control over and responsibility for payment of all compensation and benefits to the Employees, as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, and social security tax withholding and contributions.

4. TERMINATION AND MODIFICATION.

4.1. This Agreement shall continue in effect for the remainder of the term of the WAYS charter, beginning on November __, 2014. This Agreement shall automatically renew at the end of the charter term, and for consecutive successive charter terms, on the same terms and conditions herein, unless modified by mutual agreement of the parties or terminated by either party in accordance with section 4.2 below.

4.2. This Agreement may be terminated by either CEG or WAYS upon ninety (90) days prior written notice to the other party, with or without cause. However, in consideration of the fact that this Agreement will require CEG to mobilize resources and Employees to take over day-to-day operations of WAYS immediately, mid-school-year and mid-charter-term, in the event that WAYS terminates this Agreement without cause, WAYS shall be required to pay CEG twelve percent (12%) of the revenue of the WAYS school for the duration of the charter term.

4.3. This Agreement may be amended by mutual consent but only if in writing and signed by both parties. Any such amendment shall be consistent with the WAYS charter.

5. NOTICE.

5.1. All notices, requests, offers or demands or other communications (collectively "Notice") given to or by the parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served on the party to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered

or certified mail, postage prepaid, addressed to the party to whom Notice is to be given, at such party's address set forth on the signature page of this Agreement or such other address provided by the receiving party.

6. CONFIDENTIAL AND PROPRIETARY INFORMATION.

6.1. For the purposes of this Section, the term "Confidential Information" means all confidential or proprietary information or materials including, without limitation, any documentation, processes, specifications, instructions, know-how, reports, data packages, inventions, ideas and business information, privileged communications and reports, whether or not such information would be enforceable as a trade secret or copyright or the copying of which would be enjoined by a court as constituting unfair competition, which is disclosed by either party to the other party.

6.2. Each party to this Agreement acknowledges and agrees that the other party is entitled to protect and prevent the disclosure or misuse of its Confidential Information, and hereby agrees, at all times after the date hereof, not to disclose, or permit any third party to disclose or use (a) Confidential Information at any time prior to or after the date hereof, or (b) information derived by one party from the other party's Confidential Information which information could not have developed independently, and (c) shall continue to treat the Confidential Information as confidential and nondisclosable, except in each case for and to the extent to which:

6.2.1. Such information is or becomes part of the public domain through no fault of the party;

6.2.2. Such information is disclosed (without obligation of confidentiality) with the prior written approval of the other party;

6.2.3. Such information was, as demonstrated by written records, in the party's possession before the disclosure; or

6.2.4. Such information becomes known to the party from a source other than the other party, provided that such other source has the right to disclose such information without restriction.

6.2.5. Such information is required to be disclosed by law, subject to Section 6.3, below.

6.3. In the event that either party is requested or required by statute, regulation, order of any court or by rule or order of any governmental agency to disclose any Confidential Information, the disclosure of which would otherwise be prohibited by this Agreement, that party shall supply the other party with prompt notice of such request(s) so that party may seek an appropriate protective order.

6.4. To the extent that is necessary and permissible to disclose any education records to employees of CEG in order for CEG to perform the services provided under this Agreement, WAYS designates those employees of CEG performing such services as agents of the school having a legitimate education interest solely for the purpose of entitling such persons to access education records under the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g and implementing regulations; "FERPA"). The parties agree to comply with applicable laws related to student education records including FERPA.

6.5. To the extent that materials, documents or ideas were, or are, owned, designed, developed, formulated, written by or created by CEG or persons employed by CEG, WAYS agrees that CEG shall own all copyright, trademark, licensure, royalty or other proprietary rights to all instructional materials, training materials, curriculum and lesson plans, and any other materials provided by CDG, its employees, members, Board of Directors, officers or subcontractors. WAYS shall have the right to use such materials at the discretion of CEG during the term of this Agreement.

7. INDEMNIFICATION

7.1 CEG shall defend, indemnify and hold WAYS, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which WAYS, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by CEG, its directors, officers, agents or employees in the execution or performance of this Agreement.

7.2 Likewise, WAYS shall defend, indemnify and hold CEG, its directors, officers, employees and agents harmless against and from all claims, actions, costs, expenses, damages, injury or loss (including reasonable attorneys' fees) to which CEG, its directors, officers, employees and agents may be subject by reason of any wrongdoing, misconduct, negligence or default by WAYS, its directors, officers, agents or employees in the execution or performance of this Agreement.

8. MISCELLANEOUS.

8.1. Headings. The descriptive headings of the Sections and paragraphs of this Agreement are inserted for convenience only, are not part of this Agreement, and do not in any way limit or amplify the terms or provisions of this Agreement.

8.2. Assignment. No party shall assign this Agreement, any interest in this Agreement or its rights or obligations under this Agreement without the express prior written consent of the other party hereto. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

8.3. Force Majeure. If any circumstance should occur that is not anticipated or is beyond the control of a party or that delays or renders impossible or impracticable a party's

performance under this Agreement. the party's obligation to perform such services shall be postponed for a period equal to the time during which such circumstances shall end, or, if such performance has been rendered impossible by such circumstance, shall be cancelled.

8.4. No Third-Party Rights. This Agreement is made for the sole benefit of the parties. Except as otherwise expressly provided, nothing in this Agreement shall create or be deemed to create a relationship among the parties or any of them, and any third-party, including a relationship in the nature of a third-party beneficiary or fiduciary.

8.5. Professional Fees and Expenses. Each party shall bear its own expenses for legal, accounting, and other fees or expenses in connection with the negotiation of this Agreement.

8.6. Compliance with All Laws, Polices, Procedures and Rules. In performing this Agreement, each party will comply with all applicable federal and state laws, local regulations and school policies including requirements of any applicable charter.

8.7. Survival. The obligations, rights and responsibilities of Sections 2 (to the extent such obligations were incurred prior to termination or expiration), 6 and 7 shall survive the termination or expiration of this Agreement.

8.8. Entire Agreement. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

8.9. Amendment. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by the parties. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

8.10. Governing Law. This Agreement and all questions related to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the State of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

8.11. Jurisdiction, Forum or Venue. The proper jurisdiction, forum and venue for any arbitration, claims, causes of action or other proceedings concerning this Agreement shall be located in the State of California, County of Los Angeles. The parties agree not to bring any arbitration, action or other proceeding arising out of or relating to this Agreement in any other jurisdiction, forum or venue. The parties hereby submit to personal jurisdiction in the State of California for any arbitration, action or other proceeding arising out of or relating to this

Agreement, including but not limited to enforcement of this Agreement, and hereby waive any and all personal rights under the law of any state or other jurisdiction to object to jurisdiction within the State of California for the purposes of any such arbitration, legal action or proceeding, whether on the grounds of inconvenient forum or otherwise.

8.12. Attorney's Fees. In the event any action at law or in equity, arbitration or other proceeding is brought to interpret or enforce this Agreement, or in connection with any provision of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and other costs reasonably incurred in such action or proceeding.

8.13. Arbitration. Any controversy or claim arising out of this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

8.14. Severability. If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

8.15. Counterparts. This Agreement may be signed in counterparts, which shall together constitute the signed original Agreement.

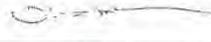
8.16. Electronic Signatures. This Agreement, and any amendment or modification to this Agreement, may be accepted in electronic form (e.g., by scanned copy of the signed document, an electronic or digital signature or other means of demonstrating assent) and each party's acceptance will be deemed binding on that party. Each party acknowledges and agrees it will not contest the validity or enforceability of this Agreement, and any amendment or modification to this Agreement, including under applicable statute of frauds, because they were accepted or signed in electronic form. Each party further acknowledges and agrees that it will not contest the validity or enforceability of a signed facsimile copy of this Agreement, and any amendment or modification to this Agreement, on the basis that it lacks an original handwritten signature. Facsimile signatures shall be considered valid signatures for purposes of this Agreement and any amendment or modification to this Agreement. Computer maintained records of this Agreement and any amendment or modification to the Agreement when produced in hard copy form shall constitute business records and shall have the same validity as any other generally recognized business records.

8.17. Legal Authority. Each party represents and warrants that the individual executing this Agreement on their behalf is a person duly authorized and empowered to execute this Agreement for such party.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

CELERITY EDUCATIONAL GROUP, A
CALIFORNIA NON-PROFIT PUBLIC
BENEFIT CORPORATION

By:  November 3, 2014

Its: Chief Executive Officer

Address: 2069 W. Slauson Ave.

Los Angeles, CA 90047

MERLE WILLIAMSON FOUNDATION,
A CALIFORNIA NON-PROFIT PUBLIC
BENEFIT CORPORATION d/b/a
WISDOM ACADEMY OF YOUNG
SCIENTISTS

By: 

Its: Board Chair.

Address: 706 E. Manchester ave

Los Angeles CA 90001

Exhibit A

CELERITY EDUCATIONAL GROUP

OUR BOARD

Dana Walden, Executive Director of The Dream Project

Prior to his current position he was co-owner of Laurel Canyon Animal Company (LCAC) and still is a principal Producer and Founder of Enlightened Innertainment (EI). LCAC is a record label that specializes in fund raising for animal rescue organizations and student awareness programs in middle schools. EI creates media that educates and entertains. Mr. Walden has experience working within the non-profit model as well as hands on in the classroom. He has created media (visual and audio) products and projects that have reached millions of people worldwide. Mr. Walden specializes in managing the visionary and creating programs that can be sustainably actualized.

Curt Hessler, Board Member

Mr. Hessler is an attorney and former Assistant Secretary of the Treasury for Economic Policy; Executive Director of President Carter's Economic Policy Group; and Associate Director of the President's Office of Management and Budget. In addition he has over two decades experience at the CEO/Board-level leadership in the media and IT industries and is a Professor at the UCLA School of Law with extensive experience in finance, strategic development, and law.

Julie Stern

Julie Stern is the Executive Producer of La Voz Kids with NBC Universal. Prior to joining NBC Universal, Ms. Stern was the Senior Vice President, Production for the Oprah Winfrey Network. She was responsible for the oversight of the network's production in daytime and primetime series, specials and documentaries.

Ms. Stern, is a highly seasoned Producer, with an impressive range of experience having worked with almost every major broadcast and cable network. She has also served as Vice President, Production for Lifetime Entertainment, where she was responsible for oversight of all unscripted programming, including the Emmy Award winning hit reality series, Project Runway. Other credits include: numerous nationally televised live events, such as the Primetime Emmy Awards, MTV Video Music Awards and the People's

Choice Awards; the Emmy Award winning series Win Ben Stein's Money; and a successful six year tenure at Buena Vista Productions/The Walt Disney Company as the Executive in Charge of Productions. Ms. Stern's involvement in the non-profit community includes producing and directing high-profile charity events for organizations such as Aids Project LA and the Lupus Foundation. Currently, Ms. Stern holds membership in the Academy of Television Arts and Sciences, Producer's Guild of America.

Ron Ben-Yehuda, Board Member

Ron Ben-Yehuda has more than twenty years' experience helping his clients to commercialize their intellectual property and technology. He works with clients at all stages, from pre-investment startups to established mid-market companies to Fortune 100 companies. His experience includes: Technology Licensing, Development and Marketing and Related Services, IT acquisitions, licenses and services and BP Outsourcing, Mergers and Acquisitions, Online Sales and Marketing; SaaS and Intellectual Property Planning and Strategy.

Ron also has practical business experience. He has served as general counsel of two software companies, one private and one public. At one of those companies, he was also the Chief Business Development Officer, overseeing the establishment and development of numerous strategic marketing and technology relationships that generated most of the company's customer acquisition and growth during his tenure. He uses that business experience to help his clients structure successful strategic relationships.

Ron has been a frequent lecturer and author, speaking at numerous conferences and events, including conferences or events sponsored by UCLA Law School, the USC Computer Law Institute, the Copyright Office, the Practicing Law Institute, KPMG, Southern Methodist University, the Computer Law Association, Glasser LegalWorks, the City of Hope and the Korean Institute of Technology and the Law.

Ron earned a B.A. in economics, Phi Beta Kappa, summa cum laude, from Yale College, and a J.D., with distinction, from Stanford Law School.

Jeffrey S. Klein, Board Member

Jeffrey S. Kline is a season media business CEO and senior executive with more than 25 years of experience operating newspaper, magazine, internet and trade show businesses. With the backing of a Chicago-based private equity firm, The Frontenac Company, Klein co-founded 101communications – a B2B multimedia publisher serving the information technology market. Klein spent 15 years with the Los Angeles Times and Times Mirror in senior management positions, including senior vice president and general manager,

news, and senior vice president for consumer marketing.

Klein is active in the community, and has served on various nonprofit boards, including the United Way, Foundation for American Communications and the Alliance for the Arts. He recently finished his two-year term as chairman of the board of directors of MEND, Meet Each Need with Dignity, the largest privately funded antipoverty agency in the San Fernando Valley, where he led its \$8.5 million capital campaign.

Mr. Kline received his Bachelor of Arts degree, graduating summa cum laude in Political Science and Psychology, from Claremont McKenna College; his Master of Science degree at Columbia University Graduate School of Journalism, and received his Juris Doctor from Stanford University School of Law.

EXHIBIT B

Vanessa Marroquin, Ed.D.

12750 Centralia St. #99 • Lakewood, CA, 90715
Phone: 714-6002379 • E-Mail: Marroquin-v@hotmail.com



Objective

I am seeking a position that will equip me with the ability to utilize both my work ethic and experience within the educational system to create success for all students. I would like to put into action my leadership skills, educational experience, and by fulfilling a meaningful position that establishes justice for all.

Experience

Celerity Educational Group

July 2012- Present

Curriculum Specialist/Administrator in Training

Responsibilities:

- Instructional Coach at school site grades Transitional Kindergarten through Seventh grade
- Mentor teachers and provide support and feedback on pacing plans
- District Curriculum Specialist for sixth to eighth grade English Language Arts and Math
- Conduct district wide and school site professional development
- Host Grade Level meetings weekly with focus on data driven instruction
- Create Benchmarks across district
- Oversee the daily operations of school site
- Common Core implementation across district
- Create pacing guides for district with assessments
- Monitor data and school progress

Compton Unified School District

August 2008- June 2012

Lead Teacher; Second, Fourth, Fifth

Responsibilities:

- Utilize bilingual skills to assist bilingual students
- Provide intervention for needed students
- Correct assignments and prepare lessons
- Teach Open Court, Science, Art, ELD, Social Science, Math, and Reading/ Writing
- Actively engaged students in curriculum
- Integrated cultural diversity/ awareness in the classroom setting
- Leadership team member
- Fourth Grade Chair
- Performing Arts Program Director
- Accelerated Reader Coordinator
- Thinking Maps Certification
- Inclusive Teaching Trainer

Project DREAM (Directing Reform for an Educational Access Movement, helping marginalized students navigate the pipeline into higher education)

August 2008- Present

Director



Responsibilities:

- Creating a project for widening the pipeline into further education
- Collecting data
- Hosting community events promoting change
- Recruiting local organizations for donations and help

Los Angeles Unified School District

August 2007- June 2008

Teacher: First and Fourth

Responsibilities:

- Utilize bilingual skills to assist bilingual students
- Correct assignments and prepare lessons
- Teach Open Court, Science, Art, ELD, Social Science, Math, and Reading/ Writing
- Actively engaged students in curriculum
- Integrated cultural diversity/ awareness in the classroom setting

Education

California State University, Long Beach

June 2011- May 2014

Doctorate in Educational Leadership

Dissertation Topic: Mixed Citizenship Status Families and Aspirations for Higher Education.

University of California, Los Angeles

June 2010- June 2011

- Master of Arts in Education Leadership
- Administrative Credential

Pepperdine University, Graduate School of Education and Psychology

- Masters of Arts in Education
- Profession Multiple Subject Credential with English Learner Authorization

California State University, Fullerton

September 2003- June 2007

- Bachelor of Arts in Liberal Studies

Skills

PROFESSIONAL MEMBERSHIPS

- Pepperdine University
 - Urban Parent Teacher Education Collaborative (UPTEC)
 - Dean's List for Academic Achievement
- California State University, Fullerton
 - Dean's List for Academic Achievement

SUMMARY OF QUALIFICATIONS

Excellent communication, interpersonal, and organizational skills, with the ability to build and nurture productive relationships with various groups. A self-motivated, energetic, and creative individual who is a team player. Extensive



knowledge of technology and computer skills, proficient in Microsoft Office and internet.

PROFESSIONAL ACTIVITIES

Presenter at the American Educational Research Association (AERA) annual conference 2008 with Pepperdine University

Topic: "Critical Teacher Education: Including Urban Parents, Families, and Communities in the Teacher Education Process."

University of California, Los Angeles Master's Research Paper

Topic: Undocumented Students

LANGUAGES

Fluent in Spanish and English

COMPUTER

MS Word, MS Excel, MS Publisher, Power Point, Adobe Illustrator, Adobe Photoshop, Internet Skills

References available upon request

EXHIBIT III

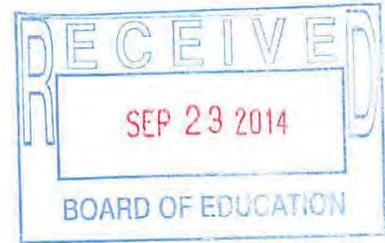
WAYSAPPEAL-003719

000257

BOARD FILE WISDOM ACADEMY FOR YOUNG SCIENTISTS

September 23, 2014

Members of the Los Angeles County Board of Education
c/o Superintendent Arturo Delgado
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242



Re: Proposed Issuance of Notice of Intent to Revoke to Wisdom Academy for Young Scientists ("WAYS")

Dear Members of the Board of Education:

You are considering a Notice of Intent to Revoke ("NIR") the WAYS charter, which your staff approved in arbitration **less than two weeks ago**. WAYS is one of the last community-based charter schools in South Los Angeles, and among **the highest performing** public elementary schools in all of South LA. WAYS is among **the most fiscally-sound** charter schools in the entire region, and has the **highest asset-to-debt ratio** (average of 12:1) of any other LACOE-authorized school. The WAYS Board has consistently achieved its key goal—to operate an academically successful, financially stable charter school. Despite LACOE staff's repeated complaints that WAYS is "mismanaged" by particular individuals, the school undeniably has financial stability, increased student enrollment, and objective student success. It would be a grave mistake to revoke the WAYS charter based upon the demonstrably incorrect or irrelevant allegations presented to you today in the staff report. **If you have not fully read and analyzed our July 31, 2014 response and evidence, we urge you to abstain from casting a vote on this matter.**

In response to the Notice of Violation ("NOV"), WAYS provided a comprehensive response along with three binders of evidence that refuted each and every point raised by your staff. We provided electronic copies to each of you individually and urged you to review the evidence. We provided abundant evidence that there are no current, uncured violations of law or charter at WAYS and that the "evidence" in support of LACOE staff's claims in the NOV was woefully insufficient to form the basis of a revocation. We realize that this process has become very document-heavy, but it is imperative that you read WAYS' responses and review the exhibit binders carefully to understand why issuing the proposed NIR would be a huge mistake, not only because it would violate the revocation standards in the Charter Schools Act, but also because of the destructive impact it would have on our young students from South LA. You are well aware that there is no comparable school, either academically or socially, for our students to turn to. Approving the NIR would mean you are dumping our students back into schools that failed them—schools that are undeniably inferior to WAYS's academics and opportunities.

WAYS Is the Highest Performing Public Elementary School in the Community.

In terms of 2013 growth API score, WAYS academically outperformed **all** 19 public schools that are within a three-mile radius of the WAYS East Manchester campus. (Exhibit 1.)

Salvation Army Campus
7651 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone 323-537-8194
Facsimile 323-537-8209

Manchester Campus (Official Mailing Address)
706 E. MANCHESTER AVE
LOS ANGELES, CA 90001
Phone 323-752-6655
Facsimile 323-752-6644

Kinder Campus
8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
Phone 323-589-6500
Facsimile 323-589-6550

000258

WAYSAPPEAL-003720

With a 2012-2013 growth of 54 API points, WAYS was one of only six schools in this radius with a positive growth last year, and one of only four to meet their growth target. WAYS is academically outperforming every school in the area that our students would be forced to attend if the charter is revoked. If the County Board revokes the charter, it would do severe damage to the ability of these young students to maintain their positive academic growth and improve their quality of life.

WAYS is Among the Most Fiscally Sound Charter Schools In the Region.

The proposed NIR repeatedly implies, incorrectly, that the school is so severely fiscally mismanaged that it needs to be shut down. If that were the case, the school's accounting books and records would reflect that. Instead, a quick look at the school's financial snapshot reveals that the school has among the highest asset-to-debt ratio of any charter school in all of Los Angeles. **This fact is undisputed by LACOE staff.** The school's average ratio (the ability to pay current liabilities when due) of 12:1 is six times higher than the industry goal of 2:1. The school's coverage ratio of total debt to total assets is 9%, meaning the school can withstand losses in the future without worrying about inability to pay its bills. This fact demonstrates a history of sound fiscal management, and completely refutes the LACOE staff's claim that the WAYS Board is unfit to monitor the school's assets and fiscal status. Not only has the WAYS Board continuously guided the school to solid financial ground, it has consistently been one of the better-managed public schools in all of South LA.

We want to reiterate that WAYS has long been subjected to unfair treatment and retaliation from the LACOE Charter School Office. This is not an attempt to confuse the issues, this is a fact. We provided evidence of numerous examples of unfair treatment in our responses to the NOV, including the egregious example of the initiation and completely improper use of the FCMAT extraordinary audit procedures afforded to charter authorizers. LACOE initiated the FCMAT audit at least in part to target and publicly persecute the Okonkwo family, which LACOE staff strangely calls a "false and offensive" claim. One short glance at the FCMAT intake form, **which was prepared by LACOE staff**, clearly identifies the "Okonkwo family" as "suspects" to be investigated for "conflicts of interest" and "conspiracy." (Response to NOV Exhibit 13, WAYS000063.) An audit of a charter school should not include an investigation for "conspiracy"—an allegation of criminal activity with personal ramifications beyond the scope of a charter revocation. FCMAT informed WAYS that it performed private background checks on *six* members of the Okonkwo family even though only Kendra, Jason, and Deara Okonkwo have *ever even* worked at the school. A brother and sister working together at a charter school is not a crime, and LACOE and FCMAT should not be spending their time acting as investigators of LACOE staff-contrived criminal accusations.

No Evidence whatsoever of Misappropriation or "Fraud"

Despite their extensive investigation of WAYS, the FCMAT team was unable to find any evidence of fiscal mismanagement or "fraud". In fact, the school continues to remain in a superb financial position. The audit report was based upon and contained demonstrably false and unsupported allegations (**not** "findings") that circle back to information provided by LACOE staff. Entire pages of the NOV were block quotes taken directly from the FCMAT report despite the fact that the only recommendation from FCMAT was that fraud and misappropriation of

assets *may* have occurred. **There is no evidence that it actually did occur—and LACOE does not contend otherwise.** Even LACOE Controller Zak Memon recognized in his report to the WAYS Board in April that FCMAT did *not make any factual finding of mismanagement or "fraud" at WAYS.* Staff refuses to admit that FCMAT's single conclusion is not substantial evidence sufficient to revoke a charter. LACOE went above and beyond to investigate not only the school but members of the Okonkwo family that are not even affiliated with WAYS. LACOE staff was assuredly disappointed with the single recommendation from FCMAT, but the facts are facts—there are no uncured violations of law or charter at WAYS.

We previously pointed out that Education Code Sections 47607(d) and (e) require LACOE to provide the school with a "*reasonable opportunity*" to remedy the alleged violations. After reviewing our responses, staff correctly found in the NIR that "specific issues were remedied" at WAYS. Despite this, staff then bases their entire recommendation for revocation on the theme that "there is no evidence of *systemic* change." The NIR refers to many of the school's solutions as "partial remedies" because they do not "ensure they will be followed" permanently. The NOV was issued on June 3, 2014 and WAYS was required to submit its responses and evidence of remedial measures taken and proposed by July 31, 2014. It would be impossible for any school to implement "permanent, systemic" change in such a short period of time, let alone during the summer break when the students and almost all staff are gone. Requiring "systemic" change in a short, two-month period during the school's summer break is not providing a *reasonable opportunity* to remedy. Instead of allowing the successfully implemented remedies to naturally create permanent change, staff moves full speed ahead in seeking revocation of the school's charter. The County Board should be concerned that staff is recommending revocation based upon this odd, and entirely new basis.

The County Board should also be cautious about the proposed NIR because it is based in part on **new** allegations and **new** information that were not part of the NOV. For the first time in this revocation process, LACOE brings up an alleged incident where WAYS staff did not comply with the Board President's directive regarding paying off the loan for a school vehicle. LACOE criticizes the Board's failure to "discipline the employees" for failing to provide the Board with "sufficient information" about the loan and the vehicle. This is a brand new allegation. Not only does the NIR contain new allegations, LACOE also included many new exhibits that were not part of the NOV. Just six days ago, LACOE staff delivered a large banker's box full of their new exhibits that included hundreds of pages of documents. WAYS was not given adequate time to review these documents, let alone any time to adequately prepare a response to the accusations. It is fundamentally unfair for the LACOE staff to recommend charter revocation based on these new allegations when WAYS was not given any prior notice or opportunity to respond.

LACOE Staff Approved the Charter Revisions Less than Two Weeks Ago that it Now cites as basis for Revocation.

In a shocking and impermissible violation of WAYS' due process rights, LACOE started this revocation process while LACOE was still in arbitration concerning the terms of the charter petition that are cited as bases for revocation. The proposed NIR contains complaints about the revised charter that **LACOE staff approved less than two weeks ago.** (Exhibit 2.) The proposed NIR complains that the job description in the new charter for the Director of

Operations “results in a lack of necessary checks and balances.” This job description was a point of contention between WAYS and LACOE but both sides eventually reached an agreement last month. Deputy General Counsel Courtney Brady explicitly stated that LACOE “can agree to the job descriptions” in the charter, including the exact description for the Director of Operations that is cited as a concern in the NIR. (Exhibit 3.) Staff also complains that the revised job descriptions in the revised charter (approved by LACOE staff) contradict those in the school’s new fiscal policies and procedures. The ink on the arbitrator-ordered petition hasn’t even dried yet, and staff is already complaining about it. This year-long arbitration process resulted in a charter petition document that both sides agreed to live by—that was the point. It is absurd that LACOE staff is recommending revocation of the charter based upon provisions LACOE explicitly approved and were ordered less than two weeks ago.

The proposed NIR contains just as many demonstrably false allegations as the NOV. We would like to point out some of the glaring examples of the NIR’s false statements in the hope that the County Board will see that there is simply no legitimate basis to support a charter revocation under California law:

- (1) ***“WAYS does not dispute that it failed to follow GAAP.”*** This is an odd statement for staff to include in the NIR, because it is obviously not true—*of course* WAYS disputes that. An entire section of our item-by-item response to the NOV refuted every basis for staff’s allegation that WAYS fails to follow GAAP. We outlined all of the remedial steps taken to ensure that GAAPs are followed, which included implementing new fiscal policies and procedures, recruiting new management personnel to strengthen internal controls, employing a reputable charter school back office service provider, and pointing out that there are no conflicts of interest at WAYS. Apparently ignoring the almost eleven pages and sixteen exhibits dedicated to disputing this allegation, staff proclaims in the proposed NIR that this “finding stands” and that “itself is evidence of fiscal mismanagement.” These are circular, conclusory statements with no supporting evidence, which highlights staff’s ignorance about the responsive remedial measures already in place at the school.
- (2) ***“WAYS partially remedied conflicts of interest involving the Founder/Former Executive Director.”*** There cannot be a current conflict of interest with an individual who is no longer in any way affiliated with the school. Kendra Okonkwo has not been employed by WAYS since 2011—before LACOE even authorized the charter—and never served on the board of directors. Any discussion about a conflict involving Kendra is years old and completely irrelevant to the current, proposed revocation of the WAYS charter. Staff points out that the pending purchase of the school site owned by Ms. Okonkwo is a transaction in which she “would materially benefit” but fails to recognize that **it doesn’t matter**. A “conflict of interest” requires the individual to be an officer, employee, board member, or hold some other official position with the school. Ms. Okonkwo is none of those. WAYS decided to purchase the property to appease LACOE staff by curing any *appearance* of wrongdoing. Now, staff is using that fact to wrongfully imply that the school is entering into an unlawful

transaction. WAYS fully cured any conflicts of interest regarding Ms. Okonkwo long ago, and any alleged current conflicts do not and cannot exist.

- (3) ***“The WAYS Board Did Not Develop Adequate Fiscal Policies.”*** LACOE staff, including the Executive Director of LACOE Business and Finance, Patricia Smith, participated in revising the Financial Policies and Procedures Handbook, making numerous suggestions that were ultimately included in several of the policies and procedures. The NIR points to the length of time it took WAYS to revise and approve its new fiscal policies as if that is a violation of law or the charter. WAYS recognizes the importance of having effective fiscal policies, so the school did not want to rush the revision process. Ultimately, it was LACOE’s constant pressure to be heavily involved in the revisions that led to the extended length of the process. In the end, WAYS adopted a comprehensive set of fiscal policies and procedures that were reviewed and revised by several LACOE staff members. It is unfair to now claim that these policies are somehow inadequate.

1. Response to Allegation of Failure to Meet GAAP or Engagement in Fiscal Mismanagement (Ed. Code, 47607(c)(1)(C).)

a. Alleged Lack of Internal Controls

Most of the LACOE staff’s arguments rely on their assertion that WAYS’ new fiscal policies and procedures are inadequate, which we discussed above is unfair since LACOE staff had direct input in revising the handbook. The staff again cites several contracts and transactions claiming that the school’s board should have approved each and every one beforehand. Noticeably, LACOE does not point to any language in the law, charter, or the school’s fiscal policies that requires this practice. Instead, the NIR just conclusively considers it “evidence of a lack of internal controls.” Nothing in the law, charter, corporate bylaws, or in the fiscal policies expressly requires the WAYS board to give prior approval to each and every transaction the school enters into. That would necessarily divert the attention of these volunteer board members from more important tasks, like defending the school against the constant onslaught from LACOE staff. The board should not be required to meddle in the day-to-day operations of the school, which is the purview of the executive director who has authority to enter into most contracts and approve most purchases without prior Board approval. Our responses to the NOV provided evidence that the WAYS board approved or ratified each questioned contract and transaction, which evidences the Board’s proper oversight of the school’s activities and affairs.

Part of the NIR’s concern with internal controls centers on the lack of evidence that WAYS’ new policies and procedures have been implemented. LACOE staff previously cited the lack of fiscal policies as their main concern, which WAYS remedied with the adoption of the new handbook. Now the staff is turning their focus to “implementation” of these policies, yet fails to realize that full implementation of WAYS’ new comprehensive handbook cannot be accomplished in such a short time. This is a *new* alleged violation, but LACOE staff does not provide any guidance on how WAYS can cure or remedy. Regardless, this is a new concern put forth by LACOE and it would be fundamentally unfair for the County Board to issue the NIR based on any new allegations or information that WAYS was never given the proper notice and opportunity to remedy.

b. Alleged Engagement in "Related Party Transactions" and "Conflicts of Interest"

The NIR characterizes several transactions at WAYS as "related party transactions" yet fails to mention that this is **not** a violation of any law. "Related party transactions" is a phrase associated with GAAP. There is **no prohibition** in the GAAP or under any law on entering into transactions with related parties. In any event, the "transactions" that alarm LACOE staff involve siblings who are both employed at the school.

LACOE staff continues to discuss the founder's past affiliation with the school as if it has any relevance to the current revocation proceeding. LACOE cannot revoke the WAYS charter for a conflict of interest from 2011. We have already discussed the *fact* that a current conflict of interest cannot exist because Ms. Okonkwo is not affiliated with the school in any way. It is completely wrong for staff to mischaracterize WAYS' lease with OCI Development Corporation (Ms. Kendra Okonkwo's lease management company) as a conflict of interest.

The NIR also states that "WAYS fails to remedy" the "related party transaction and conflict of interest" regarding the settlement agreement between WAYS and Ms. Okonkwo and the wrongful termination lawsuit brought by a former WAYS teacher. LACOE has not provided any legal authority that warrants characterizing these as conflicts of interest. Rather, it seems like LACOE staff mentions these past events to shift the County Board's focus by painting the Okonkwo family in a bad light. In fact, the NIR also dedicates almost an entire page to discussions about WAYS' business relationship with OSE Business Services, implying that the school's former Director of Operations Jason Okonkwo engaged in another conflict of interest, which is furthest from the truth. We previously provided evidence that WAYS has terminated the contract with OSE and will no longer be utilizing their services. The owner of OSE reserved his right to not participate in the FCMAT audit of WAYS, so WAYS ended that relationship. That is a complete and full remedy of the alleged violation.

It was refreshing to read that "LACOE agrees there is no conflict of interest" regarding WAYS' Vice Principal Deara Okonkwo's founding of the DeDe Dance Studio ("DDS"). However, that refreshment was short-lived as LACOE staff continues to imply that this "related party transaction" is somehow wrong or unlawful. DDS is a nonprofit public benefit corporation that provides after school dance classes to young students in an underserved community of South Los Angeles. All of DDS' revenue is used to cover costs of the program including an annual ball for youth, annual retreat/weekend excursion, dance recitals, fieldtrips, and other special events. **Deara has never been paid by DDS.** The services provided to the WAYS students by DDS have been extraordinary and life changing. We are disappointed that LACOE staff continues to try and somehow turn this into a reason to revoke the charter.

The NIR also fabricates another conflict of interest, this time regarding the school's van that was donated in 2012. Even if a conflict existed when the school was leasing the van before 2012, which there was not but we will ignore that fact, any *appearance* of conflict was cured when Mr. Enwezor graciously donated the van to WAYS on 12/31/2012. (Response to NOV Exhibit 45, WAYS000704.) While it is true that Jason Okonkwo is identified as a registered co-owner on the van's Certificate of Title for purposes of operations, the school is not paying for the use of the van. WAYS has not entered into any contract nor made any payments to use the van

since 2012 so there cannot be a current conflict of interest. The school now owns the van and uses it free of charge, so any alleged violation associated with it has been fully remedied.

c. Alleged Violations of Law

Again, we would like to point out that this section of the NIR is just as slim as it was in the NOV. LACOE staff has thrown countless accusations at WAYS of conflicts of interest, fraud, and misuse and misappropriation of public funds, yet the NIR does not list these as violations of law. This is because *there is no evidence these violations of law occurred*. In fact, the evidence supports *the contrary*. The best “evidence” LACOE has presented is FCMAT’s conclusion that “illegal activities *may* have occurred.”

We provided evidence that the school went directly to the State Controller’s Office and received an extension for submitting WAYS’ 2012 independent audit, although LACOE claims the SCO does not grant such extensions. We have remedied this alleged violation by following the “proper extension procedure for submitting [our] 2013 Audit” as LACOE acknowledges in the NIR. In regards to the ASES program, WAYS cured the alleged violations as soon as the auditor pointed them out. The NOV was issued during WAYS’ summer break so the after school program was obviously not in session. WAYS has cured these minor violations and they are no longer an issue.

2. Response to Allegation of Material Violation of Charter (Ed. Code 47607(c)(1)(A).)

a. Alleged Failure to Exercise Fiscal and Institutional Control

One thing the WAYS Board has consistently done well is to achieve its key goal—to create an academically successful, financially stable charter school. Despite LACOE staff’s repeated complaints that WAYS is somehow mismanaged, the school undeniably has financial stability, increased student enrollment, and objective student success. While the Board may have had turnover problems and other issues in the past, the overall outlook of the school is a clear indication that the Board does have fiscal and institutional control of the school, which has led to the success of WAYS and its young students.

We stated in our responses to the NOV that the Executive Director, Director of Operations, Bali Business Management, or other members of the administration give regular reports, some written and some oral, at all Board meetings. We provided examples of such written reports but staff somehow finds that insufficient. LACOE can only point to a handful of agendas over the past 4 years that indicate one of the administrators did not give a report. Staff claims that this is somehow evidence of the Board’s overall failure to exercise institutional control.

Despite the clear evidence that the WAYS Board has provided effective oversight of school activities, WAYS has decided to strengthen its Board by recruiting new members from the community. It is very difficult to recruit volunteers who are willing to serve on the board of a nonprofit charity, let alone a South LA charter school. LACOE takes issue with one of our new members, Diana Miketta, because she does not have any previous experience serving on a nonprofit Board. Staff overlooks the fact that Ms. Miketta has over 7 years of experience in the

field of education as well as a master's degree in school psychology. She brings valuable energy and experience to the Board that LACOE staff apparently does not appreciate. Our Board has also recently received training on several charter schools topics from the school's legal counsel on September 17, 2014. The training included topics such as Brown Act compliance. A training scheduled this week will focus on finances, conflicts of interest, and board best practices. With the new perspectives provided by our new Board members and the training provided by our legal counsel, the WAYS Board will continue to provide effective oversight that will allow the school to remain strong both fiscally and academically.

b. Alleged Violation of Charter Element 4: Governance

LACOE staff continues to claim that WAYS was required to establish a formal finance committee under its charter and fiscal policies, which is still untrue even with the newly adopted charter. The mere mention a finance committee in the charter and fiscal policies does not create a requirement that it be a formal board committee. Rather, as we described in our responses to the NOV, the "finance committee" at WAYS is a working group of the Executive Director, Director of Operations, and the back office services provider. This is consistent with our new fiscal policies and procedures handbook that describes the committee as "the Executive Director's Finance Committee." (Response to NOV Exhibit 17, WAYS000168.) These individuals are the best equipped to provide the oversight required of a finance committee—those that deal with the school's finances on a day-to-day basis. By providing regular reports at meetings, the finance committee does in fact keep the Board up-to-date on the status of the school's financial affairs.

c. Alleged Relinquishment of Board's Authority to Approve Contracts

LACOE staff agrees in the NIR that "WAYS may change its bylaws" at our own discretion, but they claim that the Board relinquished some of its power under our current bylaws adopted in 2011. Not only is this untrue, but staff has not provided any specific language from our former bylaws that supports their position. Rather, staff complains that our response to the NOV "does not provide a comparison in Board authority between the two sets of bylaws." It is *LACOE's burden* to put forth evidence in support of their alleged violations. WAYS cannot respond in detail if there is no direct evidence to respond to. If staff had taken a closer look at our former bylaws adopted in 2002, they would realize that the Board never had an expressed duty to approve every contract in advance as LACOE claims. In fact, the description of the specific powers of the Board is almost identical between the two sets of bylaws.

Another example of LACOE staff's poor legal analysis in the NIR relates to the allegations centered around the vehicle purchase, where your staff states that "LACOE disagrees" with a basic principle in the California Corporations Code. A certified Board resolution is prima facie evidence of official Board action. (Corp. Code, § 5215.) Contrary to staff's contention, written Board resolutions do in fact trump the transcript from the meeting under California law. The rest of this section in the proposed NIR relies on the recurrent and flawed assertion that the Board is required to approve every contract in advance, which we have repeatedly shown is not true. LACOE staff has still not provided any authority to support this position, and the County Board should be wary of revoking WAYS' charter based on positions that are devoid of solid evidence or supporting law.

d. Alleged Improper Expenditure of School Funds

LACOE again complains that the modest performance-based stipends (most around \$500) to compensate our teachers for performing extracurricular tasks, taking on leadership roles, and maintaining good attendance habits that are above and beyond what is expected is an improper expenditure of funds. Not so. At the February 27, 2014 meeting, WAYS' Executive Director Mr. Cabil reported to the Board about the criteria and evidence he used to evaluate the teachers' performance. Board members asked questions about the criteria and Mr. Cabil gave specific examples of the unpaid time and effort the teachers had expended. These conversations are memorialized in the meeting transcript and we quoted them in our responses to the NOV. The stipends were a perfectly proper use of public school funds as a form of compensation to reward our teachers for their dedication to our young students.

LACOE also now alleges that WAYS improperly expended public funds in the new contracts for the Executive Director and the Director of Operations. The staff apparently takes issue with some of the language in the agreements. WAYS' employment agreements were drafted by our attorneys in accordance with California law governing nonprofit corporations operating charter schools. **The contracts at issues are nearly identical to those used by many other charter schools, including others authorized by LACOE.** We drafted these contracts aided by the advice of our legal counsel and our Board voted to approve them. We believe the terms are fair and reasonable and are not at all ambiguous as the staff seems to imply. Just because LACOE staff disagrees with the terms of a contract does not mean that WAYS is improperly expending public funds.

e. Alleged Failure to Approve Policies Prior to Implementation

A huge portion of the proposed NIR is based on LACOE's claim that WAYS has *not implemented* school policies. Staff is that WAYS *did implement* many of its school policies, but did so improperly because they were implemented prior to receiving the requisite Board approval. These two arguments are plainly contradictory. This will hopefully highlight for the County Board why WAYS finds it so difficult and frustrating to work with the LACOE staff.

f. Alleged Failure to Appropriately Hold Meetings

Over the past three years, the WAYS Board has in fact held meetings at least once each month as required under its bylaws for nearly every month. While it is true that there are a few months when the Board did not meet, there were many months where the Board met multiple times. Also, contrary to LACOE's claim in the NIR, WAYS does publish its schedule of regular meetings and makes it available to parents, teachers, staff, the general public, and LACOE. The WAYS Board has already set and approved the next year's schedule of regular meetings and, of course, this schedule is already available to the public.

g. Alleged Failure to Provide Proper Oversight of Key Administrators

LACOE presents claims of inadequate oversight of WAYS administrators but provides no supporting authority or evidence. The staff, again, brings up the former executive director who has not been an administrator at the school since 2011—prior to LACOE's approval of WAYS' charter. The school terminated her employment years ago, effectively curing any

alleged violations. LACOE's redundant inclusion of these "violations" is inflammatory and improper. The proposed NIR also accuses our Vice Principal Deara Okonkwo of somehow violating her employment contract, yet does not provide any details or description of how her affiliation with a private school in South Los Angeles is a violation. LACOE did not provide any evidence to support their allegation that Deara was not fulfilling her minimum on-site hours provided in her contract. Rather, the NOV accounted the chilling fact that LACOE hired a man to follow her and observed her spending time at the private school. This is not evidence that Deara did anything in violation of her employment contract, but this is evidence that LACOE likely violated Deara's constitutionally protected right to privacy, and LACOE improperly expended public funds along the way.

h. Alleged Violation of Employee Qualifications

Despite the school's undisputed financial stability and academic success, LACOE staff still maintains that the Executive Director failed to facilitate optimum performance of the Board, failed to oversee the financial systems of the organization, or failed to apprise the Board of all concerns communicated by LACOE. Our responses to the NOV addressed the "specific" claims LACOE made, but they must have fallen on deaf ears. To summarize, Mr. Cabil gave regular oral reports at each meeting to keep the Board informed on the necessary operations of the school. He navigated the school through rough waters as enrollment skyrocketed and supplies dwindled. Under his guidance, WAYS has consistently exhibited a strong financial position and has recently academically outperformed every elementary school within a three-mile radius. This would not have been possible without the strong leadership and dedication of our Executive Director.

WAYS' former Director of Operations has also provided strong leadership and balance to the school with his knowledge and passion for education. Jason has dedicated much of his life and energy to supporting WAYS, our students, and our entire community. It was with a heavy heart that the Board decided it needed to replace Jason to cure the *appearance* that he had done anything wrong. Disappointingly, even this attempt to cure a non-existent violation has not satisfied LACOE staff.

3. Concern Regarding the General Capacity to Operate a Charter School

With respect to general capacity, we will again point to the school's strong financial position and recent evidence of strong academic achievement to refute this claim. Our current Board has historically been comprised of strong leaders in our community and we have recently acquired new talent. WAYS is confident that our Board's experience, passion, and dedication will continue to lead our school to future success. The Board recently underwent training with our legal counsel that will expand their awareness of general legal and fiduciary obligations. WAYS is an important part of the South Los Angeles community and these leaders will make sure the school continues to prosper. As County Board member Doug Boyd sated when WAYS' charter was approved years ago, "give these kids a place to go in September, a place to go that works..." (Exhibit 4, pg. 2.)

In sum, there are no current, uncured violations of the law or charter at the school. When it all boils down, the most important question should be what is best for the students. WAYS is an oasis of academic achievement in an otherwise desolate educational landscape. For all of the reasons stated above, we respectfully ask that you do not vote to issue the proposed Notice of Intent to Revoke. We look forward to discussion of any of these issues with the County Board, as well as LACOE staff and Superintendent Delgado.

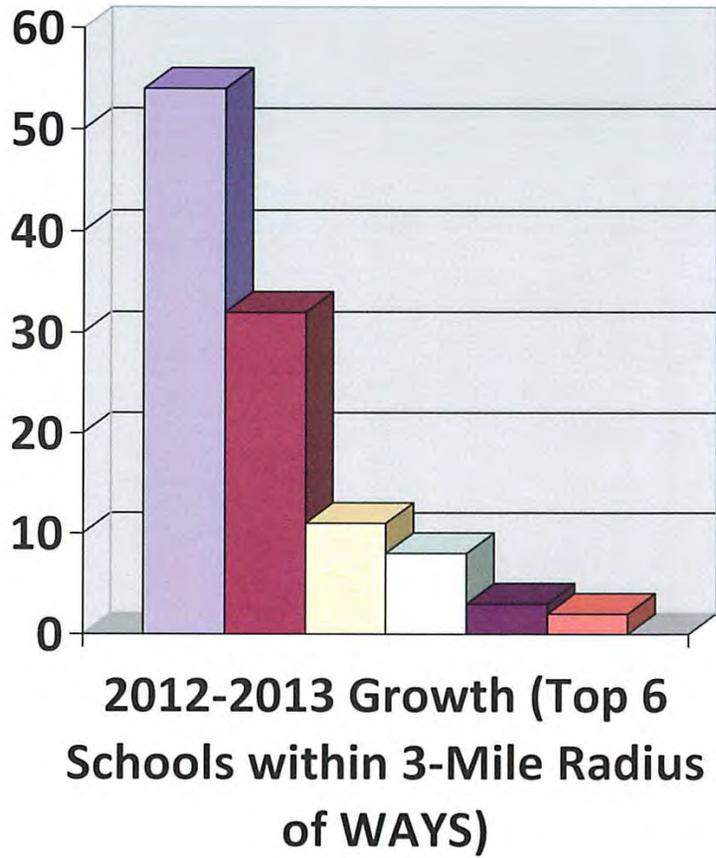
Sincerely,

A handwritten signature in blue ink that reads "Armando Espinoza". The signature is fluid and cursive, with the first name being more prominent.

Armando Espinoza

Board Chair, WAYS Board of Directors

EXHIBIT 1



WAYS Performance Compared to 19 LAUSD Elementary Schools Within a 3-Mile Radius						
2013 Growth Rank	School	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
1	Wisdom Academy for Young Scientists	769	715	5	54	Yes
2	Lillian Street Elementary	768	770	5	-2	No
3	Manchester Avenue Elementary	764	782	5	-18	No
4	Seventy-Fifth Street Elementary	763	760	5	3	No
5	Russell Elementary	760	749	5	11	Yes
6	Ninety Fifth Street Elementary	757	760	5	-3	No
7	Parmelee Avenue Elementary	747	745	5	2	No
8	Figueroa Street Elementary	743	755	5	-12	No
9	Sixty-Sixth Street Elementary	739	775	5	-36	No
10	Wisdom Elementary	737	746	5	-9	No
11	South Park Elementary	723	759	5	-36	No
12	McKinley Avenue Elementary	721	726	5	-5	No
13	Miramonte Elementary	708	676	6	32	Yes
14	Graham Elementary	701	742	5	-41	No
15	Loren Miller Elementary	700	717	5	-17	No
16	Ninety-Third Street Elementary	695	730	5	-35	No
17	Judith F. Baca Arts Academy	679	671	6	8	Yes
18	One Hundred Seventh Street Elementary	670	699	5	-29	No
19	One Hundred Twelfth Street Elementary	642	670	7	-28	No
20	Woodcrest Elementary	626	646	8	-20	No

[DataQuest home](#) > [API home](#) > [Reports](#) > [Select School](#) > [School Reports](#) > Current Page

2012 - 13 Growth Academic Performance Index (API) Chart



School Chart
2013 Growth
Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
7/29/2014

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E
County: Los Angeles
CDS Code: 19-10199-0112730
School Type: Elementary

2013 Growth API Links:

- [School Report - Growth](#)
- [School Demographic Characteristics](#)
- [School Content Area Weights](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

Direct Funded Charter School: Yes

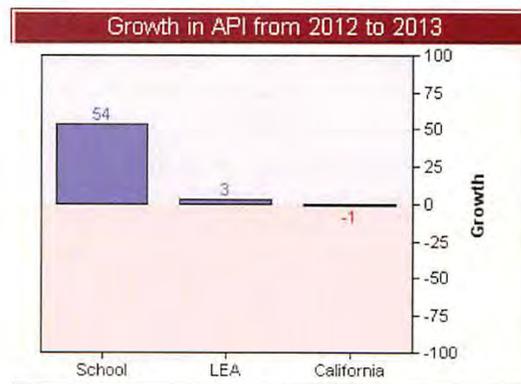
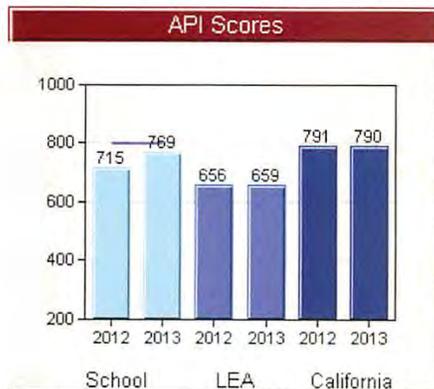
2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

2012 Base API	2013 Growth API	Growth in the API from 2012 to 2013
715	769	54

Met 2012 - 13 Growth API Targets:

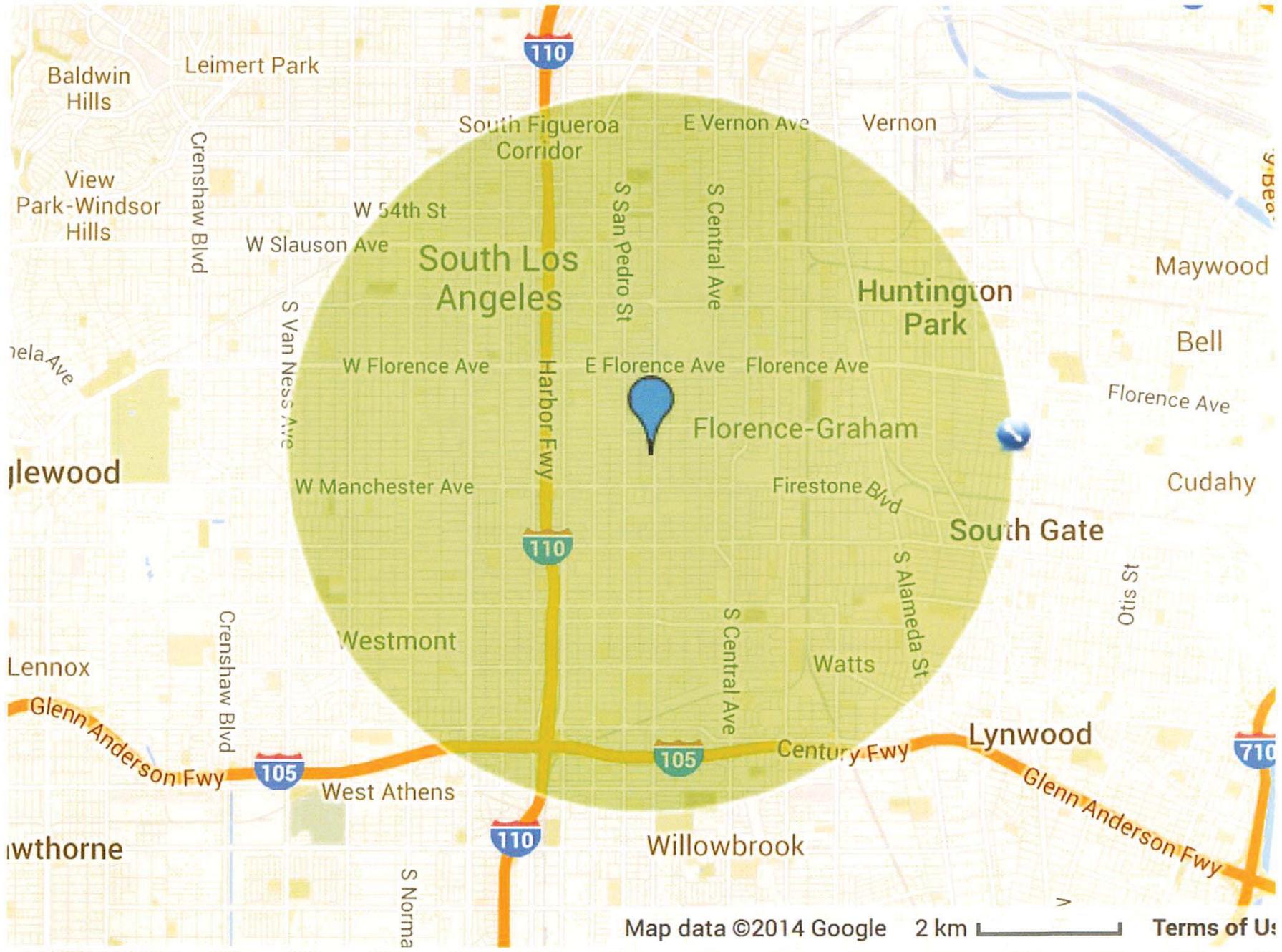
Schoolwide Yes
All Student Groups Yes
Both Schoolwide and Student Groups Yes

Schools that do not have a valid 2012 Base API will not have any growth or target information.



— Statewide Performance Target for Schools = API of 800 or Above

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E



Map data ©2014 Google 2 km Terms of Use

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EXHIBIT 2

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AMERICAN ARBITRATION ASSOCIATION

LOS ANGELES COUNTY OFFICE OF
EDUCATION,

Claimant,

vs.

WISDOM ACADEMY FOR YOUNG
SCIENTISTS,

Respondent.

Case No.: 72 458 00509 13 TNM

STIPULATED CONSENT ORDER

Claimant Los Angeles County Office of Education ("LACOE") and Respondent Wisdom Academy for Young Scientists ("WAYS") hereby stipulate and enter into a consent order as follows:

1. On or about June 11, 2011, the Los Angeles County Board of Education ("LACBOE") approved the WAYS' charter petition (the "Charter Renewal Petition") on appeal from non-renewal by the Los Angeles Unified School District, and required that WAYS enter into a memorandum of understanding (the "MOU") to revise portions of the Charter Renewal Petition.
2. After months of correspondence between the Parties and efforts to revise the Charter Renewal Petition, LACOE contended that WAYS failed to comply with provisions of MOU with regard to revising the Charter Renewal Petition. WAYS disputed that contention, and LACOE initiated the dispute resolution process set forth in Element 14 of the Charter Renewal Petition.

1 3. After efforts to resolve the matter informally were unsuccessful, LACOE initiated
2 the mediation procedure through AAA, culminating in single-day mediation on June 15, 2012.
3 The mediation resolved with a one-page agreement (the "Mediation Agreement"), whereby the
4 Parties agreed that WAYS would "revise its charter to reflect LACOE's conditions of approval
5 and MOU attachments F and G", and provided a timeline such that the matter would be resolved
6 by September 14, 2012.

7 4. Thereafter, WAYS made substantive revisions to the Charter Renewal Petition and
8 presented it to LACOE in August 2012, and understood that it had complied with the Mediation
9 Agreement. LACOE disputed that contention, and on or about May 21, 2013, LACOE initiated
10 this arbitration proceeding by filing a Demand for Arbitration pursuant to Element 14 of the
11 Charter Renewal Petition (the "Dispute").

12 5. In order to resolve the Dispute, the Parties have met and conferred concerning
13 additional revisions to the Charter Renewal Petition. Without admission of fault or wrongdoing,
14 the Parties stipulate to this Stipulated Consent Order because they wish to resolve all matters
15 arising from and/or relating to the Dispute, and to avoid incurring additional costs and attorney
16 fees litigating this Dispute.

17 **THE PARTIES HERETO AGREE AND STIPULATE AS FOLLOWS:**

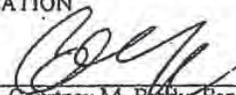
18 6. The document attached hereto as Exhibit 1 is the Charter Renewal Petition, as
19 revised and agreed upon by the Parties. The revised Charter Petition resolves the disputes
20 outlined in LACOE's Demand for Arbitration. It may be distinguished from earlier versions by
21 the date stamp on the cover page indicating "May 20, 2014".

22 7. Execution of this Stipulated Consent Order shall result in full resolution of the
23 Dispute.
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Dated: September 9, 2014

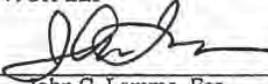
LOS ANGELES COUNTY OFFICE OF
EDUCATION

By: 
Courtney M. Brady, Esq.
Deputy General Counsel

*Attorneys for Los Angeles County Office of
Education*

Dated: September 10, 2014

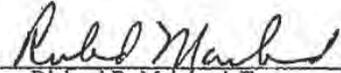
PROCOPIO, CORY, HARGREAVES &
SAVITCH LLP

By: 
John C. Lemmo, Esq.

*Attorneys for Wisdom Academy for Young
Scientists*

IT IS SO ORDERED.

Dated: September 10, 2014

By: 
Richard R. Mainland, Esq.
Arbitrator

American Arbitration Association



Commercial ARBITRATION RULES

(ENTER THE NAME OF THE APPLICABLE RULES)

Demand for Arbitration

<p>MEDIATION: If you would like the AAA to contact the other parties and attempt to arrange mediation, please check this box. <input type="checkbox"/> There is no additional administrative fee for this service.</p>					
Name of Respondent Wisdom Academy for Young Scientists			Name of Representative (if known) unknown		
Address: 709 E. Manchester Avenue			Name of Firm (if applicable):		
			Representative's Address		
City Los Angeles	State CA	Zip Code 90001	City	State	Zip Code
Phone No. (323) 752-8855	Fax No. (323) 762-8844		Phone No.	Fax No.	
Email Address:			Email Address:		
<p>The named claimant, a party to an arbitration agreement dated August 1, 2011, which provides for arbitration under the Arbitration Rules of the American Arbitration Association, hereby demands arbitration.</p>					
<p>THE NATURE OF THE DISPUTE Please see attached document.</p>					
Dollar Amount of Claim \$0.00			Other Relief Sought: <input type="checkbox"/> Attorneys Fees <input type="checkbox"/> Interest <input type="checkbox"/> Arbitration Costs <input type="checkbox"/> Punitive/ Exemplary <input checked="" type="checkbox"/> Other Declarative		
<p>Amount Enclosed \$2,000.00 In accordance with Fee Schedule: <input checked="" type="checkbox"/> Flexible Fee Schedule <input type="checkbox"/> Standard Fee Schedule</p>					
<p>PLEASE DESCRIBE APPROPRIATE QUALIFICATIONS FOR ARBITRATOR(S) TO BE APPOINTED TO HEAR THIS DISPUTE: Active member of the member of the California State Bar or a retired judge of the state of federal judiciary of California. Experience with public charter schools is preferred.</p>					
<p>Hearing locale LACOE Offices (check one) <input checked="" type="checkbox"/> Requested by Claimant <input type="checkbox"/> Locale provision included in the contract</p>					
Estimated time needed for hearings overall: _____ hours or 1.00 days			Type of Business: Claimant County Office of Education Respondent Public Charter School		
<p>Is this a dispute between a business and a consumer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does this dispute arise out of an employment relationship? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this dispute arises out of an employment relationship, what was/is the employee's annual wage range? Note: This question is required by California law. <input type="checkbox"/> Less than \$100,000 <input type="checkbox"/> \$100,000 - \$250,000 <input type="checkbox"/> Over \$250,000</p>					
<p>You are hereby notified that a copy of our arbitration agreement and this demand are being filed with the American Arbitration Association with a request that it commence administration of the arbitration. The AAA will provide notice of your opportunity to file an answering statement.</p>					
Signature (may be signed by a representative) Date: <i>Vibiana M. Andrade</i> 5/21/13			Name of Representative Vibiana M. Andrade, Esq.		
Name of Claimant Los Angeles County Office of Education			Name of Firm (if applicable) Office of General Counsel		
Address (to be used in connection with this case): 8300 Imperial Highway			Representative's Address: 8300 Imperial Highway		
City Downey	State CA	Zip Code 90242	City Downey	State CA	Zip Code 90242
Phone No. (562) 922-8123	Fax No. (562) 401-5452		Phone No. (562) 922-8123	Fax No. (562) 401-5452	
Email Address: andrade_vibiana@lacoe.edu			Email Address: andrade_vibiana@lacoe.edu		
<p>To begin proceedings, please send a copy of this Demand and the Arbitration Agreement, along with the filing fee as provided for in the Rules, to the AAA. Send the original Demand to the Respondent.</p>					
<p>Please visit our website at www.adr.org if you would like to file this case online. AAA Case Filing Services can be reached at 877-495-4185</p>					

RECEIVED
Voorhees, NJ
JUN 08 2013
AMERICAN ARBITRATION
ASSOCIATION

Attachment Regarding The Nature of the Dispute

The Los Angeles County Office of Education ("LACOE") hereby submits this demand for binding arbitration against Wisdom Academy for Young Scientists ("WAYS") in order to compel compliance with a memorandum of understanding executed between the parties. WAYS is a public charter school authorized by the Los Angeles County Board of Education ("County Board"). At the time of authorization, LACOE reviewed the charter petition and presented Findings of Fact to the County Board which identified numerous deficiencies in WAYS' charter petition. Thus, the parties executed a memorandum of understanding to correct these deficiencies and ensure that WAYS operated in compliance with the California Education Code and all applicable laws.

Pursuant to California Education Code section 47605, a charter petition must contain a reasonable description of a number of required elements in order to establish a charter school. When the petition is for renewal of a charter, the document must also be brought current to reflect changes in law since it was originally authorized or last renewed. When the petition is not approved at the local level and is appealed to the County Board, the petition must also contain changes to reflect the County Board as the authorizer. The original charter petition did not comply with these three requirements, so the parties executed a memorandum of understanding to bring the charter petition into compliance. WAYS failed to comply with the provisions of the memorandum of understanding regarding these required elements so that LACOE was forced to initiate the dispute resolution procedures contained in the petition. Pursuant to the dispute resolution procedures, an issue conference was held where the parties discussed the dispute. The dispute was not resolved, and on June 15, 2012, the parties met for mediation. The parties executed a "mediation agreement" which provided for WAYS revising its charter petition in order to come into compliance with the memorandum of understanding and provided a time frame for doing so. WAYS has failed to comply with the mediation agreement and the memorandum of understanding resulting in LACOE's demand for binding arbitration.

The specific deficiencies in WAYS' charter petition that are at issue for this proceeding are as follows:

- The description of the educational plan, including the build-out plan including where students will be served is non-compliant.
- Measurable pupil outcomes regarding outcomes for English language learner students are non-compliant.
- Employee qualifications including copies of current job descriptions and job descriptions for special education employees are non-compliant.
- Demographic data regarding racial and ethnic balance is non-compliant.
- Procedures regarding student suspension and expulsion are non-compliant.
- The material revision to the charter petition regarding the addition of a school site is non-compliant.

Attached to this Demand for Arbitration as Exhibit One is Section 14 of the charter petition entitled "Dispute Resolution" which provides that the parties will utilize the American Arbitration Association and as Exhibit Two, memorandum of understanding in which the County Board authorized the charter petition with provisions to correct the identified deficiencies.

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PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

At the time of service, I was over 18 years of age and not a party to this action. I am employed in the County of Los Angeles, State of California. My business address is 9300 Imperial Highway, Downey, California 90242-2890.

On May 31, 2013 I served a true copy of the following document described as **DEMAND FOR ARBITRATION** bon the interested parties in this action as follows:

[SEE ATTACHED SERVICE LIST]

BY MAIL: I enclosed the document(s) in a sealed envelope or package addressed to the persons at the addresses listed in the Service List and placed the envelope for collection and mailing, following our ordinary business practices. I am readily familiar with the Los Angeles County Office of Education's practice for collecting and processing correspondence for mailing. On the same day that the correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

BY FAX TRANSMISSION: I faxed a copy of the document(s) to the persons at the fax numbers listed in the Service List. The telephone number of the sending facsimile machine was (562) 469-4332. No error was reported by the fax machine that I used.

BY FEDEX: I enclosed said document(s) in an envelope or package provided by FedEx and addressed to the persons at the addresses listed in the Service List. I placed the envelope or package for collection and overnight delivery at an office or a regularly utilized drop box of FedEx or delivered such document(s) to a courier or driver authorized by FedEx to receive documents.

BY PERSONAL SERVICE: I personally delivered the document(s) to the person being at the addresses listed in the Service List. (1) For a party represented by an attorney, delivery was made to the attorney or at the attorney's office by leaving the documents in an envelope or package clearly labeled to identify the attorney being served with a receptionist or an individual in charge of the office. (2) For a party, delivery was made to the party or by leaving the documents at the party's residence with some person not less than 18 years of age between the hours of eight in the morning and six in the evening.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on May 31, 2013, at Downey, California.


Rachel Gallardo

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SERVICE LIST

VIA Federal Express:

**Wisdom Academy for Young Scientists
706 E. Manchester Avenue
Los Angeles, CA 90001**

EXHIBIT 3

Lemmo, John C.

From: Brady_Courtney <Brady_Courtney@lacoed.edu>
Sent: Friday, August 08, 2014 9:45 AM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Good Morning John,

We can agree to the job descriptions; however, should the breakdown of job duties result in fiscal mismanagement we reserve the right to take appropriate action.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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From: Lemmo, John C. [mailto:john.lemmo@procopio.com]
Sent: Friday, August 01, 2014 3:22 PM
To: Brady_Courtney
Subject: RE: Charter Petition Revisions May 20, 2014

Hi Courtney,

Just a little perspective please. We have a slight problem in that it's not 2011 anymore (when the charter was approved). The school has changed how it operates, as everyone knows, and continues to grow and change. You and I are now down to talking about job descriptions here, which are not required to be in the charter in the first place, so changes would not be material either. We can go on revising forever. The school will not be paying for duplicative services anymore than LACOE or other organizations do. I can make another attempt to revise yet again, but if there is something in particular you'd like to strike or add, please just tell me and we'll do it.

Thank you,
John

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Wednesday, July 30, 2014 12:11 PM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Hi John,

The outstanding concern is that the duties of the director of operations are very similar to those of a back office provider. There is a concern that the school will be paying a director of operations and a back office provider to do the same job. Also the executive director and director of operations are both responsible for timesheets. The lines of responsibility are not clear between these two positions and a back office provider.

Also, once the charter is finalized, the fiscal policies will need to be revised to match the charter.

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

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From: Lemmo, John C. [<mailto:john.lemmo@procopio.com>]
Sent: Wednesday, July 30, 2014 10:44 AM
To: Brady_Courtney
Subject: RE: Charter Petition Revisions May 20, 2014

Same. Could be back office services or other consultant if they split out service scopes. In practical terms, they are likely to contract with both Celerity and CSMC, which is the largest such provider, but stating that in the charter is inappropriate. These are vendor contracts that might change. I'd prefer to keep as is. Do you disagree?

From: Brady_Courtney [mailto:Brady_Courtney@lacoed.edu]
Sent: Tuesday, July 29, 2014 10:45 AM
To: Lemmo, John C.
Subject: RE: Charter Petition Revisions May 20, 2014

Hi John,

We have taken a look at the new job descriptions and one area of concern is that the description for executive director mentions a financial consultation but the financial consultant position is not defined in the charter. What is this position? Is the financial consultant different from the back office provider?

Thanks,

Courtney M. Brady
Deputy General Counsel
Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
(562) 922-6123
Facsimile: (562) 469-4334

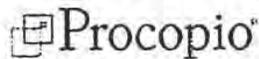
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From: Lemmo, John C. [mailto:john.lemmo@procopio.com]
Sent: Friday, July 25, 2014 1:36 PM
To: Brady_Courtney
Subject: FW: Charter Petition Revisions May 20, 2014

Courtney,
I apologize, but I've had a ton of technology issues with revisions to the charter document. In any event, I believe I've captured any inconsistencies in the ED and DO descriptions with regard to fiscal policies adopted a couple months ago. The only changes are in those sections. I'm attaching pdf and word versions for good measure. Please review with Judy and let's discuss if needed. If this is consistent with our discussion, let me know and we'll put together an order. Thanks!
John

John C. Lemmo



Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3294
direct fax: (619) 398-0162
john.lemmo@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail 

mailgw01.procopio.com made the following annotations

Fri Jul 25 2014 13:36:12

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mailgw01.procopio.com made the following annotations

Wed Jul 30 2014 10:43:31

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mailgw01.procopio.com made the following annotations

Fri Aug 01 2014 15:22:29

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EXHIBIT IV

WAYSAPPEAL-003750

000288

WISDOM ACADEMY FOR YOUNG SCIENTISTS

FISCAL AND OPERATING POLICIES 2014-15

100 INTERNAL CONTROL POLICIES

101 Introduction

Internal control policies provide the Charter School with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Additionally, as a publicly supported entity, the Charter School has additional responsibilities to ensure the public's confidence and the integrity of the School's activities.

102 COMPLIANCE WITH LAWS

The Charter School will follow all the relevant laws and regulations that govern the Charter School. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of the Charter School:

A. Political Contributions

No funds or assets of the Charter School may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Charter School for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Charter School also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in kind, such as lending employees to political parties or using the School assets in political campaigns.

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, the School's books, records, and accounts are maintained in conformity with generally accepted accounting principles as applicable to Charter Schools.

Further, the School specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Charter School.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

200 CONFLICT OF INTEREST, OR APPEARANCE THEREOF (RELATED PARTIES)

The School will not be operated for the benefit of an affiliated or unaffiliated organization or any individual in his or her own private capacity, including members of the charter school's board of directors or management, unless the private benefit is considered merely incidental. Thus, in addition to complying with all conflict of interest and self-dealing laws that apply to it, the Charter School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Related individuals within the scope of this policy include spouses and dependent children of a board member or School employee.

This private benefit policy will extend to:

- A. Sale or exchange, or leasing, of property.
- B. Lending of money or other extension of credit.
- C. Furnishing of goods, services or facilities.
- D. Payment of compensation.

201 *Organizational Conflict Of Interest Or Self-Dealing (Related Parties) - continued*

Thus, the Charter School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. (Add legal definition) Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father in law, mother in law, sister in law and brother in law of a board member or school employee.

202 *Board Of Directors Authorities*

The Board of Directors shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the School's name (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of the Charter School's certified public accountants and (xi) other activities associated with the operations of the Charter School.

The Board of Directors will meet monthly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, and subcommittee reports.

203 *Signature Authorities*

To properly segregate duties within the Charter School, the Board Chairperson the Charter Executive Director, and Director of Operations are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Individual check payments greater than \$10,000 under non-contractual conditions will require dual signatures prior to check issuance.

204 *Government Access to Records*

The Business Manager or contracted business back office services provider will provide access to the organization's records to the District, County, and State; or his designee and provide supporting records, as requested, in a timely manner.

205 *Security of Financial Data*

- A. The system's accounting data must be backed up daily by the business back office services provider to ensure the recoverability of financial information in case of hardware failure. The back up will be stored in a fire safe area and properly secured.
- C. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the Business Manager or the business back office services provider from unauthorized access.

206 *Security of School Documents*

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Charter and all related amendments
- B. Minutes of the Board of Directors and subcommittees
- C. Banking agreements
- D. Leases
- E. Insurance policies
- F. Vendor invoices
- G. Grant and contract agreements
- H. Fixed asset inventory list

207 *Use of School Assets*

- A. No employee may use any of the School property, equipment, material or supplies for personal use without the prior approval of the Business Manager or Executive Director.

208 *Use Of School Credit Cards*

- A. Charter School credit cards should only be issued with the formal approval of the Executive Director and with proper justification. The cost/benefit to the Charter School should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to certain Charter School employees and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by the Charter School.
- B. Monthly credit card statements are reconciled to invoices and travel reports and are approved by the Executive Director.

300 FINANCIAL MANAGEMENT POLICIES

301 Basis Of Accounting

The Charter School will maintain their accounting records and related financial reports on the accrual basis of accounting.

302 Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental unit requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles.

303 Basis of Presentation

The accounts of the Charter School are organized on a basis of the School Account Code Structure or SACS. The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues and expenditures.

One Fund will be used to account for all financial resources associated with the operation of the school. In addition, all activities relating to Student Activities should be separately identified and recorded within this fund.

304 Revenues

Under the accrual basis of accounting, revenues recognized when earned.

305 Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

306 Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement contracts, the term "costs incurred" is defined as follows:

- A. Costs related to items or services incurred directly for the contract and received at the time of the request for reimbursement and is not specifically disallowed by the funding source.

307 Cash Management

- A. The School maintains cash accounts at the following banks:
 - 1. Operating – Wells Fargo
 - 2. Savings – Wells Fargo
 - 3. Savings – Citi Bank

- B. A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Executive Director for collection. Appropriate collection procedures are initiated, if necessary.

308 *Grants Receivable Aging Criteria*

Accounts receivables outstanding are aged on a thirty, sixty, ninety, and over-ninety day basis.

309 *Grant/Contract Invoicing*

- A. All invoices are submitted to the funding sources by dates specified in the grant or contract agreement.

- B. The invoicing format is that specified by the funding source.

310 *Budgets*

- A. The Charter School together with the Business Service Provider prepares an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projections are reviewed and approved by the Board of Directors, at the annual meeting and modified, as necessary.

- B. Financial statements displaying budget vs. actual results are prepared by the back office services provider and reviewed by the Executive Director and presented to the Board of Directors at each monthly board meeting.

311 *Insurance And Bonding*

- A. The School maintains minimum levels of coverage, as deemed appropriate by the Board of Directors, for the follow policies:
 - 1. General liability
 - 2. Business & personal property (including auto/bus)
 - 3. Computer equipment
 - 4. Workers' compensation
 - 5. Personal injury liability

- B. The School requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

312 *Record Retention and Disposal*

- A. Records are maintained for the following indicated minimum periods:
 - 1. Books, records, documents and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets and other public documents are retained for seven years after the original entry date.
- B. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.
- C. All financial records are maintained in chronological order, organized by fiscal year.
- D. In connection with the disposal of any records, a memorandum of record disposal is prepared by the Business Manager listing the record or the class of records disposed of. The Board of Directors certifies this memorandum of records disposal.

313 *Financial Reporting*

The back office services provider maintains supporting records in sufficient detail to prepare the School's financial reports, including:

- A. Annually:
 - 1. Financial statements for audit
 - 2. Annual budget
- B. Monthly:
 - 1. Trial balance
 - 2. Internally generated budget vs. actual financial statements
 - 3. Billing invoices to funding sources
 - 4. Updating the cash flow projection
- C. Periodically:
 - 1. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns
 - 2. Other reports upon request

314 *Audit*

The Board of Directors arranges annually for a qualified certified public accounting firm to conduct an audit of the Charter School's financial statements in accordance with *Government Auditing Standards* and the *Governmental Accounting Standards Board*.

The audit reports will be submitted to the granting agency, (starting 2002) California Department of Education, (starting 2003) County Superintendent of Schools, and State Controller's Office by December 15 of each year. (Education Code 47605(m))

315 *Audit/Finance Committee*

The Board of Directors appoints an audit/finance subcommittee. This subcommittee will nominate the independent auditor and review the scope and results of the audit. The audit/finance subcommittee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, the subcommittee will develop a corrective action plan to address all relevant weaknesses noted by the auditor. The audit/finance subcommittee will also review all financial information of the Charter School and provide recommendations to the Board of Directors.

400 POLICIES RELATED TO ASSETS, LIABILITIES AND FUND EQUITY

401 *ASSETS*

402 *Bank Accounts*

A. Bank accounts for the indicated purpose and limitation(s) have been authorized by the Board of Directors of the School at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks : *Wells Fargo and Citi Bank*

403 *Petty Cash Payments*

A. Petty cash payments are made from a fund not to exceed \$150, and should be for cash advances, local expense reimbursement and small-dollar vendor purchases, provided proper documentation is furnished with each request. No individual payment shall be greater than \$75.

B. The petty cash account is balanced on a monthly basis by the petty cash custodian. The replenishment check is made out to "(Custodian's name) - *Petty Cash Custodian*" on an as needed basis.

404 *LIABILITIES AND FUND EQUITY*

405 *Accounts Payable*

Only valid accounts payable transactions based on documented vendor invoices, receiving report or other approved documentation are recorded as accounts payable.

406 *Accounts Payable Payment Policy*

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

407 *Accrued Liabilities*

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

408 *Liability For Compensated Absences*

A. Compensated absences arise from employees' absences from employment due to vacation leave. When the Charter School expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:

1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
2. The employee's right to receive the compensation for the future absences is vested or accumulates.
3. It is probable that the compensation will be paid.
4. The amount of compensation is reasonably estimable.

B. Compensated absences not required to be paid upon employee termination is only recorded when paid.

409 *Debt*

A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year and is recorded in the Enterprise Fund.

B. Loan agreements approved by the Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

500 REVENUE

501 *Revenue Recognition*

The School records revenue on the accrual basis of accounting, consistent with generally accepted accounting principles applicable to special purpose governmental units.

600 FACILITIES

601 Disposal of Property and Equipment

- A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager.
- B. The School has adopted standard disposition procedures for Charter School staff to follow, which include a *Asset Disposal Form*, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- C. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the Enterprise Fund.

700 PROCUREMENT POLICIES

701 The School adheres to the following objectives:

- 1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
 - 2. Make all purchases in the best interests of the School and its funding sources.
 - 3. Obtain quality supplies/services needed for delivery at the time and place required.
 - 4. Buy from responsible sources of supply.
 - 5. Obtain maximum value for all expenditures.
 - 6. Deal fairly and impartially with all vendors.
 - 7. Maintain dependable sources of supply.
 - 8. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.
-
- A. The Executive Director will approve all purchases and payments less than \$10,000. Anything over \$10,000 will be board approved.
 - B. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Directors and signed by the Executive Director or Board Chair. The agreement will identify all the terms and conditions of the lease.

800 TRAVEL POLICIES

801 Employee Mileage Reimbursement

- A. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if supported by invoices.
- B. All employees requesting such mileage reimbursement are required to furnish a *Travel Report* containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by invoices, if applicable.
- C. The Charter School may maintain a Travel and Mileage Reimbursement Policy as an extension of this policy.

900 CONSULTANTS AND CONTRACTORS

901 Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the Charter School's rights to educational curricula and intellectual property developed.

902 Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, consultants will:

- A. Adhere to a precise contract scope of services, recomputed or at least adjusted annually. This consultant agreement will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.
- B. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- C. Not be assigned a permanent workstation.
- D. Make their services available or work for a number of firms or persons at the same time.

- E. Will use his or her own stationery or time sheet in billing for services.
- F. Shall not be classified as an employee of the Charter School

PART II

1000 - GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for the Charter School.

GENERAL LEDGER ACTIVITY

Control Objective

To ensure that all General Ledger entries are current, accurate and complete.

Major Controls

A. Timeliness of Entries

All entries are made soon after the underlying accounting event to ensure the financial records and reporting is current.

B. Support Documentation

All entries are supported by adequate documentation that clearly shows the justification and authorization for the transaction.

C. Audit Trail

A complete audit trail is maintained.

GENERAL LEDGER CLOSE-OUT

Control Objective

To ensure the accuracy of financial records and reports.

Major Controls

A. Financials

Monthly financials are prepared to ensure the accuracy of the General Ledger account balances.

Procedures

1. At the end of each month, Financials (*Income Statement/Budget to Actuals and Balance Sheet*) of all General Ledger accounts is prepared by the back office business services provider for the Executive Director and Board of Directors.

2. At fiscal year end and after the annual audit, all income and expense accounts are closed out, and the general ledger balances are agreed to the audited financial statements.

1100 - CASH MANAGEMENT PROCEDURES

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

CASH RECEIPTS

Control Objective

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

A. Cash Flow Projection

The business service provider annually prepares and updates monthly a cash flow projection for operations and capital cash needs to monitor and ensure adequate cash flow.

B. Cash Receipts Policies

The School has internal control systems in place to monitor cash receipts, and ensure that deposits are made in a timely manner. The School also uses electronic fund transfers to accelerate deposits.

C. Internal Accounting Controls

- (i) Opening of mail assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
- (ii) Listed receipts and credits compared to accounts receivable and bank deposits.
- (iii) General Ledger control accounts reconciled with Accounts Receivable Subsidiary Ledger.

Procedures

A. General

1. Mail is opened by the Receptionist who sorts the checks and forwards them to the Director of Operations or the appropriate recipient.
2. A copy of each check to be deposited is made and attached to copy of the deposit slip and filed to provide support for all deposits.
3. The back office business services provider inputs journal entries, once the documentation has been provided.
4. The Director of Operations or Executive Director makes deposits on a daily or no later than on a weekly basis. If deposits are made other than daily, the deposit should be maintained in a secure area with limited access.

5. Reconciliation of cash receipts to deposit slips and bank statements are performed by the Director of Operations or Office Manager on a monthly basis.

CASH DISBURSEMENTS

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Cash Disbursement Policies

Check preparation and signatures are delayed until the due date, consistent with available discounts if available.

B. Internal Accounting Controls

- (i) Match disbursement records against accounts payable/open invoice files.
- (ii) Bank statements reconciled to cash accounts and any outstanding checks verified by either the back office business services provider, if applicable.
- (iii) Supporting documentation canceled to prevent resubmission for payment.
- (iv) Detailed comparison of actual vs. budget disbursements on a periodic basis.
- (v) Separation of duties to the extent possible for an organization the size of the School.

Procedures

1. All invoices submitted for signature will include approvals for payment, expense account charged, check number and date of payment.
2. All supporting documents are canceled (i.e. stamped *PAID*) by the signatory and filed by back office business services provider.
3. On a periodic basis, cash disbursement records are matched against accounts payable/open invoice files for any discrepancies.
4. Bank statements are reconciled soon after receipt by either the back offices business services provider and reviewed by the Executive Director.

PETTY CASH FUNDS

Control Objective

To control the use of petty cash funds for valid transactions.

Major Controls

A. Internal Accounting Controls

- (i) Reconcile petty cash funds by employees with responsibilities independent of cash receipts, disbursements or custody.

Procedures

1. The Charter School will maintain an imprest petty cash system of \$150, which will be maintained and secured by the Director of Operations or their designee.
2. The Director of Operations or their designee maintains a log of all disbursements made from the petty cash fund and uses a *Petty Cash Voucher* for all petty cash disbursements. No disbursements will be for greater than \$75.
3. When the fund needs to be replenished, a check request is prepared by the Director of Operations or their designee, attaching the log of disbursements and the supporting vouchers. See cash disbursement procedure above for payment.
4. Any differences between the check request to bring the fund up to the petty cash amount and total disbursements made are reviewed and a justification is prepared.
5. Funds disbursements are entered into the General Ledger by expense category when the fund is replenished.

1200 - PAYROLL PROCEDURES

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, preparation of payroll, payroll payment, and payroll withholdings.

PERSONNEL REQUIREMENTS

Control Objective

To ensure that the School hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Policies

Procedures

New Employees

1. Requests for new employees are initiated by the Executive Director and compared with the approved annual personnel budget.
2. New employees complete an *Application for Employment*.
3. New employees complete all necessary paperwork for payroll.
4. Employee is fingerprinted. Fingerprint clearance must be received by the school before any employee may start work.

Vacation and Sick Pay

1. Employees accrue vacation time based on personnel policy of the Charter School.
2. Employee is required to provide at least two weeks advanced notice to supervisors for a vacation request.
3. Employees' earned vacation balances are adjusted monthly to reflect vacation time earned and taken and reviewed by the Director of Operations.
4. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet and reviewed by the Director of Operations.
5. Before vacation time is paid, a *Vacation Authorization Request* is to be prepared by the employee, which is reviewed and approved by the Director of Operations.
6. The back office business services provider monitors vacation and sick time by maintaining a log for each individual.
7. The treatment of unused vacation time is based on the personnel policy of the Charter School.

PERSONNEL DATA

TIMEKEEPING

Control Objective

To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

A. Timekeeping Policies

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

B. Time Sheet

Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.

C. Internal Accounting Controls

- (i) Reconciliation of hours charged on time sheets to attendance records.

Procedures

Time Sheet Preparation

1. Hourly and salary employees prepare time sheets on a bi-weekly basis.
2. In preparing time sheets, employees:

- (i) Enter hours in ink and sign the completed timekeeping record
- (ii) Make all corrections in ink by crossing out the error and initialing the change.
- (ii) Submit the completed time sheet to the Administrative Assistant or Receptionist.

Approval and Collection of Time Sheets

1. Each employee's time sheet is forwarded to the Administrative Assistant or Receptionist on a bi-weekly basis, which ensures all the timesheets are submitted in a timely manner. The Administrative Assistant or Receptionist forwards the timesheets to the Executive Director who reviews and approves them.
2. Authorized timesheets are collected by the Administrative Assistant or Receptionist and forwarded to the back office business services provider for processing.

Reconciliation of Payroll to Time Sheets

1. Hours shown on time sheets are reconciled to the hours recorded on the Payroll Register by the Executive Director or their designee for each time sheet period.

PREPARATION OF PAYROLL

Control Objective

To ensure that payment of salaries and wages is accurately calculated.

Major Controls

A. Internal Accounting Controls

- (i) Time records are periodically reconciled with payroll records.

Procedures

1. The Administrative Assistant or Receptionist forwards approved time sheets to the back office business services provider.
2. The total time recorded on time sheets and the number of employees is calculated by the back office business services provider.
3. Recorded hours from the bi-weekly time sheets are accumulated by the back office business services provider and communicated to the Payroll Service via modem or input into the in-house payroll software.
4. The payroll documents received from the in-house payroll software (e.g., calculations, payrolls and payroll summaries) are compared with time sheets, pay rates, payroll deductions, compensated absences etc. by the back office business services provider.
5. The back office business services provider verifies gross pay and payroll deductions.
6. The total hours and number of employees are compared with the totals in the Payroll Register by the back office business services provider.
7. The Payroll Register is reviewed and approved by the Executive Director.

PAYROLL PAYMENT

Control Objective

To ensure payment for salaries and wages by check, direct deposit, cash or other means is made only to employees entitled to receive payment.

PAYROLL WITHHOLDINGS

Control Objective

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

A. Reconciliation of Payment and Payroll Withholdings

Payroll withholdings are recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.

B. Internal Accounting Controls

The in-house payroll software calculates payroll withholdings, which are reviewed and verified by the back office business services provider.

Procedures

1. The in-house payroll software calculates payroll withholdings for each employee. These are summarized by pay period and recorded in General Ledger.
2. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger control accounts by the back office business services provider.
3. The back office business services provider reviews the accuracy and timeliness of payments made to third parties for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, are prepared by employee and reviewed and approved on a periodic basis by the back office business services provider.

1300 DEPRECIATION

Procedures

1. The School capitalizes all fixed assets when acquired, and records the historical cost of these items in the Enterprise Fund. In accordance with generally accepted accounting principles, as they relate to special purpose business-type activity, government units, under GASB 34 depreciation expense must be recorded in the statement of revenue, expenditures and changes in net assets. The Charter School will use the straight line method of depreciation over the assets useful life as determined as follow:

Computers	3 years
Office Equipment	3 years
Vehicles	5 years

Office Furniture	5 years
Leasehold Improvements	Life of lease or 5 years whichever is greater
Building Improvements	20 years
Building	30 years

1400 EXPENSE REIMBURSEMENT

Control Objective

To ensure the School pays for only authorized business expenses.

Major Controls

A. Employee Expense Reimbursement Documentation

Employees are required to obtain and furnish documentation for individual expenses of \$25 or over (provided they are not on a per diem basis) and company credit card purchases.

B. Internal Accounting Controls

- (i) Justification for travel approved by Executive Director
- (ii) Documentation for incurred employee expenses
- (iii) Documentation for company credit card purchase.

Expense Advance or Reimbursement

Expense Reimbursement:

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses completes a *Travel Report* detailing the expenses incurred, attaching originals of supporting documentation.
2. All credit card purchases are supported by invoices in order to be reimbursed.
3. The employee's *Travel Report* and credit card purchases invoices are reviewed and approved by the Business Manager.

1500 - MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget, financial reporting and tax compliance.

ANNUAL BUDGET

Control Objective

To effectively support the preparation of the annual budget and its periodic review.

Major Controls

A. Budget Process

The Director of Operations and/or Executive Director works with the back office business services provider and prepares the annual operating and capital budgets and cash flow projection, with input from the school's community. The budgets and projection are submitted to the Board of Directors for approval.

B. Internal Accounting Controls

Accuracy and completeness of the budget and projections

Procedures

1. In preparation of the annual operating and capital budget and cash flow projection, the back office business services provider prepares a preliminary budgets and projection for review by the Director of Operations and/or the Executive Director in consultation with the school staff.
2. To support budgets and projection estimates, the back office business services provider prepares current year-to-date financial data with projections of year-end totals.
3. The back office business services provider and the Director of Operations and/or the Executive Director review the budgets and projection submitted for completeness and reasonableness.
4. The Board of Directors approves and adopts the final budgets and projection.
5. The adopted budgets totals are entered in the General Ledger by the back office business services provider for the new fiscal year, in order to prepare budget to actual reports.

FINANCIAL REPORTING

Control Objective

To ensure the accuracy, completeness and timeliness of financial reporting to support decision-making.

Major Controls

A. Schedule

Monthly managerial reports are prepared based on a schedule.

B. Review and Approval

Financial reports are reviewed for accuracy and completeness.

C. **Audit**

The annual financial statements of the School are audited by a certified public accounting firm.

Procedures

1. The back office business services provider prepares monthly budget vs. actual financial reports and cash flow projection for the Board of Directors meetings.
2. The Charter School submits to an audit of its financial statements by a qualified certified public accounting firm, in accordance with *Governmental Auditing Standards*
3. The School shall automatically submit all financial reports required under Education Code Section 47604.33 and 47605(m).

PAYROLL TAX COMPLIANCE

Control Objective

To accurately prepare and file required tax documents on a timely basis.

Procedures

1. The School maintains a schedule of required filing due dates for:
 - (i) *IRS Form W-2* - Wage and Tax Statement.
 - (ii) *IRS Form W-3* - Transmittal of Income and Tax Statements.
 - (iii) *IRS Form 940* - Employer's Federal Unemployment (FUTA) Tax Return.
 - (iv) *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
 - (v) *IRS Form 1099 MISC* (also *1099-DIV*, *1099-INT*, *1099-OID*) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
 - (i) Quarterly and annual state(s) unemployment tax return(s).
2. Before submission, all payroll tax documents and the supporting schedules are reviewed and approved by the back office business services provider for accuracy and completeness.

EXHIBIT V

WAYSAPPEAL-003773

000311



CSMC

*Charter School Management Corporation
Helping Charter Schools Succeed
Corporate Headquarters
40925 County Center Drive
Temecula, CA 92591*

July 22, 2014

Services Agreement for Wisdom Academy for Young Scientists

This Services Agreement ("Agreement") for charter school business support services is between the Charter School Management Corporation (hereinafter referred to as "CSMC") and *WAYS* (hereinafter referred to as "Customer" or "you"). CSMC and *WAYS* are each individually a "party" and sometimes referred to collectively as the "parties."

The parties to this Agreement understand that this is an agreement whereby *WAYS* desires to retain CSMC, because of CSMC's expertise, prior experience and comprehensive service offerings, as they relate to *WAYS* operation of one or more charter schools, and that CSMC desires to provide expertise for the benefit of *WAYS* using its knowledge, skills, experience and abilities.

000312

WAYSAPPEAL-003774



CSMC Scope of Service Summary

Summary of *Wisdom Academy for Young Scientists*

The following information regarding *WAYS* operations, size and authorizing agency(ies) has been provided by *WAYS*, and CSMC may rely on such information:

Number of schools = 1
Approximate number of students* = 520
Authorizing agency or agencies = LACOE

Summary of services offered within:

- Back-Office Services
- Charter Vision Access
- Fully Supported PowerSchool Services (as defined in Attachment A) licensing to remain with *WAYS* and be paid directly to Pearson by *WAYS*.
- CALPADS support (as defined in Attachment A)

Contract Period:

The Contract Period shall be *July 1, 2014 through June 30, 2016*

Summary of Pricing:

Setup Fee = \$ 7,000
Ongoing Monthly Fee = \$ 5,500

*The pricing set forth above is predicated on CSMC's understanding of *WAYS*'s support needs, based on *WAYS*'s representations. If *WAYS*'s number of students is appreciably different from this number, CSMC will adjust its fees accordingly. With that principle in mind, CSMC will use reasonable efforts to modify elements of its program to accommodate *WAYS*'s changing needs.



CSMC Scope of Services

In order to support WAYS, CSMC shall provide the following specific services (defined below as the "Services"):

1) Fiscal

- a) **Bookkeeping Support** – Utilizing an enterprise-quality bookkeeping system from Sage, one of the country's largest bookkeeping software companies, CSMC will provide a complete bookkeeping solution to WAYS. Specifically, CSMC will:
 - i) **Chart of Accounts** – Create a Standard Account Code Structure (SACS) and Generally Accepted Accounting Principles (GAAP) compliant and WAYS tailored Chart of Accounts.
 - ii) **General Ledger** – Create and maintain SACS and GAAP compliant General Ledger. CSMC will modify, revise, and incorporate more or less detail in account code structure as requested by WAYS.
 - iii) **Accounts Receivable** – Monitor receipt of revenues tied to budget and expected entitlements. Includes all collection activities necessary to obtain past due funding.
 - iv) **Accounts Payable** – Process all vendor invoices and payments. Includes utilizing GAAP system for verification, approval, and payment. System includes utilization of AP batch approvals, and check register reviews. Includes preparation of all 1099's.
 - v) **Fund / Restricted Accounts** – Track restricted revenues (e.g. Title I) and/or other revenues client requests in writing that CSMC separately track (e.g. parent fundraising) and corresponding expenditures via unique account coding to yield separate net income / loss per account.
- b) **Fixed Assets and Inventory Control** – Create and maintain asset tracking and depreciation schedule system which is integrated into the General Ledger.

2) Payroll

- a) **Payroll setup** – Based upon the payroll information from WAYS, CSMC will enter each full- and part-time employee into an enterprise-class payroll service, for purposes of calculating appropriate withholdings, taxes and other deductions. WAYS will be responsible for paying the payroll service's fees directly.
- b) **Payroll processing** – Includes updating, maintenance, and regular, emergency



and special payroll entry, as requested by WAYS. Payroll processing includes all of the following:

- i. Complete STRS and PERS reporting through the County Office of Education. Please note that some Counties or Districts charge a fee to charter schools to transmit STRS and PERS information to the STRS and PERS systems. If the county or district charges such a fee, WAYS will be responsible for paying this fee directly.
 - ii. Voluntary Deductions (e.g. 403(b))
 - iii. Distribution of pay warrants and direct deposit administration
 - iv. Distribution of W2's
 - v. Processing of Worker's Compensation
 - vi. Salary adjustments
 - vii. Verify Budget Numbers, Dates and Rates of Pay
 - viii. Prepare and Maintain Annual Calendars
 - ix. Process Exit Forms (resignations, terminations, etc.)
- c) **Insurance services and coordination** – CSMC will act as the bookkeeping liaison for workers compensation and Health and Welfare policies. CSMC will assist in the selection of insurance service providers (if requested by school), emphasizing selecting a provider that will provide high value support to the charter school.

3) External Reporting

- a) **Preparation and data submittal of required budget reports in SACS format** – includes 1st Interim, 2nd Interim, next year proposed, and unaudited actual to district, county and state entities.
- b) **Attendance** – includes preparation and data submittal of Period 1 (P1), Period 2 (P2), and annual (P Final) attendance reports to district, county and state entities.
- c) **Audit** – CSMC will act as the lead point of contact with WAYS's auditor and will work with the auditor through finalization of the audit report. Based on completion of consolidated financial statement audit, CSMC will coordinate the preparation and submission of Federal Form 990 and California Form 199 by applicable deadlines with external accounting firm.
- d) **Categorical program budgeting and oversight** – separate fund tracking for all



restricted or categorically relevant programs.

- e) **Consolidated Application** – If WAYS wishes to apply, CSMC will complete Parts 1 and 2 of the No Child Left Behind Consolidated Application, which is used to apply for federal Title funds (e.g. Title I). Additionally, CSMC will provide assistance during the audit required by the Single Audit Act of 1984.
- f) **National School Lunch Program (NSLP)** – If your school participates in this program, CSMC will assist with NSLP bookkeeping, submission of monthly food program reimbursement forms and completion of required annual reports.
- g) **CBEDS** – Assist schools in the completion of their School Information Form for Independently Reporting Charter Schools CBEDS annual survey.
- h) **General Reporting** – includes any necessary grant, award, program, state, county, and district report related to financial, or operating activity. This section does not apply to CALPADS data reporting.

4) **Internal Reporting and Budgeting**

- a) **Budgeting/Cash Flow** – CSMC collaboratively with WAYS shall develop and modify both current and future year budgets and pro forma cash flow models. All state mandated development and adoption timelines shall be incorporated into the planning process. At least one budget revision shall occur each year upon certification of the P1 report. Other modifications are to be performed as necessary or requested by WAYS, including for strategic planning purposes. In today's challenging economic times, it is crucial that the budget is constantly reviewed and modified as needed; therefore, **there are no limits to the number of budget revisions that may be requested by WAYS.** Cash flow timing and Budget to Actual reporting on a monthly basis shall be reported to WAYS.
- b) **Internal Monthly Reporting** – Please note that CSMC's Charter Vision® web portal (described in item #5 below) provides anytime, anywhere client access to dozens of detailed financial reports. In addition to this, CSMC will create and send to WAYS *monthly* reports including:
 - i) Budget to actual income statement
 - ii) Balance sheet
 - iii) Cash flow projections
 - iv) Fiscal analysis and commentary as applicable
- c) **Board Meeting Support** – CSMC's School Business Manager will be available as requested for WAYS's board meetings to present financial reports and/or



answer financial questions (by teleconference or in person). There is no limitation to the number of times WAYS may request the School Business Manager's attendance – on average, CSMC's clients tend to request the School Business Manager's presence every other month. Additionally, CSMC will provide your board of directors with training and access to our Charter Vision system. This will allow the board to retrieve financial statements and "board reports" 24 hours a day, 7 days a week.

5) Charter Vision®

- a) Charter Vision is CSMC's online, client-specific business information portal. Charter Vision has your school's latest and detailed financial metrics and reports, upcoming deadlines, shared document templates, latest announcements, and upcoming deadlines. Access this portal anywhere, anytime. CSMC believes this is a great tool for increasing access and transparency to internal constituents. For instance, charter school board members can access the latest board and financial reports directly through Charter Vision. School may add as many licenses and grant access to an unlimited number of people at **no charge**.

6) Policies

- a) **Fiscal/Operating Procedures** – With the collaboration of WAYS, CSMC will assist in the development and maintenance of fiscal and operating procedures and control policies.
- b) **Safety Manual** – With the collaboration of WAYS, CSMC will develop and maintain a complete and compliant Safety Manual.

7) Client Support

- a) **Client Support** – At WAYS's written request, CSMC will provide assistance with funding, budgeting, strategy, fiscal control, or other operational/financial questions or issues.

8) Charter Development and GRANTS Administration

- a) **Grants** – Track direct and allocate costs to grants.
- b) **Charter Renewal** – On a separate fee basis, CSMC will assist with a charter petition for renewal.

9) Student Information System (SIS)



a) **PowerSchool Premier** – PowerSchool is a Pearson SIS product and is the market leader for charter schools. CSMC assists with the implementation, maintenance, troubleshooting, and updating. CSMC provides an ongoing program to assist you with your charter school operations. CSMC's support will not only dramatically ease your implementation of PowerSchool, but lower your overall support and operational costs. CSMC's support consists of but not limited to:

- i) Initial Product Roll out
- ii) Initial Product Training
- iii) On Going Maintenance & Support
- iv) Access to CSMC Help Desk

See Service level agreement (Attachment A) for specifics

10) **Complete CALPADS support** – CSMC and WAYS agree to discuss specifics regarding CALPADS support and shall memorialize the specific level of service for such support in a separate agreement.

Fees

One-Time Setup Fee – \$ 7,000

This fee includes all of the activities necessary to get your information into the CSMC system to enable the above services. This includes such information as:

1. Exporting information from your current bookkeeping system (if you are an operating charter school) or gathering initial bookkeeping information (if you are a new school) into our enterprise-quality software system
2. Working with you to input all of your employees' personal- and compensation-related information into our payroll system
3. Identifying all of the revenue programs your school is possibly eligible for, assisting you to make strategic decisions about which ones to pursue, and helping you to apply to any you might have missed to ensure your school receives as much revenue as possible
4. Projecting your cash flow needs for the upcoming contract period and helping you start identifying possible ways of surviving any gaps



5. Identifying which financial reports you would like to see on an ongoing basis to help you make the best strategic decisions and keep other stakeholders informed
6. Assessing your current operational and financial policies, comparing them to current best practices, and improving those that need to be updated
7. Ensure that you are comfortable with how CSMC will support you and answer any of your initial questions

Scope of Specific Services

The specific services, work and tasks set forth above shall collectively be referred to as the "Services." CSMC shall only be required to perform the Services, and shall not be required to perform any services, work or tasks other than the Services. If CSMC does perform services, work or tasks other than the Services, CSMC will not be required to do so in the future, and CSMC may with the consent of Customer seek reimbursement or payment from Customer for such services, work or tasks. Each agreement is different, and Customer acknowledges and agrees that the Services that CSMC is required to perform under this Agreement do not include all of the services CSMC has the ability to perform, and specifically does not include every service referred to or listed in CSMC's website (www.csmci.com) or other materials.

Ongoing Fee for Services

In addition to the One-Time Set-Up Fee, WAYS shall pay to CSMC monthly installments of \$ 5,500 beginning in July 1, 2014. This fee shall cover payment to CSMC for the Services. WAYS shall pay this ongoing fee for the Services until the expiration or termination of this Agreement, at which time WAYS shall within 15 days pay CSMC any unpaid monthly fees for Services. WAYS will promptly pay to CSMC the amounts set forth in this Agreement upon receipt of each monthly billing statement. Customer's payment obligation is absolute, and Customer may not withhold or deduct payment for any reason.

Term of Agreement

Setup will begin on or around July 1, 2014 and will last for all of that month.

The term of this Agreement and CSMC's obligation to perform the Services will begin on July 1, 2014 ("Start Date") and will be deemed automatically renewed on the annual anniversary of the Start Date, unless either party provides the other party with written notice 45 days in advance of the next anniversary of the Start Date of its intent to not renew this Agreement. If CSMC does not physically receive such a



notice of non-renewal prior to or on the 45th day before the next Start Date, then CSMC may rely on the automatic renewal of the term of this Agreement. However, in no event shall the term of this Agreement exceed the charter of WAYS.

Parties – No Agency

This Agreement is not intended to, and shall not be construed to create the relationship of agent, employee, partnership, or joint venture, or any other relationship other than independent contractor between CSMC and WAYS. CSMC shall be free to provide similar services for other clients.

Communication Between the Parties

WAYS will direct all communication to the CSMC Account Manager and CSMC will direct all communication to WAYS's designated primary contact, unless either party designates another representative and provides written notification of the change to the other party. CSMC agrees to keep all communication and work product with WAYS confidential to the allowable extent of State and Federal Law.

Parties Are Sole Obligors

This Agreement is entered into by the WAYS for itself alone and not on behalf of, or as an agent for, any other entity, agency, school, or school district. Any obligation of the parties to this Agreement is and shall remain the sole responsibility of the parties. CSMC agrees that no employee, executive, shareholder or director of WAYS shall be personally liable for payment or any breach of this Agreement, and that CSMC may only look to WAYS for payment or performance of the obligations required under this Agreement. Likewise, WAYS agrees that no employee, executive, shareholder or director of CSMC shall be personally liable for payment or any breach of this Agreement, and that WAYS may only look to CSMC for payment or performance of the obligations required under this Agreement. In addition, CSMC will be providing Services only to Customer, and will not be required to perform work or services to any company or person affiliated with Customer.

Document Retention

Customer agrees that it will be responsible for providing CSMC with all records pertinent to the Services, including information stored electronically such as e-mails and other computerized records. Customer agrees to retain, and not destroy, its records for the duration of any period mandated by applicable laws. CSMC shall retain its files for 3 years, after which time CSMC shall destroy its files unless



Customer requests in writing that CSMC retain files for shorter or longer retention period.

No Guarantee – Limitation to Services and Exclusion of Liability for Other Work

CSMC cannot guarantee that the Services it provides under this Agreement will yield the results sought by WAYS. CSMC will use good faith efforts in providing Services to secure the reasonable objectives sought by WAYS during CSMC's performance of its Services under this Agreement. WAYS understands and agrees that it is retaining CSMC to perform only those Services listed above and defined in this Agreement as the Services. WAYS agrees that CSMC will have no liability for, or indemnity obligations arising out of, CSMC's provision of any services, task or work not included within the definition of Services.

No Liability for Referral

The Services which CSMC is required to perform under this Agreement do not include referring Customer to any other service provider, person or company. However, from time to time, customers sometimes seek a referral from CSMC. Customer acknowledges and agrees that if it seeks a referral from CSMC, Customer shall be responsible for interviewing, researching, and retaining any such service provider, person or company; and Customer shall rely on its own assessment in making any hiring decision. CSMC does not warrant or guarantee the services, work or results of any service provider, person or company which CSMC may refer to Customer.

CSMC's Right to Rely

In performing the Services under this contract, CSMC has the right to rely upon the truthfulness, completeness and accuracy of the information and data provided to CSMC by WAYS, its directors, officers, employees and agents. CSMC shall not be expected to, and WAYS may not rely on CSMC to, disclose errors, fraudulent financial reporting, and misappropriation of assets, or illegal acts that may exist at one or more schools or offices operated by Customer. WAYS understands and agrees that CSMC has no responsibility to identify and communicate deficiencies in WAYS's internal controls as part of CSMC's provision of Services under this Agreement. In addition, WAYS shall have the responsibility to promptly notify CSMC of any material change in WAYS or WAYS's operations that might impact CSMC's ability to provide the Services under this Agreement.

Assignment



This Agreement is not assignable without the written consent of the parties hereto.

WAYS's Direction - Indemnification

WAYS acknowledges that by providing the Services, CSMC performs an advisory and task-related function, and therefore provides the Services at the direction of WAYS. WAYS retains ultimate decision-making authority on the execution of agreements, transactions and payments, and the determination of rights, processes, controls and obligations rest entirely within the discretion and control WAYS. To the extent that WAYS properly directs CSMC, and to the extent that CSMC fails to properly perform the Services, CSMC shall indemnify and hold WAYS and its officers and employees harmless from and shall defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part, but only to the extent that they arise from CSMC's active negligence or express breach of its obligations under this Agreement. Nothing in this Agreement shall require CSMC to indemnify WAYS against claims, demands or suits based upon intentional or negligent acts of WAYS, its agents, officers or employees.

Professional Services Exclusion

Customer acknowledges and agrees that CSMC does not provide legal services or licensed accounting services, and that those and other licensed professional services are not included within the Services which CSMC is required to provide under this Agreement. Customer agrees to consult a lawyer and/or licensed accountant if Customer seeks legal or accounting advice, and shall not rely on CSMC for such advice, consultation or services.

Charter Revocation, Notice to Cure, or Closure

Unless included within the definition of Services for which CSMC is responsible under this Agreement, CSMC shall not be responsible to do any work or perform services related to any charter revocation, notice to cure or related notices; nor shall CSMC be responsible for doing any work or performing any services related to any closure of any school operated by Customer.

Customer's Premises/Facilities

Customer agrees that it, and not CSMC, is responsible for the physical premises and facilities Customer operates, including whether those premises/facilities comply with the American Disabilities Act and any other applicable statutes or regulations. Customer is responsible for complying with all applicable health and fire code requirements and zoning laws. Customer shall maintain all local approvals including



applicable fire marshal clearances, certificates of occupancy, signed building permit inspections and approved zoning variances.

Customer's Insurance Responsibility

Customer represents and warrants that it has obtained property general liability insurance, workers' compensation insurance, automobile insurance (to the extent applicable), and insurance coverage for negligence, errors and omissions/educators legal liability, abuse and molestation, and employment practices liability.

No Employee Raiding

Customer recognizes and acknowledges that CSMC expends considerable time and effort and incurs substantial expense in recruiting and retaining qualified personnel. Customer agrees to not hire as an employee or independent contractor, either directly or indirectly, any employee of CSMC during the term of this Agreement and for period of one hundred twenty (120) days after such person's termination of employment with CSMC. Customer agrees that a breach of the foregoing restriction would cause irreparable harm to CSMC's business and the damages therefrom would be difficult if not impossible to measure. Consequently, if Customer breaches this provision, Customer will pay to CSMC liquidated damages fixed at twenty-five percent (25%) of the CSMC employee's yearly compensation, or projected yearly compensation, at the time of any such breach.

Termination of Agreement

WAYS may terminate this Agreement without cause by providing written notice of cancellation to CSMC at least 30 days prior to cancellation. Within 15 days of transmittal of a cancellation notice, WAYS shall pay to CSMC all unpaid fees and WAYS shall reimburse CSMC for all costs incurred by WAYS to provide the Services. The parties agree that those reimbursable costs would be difficult to calculate and therefore agree that if WAYS terminates this Agreement without cause within the first year from the Start Date, WAYS will pay to CSMC as liquidated damages fees equivalent to three months of the standard monthly fee for Services. If WAYS terminates without cause in year two following the Start Date, the liquidated damages payable to WAYS shall be two months of the fees for Services. WAYS may terminate the Agreement without cause and without paying liquidated damages at any time following the second anniversary of the Start Date. CSMC may terminate this Agreement at any time without cause and without liability by providing WAYS written notice of cancellation 30 days prior to termination. However, if WAYS terminates this Agreement for cause (e.g., due to lack of payment), WAYS need not provide advance notice of cancellation.



Sole and Entire Agreement

This Agreement sets forth the full and complete agreement between the parties and fully supersedes any and all prior agreements or understandings between the parties hereto, whether oral or written, pertaining to the subject matter hereof. No verbal modifications, additions, or deletions from this Agreement shall be permitted. All changes to this Agreement must be made in writing and signed by both parties.

Governing Law, Arbitration and Time-Bar on Claims

This Agreement shall be construed in accordance with the laws of the State of California. CSMC and WAYS agree that any and all disputes or controversies of any nature relating to or arising at any time under this Agreement or otherwise in connection with the rights and obligations under this Agreement shall be resolved by binding arbitration, which shall constitute the sole forum for any disputes between the parties to this Agreement. This means by signing this Agreement, each party is waiving the right to take court action and is waiving the right to a jury. Each party also agrees to, and hereby does, waive any right to compel the other party to participate as a defendant, cross-defendant or in any other capacity in any court action, including any action for indemnity. Arbitration shall be governed by the JAMS Comprehensive Arbitration Rules and Procedures conducted in Orange County, California. The parties to this Agreement further agree that any arbitration demand must be filed with JAMS within 12 months from the time of any breach of this Agreement, and that any claim commenced or filed after that time shall be time-barred as a matter of law.

Severability

The provisions of this Agreement are severable, and if any part of it is found unenforceable, the other paragraphs shall remain fully valid and enforceable.

Notice

Any and all notices required under this Agreement shall be delivered by overnight mail by a nationally recognized carrier to the following addresses:

CSMC HEADQUARTERS
Attn. Mr. Sandro Lanni
40925 County Center Drive
Suite 110
Temecula, CA 92591

Wisdom Academy for Young Scientists
Edward Cabil
706 East Manchester Drive
Los Angeles, CA 90001



Signatures

CSMC

A handwritten signature in black ink, appearing to read "Sandro Lanni", written over a horizontal line.

Sandro Lanni, President

CSMC

Date:

A handwritten date "8/1/14" written in black ink over a horizontal line.

Customer

A handwritten signature in black ink, appearing to read "Edward Cabil", written over a horizontal line.

Edward Cabil, Executive Director

Wisdom Academy for Young Scientists

Date:

A handwritten date "August 01, 2014" written in black ink over a horizontal line.



CSMC

*Charter School Management Corporation
Helping Charter Schools Succeed
Corporate Headquarters
40925 County Center Drive
Temecula, CA 92591*

July 22, 2014

Services Agreement Addendum for Wisdom Academy for Young Scientists

This Services Agreement Addendum for charter school business support services is between the Charter School Management Corporation and Wisdom Academy for Young Scientists on behalf of Wisdom Academy for Young Scientists. CSMC and Wisdom Academy for Young Scientists are each individually a "party" and sometimes referred to collectively as the "parties."

As indicated in our proposal to Wisdom Academy for Young Scientists, the following services shall be provided as part of the suite of services offered for the monthly/annual rate indicated:

I. Charter Renewal Support

The charter school renewal process is similar to the initial charter school petition process, but there are substantial differences. Renewal applications must meet the same legal requirements and cover all the required elements of a charter petition, but in addition, they must include renewal criteria demonstrating school progress and success, including state API data. Additionally, there may be recently added requirements not addressed in the previous petition application that will need to be included in the renewal petition.

CSMC will:

Review the current petition and evaluate the stated goals.

Evaluate the current academic and operational performance of the organization.

Assess the current petition's compliance with all new regulations applicable to charter schools.

Recommend new or revised language to better allow for operational flexibility and compliance.

Generate all necessary financial statements and budget projections.

Provide charter petition advocacy and authorizer negotiations as necessary.

2. Finance & Governance Academy Training

CSMC will help equip your school with the right information, training, and tools that will put your leadership and board on a path toward operational excellence. These trainings are part of our services agreement, and are offered either on site or web-based, whatever Wisdom Academy for Young Scientists finds more convenient. Trainings typically last one to two hours.

2a. Charter Vision Finance Academy

CSMC's Charter Vision Finance Academy will give Wisdom Academy for Young Scientists the in-depth training and insight that its school leaders and board members need to make informed decisions and effective long term planning. Primary areas addressed in training include:

- State budget overview and outlook
- Cash flow planning
- Revenue programs
- Expense benchmarking
- Primary reporting requirements
- Annual audits
- Maximizing revenues & managing expenses

2b. Charter Vision Governance Academy

While we are no replacement for quality legal advice, CSMC can provide your leadership and board members with the basic charter school board rules and regulations that each school should know. Primary areas addressed include:

- Board roles & responsibilities
- Administrative roles & responsibilities
- Charter leadership set-up
- Basic Brown Act & Conflict of Interest training

3. Facilities - Acquisition, Finance, Lease, Planning

CSMC has been a leader in the facilities and facilities finance advice space for most of its 14 years of existence. We have advised dozens of clients on their buildings or prospective buildings, and prefer to be closely involved in the buildout process to offer the best advice on affording and planning your buildout. Our facilities finance division has experienced lenders who provide unbiased, independent advice on what is best for your school. In addition, CSMC has assisted many schools to identify, acquire or lease, and build out their sites. On the financing side, we assist in identifying, evaluating and comparing traditional loans such as:

- Construction Loans
 - Interest-only, 6 – 18 month terms, capitalized interest
- Permanent Loans
 - Longer Term (7 – 10 years), Max Loan-To-Value, Amortizing
- Leasehold Improvement Loans
 - Term matches Lease, Leasehold mortgage / lease assignment

4. Financing - Loan Procurement

CSMC works with multiple lenders to ensure its independence and your lowest costs. We never work with lenders for a fee, as we believe it compromises the school's ability to get the best rates. There are three kinds of lenders, and with each of category of lender comes certain criteria, benefits and challenges.

- Factoring companies
- Bond issuers
- Banks – lines of credit

CSMC is committed to finding your school the best and lowest cost solution.

5. Insurance - Cost Management

CSMC has worked with and continues to work with multiple insurance companies. We do this to ensure your costs are the lowest they can be, while still protecting you and your school and employees. CSMC is often in the position with new school clients to find them savings in their annual insurance bills. We provide an annual insurance audit as part of our service to ensure your school is keeping its costs low and passing along the savings to the classroom.

6. Development and Grant Administration

CSMC has been managing grants as part of its back office support since its inception. We work closely with your school and its grantors to ensure absolute compliance. On the reporting side, our staff ensures that all reporting is completed accurately and on time, for any grant, award, program, state, county, and district report related to financial, or operating activity.

This Services Agreement Addendum is included as part of the two parties' contractual obligations.

CSMC HEADQUARTERS
Attention: Mr. Sandro Lanni
40925 County Center Drive
Suite 110
Temecula, CA 92591

Wisdom Academy for Young Scientists
Attention: Mr. Edward Cabil
706 E Manchester Ave
Los Angeles, CA 90001

CSMC



Sandro Lanni, President
CSMC

Date:

8/1/14

Wisdom Academy for Young Scientists



Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists

Date:

August 01, 2014

7651 S. CENTRAL AVE.
LOS ANGELES, CA 90001
323-537-8194

WISDOM ACADEMY FOR YOUNG SCIENTISTS

706 E. MANCHESTER AVE.
LOS ANGELES, CA 90001
PH: 323-752-6655

8778 S. CENTRAL AVE
LOS ANGELES, CA 90001
323-589-6500

November 18, 2014

Members of the Los Angeles County Board of Education
c/o Superintendent Arturo Delgado
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: LACOE Staff Report to County Board on Final Decision Regarding Charter
Revocation for Wisdom Academy for Young Scientists ("WAYS")

Dear Members of the Board of Education:

The purpose of this letter is to respond to the LACOE staff's written report that recommends the County Board of Education make a final decision to revoke the WAYS charter ("Report"). We urge the Board *not* to revoke the charter, and we write this letter both toward that goal and also for purposes of the school's anticipated appeal to the State Board of Education.

We were astounded to read the Report's statement that "WAYS has failed to dispute the factual matters and violations identified in the NIR and NOV." For over four months now since issuance of the NOV, *WAYS has repeatedly and comprehensively "disputed" the factual matters and violations identified in the NIR and NOV.* The record could not be clearer on this point. Our board members, attorneys, consultants, staff, parents and students have disputed the facts and violations in the NIR and NOV in as many ways as we could, such as in detailed letters to LACOE staff and the County Board, in conferences with LACOE staff Judy Higelin and Courtney Brady, and at every opportunity in person before the County Board. We disputed the facts and conclusions in the NIR and NOV even before those documents were issued, since 2011 in response to Notices to Cure from LACOE staff. We disputed them in and after the remedy period afforded under the NOV. WAYS could not have made it clearer that we indeed "dispute" LACOE staff's statements and conclusions about our school. We provided each of you individually with a disc containing hundreds of pages of evidence responding to every concern raised by LACOE staff. Nearly all of our responsive evidence to the NOV is un-refuted by LACOE staff.

Importantly, WAYS has taken every step we could take to compromise with LACOE staff and cure the purported violations identified in the NOV and NIR. Yet every time WAYS has done what LACOE staff requested in the NOV to remedy a purported violation, LACOE has demanded

more, or something altogether different. We note that the issues in the NOV, NIR and now the Report have morphed and mutated dramatically as LACOE staff has “piled on” requirements and purported “evidence.” It has become—both as a practical matter and as a matter of law—impossible for the school to actually “cure” any of the violations. Perhaps that was your staff’s intent. We hope the County Board and State can see that there is *no basis in the charter law* for the demands LACOE staff has made of the WAYS charter school. Here are a few examples:

- LACOE staff and the County Board members expressed concern with the composition of the WAYS board. The NOV did not ask for the removal of any board members by name, nor claim any board members committed violations of law, but simply stated that the WAYS board “failed to exercise fiscal and institutional control.” In response, the five-member WAYS board removed two of its members in July 2014, then added four new board members (two were added July 23, 2014, and two were added in October 2014).¹ Now, LACOE staff says this overhaul was not enough. The Report states that in order to cure the violations in the NOV, *each and every* WAYS board member who has served since 2011 was required to be removed from the board. This is a demand that was *not* made in the NOV or the NIR, nor by the County Board. We fail to see any authority whatsoever under the charter schools law for an authorizer to demand that a charter school entirely replace its governing board (and who shall act to entirely replace the board, if not the board itself?). This demand is inconsistent with how the nonprofit corporations law works: the Report states that WAYS cannot “rely on a majority vote of the Board to remove existing members,” but a majority vote of the board is *exactly* how the law and the corporate bylaws require the WAYS board to make such decisions. As a practical matter, we are unclear how any charter school could accomplish a total board replacement in the course of 4 months while under attack from its authorizer, and remain stable and functional. (Ironically, the Report chastises WAYS for historically high board turnover at the same time it claims the turnover was too low.) We also fail to see any reason why the LACOE staff would wait until several months *after* closure of the NOV’s remedy period to make this demand, except to make it impossible for the school to cure the violations.
- The NOV stated that the school’s fiscal policies and internal controls were inadequate. This was a surprise to WAYS, as we had adopted revised fiscal policies and internal controls just weeks before the NOV was issued on April 30, 2014—fiscal policies and controls that were *directed by and reviewed by LACOE’s own Controller*. Nonetheless, in response to the NOV, WAYS hired a new back office services provider (Charter School Management Corporation) and set out to revise and adopt new, re-revised fiscal policies and internal controls. LACOE’s Executive Director of LACOE Business and Finance actually participated in revising WAYS’ Financial Policies and Procedures

¹ We note these two board members, who were nominated by Celerity Educational Group, have since resigned from the WAYS Board given that the Celerity contract is not proceeding as previously planned.

Handbook. The WAYS board adopted the re-revised policies on September 17, 2014. Unbelievably, *after two revisions at LACOE's direction*, the Report now states that the re-revised fiscal policies and internal controls are deficient.

- The NOV and NIR identified a host of issues related to overall management of WAYS (board meeting practices and Brown Act compliance, vendor selection, relations with LACOE staff, assistance for instructional school leadership, operations, facilities). In response, the WAYS board carefully considered and voted for Celerity Educational Group (“Celerity”) to be the charter management organization (“CMO”) for WAYS and also function as the school’s Executive Director. WAYS’ Board President and the CEO of Celerity met with LACOE Project Director Judy Higelin to discuss this plan in detail as a cure to the NOV and NIR. Celerity already operates the successful Celerity Sirius Charter School authorized by LACOE, as well as several schools authorized by LAUSD. Under the WAYS contract, Celerity would take over day-to-day operations of WAYS for the remainder of WAYS’ charter term, and the contract was approved by both WAYS’ and Celerity’s boards. *The contract reflected all the provisions specifically requested by LACOE’s Judy Higelin, including a provision that it be expressly conditioned on approval by the County Board of a material revision of the WAYS charter.* WAYS submitted the request for a material revision, and even hired the proposed Celerity principal to run the school in the interim while it waited for the County Board’s consideration of the material revision of the charter. Now, the Report claims the Celerity contract and proposed material revision to the WAYS charter is an “insufficient remedy.”
- The NOV took issue with WAYS former Director of Operations. In response, WAYS explained that the former Director of Operations did *not* violate any laws or conflict of interest rules, but as a compromise to LACOE, WAYS also quickly ended the former Director of Operations’ employment relationship with the school. It immediately hired a new Director of Operations. The Report states WAYS failed to cure because the former Director of Operations was retained temporarily as an independent contractor. It is true that *the former Director of Operations was required to train his replacement and assist the school’s Board of Directors in responding to LACOE’s NOV and NIR.* LACOE staff *created* the problem of him being a temporary independent contractor by demanding that he immediately end his employment with the school in the middle of a charter revocation. The former Director of Operations has not performed work for the school for months.

Education Code section 47607(c)(2) mandates charter authorizers to consider increases in pupil academic achievement for all groups of pupils served by the charter school as the *most important factor* in determining whether to revoke a charter. LACOE has failed to do so. An authorizer is required to consider increases in pupil academic achievement over time, rather than a one-year snapshot of performance, and must look specifically at test scores of any numerically significant subgroup. Simply finding that a charter school has made governance or legal errors is no longer legally enough to justify revocation. Under Education Code section 47607(c)(2), it is not enough for the County Board to simply “keep in mind” or “take into account” WAYS’

academic achievement when deciding whether to revoke the WAYS charter. Instead, a charter authority must give *extra weight* to this factor when it considers all the information presented in support of a charter revocation. ***Findings related to WAYS' academic achievement are more important than any findings that the school violated its charter, engaged in fiscal mismanagement, or violated any provision of the law.*** Failure to adequately consider academic achievement results in an unlawful revocation. (See *American Indian Model Schools v. OUSD* (2014) 227 Cal.App.4th 258.)

The NOV failed to raise any concern whatsoever about student achievement at WAYS. The Report discusses Section 47607(c)(2) and it refers to the NIR, but LACOE provided no analysis, discussion or even mention of student achievement in the NOV or during the “cure” period. The Report and NIR cannot at this late phase of the revocation add **new** or **additional** evidence to revoke WAYS’ charter. Under the law, LACOE was required to provide a due process opportunity for WAYS to respond, refute and/or cure **any** and **all** evidence for charter revocation.

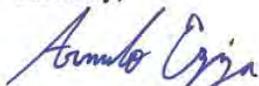
The Report erroneously states that “WAYS has not demonstrated consistent increases in pupil achievement since the charter school began operation.” But there is no requirement for WAYS to “demonstrate” that here. The burden is not on WAYS to demonstrate student achievement in a revocation. Rather, **the burden is on LACOE to explain how the alleged defects in management at WAYS outweigh student achievement.** It is not enough to simply recite WAYS’ scores in comparison to other schools, as the Report attempts to do. (See *American Indian Model Schools v. OUSD* (2014) 227 Cal.App.4th 258.)

WAYS not only met its schoolwide growth target in 2012-2013, it met its growth target for all student groups, including its Hispanic or Latino and socioeconomically disadvantaged students. As we previously pointed out, WAYS had a growth in API score of 54 points in 2012-13, which is the *highest growth score* of the 38 public elementary schools identified in LACOE’s own Report that are within a 3-mile radius of the school’s East Manchester campus. The 54 point growth last year is a significant jump considering the average growth during that period for public schools overseen by LACOE was only 3 points. Although WAYS did have a dip in API from its impressively high score of 879 in 2009-10, WAYS has rebounded to show incredible growth over the past year, which the Report inexplicably dismisses.

LACOE staff’s own charts and information in the Report (that LACOE provided for the very first time) shows that WAYS has increased its academic achievement in several areas and continues to rank highly when compared to its resident and comparison schools. WAYS’ proficiency rates in both ELA and Math have increased from 2011-12 to 2012-13. WAYS currently ranks 4th in ELA and 3rd in math proficiency rates among the resident schools identified in the Report. WAYS’ 3-year average API score of 741 also ranks 6th or higher compared to the resident schools on a schoolwide basis and for *every identified pupil group*: African American, Hispanic/Latino, socioeconomically disadvantaged, English Learners, and students with disabilities. As the Report itself points out, if WAYS’ students attended the identified resident schools, almost 60% of our students would be forced to attend a school with a lower 3-year weighted average schoolwide API. In other words, ***if the County Board revokes our charter, the majority of our students will be forced to attend schools that have a lower academic performance record.***

For all of the reasons stated above, we respectfully ask that you do not vote to revoke the
WAYS charter.

Sincerely,

A handwritten signature in blue ink that reads "Armando Espinoza". The signature is written in a cursive style with a large initial 'A'.

Armando Espinoza

Board Chair, WAYS Board of Directors

APPROVED
NO. 14:2014-15

MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, November 18, 2014

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, November 18, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Ms. Katie Braude, Dr. Jose Zapata Calderon, Mr. Alex Johnson, and Dr. Rebecca Turrentine

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:17 p.m.

PLEDGE OF ALLEGIANCE

Dr. Reisler led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the Board agenda as presented. There were 7 ayes.

APPROVAL OF MINUTES

- **November 4, 2014** – The minutes were approved as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Turrentine

- Dr. Turrentine indicated that she visited Camp Munz/Mendenhall unannounced on November 7, 2014. She said that during that week, there were mudslides and teachers/staff could not get through the roads for three days. When the roads became accessible on Thursday, a transformer went out in the community causing disruption at the school site with power going out. She said that because of the incidents during the week, the staff postponed student testing on the CAHSEE until Friday. Dr. Turrentine decided not to do classroom visits in order to not cause any further disruption. Instead

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she heard first-hand how Road to Success Academy was created and how the school had to overcome in order to move ahead with the program. Dr. Turrentine indicated that in May 2015, RTSA will launch their Career Tech Education building/program with 20 stations.

Mr. Johnson

- Mr. Johnson indicated that he and Dr. Delgado attended a meeting yesterday with Mr. Austin Beutner, publisher for the Los Angeles and Founder of *Vision to Learn*, which provides eye exams and glasses free of charge to children in low-income communities. He said that the organization has been in existence for about two years and that there is an opportunity to bring the program to LACOE and students that we serve. Mr. Johnson indicated that recently, with temporary funding of \$2M over 3 years by the Governor's Office, Governor Brown and Mr. Beutner launched a statewide expansion for a pilot program for Vision to Learn.

Dr. Delgado indicated that school districts will be able to tap into the pilot program as well as LACOE Head Start Program and Juvenile Court School students.

Mr. Boyd

- Mr. Boyd thanked Mr. Johnson for his involvement with the Vision to Learn program and said that the program will make a difference in the lives of children and perhaps may extend the pilot program to include testing children's hearing.
- Mr. Boyd talked about how six years ago there was an extended political celebration through February 2009 and that the former Superintendent arranged for a trip to Washington D.C. for the inauguration. He said that with that in mind, he suggested that the County Board celebrate the first African American Senator elected from South Carolina, Tim Scott; the first African American woman elected to Federal Office in Utah, Mia Love; the youngest American State Legislator in U.S. history, Saira Blair; the first woman Senator elected from the State of Iowa, Joni Ernst; the first woman Senator elected from the State of West Virginia Shelley Moore Capito; the re-election of the first Hispanic female Governor of New Mexico, Susana Martinez; the first Hispanic Governor of Nevada, Brian Sandoval; and the first Vietnamese Senator, Janet Nguyen. Mr. Boyd indicated that he hopes that with the new composition of the Senate and the House, that the lobbying firm in Washington D.C. will take the opportunity to look at things from a different perspective.

Dr. Calderon

- Dr. Calderon said that he has been an advocate for programs that transition from Head Start to regular school. He said that some studies indicate that Head Start does very well, but that children seem to have a problem in transitioning to regular school. Dr. Calderon spoke about an article in the District Administration online magazine that highlights an innovative LACOE Head Start-State Preschool social emotional model of intervention, which will help prepare more than 13,000 at-risk preschool children in Los Angeles for kindergarten.

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- Dr. Calderon reported the continued collaboration with Pomona Unified School District and that they are working on a park called Cesar Chavez, which is falling apart. He said that there is parent and community involvement to redevelop the park. He said that Cal Poly, Mount Sac and Claremont Colleges have collaborated in providing mentoring and after-school tutoring at the park and that 200 people attended a commemoration of the park on Saturday, November 15.
- Dr. Calderon said that the forums in Pomona are going well. They had a Driver's License Forum with about 500 people in attendance. He said that there was a Deferred Action for Childhood Arrivals (DACA) Workshop as well as a scheduled forum for obtaining a Matricula Consular, which can be used as an official form of identification in the United States. He emphasized the outreach to immigrant parents and thanked those agencies that have collaborated in this outreach effort, which included NAACP, United Food and Commercial Workers International Union, and teachers unions. He hopes that other districts will also collaborate in this effort.

Dr. Reisler

- Dr. Reisler indicated that he and Mr. Johnson attended a Discovery Cube grand opening on November 13, 2014, along with many other people and community leaders near the City of Pomona and located in the Hansen Dam Recreation area. He said that it was meaningful for him because he has been a longtime supporter of the Los Angeles Children's Museum. He said that a structure was built 7 years ago and sat empty until just recently when Discovery Cube Foundation in Orange County came in and successfully created the museum in collaboration with the Department of Water and Power, the Department of Sanitation, and many other people and made this museum in the County of Los Angeles operational.

Dr. Delgado

- Dr. Delgado mentioned several meetings that he has attended since the last County Board meeting.
 - On October 29, he and Ms. Braude attended a CSBA Collaboration meeting in Sacramento. There will be ongoing meetings where attendees will be making recommendations to LCFF.
 - On October 30, the Superintendent's Fall Convocation took place. Dr. Delgado said it was well attended and that Rachel's Challenge did a presentation. Dr. Delgado also mentioned that he accepted an invitation to be on the Advisory Board for Rachel's Challenge.
 - From November 2-4, Dr. Delgado along with Diana Velasquez, attended a meeting in Baltimore, Maryland where they did a presentation on the RTSA model. He said he was proud to know that LACOE is the first agency focused on doing RTSA and the entire program and not just bits and pieces. He said that Ms. Velasquez did a great job in her presentation and he was impressed.

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- On November 13, the 33rd PTA President and Administrators Conference took place. He said that the breakfast conference was well attended with over 300 people.
- On November 17, he had the opportunity to visit with the Antelope Valley School Board's Association and shared what LACOE is doing and our successes. He said that he has now been able to visit all of the schools in the Antelope Valley area and that there are a lot of great things happening in the Antelope Valley area.

COMMUNICATIONS: PUBLIC

Mr. Don Bailey, a teacher at Boys Republic in East Los Angeles PAU, addressed the County Board. He said he was glad to be present for the presentation during the Board Curriculum, Instruction and Assessment Committee meeting on AfterCare and that he was happy to know that LACOE's plan on reducing recidivism is a high priority.

PRESENTATIONS

RECOGNITION OF EXEMPLARY PERFORMANCE BY HEAD START/EARLY HEAD START TEACHERS

The Superintendent and County Board presented to two Head Start/Early Head Start teachers with the First Annual Golden Apple Award, Ms. Oleatha Thomas, Pomona USD Child Development and Ms. Hilda Bracamontes-Colon, Norwalk La Mirada USD.

HEARINGS (none)

REPORTS / STUDY TOPICS

WILLIAMS LEGISLATION 2014 ANNUAL REPORT ON FINDINGS FOR THE 2013-14 SCHOOL VISITS AND MONITORING

Williams legislation directs and authorizes the Los Angeles County Superintendent of Schools to visit and monitor low-performing schools across the County to ensure that all students have equal access to the basics of a quality education: textbooks, safe and clean school facilities, and qualified teachers. District and school data was presented for the 2013-14 academic year.

REPORT ON FINAL DECISION ON CHARTER REVOCATION FOR WISDOM ACADEMY FOR YOUNG SCIENTISTS, GRADES K-5, PURSUANT TO EDUCATION CODE 47607(E)

Ms. Greta Proctor, Attorney for Procopio and Mr. Armando Espinoza, WAYS Board President spoke in support of WAYS. Ms. Proctor distributed a 5-page document to the County Board dated November 18, 2014, and signed by Mr. Armando Espinoza.

Ms. Yolanda Benitez, Chief Academic Officer provided an overview of the charter school.

Both Ms. Courtney Brady, Deputy General Counsel, and Ms. Dina Wilson, Coordinator for the Charter Schools Office, provided a report to the County Board on the final decision on charter revocation for Wisdom Academy for Young Scientists (WAYS), Grades K-5.

Los Angeles County Board of Education
Minutes of November 18, 2014

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Pursuant to Education Code 47607(E), which states that “no later than 30 days after the public hearing, the chartering authority shall issue a final decision to revoke or decline to revoke the charter...”

- On June 3, 2014, a Notice of Violation was issued by the County Board to the charter school;
- WAYS was provided an opportunity to remedy by July 31, 2014;
- On September 23, 2014, the County board issued a Notice of Intent to Revoke and Notice of Facts in Support of Revocation and notified WAYS that the authorizing entity had determined the charter school failed to remedy violations under Ed Code 47607(e).
- On October 21, 2014, a public hearing was held on the issue of whether evidence exists to revoke the charter for WAYS;
- On November 14, 2014, the Charter School Office (CSO) was notified that the contract for charter management services between WAYS and Celerity Educational Group (CEG) was terminated. In addition, the CSO was notified that the two WAYS Board members recruited by CEG, and WAYS principal recruited by CEG, had resigned. The CEG contract, Board members and principal were integral components of WAYS’ remedy.

WAYS had therefore failed to remedy the violations identified in the Notice of Violation issued by the County Board on June 3, 2014 and the Notice of Intent to Revoke issued by the County Board. As a result, the Superintendent found that there is substantial evidence to support the revocation of the WAYS charter because WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement, EC 47607(c)(1)(C), and WAYS committee a material violation of...the conditions, standards, or procedures set forth in the charter. EC 47607(c)(1)(A).

The County Board had a discussion on this item.

Mr. Johnson asked Mr. Armando Espinoza why the agreement between CEG and WAYS was dissolved.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Johnson, and **CARRIED** for the County Board to move and depart from its rules and give Mr. Espinoza amount of time allowed during Public Comment time. There were 7 ayes.

Mr. Espinoza returned to the podium to answer Mr. Johnson’s question regarding the agreement between CEG and WAYS and why the agreement was dissolved.

(The County Board took a short recess: 4:45-4:54 p.m.)

REPORT ON THE COMMON CORE PLAN FOR EDUCATIONAL PROGRAMS

Dr. Avila provided a brief overview of the report on the Common Core Plan for Educational Programs to the County Board. He said that LACOE received a total of \$1,135,841 for the implementation of Common Core State Standards (CCSS) pursuant to AB 86, Section 85 (Chapter 48, Statutes of 2013). As a condition for receiving funds allocated pursuant to this section, a school district, county office of education, charter school, or state special school shall do both of the following: 1) Develop and adopt a plan delineating how funds allocated pursuant

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to this section shall be spent. The plan shall be explained in a public meeting of the governing board of the school district, county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting. 2) On or before July 2, 2015, report detailed expenditure information to the State Department of Education, including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators who received professional development. The State Department of Education shall determine the format for this report.

Dr. Avila reported that LACOE Educational Programs is committed to implementing CCSS, as detailed in the attached implementation plan to the County Board. He said the CCSS Implementation Plan is integrated into the Educational programs' Local Control and Accountability Plan (LCAP) and that the purpose of the implementation plan is to ensure that the CCSS is fully implemented through the core content in all classrooms operated by Educational Programs. The plan identified the major phases, activities, and needed resources for the successful implementation of the CCSS.

Mr. Jason Hasty, Coordinator for the Division of Student Programs, presented a summary of the report on the Common Core Plan for Educational Programs to the County Board. The plan included information on activity, budget, justification and update on Professional Development (PD): English /Language Arts'; PD Math; PD English Language Development; PD Administrator; Assessment; Curriculum; and Technology for the following fiscal years:

- Division of Student Programs (DSP) Fall 2012-13 – prior to receipt of CC Funds
- Division of Special Education (DSE) Fall 2012-13 – prior to receipt of CC Funds
- DSP Fall 2013-14
- DSE Fall 2013-15
- DSP Fall 2014-15
- DSE Fall 2014-15

The report also included information on future trainings and expenditures for Fall 2014, and Spring 2015; a Training Plan for 2014-15 was shared with the County Board along with a Technology model plan for an increase of regional support.

CONSENT CALENDAR RECOMMENDATIONS (none)

RECOMMENDATIONS

ISSUE A FINAL DECISION TO REVOKE THE CHARTER OF THE WISDOM ACADEMY FOR YOUNG SCIENTIST, GRADES K-5

The Superintendent recommended that the County Board take action to adopt the findings of fact contained within the Notice of Violation (NOV), Notice of Intent to Revoke (NIR), the November 18, 2014 Report and its addendum, to the County Board and issue a final decision to revoke the charter of Wisdom Academy for Young Scientists based on the following:

- WAYS failed to meet generally accepted accounting principles and engaged in fiscal mismanagement EC §47607(c)(1)(C).

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- WAYS committed a material violation of the conditions, standards, or procedures set forth in the charter EC §47607(c)(1)(A)
- WAYS failed to provide evidence that the violations identified in the Notice of Violation and the Notice of Intent to Revoke were remedied.

It was **MOVED** by Dr. Reisler, **SECONDED** by Dr. Turrentine, and **CARRIED** to take action to adopt the findings of fact contained within the Notice of Violation (NOV), Notice of Intent to Revoke (NIR), the November 18, 2014 Report and its addendum, to the County Board and issue a final decision to revoke the charter of WAYS. There were 7 ayes.

ADOPTION OF BOARD RESOLUTION NO. 9: 2014-15. AUTHORITY TO RENDER ZONING ORDINANCE INAPPLICABLE

The Superintendent recommended approval of Board Resolution No. 9 which will allow LACOE to open a County Community School at Liberty Plaza Community Center.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Saenz, and **CARRIED** to approve Board Resolution No. 9. There were 7 ayes.

APPROVAL FOR THE OPENING OF NON-CONFORMING COUNTY COMMUNITY SCHOOL

The Superintendent recommended that the County Board approve the opening of a non-conforming County Community School at Liberty Plaza Community Center.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the opening of a non-conforming County Community School at Liberty Plaza Community Center. There were 7 ayes.

APPROVAL OF THE COMMON CORE PLAN FOR EDUCATIONAL PROGRAMS

The Superintendent recommended that the County Board approve the Common Core Plan for Educational Programs.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Mr. Johnson, and **CARRIED** to approve the Common Core Plan for Educational Programs. There were 7 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado had nothing to report to the County Board.

BOARD COMMITTEE/LIAISON REPORTS

Dr. Calderon indicated that a Board Curriculum, Instruction and Assessment Committee meeting was held today.

Los Angeles County Board of Education
Minutes of November 18, 2014

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**LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE,
ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP**
Dr. Delgado reviewed the Board calendar for the December 2, 2014, Board meeting.

(The County Board took a short recess: 5:20-5:25 p.m.)

Mr. Saenz left the Board meeting at 5:24 p.m.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Destiny C. v. Los Angeles Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present and there was no one to represent the appellant for the hearing. LACOE staff indicated that the appellant requested that LACOE proceed without anyone on the appellate side present at the hearing. Ms. Debra Villescas, Pupil Services and Attendance Counselor, represented Los Angeles Unified School District.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting yes were Mr. Boyd and Dr. Calderon. Voting no were Dr. Reisler, Mr. Johnson, Dr. Turrentine and Ms. Braude. The appeal was denied.

ADJOURNMENT

Ms. Braude adjourned the meeting at 5:39 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to adjourn the meeting. There were 6 ayes.



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

November 19, 2014

*Via First Class Mail and E-mail to:
edcabil@sbcglobal.net
armando.espinoza.10@my.csun.edu*

Arturo Delgado, Ed.D.
Superintendent

Los Angeles County
Board of Education

Katie Braude
President

Thomas A. Saenz
Vice President

Douglas R. Boyd

José Z. Calderón

Alex Johnson

Raymond Reisler

Rebecca J. Turrentine

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
Mr. Armando Espinoza, Interim Chair
Ms. Annette Ford
Ms. Cheryl Johnson
Ms. Diana Miketta
Dr. Dorothy Valenti
706 E. Manchester Ave.
Los Angeles, CA 90001

Dear Mr. Cabil and Members of Wisdom Academy for Young Scientists Board:

Confirmation of County Board Action Regarding Wisdom Academy for Young Scientists Charter

This letter serves as written notice of the Final Decision of by the Los Angeles County Board of Education ("County Board") on the revocation of the Wisdom Academy for Young Scientists ("WAYS") charter.

In accordance with *Education Code* § 47607(e), at its regular meeting held Tuesday, November 18, 2014, the County Board took action and issued its Final Decision to Revoke the charter for WAYS. County Board authority to operate WAYS ends December 19, 2014.

The stamped approved action attached to this letter constitutes the County Board's final order on this matter.

Closure of charter schools is conducted pursuant to the *California Code of Regulations*, Title 5, §§ 11962 and 11962.1. WAYS shall adhere to these closure procedures including providing the Charter School Office (CSO) with the name(s) and contact information for the person(s) to whom inquires may be made regarding closure. Pursuant to these sections, WAYS shall make the school's student and personnel records available for pick-up by the CSO on January 12, 2014.

Pursuant to *Education Code* § 47604.32(e) and the *California Code of Regulations*, Title 5, § 11962.1, this letter provides notification to the California Department of Education that WAYS the charter has been revoked, the effective date, and the location of student and personnel records.

Should you have any questions, please contact the CSO at (562) 922-8806.

Sincerely,

A handwritten signature in black ink that reads "Judy Higelin".

Judy Higelin
Project Director III
Charter School Office
Division of Accountability, Support and Monitoring

Mr. Edward Cabil, Executive Director
Wisdom Academy for Young Scientists Board
November 19, 2014
Page 2

JH:ls
Attachment

c: Cindy Chan, Interim Director, Charter Schools Division, CDE
Judie Hall, Education Administrator, Charter Schools Division, CDE
Ramon Cortines, Superintendent, Los Angeles Unified School District
Jose Cole-Guiterrez, Director, Los Angeles Unified School District Charter Schools Division
Ginger Hovenick, Ed.D., Director of Schools and Member Relations, WASC
Arturo Delgado, Ed.D., Superintendent, LACOE
Yolanda M. Benitez, Chief Academic Officer, Educational Services, LACOE
Scott Price, Ph.D., Chief Financial Officer, Business Services, LACOE
Olivia Fuentes, Director, Division of Accountability, Support and Monitoring, LACOE
James Anderson, Director III, SELPA, LACOE
Paul Landry, Director, Internal Audit & Analysis, LACOE
Debbie Magnuson, Operations Manager, Human Resources Services, LACOE
Sylvia Carrillo, Principal Systems Specialist, School Financial Services, LACOE

APPROVED
LOS ANGELES COUNTY
BOARD OF EDUCATION

NOV 18 2014

BY: AP:RC
Ex Officio Secretary

Board Meeting – November 18, 2014

Item VIII. Recommendations

A. Issue a Final Decision to Revoke the Charter of the *Wisdom Academy for Young Scientists, Grades K-5*

The Superintendent recommends that the Los Angeles County Board of Education (County Board) take action to adopt the findings of fact contained within the Notice of Violation (NOV), Notice of Intent to Revoke (NIR), the November 18, 2014 Report and its addendum, to the County Board and issue a final decision to revoke the charter of Wisdom Academy for Young Scientists based on the following grounds:

- I. Wisdom Academy for Young Scientists (WAYS) failed to meet generally accepted accounting principles and engaged in fiscal mismanagement. EC § 47607(c)(1)(C).
- II. WAYS committed a material violation of the conditions, standards, or procedures set forth in the charter. EC § 47607(c)(1)(A).
- III. WAYS failed to provide evidence that the violations identified in the Notice of Violation and the Notice of Intent to Revoke were remedied.

Pursuant to Education Code (EC) section 47607(c)(1), the authorizing entity "may revoke the charter of a charter school if it finds, through a showing of substantial evidence, that the charter school did any of the following:

- (A) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- (B) Failed to meet or pursue any of the pupil outcomes identified in the charter.
- (C) Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- (D) Violated any provision of law."

EC § 47607(e) and California Code of Regulations, Title 5 (5 CCR) section 11968.5.2 detail the revocation process. The County Board has adhered to these requirements and afforded WAYS due process throughout these proceedings. The Addendum to the November 18, 2014 Report demonstrates that the charter management contract, WAYS' principal means of purported remedy, has been terminated. The NOV, NIR, November 18, 2014 Report and its Addendum contain substantial evidence supporting revocation.

Board Meeting – November 18, 2014

Issue a Final Decision to Revoke the Charter of the *Wisdom Academy for Young Scientists, Grades K-5*

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Pursuant to EC § 47607(c)(2), the County Board has considered the academic achievement of WAYS as detailed in the NIR, the September 23, 2014 letter from WAYS to the County Board, and the November 18, 2014 Report to the County Board. The County Board has determined that the school has not demonstrated increases in pupil academic achievement for all groups of pupils served by the charter school. WAYS' schoolwide Growth API peaked in 2010 but dropped 143 points in 2011. Since that time the school has not regained that loss. The Growth API for the groups of students served by the school is aligned with this schoolwide trend. The County Board has also considered the academic performance of WAYS and weighed it against the violations identified in the NOV and NIR. The County Board finds that the severity of the identified violations combined with the school's failure to demonstrate increases in pupil academic achievement support the revocation of the WAYS' charter.

In making its final decision to revoke WAYS' charter, the County Board considered the NOV; WAYS' July 31, 2014 response to the NOV; the NIR; documents submitted by WAYS subsequent to the conclusion of the remedy period, including WAYS' September 23, 2014 letter to the County Board and documents cited in the November 18, 2014 staff report to the County Board; public testimony given on June 3, 2014, September 23, 2014, October 14, 2014, and at the Public Hearing held October 21, 2014; the November 18, 2014 Report and its Addendum to the County Board, and WAYS' academic performance. The above-described documents are incorporated by reference and provide the substantial evidence upon which this recommendation is based.

The Superintendent recommends that the charter for WAYS is revoked effective December 19, 2014, the last day of instruction prior to the school's winter holiday break. Revoking the charter as of this date provides parents and students with adequate notice and time to enroll in alternate educational programs including those operated by the Los Angeles Unified School District, which resumes instruction January 12, 2015. A plan for closure, aligned to the school's charter, EC § 47605(b)(5)(P), 5CCR §§ 11962 and 11962.1, and the fully executed Monitoring and Oversight Memorandum of Understanding between WAYS and LACOE will be implemented.

If the County Board revokes the WAYS' charter based on written findings of fiscal mismanagement pursuant to EC § 47607(c)(1)(C), WAYS will not continue to qualify as a charter school for funding and for all other purposes during the pendency of an appeal. EC § 47607(i) Pursuant to EC § 47607(g)(1), if a county board revokes a charter the school may appeal to the state board of education within thirty days of the final decision of the chartering authority.

Wadsworth, Merrick

Subject: FW: Request for presentations regarding WAYS charter revocation

From: Proctor, Greta A.
Sent: Wednesday, December 17, 2014 4:34 PM
To: 'Higelin_Judy'; Stender, Tracie E.
Subject: RE: Request for presentations regarding WAYS charter revocation

Judy,

Thank you for the update. In our phone conversation Monday, we discussed that WAYS is finalizing the administrative record for its state appeal due this week, and I asked for planning purposes whether LACOE would be responding under the PRA timeline. You told me that it would be no problem for you to email me the PowerPoint materials directly in the next couple days. Based on your email today, it sounds like LACOE has decided to take the full 10 days to respond under the PRA. We can put a slipsheet in the administrative record as a placeholder until we do receive the documents, but please keep me posted with an estimated timeframe for emailing them over.

Greta A. Proctor
Associate

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3219
direct fax: (619) 744-5419
greta.proctor@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

From: Higelin_Judy [mailto:Higelin_Judy@lacoed.edu]
Sent: Wednesday, December 17, 2014 9:01 AM
To: Proctor, Greta A.; Stender, Tracie E.
Subject: RE: Request for presentations regarding WAYS charter revocation

Greta,
LACOE has a protocol for responding to PRA requests. We are following that protocol and you will receive a response shortly.
Judy

From: Proctor, Greta A. [<mailto:greta.proctor@procopio.com>]
Sent: Tuesday, December 16, 2014 7:38 PM
To: Higelin_Judy; Stender, Tracie E.
Subject: RE: Request for presentations regarding WAYS charter revocation

Judy,

Do you have the documents we discussed Monday? WAYS is assembling its appeal packet and is waiting on those.

Thanks very much.

Greta A. Proctor
Associate

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 515-3219
direct fax: (619) 744-5419
greta.proctor@procopio.com
www.procopio.com

Please consider the environment before printing this e-mail. 

From: Higelin_Judy [mailto:Higelin_Judy@lacoed.edu]
Sent: Monday, December 15, 2014 8:21 AM
To: Stender, Tracie E.
Cc: Proctor, Greta A.
Subject: RE: Request for presentations regarding WAYS charter revocation

Good morning, we are in receipt. Please call us as we have some questions regarding the request.
Thank you,

Judy Higelin
Project Director III
Charter School Office
Los Angeles County Office of Education
Education Center West
P: 562-922-8806
F: 562-922-8805
Leading Educators • Supporting Students • Serving Communities

From: Stender, Tracie E. [<mailto:Tracie.Stender@procopio.com>]
Sent: Friday, December 12, 2014 4:21 PM
To: Higelin_Judy
Cc: Proctor, Greta A.
Subject: RE: Request for presentations regarding WAYS charter revocation

Ms. Higelin,

Please ignore the earlier attachment. I have attached the correct letter here. My apologies for the confusion.

Tracie E. Stender
Associate
Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 525-3831

direct fax: (619) 398-0123
Tracie.Stender@procopio.com
www.procopio.com

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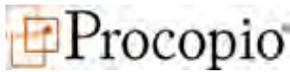
From: Stender, Tracie E.
Sent: Friday, December 12, 2014 3:50 PM
To: 'higelin_judy@lacoed.edu'
Subject: Request for presentations regarding WAYS charter revocation

Ms. Higelin,

Attached please find a courtesy copy of a letter being mailed today which requests copies of power point presentations regarding the revocation of Wisdom Academy for Young Scientists' charter.

Best Regards,

Tracie E. Stender
Associate



Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
direct dial: (619) 525-3831
direct fax: (619) 398-0123
Tracie.Stender@procopio.com
www.procopio.com

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mailgw01.procopio.com made the following annotations

Fri Dec 12 2014 16:20:41

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mailgw01.procopio.com made the following annotations

Tue Dec 16 2014 19:39:53

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www.procopio.com



Tracie E. Stender
Direct Dial: (619) 525-3831
E-Mail: tracie.stender@procopio.com

December 12, 2014

VIA PRIORITY MAIL AND EMAIL

higelin_judy@lacoed.edu

Charter School Office ("CSO")
Los Angeles County Office of Education ("LACOE")
9300 Imperial Highway
Downey, CA 90242-2890

Re: Records in Support of LACOE Revocation of Wisdom Academy for Young Scientists
("WAYS") Charter

To Whom it May Concern:

Please provide the following records concerning the revocation of WAYS' charter, as voted on by the Los Angeles County Board of Education on November 18, 2014, at your earliest convenience.

1. Copies of power point presentations concerning the revocation of WAYS' charter, which were presented to or otherwise made available to the Board.

Please contact me if you have any questions or should you wish to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracie E. Stender', written over a horizontal line.

Tracie E. Stender

TST

Los Angeles County Office of Education
June 3, 2014

Notice of Violation
Wisdom Academy for Young Scientists
Pursuant to EC 47607(c) and (d)
Requesting Remedy by June 30, 2014

Report to the Los Angeles County Board of Education
June 3, 2014

Background

Wisdom Academy for Young Scientists (WAYS) Grades K-5

- Authorized by LAUSD (2006)
- Non-renewed by LAUSD (2011)
- Renewed on appeal by County Board (June 2011)
- Renewal subject to conditions, resulting in mediation and arbitration

FCMAT Audit Requested May 2013

- EC 1241.5(c) authorizes a county superintendent to request an audit if there is evidence of concerns
- LACOE identified concerns
 - Independent Audit findings
 - Information from board members, teachers, others

Background

December 2013 Notice of Concern

- Identified Violations of Law: Failure to respond to reasonable requests from authorizer
- Identified Material Violations of Charter
 - Annual Financial Audit
 - Governance
- Provided Additional Notice: If FCMAT Audit warrants, additional violations to be added
- Provided WAYS' Board opportunity to submit a plan of definitive action that would correct violations and prevent future violations

WAYS' Response

- Executive Director response did not address evidence of charter violations; offered no responsive action
- No evidence response was approved by WAYS' Board

Request for Notice of Violation

WAYS' Board Failed to

- Provide adequate action plan to cure material violations of the charter identified in *Notice of Concern*
- Alleviate concerns contained in FCMAT Audit

Authorizer's oversight obligation

- EC 47607(d) requires authorizing entity to notify school of concerns and provide reasonable opportunity to remedy

Los Angeles County Office of Education
 June 3, 2014

Audit Findings

WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement EC 47607(c)(3)

- FCMAT and Independent Audits (2012 and 2013) find WAYS failed to follow GAAP and engaged in fiscal mismanagement including
 - Related party transactions
 - Inadequate internal controls, and
 - Violations of California Education Code

FCMAT Findings

WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement EC 47607(c)(3)

- FCMAT Audit states:
 - "WAYS' executive management team failed in their fiduciary duty to obtain contracts, failed to have authorized signatures prior to entering contracts, failed to obtain governing board approval for contracts, and failed to ensure that documents are safeguarded."
 - "To further demonstrate the lack of effective internal controls, independent audit reports for the last three fiscal years report 15 instances of significant and/or combined internal control conditions. Several of these finding have not been addressed by management and the governing board; therefore, these findings are repeated each year."

Independent Audit Findings

Audit Report 2012 Clem Payne Jr. CPA FY 2011-2012	Audit Report 2013 Wilkinson Hadley, King & Co. LLP FY 2012-2013
Internal Control Findings: <ul style="list-style-type: none"> Bank reconciliation Account receivable reconciliation Recording transactions with no supporting documentation Payroll expense reconciliation Written asset capitalization policy 	Internal Control Findings: <ul style="list-style-type: none"> Bank reconciliation Payroll expense reconciliation Incomplete I-9 forms for all employees No detail of Capital Assets, or depreciation schedules Credit card payments lacked supporting documentation Questioned Cost: \$5,858 Federal Award Finding: Expenditures not separately tracked in financial software as required in OMB Circular A-133 <ul style="list-style-type: none"> Questioned Cost: \$212,061 National School Lunch Program Questioned Cost: \$99,925 Special Education Cluster

Audit Findings

- WAYS engaged in related party transactions and violated conflict of interest statutes
- Transactions involving Founder/Former Executive Director
 - Settlement Agreement** – Unsupported payment of \$58,434.78 for vacation and unused time off not in accordance with employee's contract
 - Employment Lawsuit** – Documents from a wrongful termination lawsuit by a former WAYS teacher, settled against the Merle Williamson Foundation, show that the Founder/Former Executive Director, Ms. Okonkwo, traveled to Omtsha, Nigeria with the teacher and directed that teacher to marry Ms. Okonkwo's brother-in-law for the purposes of making him a U.S. Citizen.

On December 4, 2012, a jury found in favor of the teacher plaintiff and subsequent judgment was awarded of \$566,803.

Los Angeles County Office of Education
June 3, 2014

Audit Findings

- *WAYS engaged in related party transactions and violated conflict of interest statutes*
 - Transactions involving the Director of Operations
 - FCMAT Audit states, "...transactions authorized by the director of operations do not represent an arm's-length transaction."
 - Procurement and purchases with OSE Business Services
 - Payments to DeDe Dance Studio
 - Transactions with 2 relatives related to the lease of a van

9

Audit Findings

- *WAYS violated provisions of law*
 - Late submission of Independent Audits 2012 and 2013
 - Failure to comply with ASES program statutory requirements (2013 Audit):
 - Sign out sheets did not include time students were released for 827 out of 896 days tested. Could not determine if students participated in the full day or met early release policy
 - Indirect cost rate exceeds allowable program limit

Conclusion

The multiple concerns of the FCMAT report, coupled with the deficiencies and conditions identified in the WAYS 2012 and 2013 Independent Audits, demonstrate the school's continued departure from GAAP and resulting fiscal mismanagement.

10

Material Violations of Charter

WAYS committed a material violation of conditions, standards, procedures set forth in the charter EC 47607(c)(1)

- Board did not exercise fiscal and institutional control resulting in noncompliance with GAAP and fiscal mismanagement
- Board did not comply with oversight requirements of Element 4 – Governance
- Board did not comply with oversight requirements of Element 5 – Employee Qualifications

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Material Violations of Charter

- Board did not comply with oversight requirements of Element 4 – Governance
 - Failed to provide adequate fiscal oversight
 - No finance committee
 - Inadequate fiscal policies
 - Relinquished authority to approve contracts
 - Bylaws delegate contract authority to administrators
 - Inadequate oversight in budget development and approval
 - Improperly authorized expenditure of school funds
 - Employee stipends
 - Former Executive Director settlement

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Los Angeles County Office of Education
June 3, 2014

Material Violations of Charter

- Did not establish/approve policies prior to implementation
 - No personnel policies
 - Inadequate fiscal policies
- Did not hold monthly meetings or follow *Brown Act*
 - Since July 2011, 66% of regular meeting cancelled or postponed
 - Annual meeting schedule not posted
 - Rely on special meetings to conduct regular business
- Did not adequately oversee administrators

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Material Violations of Charter

- Board did not comply with oversight requirements of Element 5 – Employee Qualifications
 - Failed to adequately oversee and evaluate Executive Director and Director of Operations to whom they had delegated significant authority
 - Evidence that Executive Director and Director of Operations failed to fulfill or comply with duties specified in the charter

14

Material Violations of Charter

- Executive Director violated duties
 - Failed to facilitate optimum Board performance
 - Failed to cooperate with and support past Board Presidents
 - Failed to ensure regular meetings and unilaterally cancelled meetings
 - Acted to remove Board members and misused School Site Council
 - Failed to oversee financial systems
 - Failed to apprise Board of LACOE communications and concerns

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Material Violations of Charter

- Director of Operations violated duties
 - Failed to provide Board with accurate and timely budget reports
 - Failed to present budget revisions to Board for approval
 - Recommended expenditures without evidence of sufficient funds
 - Authorized expenditures outside of established limits and to related parties
 - Failed to purchase materials at a reasonable quality and price
 - Purchase and sale of Lexus, not approved by Board
 - Purchase of materials and supplies from OSE, a related party

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Los Angeles County Office of Education
June 3, 2014

Board Capacity Concerns

- Lacks understanding of its roles and responsibilities; not active in decision-making and oversight
- Does not maintain regular meeting schedule
- High turnover and absenteeism
- Lacks knowledge necessary to ensure proper use of public funds
- Lack of preparation and critical questioning
- Lack of timely action; decision deferral over multiple months
- Dismissal/resignation of members who challenge
- Failed to correct multiple year audit findings and FCMAT concerns
- Lacks accountability; failed to hold administrators accountable

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Opportunity to Remedy

- Upon receipt of Notice of Violation, the charter school's **governing body**, if it chooses to respond, shall take the following actions:
- Submit a detailed, written response addressing **each** identified violation by **refutation, remedial action taken, or proposed remedial action to be taken**
- Written response due by end of the remedy period identified in the Notice of Violation (**June 30, 2014**)
- Attach to written response supporting evidence of refutation, remedial action, or proposed remedial action, if any, including written reports, statements, and other appropriate documentation
- After conclusion of remedy period, the chartering authority shall evaluate the governing body's response and supporting evidence, if submitted, and determine if it is sufficient and whether further action is needed

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Los Angeles County Office of Education
September 23, 2014

Wisdom Academy for Young Scientists
*Notice of Intent to Revoke and
Notice of Facts in Support of Revocation*
Pursuant to EC 47607(e)

Report to the Los Angeles County Board of Education
September 23, 2014

Legal Authority EC 47607(c)(1-2)

Grounds for Revocation: The chartering authority finds, through a showing of substantial evidence, that the charter school did any of the following:

- (A) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- (B) Failed to meet or pursue any of the pupil outcomes identified in the charter.
- (C) Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- (D) Violated any provision of law.

Required Consideration: Increases in pupil academic achievement for all groups of pupils most important factor in determining whether to revoke

Revocation Process: EC 47607, 5CCR 11968.5.2

Step One:	Notice of Violation <i>Issued: June 3, 2014</i>
	Reasonable Opportunity to Remedy <i>Expired: July 31, 2014</i>
Step Two:	Notice of Intent to Revoke/Notice of Facts in Support of Revocation <i>Proposed: September 23, 2014</i>
	Public Hearing held within 30 days <i>Tentative: October 21, 2014</i>
Step Three:	Final Decision within 30 days* <i>Tentative: November 4, 2014</i>

*May be extended for 30 days upon mutual agreement

Background

Grades: K-5

Enrollment: 537 (2013-14)

Locations: Los Angeles, 90001

- 706 E. Manchester Ave (Main)
- 7651 S. Central Ave (Salvation Army)
- 8778 S. Central Ave (Kinder House)

Authorized by LAUSD: 2006; Not renewed 2011

County Board Renewed on Appeal: June 2011

Renewal Subject to Conditions: Conditions not met

- Mediation began June 2012
- Arbitration entered April 2013
- Issues resolved July 2014

Los Angeles County Office of Education
September 23, 2014

Documented Concerns

2011:

- **Renewal Report:** Conflict of Interest, Failure to Follow Charter, Governance
- **Notice of Investigation (EC 47604.4):** Failure to Follow/Implement Charter, Governance

2012:

- **Report on Investigation:** Fiscal Mismanagement, Conflict of Interest, Lack of Board Fiscal and Operational Oversight

2013:

- **Notice:** Failure to Submit Audit within Legal Timeline
- **Notice:** Request for FCMAT Audit
- **Notice of Concern:** Failure to Follow Charter, Law, Governance

2014:

- **FCMAT Audit:** Published March
- **Notice of Violation:** Issued June 3

5

What is "Generally Accepted Accounting Principles" (GAAP)?

- GAAP refers to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice.
- The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.
- Departures from these principles will result in misleading information, inaccurate financial statements and quite often fiscal mismanagement.
- Therefore, pursuant to Education Code 47607(c)(1)(C), there are grounds for revocation.

6

Grounds for Revocation

I. WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement. EC 47607(c)(1)(C)

- WAYS failed to meet GAAP and engaged in fiscal mismanagement
 - WAYS lacks adequate internal controls
 - WAYS engaged in related party transactions
 - WAYS violated provisions of law

7

WAYS Failed to Remedy

WAYS does not meet generally acceptable accounting principles (GAAP)

- WAYS departed from GAAP resulting in misleading information, inaccurate financial statements, and fiscal mismanagement
- WAYS violated GAAP by
 - Not addressing the account reconciliations and implementing Year End accruals and a closing process
 - Not implementing and documenting the capitalization of assets
 - Failing to maintain an "arms length" in its financial transactions

8

Los Angeles County Office of Education
September 23, 2014

WAYS Failed to Remedy

WAYS did not remedy inadequate internal controls

- It failed to adhere to its Fiscal Policies in transactions with DeDe Dance and OSE Business Services
 - No evidence of formal contracts, purchase orders, or other agreement to substantiate payments
- WAYS' own evidence demonstrates lack of internal controls and failure to follow Fiscal Policies. Contracts show:
 - Payments exceeded amount approved by Board
 - Staff executed contract prior to Board approval
 - Vendor was paid without submitting an invoice
- Evidence WAYS continues to violate policies and procedures in Financial Handbook
- Financial Handbook inadequate due to contradictions, errors, unclear statements, and failure to provide separation of duties

9

WAYS Failed to Remedy

WAYS did not remedy its related party transactions

- The Director of Operations authorized payments to DeDe Dance (sister) and OSE (cousin). The Fiscal Policies did not authorize him to make payments to vendors.
 - Six (6) payments made to DeDe Dance in 2013 in the amount of \$24,000 for the ASES program and one (1) payment for \$320 for supplies reimbursement
 - Twenty (20) payments made to OSE in 2013 totaling \$101,338
 - Transactions involving the Director of Operations provides evidence of failure to maintain "arm's length"
- FCMAT concluded that failure to disclose related party transactions may be considered a departure from GAAP and potential for civil and criminal prosecution.

10

WAYS Failed to Remedy

WAYS did not remedy all violations of law

- It did not submit its 2012 Independent Audit to the State Controller's Office, CDE, and LACOE by the December 15 deadline as specified in EC 47605(m)
- It failed to comply with EC 8483(a)(2) pertaining to timely reporting
- It failed to comply with EC 8483(a) pertaining to the allowable indirect rates charged in administrating the After School Education and Safety (ASES) program
- It failed to issue a Form 1099 or W-9 to OSE as required by the law

11

Grounds for Revocation

II. WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter. EC 47607 (c)(1)(A)

- WAYS Board failed to exercise fiscal and institutional control
- WAYS Board violated Charter Element 4: Governance
- WAYS Board and administrators violated Charter Element 5: Employee Qualifications

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Los Angeles County Office of Education
 September 23, 2014

WAYS Failed to Remedy

WAYS Board did not remedy its lack of fiscal and institutional control

- It materially violated the governance provisions of its charter (Element 4) by
 - Not providing adequate fiscal oversight
 - Not establishing/approving policies prior to implementation
 - Not holding regular monthly meetings, not following its bylaws or the Brown Act
 - Not providing proper oversight of key administrators

13

WAYS Failed to Remedy

WAYS Board did not remedy its lack of fiscal and institutional control

- It materially violated the conditions, standards and procedures identified in the Employee Qualifications stated in its charter (Element 5) by
 - Not adequately overseeing and evaluating the Executive Director and Director of Operations
 - Allowing the Executive Director and Director of Operations to not comply with duties specified in the charter

14

WAYS Failed to Remedy

WAYS Board Lacks Capacity to Govern

- It lacks understanding of its roles and responsibilities
- It is not active in decision-making and oversight due to
 - Lack of knowledge, experience, training, preparation
 - High Board turnover
 - Failure to maintain regular meeting schedule and absenteeism, resulting in
 - Lack of quorum
 - Lack of timely action
 - Staff acting independent of Board oversight
- Lacks accountability and does not hold administrators accountable

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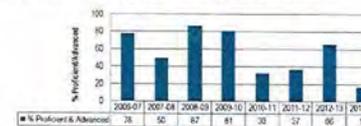
Academic Analysis

Pursuant to EC 47607(c)(2):

- Growth Academic Performance Index (API)/3-Year Average



- CST Proficiency Rate Decline: English-Language Arts & Math
- CST Grade 5 Science Performance Decline



- EL Redesignation Rate for 2013-14: <1%

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Los Angeles County Office of Education
November 18, 2014

Wisdom Academy for Young Scientists
Final Decision on Revocation
Pursuant to EC 47607(e)

Report to the Los Angeles County Board of
Education
November 18, 2014

History of Documented Concerns

2011:

- **Not Renewed by LAUSD:** Conflict of Interest, Lack of Governance,
- **LACOE Renewal Report:** Conflict of Interest, Failure to Follow Charter, Governance.
- **Renewal Granted:** Subject to conditions.
- **Notice of Investigation (EC 47604.4):** Failure to Follow/Implement Charter, Governance.

2012:

- **Report on Investigation:** Fiscal Mismanagement, Conflict of Interest, Lack of Board Fiscal and Operational Oversight
- **Mediation:** Entered into mediation to resolve issues related to conditions of authorization.

2013:

- **Notice:** Failure to Submit Audit within Legal Timeline
- **Notice:** Request for FCMAT Audit
- **Arbitration:** Entered binding arbitration to compel WAYS to fulfill conditions of authorization
- **Notice of Concern:** Failure to Follow Charter, Law, Governance

Revocation Process: EC 47607

Step One: Notice of Violation
Issued: June 3, 2014

Reasonable Opportunity to Remedy
Expired: July 31, 2014

Step Two: Notice of Intent to Revoke/Notice of Facts in Support of Revocation
Issued: September 23, 2014

Public Hearing held within 30 days
Held: October 21, 2014

Step Three: Final Decision within 30 days*
Expires: November 20, 2014

*May be extended for 30 days upon mutual agreement

Legal Authority EC 47607(c)(1-2)

Grounds for Revocation: The chartering authority finds, through a showing of substantial evidence, that the charter school did any of the following:

- (A) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- (B) Failed to meet or pursue any of the pupil outcomes identified in the charter.
- (C) Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- (D) Violated any provision of law.

Required Consideration: Increases in pupil academic achievement for all groups of pupils most important factor in determining whether to revoke

Los Angeles County Office of Education
November 18, 2014

Grounds for Revocation

I. WAYS failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement. EC 47607(c)(1)(C)

- WAYS failed to meet GAAP and engaged in fiscal mismanagement
 - Lacks adequate internal controls
 - Engaged in related party transactions
 - Violated provisions of law

II. WAYS committed a material violation of...the conditions, standards, or procedures set forth in the charter. EC 47607 (c)(1)(A)

- WAYS' Board failed to exercise fiscal and institutional control
- WAYS' Board violated Charter Element 4: Governance
- WAYS' Board and Administrators violated Charter Element 5: Employee Qualifications

5

Remedies Proposed After July 31, 2014

WAYS actions subsequent to the remedy period

- Proposed charter management agreement with CEG
- Proposed material revision to reflect operation of WAYS by CEG
- September 23, 2014 letter to the County Board
- 2014-15 Fiscal and Operating Policies
- Executed contract for back office services and its addendum
- Change in Board members and Board training

Documents received November 14, 2014

- Termination of management agreement by CEG
- Three resignation letters

6

Efforts After July 31 Fail to Remedy

Contract with Celerity Educational Group (CEG)

- Fails to remedy governance, related party and fiscal violations
- Contract lacks necessary details and consistency
- CEG terminated its management agreement with WAYS on November 14, 2014, "due to [WAYS'] non compliance with key terms of the agreement".

Material Revision to Charter for Operation by CEG

- Cannot be considered remedy
 - Lacks required information necessary to comply with law
 - Is no longer applicable due to termination of Celerity's management agreement with WAYS

7

Efforts After July 31 Fail to Remedy

2014-15 Fiscal & Operating Policies adopted Sept. 17

- Does not remedy internal control violations
 - Not aligned with charter or operational structure of WAYS
 - Does not provide for sufficient internal controls

Contract with Charter School Management Corp. (CSMC)

- Does not remedy internal control, GAAP, fiscal mismanagement violations
 - Relies on "truthfulness, completeness, and accuracy" ... "by WAYS"
 - Cannot be relied upon "to disclose errors, fraudulent financial reporting, and misappropriation of assets, or illegal acts that may exist" at the school

8

Los Angeles County Office of Education
 November 18, 2014

Efforts After July 31 Fail to Cure

September 23 Letter to the County Board

- Offers no remedy beyond that provided in response to NOV.
- Provides a faulty analysis of the school's academic standing.

Addition of Board Members and Board Training

- Does not remedy governance concerns and violations of charter
 - Training provided in October did not fulfill proposed remedy stated in response to NOV
 - Members added in July lack experience
 - Members added in July and October were not selected in accordance with corporate bylaws
 - *The two qualified Board members added October 29, resigned on November 13, 2014*

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Status of Previously Proposed Remedies

- WAYS did not replace its Executive Director or implement its Executive Director evaluation policy
- WAYS did not purchase the 706 E. Manchester Ave. site
- WAYS' Former Director of Operations is still under contract
- WAYS approved entering a contract with CEG to operate the school; however, it failed to submit a material revision compliant with law and *CEG terminated the contract on November 14, 2014*
- WAYS did contract with a new back office provider (CSMC)
- WAYS' Board continues to operate in violation of the law and WAYS' charter

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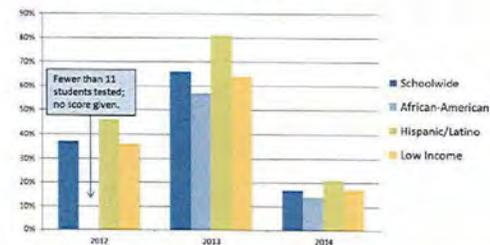
Academic Analysis

- WAYS has not demonstrated increases in academic achievement for all groups of pupils served by the school.
 - Schoolwide Growth API from 2006-07 to 2012-13 inconsistent
 - 2012-13 API is 110 points below its 2009-10 peak
 - Growth API for student groups follows the schoolwide trend
 - Proficiency rates in ELA and Math for all student groups decreased since 2009-10
 - 2013-14 redesignation rate for English Learners less than 1%, which is lower than all resident schools

{ 11 }

Academic Analysis

- WAYS has not demonstrated increases in academic achievement for all groups of pupils served by the school.
 - 2013-14 Grade 5 CST science proficiency decreased 49% over previous year and 61% from first year of operation
 - Outperformed by all schools of residence



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Los Angeles County Office of Education
November 18, 2014

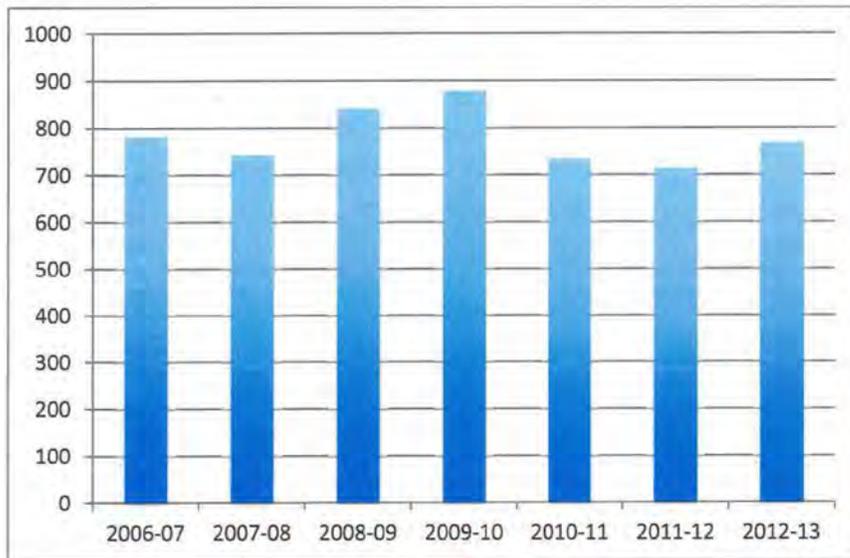
Findings

- Substantial evidence of violations exists to revoke the charter pursuant to EC 47607(c)(1)(A) and (C).
- WAYS did not adequately refute or remedy violations by the end of the remedy period or after the remedy period.
- *Termination of the contract between WAYS and CEG voids any potential remedy that might have stemmed from that agreement*
- WAYS has not demonstrated increases in academic achievement for all groups of pupils served by the school.

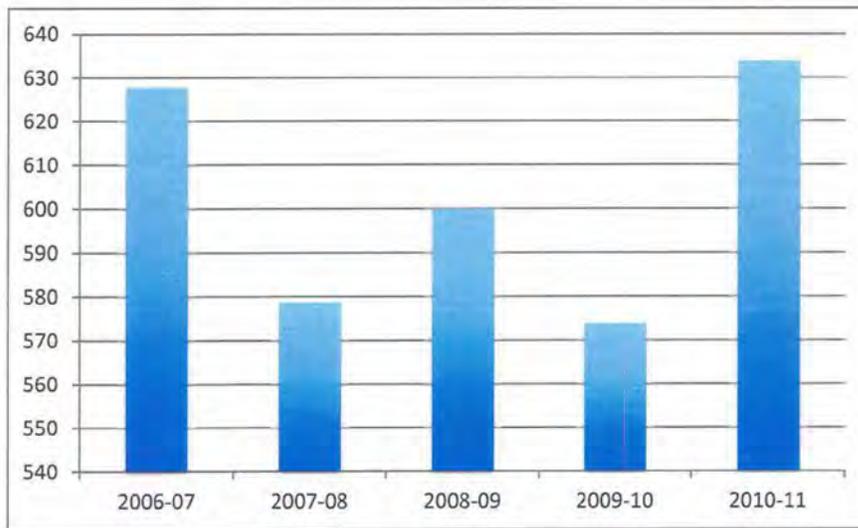
{ 13 }

WAYS Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
2006-07	782	N/A	N/A	6	**
2007-08	743	No	--	5	**
2008-09	843	Yes	Yes	8	**
2009-10	879	Yes	Yes	9	**
2010-11	736	No	No	2	1
2011-12	716	No	No	1	1
2012-13	769	Yes	Yes	3	7
3-year average	741	No Growth Targets Established	No Growth Targets Established	No Ranks issued by CDE	No Ranks issued by CDE

*WAYS has 5 numerically significant student groups: Black/African American; Hispanic/Latino; Socioeconomically disadvantaged; English Learners; and Students with Disabilities.
 N/A=2006-07 was WAYS first year of operation. No growth targets established.
 **= Less than 100 students tested. Similar schools ranks are not calculated for small schools.
 -- = Student groups not numerically significant due to size of school. No growth targets established.



Cornerstone Preparatory Charter Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
2006-07	628	N/A	N/A	1	**
2007-08	579	No	No	1	1
2008-09	600	Yes	No	1	1
2009-10	574	No	No	1	1
2010-11	634	Yes	No	1	1



WAYS English Learner Redesignation Rates				
Year	# ELs	% EL	# Redesignated	% Redesignated*
2006-07	1	0.70%	N/A: 1 st year of operation; therefore, no prior year count.	
2007-08	11	7.50%	0	0%
2008-09	31	17.50%	8	72.70%
2009-10	14	5.90%	10	32.30%
2010-11	52	19.50%	12	85.70%
2011-12	73	15%	0	0%
2012-13	85	16.30%	35	47.90%
2013-14	166	30.90%	1	0.90%
*This percent is calculated by dividing the number of redesignated students by the prior year's EL count then multiplying by 100.				

School	Number of WAYS Students	Percentage of WAYS Students
South Park Elementary	76	14.00%
Russel El	45	8.29%
Wisdom El	40	7.37%
McKinley El	37	6.81%
93Rd Street El	33	6.08%
Parmelee El	32	5.89%
Dr. Owen Lloyd Knox Elementary	17	3.13%
96th Street Elementary	15	2.76%
107th Street Elementary	13	2.39%
Miramonte Elementary	11	2.03%
Judith F. Baca Arts Academy	11	2.03%
95th Street Elementary	9	1.66%
75th Street Elementary	9	1.66%
McNair Elementary	8	1.47%
La Salle Elementary	8	1.47%
Florence Griffith Joyner Elementary	8	1.47%
99th Street Elementary	7	1.29%
Woodcrest Elementary	6	1.10%
Raymond Elementary	6	1.10%
Barret Elementary	6	1.10%
Lincoln Elementary	5	
Flournoy Elementary	5	
92nd Street Elementary	5	
Sally Ride Elementary: A Smart Academy	5	
West Athens Elementary	5	

Rank	School	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
1	Wisdom Academy for Young Scientists	769	715	5	54	Yes
2	Lillian Street Elementary	768	770	5	-2	No
3	Manchester Avenue Elementary	764	782	5	-18	No
4	Seventy-Fifth Street Elementary	763	760	5	3	No
5	Russell Elementary	760	749	5	11	Yes
6	Ninety Fifth Street Elementary	757	760	5	-3	No
7	Parmelee Avenue Elementary	747	745	5	2	No
8	Figueroa Street Elementary	743	755	5	-12	No
9	Sixty-Sixth Street Elementary	739	775	5	-36	No
10	Wisdom Elementary	737	746	5	-9	No
11	South Park Elementary	723	759	5	-36	No
12	McKinley Avenue Elementary	721	726	5	-5	No
13	Miramonte Elementary	708	676	6	32	Yes
14	Graham Elementary	701	742	5	-41	No
15	Loren Miller Elementary	700	717	5	-17	No
16	Ninety-Third Street Elementary	695	730	5	-35	No
17	Judith F. Baca Arts Academy	679	671	6	8	Yes
18	One Hundred Seventh Street Elementary	670	699	5	-29	No
19	One Hundred Twelfth Street Elementary	642	670	7	-28	No
20	Woodcrest Elementary	626	646	8	-20	No

WAYS performance compared to 19
 LAUSD elementary schools within a 3
 mile radius

WAYS Academic Performance Index Comparison to all public elementary schools within a 3-mile radius		
School	API 2012-13 Growth	Distance in miles within a 3 mile radius
KIPP Empowerment Acad. ^A	991	2.26
Kipp Comienza	978	2.69
Celerity Dyad	871	2.97
122nd St.	842	2.69
Watts Learning Center ^A	840	1.14
Florence Ave.	823	1.75
96 th St.	811	1.11
92nd	809	1.6
Madison	802	2.93
Lou Dantzler	796	2.86
Middletown St.	793	2.41
Aspire Slauson	783	2
Liberty Bl.	781	2.37
Aspire Inskip	776	2
61 st St.	775	2.08
Walnut Park	775	2.29
119 th St.	774	2.4
WAYS	769	-
Academia Moderna ^A	768	1.99
Lillian St.	768	2.28
Montara Ave	768	2.75
Miles Ave	768	2.85
Manchester Av	764	1.35
75 th St.	763	1
Aurora	763	2.45
Stanford Ave.	761	2.5
Russell	760	0.6
95 th St.	757	2.08
Ritter	753	2.68
Aspire Juanita Tate	752	2
116 th St.	752	2.21
Parmelee	747	1
Main St.	744	2.46
Figueroa St.	743	2.12
66 th St.	739	1.43
Wisdom	737	1.02
State St.	735	2.96
Estrella	733	2.39
Manhattan Pl	731	2.88
Budlong Ave	725	2.67
South Park	723	0.27
68 th St.	723	1.76
McKinley Av	721	0.58
Dr. Owen Knox	718	0.75
Compton Ave.	714	1.55
Charles Barrett	711	1.35
Grape St	709	2.29
Miramonte	708	1.48
Raymond Ave	702	2.2
Graham	701	1.46
L. Miller	700	1.62
52nd St.	698	2.91
93 rd St	695	0.65
Holmes Ave	693	2.75
109 th St.	691	1.6
J. Baca	679	1
49th St.	676	2.69
Hooper Ave	675	2.36
Lovella P. Flourney	672	2.02
107 th St.	670	1.54
Weigand Ave	662	2.29
112 th St.	642	1.9
La Salle Ave	628	2.49
Woodcrest	626	2.53
Carver	624	2.62
Barack Obama	620	2.52
Florence G. Joyner	616	1.86
WAYS 2012-13 API ranks 18th compared to all 69 LAUSD and Charter K-5 schools within a 3-mile radius of 706 East Manchester Avenue Los Angeles Ca, 90001		
^A Indicates charter school		
+ Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API.		
-- No data available		
Source: CDE DataQuest http://www.cde.ca.gov/ds/ . Retrieved 12-15-14.		

School	API 2012-13 Growth	Distance in miles within a 2 mile radius of WAYS
Watts Learning Center ^A	840	1.14
Florence Ave.	823	1.75
96 th St.	811	1.11
92nd	809	1.6
WAYS	769	0
Academia Moderna ^A	768	1.99
Manchester Av	764	1.35
75 th St.	763	1
Russell	760	0.6
Parmelee	747	1
66 th St.	739	1.43
Wisdom	737	1.02
South Park	723	0.27
68 th St.	723	1.76
McKinley Av	721	0.58
Dr. Owen Knox	718	0.75
Compton Ave.	714	1.55
Charles Barrett	711	1.35
Miramonte	708	1.48
Graham	701	1.46
L. Miller	700	1.62
93 rd St	695	0.65
109 th St.	691	1.6
J. Baca	679	1
107 th St.	670	1.54
112 th St.	642	1.9
WAYS 2012-13 API ranks 5th highest of all 26 LAUSD and Charter K-5 schools within a 2-mile radius.		
^A Indicates charter school		
+ Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API.		
-- No data available		
Source: CDE DataQuest http://www.cde.ca.gov/ds/ . Retrieved 12-15-14.		

School	API 2012-13 Growth	Distance in miles within a 1 mile radius of WAYS
WAYS	769	0
75 th St.	763	1
Russell	760	0.6
Parmelee	747	1
South Park	723	0.27
McKinley Av	721	0.58
Dr. Owen Knox	718	0.75
93 rd St	695	0.65
WAYS 2012-13 API is the highest of all 8 LAUSD K-5 schools within a mile radius.		
^A Indicates charter school		
+ Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API.		
-- No data available		
Source: CDE DataQuest http://www.cde.ca.gov/ds/ . Retrieved 12-15-14.		

2012-13 API: WAYS and Comparison Resident* School							
School	% of WAYS Enrollment	API 2012-13 Growth	Black/ African Amer.	Hispanic/ Latino	Socio-economically disadv.	English Learners	Students with Disabilities
96th St.	2.76%	811	773	821	811	779	532
WAYS		769	739	801	766	785	574
75th St.	1.66%	763	691	773	765	757	587
Russell	8.29%	760	699	767	760	729	621
95th St.	1.66%	757	720	773	758	757	637
Parmelee	5.89%	747	656	751	746	680	515
Wisdom Elem.	7.37%	737	683	742	737	689	558
South Park	14.00%	723	603	746	727	714	563
McKinley Av	6.61%	721	671	732	721	699	477
Dr. Owen Knox	3.13%	718	640	739	718	710	480
Miramonte	2.03%	708	--	709	708	671	536
93rd St.	6.08%	695	618	716	695	662	503
Judith Baca	2.03%	679	582	691	679	678	673
107th St.	2.39%	670	605	690	668	667	524

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013

2013 Proficiency Rates: WAYS and Resident Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.20%	NCLB Goal	69.60%
96th Street	54.7	96th Street	69.8
Russell	45.8	WAYS	59.60%
WAYS	44.40%	Russell	56.9
Parmelee Ave	49.9	Parmelee Ave	54
McKinley Ave	39.5	Wisdom Elem.	52.2
South Park	39.1	Dr. Owen Knox	48.8
Wisdom Elem.	36.6	McKinley Ave	48.6
Dr. Owen Knox	35.6	South Park	46.6
Miramonte	34.4	Miramonte	41.9
93rd Street	31	Judith F. Baca	41.9
107th Street	29.3	93rd Street	40.2
Judith F. Baca	27	107th Street	35.1
75th St.	--	75th St.	--
95th St.	--	95th St.	--

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013; all resident schools are within LAUSD.

2013-14 EL Redesignation Rates: WAYS and Resident Schools*		
School	% Redesignated	% English Learners
Dr. Owen Knox	17.40%	42.60%
107th Street	16.70%	47.10%
Judith F. Baca	16.10%	47.40%
96th Street	15.80%	38.40%
Russell	15.00%	51.50%
Parmelee Ave	11.00%	45.50%
Miramonte	12.20%	57.50%
93rd Street	11.60%	49.50%
Wisdom Elem.	10.80%	50.30%
McKinley Ave	10.80%	49.70%
South Park	9.90%	47.30%
WAYS	0.90%	30.90%
75th St.	--	--
95th St.	--	--
LAUSD	13.90%	27.40%
LA County	13.30%	23.80%
State	12.00%	22.70%

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013; all resident schools are within LAUSD.

WAYS 2012-13 API Comparison to CDE Similar LAUSD Schools*											
School	Distance from WAYS in miles	2013 Similar Schools Rank	API 2012-13 Growth	Black/ African Amer.	Asian	Filipino	Hispanic/ Latino	White	Socio-economically disadv.	English Learners	Students with Disabilities
Maywood	6.7	10	864	--	--	--	865	--	864	837	726
Brooklyn Ave.	12	10	831	--	--	--	833	--	834	788	614
Santa Monica Blvd. Community Charter ^a	13	9	809	--	935	--	804	838	809	798	659
Grand View Blvd.	16	8	805	897	--	--	784	921	797	773	719
Cienega	11	8	766	701	--	--	808	--	794	793	671
Haddon Ave.	26	7	779	--	--	--	778	--	779	744	706
WAYS^a	0	7	765	739	--	--	801	--	766	786	574
Frederick Douglass Academy ^a	8.6	7	741	740	--	--	746	--	741	748	680
Yorkdale	15	6	798	--	--	--	787	--	788	748	700
Bassett St	36	6	780	804	902	--	775	842	782	751	591
Union Ave.	9	6	762	--	--	917	763	--	762	742	525
Vinedale	25	6	771	--	--	--	778	--	771	773	643
Lassen	25	5	784	--	--	--	776	--	779	762	650
Limerick Ave	42	5	769	832	916	904	745	859	769	732	468
Leticia B. Weemes	8	5	751	702	--	--	771	--	755	743	644
Miles Ave	8.6	4	803	--	--	--	768	--	770	729	546
Jaime Escalante	5	4	767	--	--	--	767	--	772	716	639
Rosemont	10	3	745	849	--	825	728	--	770	747	608
Camellia Ave.	46	3	747	--	--	--	749	--	747	714	649
Harrison St	14	1	997	--	--	--	700	--	699	660	617

*LAUSD comparison schools based on WAYS' 2012 Similar School Report 10>1
^a=Charter school

2012-13 Proficiency Rates: WAYS and Comparison Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.20%	NCLB Goal	89.50%
Maywood	64.40%	Brooklyn Ave.	73.60%
Frederick Douglass Academy ^a	59.10%	Maywood	76.40%
Brooklyn Ave.	58.10%	Santa Monica Blvd. Com. Charter ^a	66.20%
Cienega	53.80%	Lassen	64.70%
Yorkdale	52.30%	Grand View Blvd.	64.50%
Santa Monica Blvd. Com. Charter ^a	49.90%	Cienega	62.70%
Grand View Blvd.	48.40%	Limerick Ave	60.60%
Lassen	47.40%	WAYS^a	59.60%
Jaime Escalante	46.60%	Union Ave.	59.50%
Vinedale	46.50%	Yorkdale	59.10%
Miles Ave	45.40%	Vinedale	57.70%
Bassett St	44.60%	Haddon Ave.	57.50%
WAYS^a	44.40%	Bassett St	57.40%
Union Ave.	44.20%	Miles Ave	57.30%
Limerick Ave	44.00%	Camellia Ave	53.80%
Leticia B. Weemes	43.90%	Leticia B. Weemes	53.40%
Haddon Ave.	43.80%	Jaime Escalante	53.10%
Rosemont	42.70%	Rosemont	50.50%
Camellia Ave.	37.70%	Frederick Douglass Academy ^a	50.10%
Harrison St	30.20%	Harrison St.	43.80%

*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^a=Charter school

2013-14 English Learner Redesignation Rates: WAYS and Comparison Schools*		
School	% Reclassified	% English Learners
Brooklyn Ave.	78.10%	33.30%
Yorkdale	19.60%	24.60%
Rosemont	19.10%	40.20%
Maywood	18.70%	41.50%
Leticia B. Weemes	17.10%	38.30%
Cienega	15.40%	49.90%
Haddon Ave.	15.00%	45.10%
Vinedale	14.50%	43.00%
Harrison St.	14.40%	46.80%
Camellia Ave.	13.80%	48.40%
Union Ave.	12.80%	65.70%
Grand View Blvd.	12.40%	48.30%
Limerick Ave	11.30%	49.30%
Lassen	10.90%	44.00%
Bassett St	10.80%	51.20%
Jaime Escalante	10.00%	52.70%
Miles Ave	9.20%	57.50%
WAYS^a	6.90%	15.00%
Frederick Douglass Academy ^a	0%	7.00%
Santa Monica Blvd. Com. Charter ^a	0%	63.60%

*LAUSD comparison schools based on WAYS' 2012 Similar School Report

School	API 2012-13 Growth	Distance from WAYS
WAYS	769	0
South Park	723	0.27
McKinley Av	721	0.58
Russell	760	0.6
93rd St	695	0.65
Dr. Owen Knox	718	0.75
99th St.	793	0.96
75th St.	763	1
J. Baca	679	1
Parmelee	747	1
Wisdom	737	1.02
96th St.	811	1.11
Watts Learning Center [^]	840	1.14
Charles Barrett	711	1.35
Manchester Av	764	1.35
66th St.	739	1.43
Graham	701	1.46
Miramonte	708	1.48
107th St.	670	1.54
Compton Ave.	714	1.55
92nd	809	1.6
109th St.	691	1.6
L. Miller	700	1.62
Florence Ave.	823	1.75
68th St.	723	1.76
Florence G. Joyner	618	1.86
112th St.	642	1.9
Academia Moderna [^]	768	1.99
Aspire Inskeep	776	2
Aspire Juanita Tate	752	2
Aspire Slauson	783	2
Lovelie P. Flourney	672	2.02
61st St.	775	2.08
95th St	757	2.08
Figueroa St.	743	2.12
Raymond Ave	702	2.2
116th St.	752	2.21
KIPP Empowerment Acad. [^]	991-	2.26
Lillian St.	768	2.28
Grape St	709	2.29
Walnut Park	775	2.29
Weigand Ave	662	2.29
Liberty Bl.	781	2.37
Estrella	733	2.39
118th St.	774	2.4
Middleton St.	793	2.41
Aurora	763	2.45
Main St.	744	2.46
La Salle Ave	628	2.49
Stanford Ave.	761	2.5
Barack Obama	620	2.52
Woodcrest	626	2.53
Hooper Ave	675	2.56
Carver	624	2.62
Budlong Ave	725	2.67
Ritter	753	2.68
49th St.	676	2.69
122nd St.	842	2.69
Kipp Comienza	978	2.69
Holmes Ave	693	2.75
Montara Ave	768	2.75
Miles Ave	768	2.85
Lou Dantzier	796	2.86
Manhattan PI	731	2.88
52nd St.	698	2.91
Madison	802	2.93
State St.	735	2.96
Celerity Dyad	871	2.97

Schools Highlighted in Blue were not on WAYS list of schools located within a 3-mile radius

[^] Indicates charter school

+ Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API.

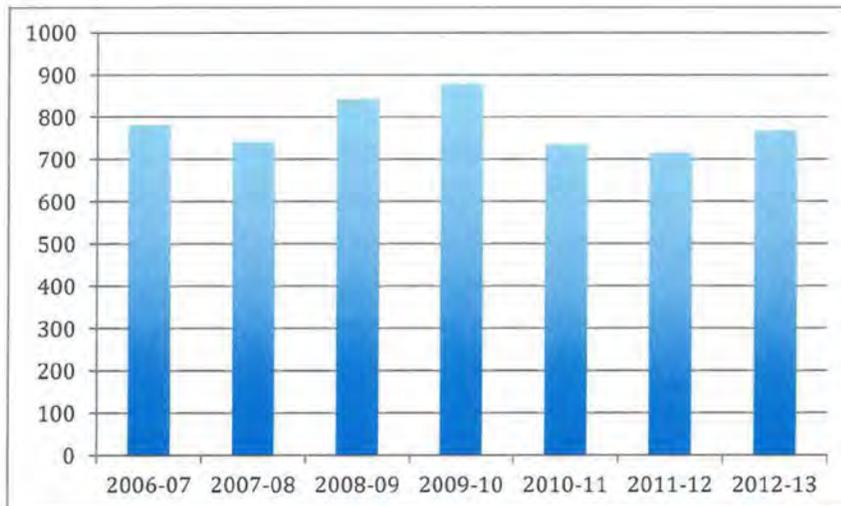
-- No data available

Source: CDE DataQuest <http://www.cde.ca.gov/ds/>. Retrieved 10-1-14.

Academic Analysis Pursuant to EC 47607(c)(2)

WAYS Growth API, Growth Target Data, and Statewide and Similar Schools Ranks					
Year	Growth API Score	Met target schoolwide?	Met target for all student groups*?	Statewide Rank	Similar Schools Rank
2006-07	782	N/A	N/A	6	**
2007-08	743	No	--	5	**
2008-09	843	Yes	Yes	8	**
2009-10	879	Yes	Yes	9	**
2010-11	736	No	No	2	1
2011-12	716	No	No	1	1
2012-13	769	Yes	Yes	3	7
3-year average	741	No Growth Targets Established	No Growth Targets Established	No Ranks issued by CDE	No Ranks issued by CDE

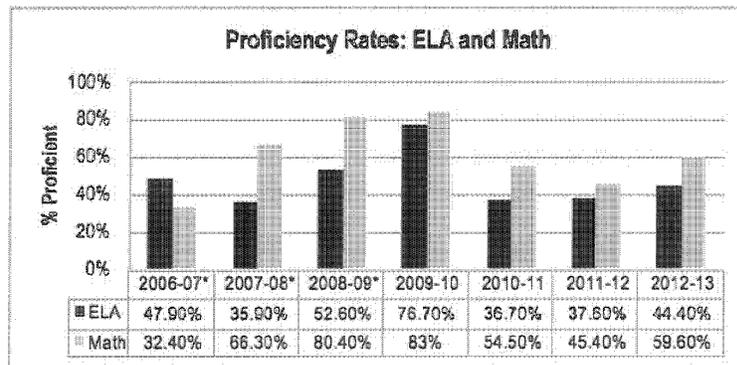
*WAYS has 5 numerically significant student groups: Black/African American; Hispanic/Latino; Socioeconomically disadvantaged; English Learners; and Students with Disabilities.
 N/A=2006-07 was WAYS first year of operation. No growth targets established.
 **= Less than 100 students tested. Similar schools ranks are not calculated for small schools.
 -- = Student groups not numerically significant due to size of school. No growth targets established.



Analysis: A review of WAYS Growth API scores, Growth Target data, and Statewide and Similar Schools Ranks from 2006-07 to 2012-13 shows:

- The school's Growth API peaked in 2009-10 (879),
- WAYS declined in 2010-11 due to the disruption caused by the charter renewal process and denial by LAUSD during the testing period in 2010-11.
- In 2011-12 WAYS double in enrollment when it absorbed 247 students of the population of Cornerstone Preparatory Charter which at the time had recently had its charter revoked due to reasons including its struggle with increasing student achievement. Consequently, WAYS' API experienced an additional decrease of 20 points.
- On the rebound, WAYS made a strong come-back in 2012-13 by exceeding the estimated API target with a 54 point increase.
- WAYS' 3-year weighted average API is 741, still outperforming most of the surrounding comparable schools.
- The school met its Growth Targets school-wide and for all numerically significant student groups in 3 of 6 years, inclusive of 2013-14, the final year in which the API was calculated.

Proficiency Rates in English-Language Arts and Math



Analysis: Proficiency rates in English-Language Arts (ELA) and math as measured by the California Standards Test (CST) is determined by the number of students testing proficient or above on the CST and is reported in the Adequate Yearly Progress (AYP) report for each school.

The AYP report shows consistent with the affects of the charter renewal period and the absorption of a low-performing charter school the final year. WAYS did not increase pupil academic achievement in ELA or math in 2010-11, and 2011-12. Yet, the proficiency rate for ELA increased from 37.60% in 2011-12 to 44.4% in 2012-13. Further, the math proficiency rate increased from 45.40% in 2011-12 to 59.6% in 2012-13. The CST was not administered in 2013-14.

English Learner (EL) Redesignation Rates

WAYS English Learner Redesignation Rates				
Year	# ELs	% EL	# Redesignated	% Redesignated*
2006-07	1	0.70%	N/A: 1 st year of operation; therefore, no prior year count.	
2007-08	11	7.50%	0	0%
2008-09	31	17.50%	8	72.70%
2009-10	14	5.90%	10	32.30%
2010-11	52	19.50%	12	85.70%
2011-12	73	15%	0	0%
2012-13	85	16.30%	35	47.90%
2013-14	166	30.90%	1	0.90%

*This percent is calculated by dividing the number of redesignated students by the prior year's EL count then multiplying by 100.

Analysis: WAYS redesignation rate reports were inconsistent, in years 2011-12 and 2013-14 due to changes of key administrative personnel in these years. WAYS identified this deficiency and, with assistance from LACOE and CDE, has established policies and procedures that will help avert the failing to submit CELDT data to the state in a timely manner. Additionally, WAYS reported the CELDT Annual Assessment data for 2011-12 as evidenced in report from DataQuest attached.

Conclusion: A review of the Growth API score, proficiency rates in ELA and math and EL Redesignation rates indicates WAYS has faced some challenges with achieving increases in student achievement within some subgroups in the past. However, WAYS has taken several steps, including implementing a comprehensive EL Plan, toward making progress and increasing student achievement across all subgroups. Additionally in spite of some challenges, WAYS student achievement increased significantly by 54 point in 2012-13, which is a clear indicator of progress and strong student achievement.

Resident and Comparison School Data

Assembly Bill (AB) 484, amended California Education Code (EC) sections 52052(2)(F) and 52052(4)(B). As a result, schools and LEAs that do not have an API calculated in 2013–14 and 2014–15 shall use one of the following to meet legislative and/or programmatic requirements: (a) the most recent API calculation; (b) an average of the three most recent annual API calculations; or (c) alternative measures that show increases in pupil academic achievement for all groups of pupils school wide and among significant student groups.

For purposes of providing an accurate scope of WAYS' student achievement since its inception, and an applicable comparison of **WAYS most recent API calculation** to:

1. All LAUSD and charter elementary schools within a 3-mile radius of WAYS' main campus.

2. Thirteen public schools of residence for WAYS pupils enrolled as of October 2013.
3. All nineteen schools identified on CDE's Similar Schools List within LAUSD boundaries. **All schools identified on this list are located at least 4 up to 46 miles away from the WAYS campus and community, therefore it the comparison does not provide an accurate picture of WAYS' impact in the community in which it resides.**

The metrics used for this comparison were:

- The most recent API calculation
- Proficiency Rates-Annual Measurable Objectives
- English Learner Redesignation Rates

The tables below compare WAYS' performance to that of the resident schools, which would otherwise enroll a majority of WAYS students, and comparison schools.

The Most Recent API Calculations

2012-13 API: WAYS and Comparison Resident* School							
School	% of WAYS Enrollment	API 2012-13 Growth	Black/African Amer.	Hispanic/Latino	Socio-economically disadv.	English Learners	Students with Disabilities
96th St.	2.76%	811	773	821	811	779	532
WAYS	--	769	739	801	766	786	574
75th St.	1.66%	763	691	773	765	757	687
Russell	8.29%	760	699	767	760	729	621
95th St.	1.66%	757	720	773	758	757	637
Parmelee	5.89%	747	656	751	746	680	515
Wisdom El	7.37%	737	683	742	737	689	558
South Park	14.00%	723	603	745	727	714	563
McKinley Av	6.81%	721	671	732	721	699	477
Dr. Owen Knox	3.13%	718	640	739	718	710	480
Miramonte	2.03%	708	--	709	708	671	535
93rd St	6.08%	695	618	716	695	692	503
Judith	2.03%	679	582	691	679	678	673
107th St.	2.39%	670	605	690	668	667	524

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013

Analysis: WAYS has a 2012-13 Academic Performance Index Score of 769. WAYS ranks 2nd, outperforming 12 out of its pupil's resident schools. Based on October 2013 enrollment data, at least 70.35% of WAYS students would otherwise attend a school with a lower school-wide API.

For numerically significant student groups, in 2013-14 WAYS outperformed 12 of its pupil's resident schools in all following categories: Black/African American,

Hispanic/Latino, Socio-economically Disadvantaged, and English Learner students.
 Further, WAYS outperformed all 13 resident schools for for Students with Disabilities.

WAYS 2012-13 API Comparison to CDE Similar LAUSD Schools*											
School	Distance from WAYS in miles	2013 Similar Schools Rank	API 2012-13 Growth	Black/African Amer.	Asian	Filipino	Hispanic/Latino	White	Socio-economically disadv.	English Learners	Students with Disabilities
Maywood	6.7	10	864	--	--	--	865	--	864	837	726
Brooklyn Ave.	12	10	831	--	--	--	833	--	834	788	614
Santa Monica Blvd. Community Charter^	13	9	809	--	935	--	804	836	809	798	659
Grand View Blvd.	16	8	805	897	--	--	784	921	797	773	719
Cienega	11	8	768	704	--	--	808	--	794	793	671
Haddon Ave.	26	7	779	--	--	--	778	--	779	744	706
WAYS^	--	7	769	739	--	--	801	--	766	786	574
Frederick Douglass Academy^	8.6	7	741	740	--	--	746	--	741	748	680
Yorkdale	15	6	798	--	--	--	787	--	788	748	700
Basset St.	36	6	780	804	902	--	775	842	782	751	591
Union Ave.	9	6	762	--	--	917	763	--	762	742	525
Vinedale	25	6	771	--	--	--	778	--	771	773	643
Lassen	25	5	784	--	--	--	776	--	779	762	650
Limerick	42	5	768	832	915	904	745	859	768	732	488
Lenicia B. Weemes	6	5	751	702	--	--	771	--	755	743	644
Miles Ave	8.6	4	803	--	--	--	768	--	770	729	546
Jaime Escalante	5	4	767	--	--	--	767	--	772	716	639
Rosemont	10	3	745	849	--	825	728	--	770	747	608
Camellia Ave.	46	3	747	--	--	--	749	--	747	714	649
Harrison St.	14	1	697	--	--	--	700	--	699	660	617

*LAUSD comparison schools based on WAYS' 2012 Similar School Report by CDE. 10 = highest possible score, 1 = lowest possible score
 ^=Charter school, Data retrieved 12/15/14

Analysis: WAYS has a 2012-13 Academic Performance Index Score of 769 and receive a rank of 7 by CDE on the 2013 Similar Schools Ranking List, out performing 13 of 19 schools compared.

For numerically significant student groups, WAYS outperformed: 2 of 8 schools for Black/African American students; 15 of 19 schools for Hispanic/Latino students; 5 of 19 schools for Socioeconomically Disadvantaged students; 16 of 19 schools for English Learner students; and 3 of 19 schools for Students with Disabilities.

Proficiency Rates-Annual Measureable Objectives

Proficiency rates are based on a school's CST results in ELA and Math and reported on the Adequate Yearly Progress (AYP) report as Percent Proficient-Annual Measureable Objectives.

The 2013 proficiency goals were 89.2% for ELA and 89.5% for math. WAYS proficiency rate was 44.4% in ELA and 59.6% in math.

2013 Proficiency Rates: WAYS and Resident Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.20%	NCLB Goal	89.50%
96th Street	54.7	96th Street	69.8
Russell	45.8	WAYS	59.60%
WAYS	44.40%	Russell	56.9
Parmelee Ave	40.9	Parmelee Ave	54
McKinley Ave	39.5	Wisdom Elem.	52.2
South Park	39.1	Dr. Owen Knox	49.8
Wisdom Elem.	36.6	McKinley Ave	48.6
Dr. Owen Knox	35.6	South Park	46.6
Miramonte	34.4	Miramonte	41.9
93rd Street	31	Judith F. Baca	41.9
107th Street	29.3	93rd Street	40.2
Judith F. Baca	27	107th Street	35.1
75th St.	--	75th St.	--
95th St.	--	95th St.	--

*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013; all resident schools are within LAUSD.

Analysis: WAYS outperforms 9 of the compared resident schools in percentage of proficient students in ELA; and outperforms 10 of the compared resident schools in percentage of proficient students in math. (Data for 75th Street and 95th Street elementary schools were not provided at the time of this report.)

2012-13 Proficiency Rates: WAYS and Comparison Schools*			
School	% Proficient ELA	School	% Proficient Math
NCLB Goal	89.20%	NCLB Goal	89.50%
Maywood	64.40%	Brooklyn Ave.	73.60%
Frederick Douglass Academy^	59.10%	Maywood	76.40%

Brooklyn Ave.	58.10%	Santa Monica Blvd. Com. Charter^	66.20%
Cienega	53.80%	Lassen	64.70%
Yorkdale	52.30%	Grand View Blvd.	64.50%
Santa Monica Blvd. Com. Charter^	49.90%	Cienega	62.70%
Grand View Blvd.	48.40%	Limerick Ave	60.60%
Lassen	47.40%	WAYS^	59.60%
Jaime Escalante	46.60%	Union Ave.	59.50%
Vinedale	46.50%	Yorkdale	59.10%
Miles Ave	45.40%	Vinedale	57.70%
Bassett St.	44.60%	Haddon Ave.	57.50%
WAYS^	44.40%	Bassett St.	57.40%
Union Ave.	44.20%	Miles Ave	57.30%
Limerick Ave	44.00%	Camellia Ave.	53.80%
Lenicia B. Weemes	43.90%	Lenicia B. Weemes	53.40%
Haddon Ave.	43.80%	Jaime Escalante	53.10%
Rosemont	42.70%	Rosemont	50.50%
Camellia Ave.	37.70%	Frederick Douglass Academy^	50.10%
Harrison St.	30.20%	Harrison St.	43.80%
*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school			

Analysis: WAYS outperforms 7 out of 19 of compared 'similar' schools in percentage of proficient students in ELA; and outperforms 12 out of 19 of compared 'similar' schools in percentage of proficient students in math.

English Learner Redesignation Rates

For school-year 2013-14, WAYS redesignated 0.9% of its EL population to Redesignated-Fluent English Proficient (R-FEP) status.

2013-14 EL Redesignation Rates: WAYS and Resident Schools*		
School	% Redesignated	% English Learners
Dr. Owen Knox	17.40%	42.60%
107th Street	16.70%	47.10%
Judith F. Baca	16.10%	47.40%
96th Street	15.80%	38.40%
Russell	15.00%	51.50%
Parmelee Ave	11.00%	45.50%
Miramonte	12.20%	57.50%

93rd Street	11.60%	49.50%
Wisdom Elem.	10.80%	50.30%
McKinley Ave	10.80%	49.70%
South Park	9.90%	47.30%
WAYS	0.90%	30.90%
75th St.	--	--
95th St.	--	--
LAUSD	13.90%	27.40%
LA County	13.30%	23.80%
State	12.00%	22.70%
*Based on WAYS' 2013-14 enrollment lists submitted to the LACOE Charter School Office in October 2013; all resident schools are within LAUSD.		

Analysis: WAYS faced procedural challenges during the course of changes of key personnel who specifically administrated the CELDT and EL population during 2011-12 and 2013-14.

2013-14 English Learner Redesignation Rates: WAYS and Comparison Schools*		
School	% Reclassified	% English Learners
Brooklyn Ave.	78.10%	33.30%
Yorkdale	19.80%	24.60%
Rosemont	19.10%	40.20%
Maywood	18.70%	41.50%
Lenicia B. Weemes	17.10%	38.30%
Cienega	15.40%	49.90%
Haddon Ave.	15.00%	45.10%
Vinedale	14.50%	43.00%
Harrison St.	14.40%	46.80%
Camellia Ave.	13.80%	48.40%
Union Ave.	12.80%	65.70%
Grand View Blvd.	12.40%	48.30%
Limerick Ave	11.30%	49.30%
Lassen	10.90%	44.00%
Bassett St.	10.80%	51.20%
Jaime Escalante	10.00%	52.70%
Miles Ave	9.20%	57.50%

WAYS^	0.90%	15.00%
Frederick Douglass Academy^	0%	7.00%
Santa Monica Blvd. Com. Charter^	0%	63.80%
*LAUSD comparison schools based on WAYS' 2012 Similar School Report ^=Charter school		

Analysis: WAYS faced procedural challenges during the course of changes of key personnel who specifically administrated the CELDT and EL population during 2011-12 and 2013-14.

Three-Year Trend Data: To provide a more complete picture of the academic performance of **all** public elementary schools located in the “community,” the table below contains the 2012-13 Academic Performance Index Score. In the absence of a 2014 Growth API, Assembly Bill (AB) 484 directs all schools to use one of three methods, the first being to use *“the most recent API calculation”*, for 2013-14.

Based on the most recent API calculation, WAYS outperforms 49 of 67 (73%) schools within a 3-mile radius of the WAYS campuses.

Additionally, based on October 2013 enrollment data, at least 70.35% of WAYS students would otherwise likely attend a school with a lower school-wide API. The remaining students would attend a school more than 3 miles from WAYS.

The table below provides API data for WAYS and **all** public schools within a three-mile radius.

WAYS Academic Performance Index Comparison to all public elementary schools within a 3-mile radius		
School	API 2012-13 Growth	Distance in miles within a 3-mile radius
KIPP Empowerment Acad. ^	991+	2.26
Kipp Comienza	978	2.69
Celerity Dyad	871	2.97
122nd St.	842	2.69
Watts Learning Center^	840	1.14
Florence Ave.	823	1.75
96th St.	811	1.11
92nd	809	1.6
Madison	802	2.93
Lou Dantzier	796	2.86
Middleton St.	793	2.41
Aspire Slauson	783	2
Liberty Bl.	781	2.37
Aspire Inskeep	776	2

61 st St.	775	2.08
Walnut Park	775	2.29
118 th St.	774	2.4
WAYS	769	--
Academia Moderna^	768	1.99
Lillian St.	768	2.28
Montara Ave	768	2.75
Miles Ave	768	2.85
Manchester Av	764	1.35
75 th St.	763	1
Aurora	763	2.45
Stanford Ave.	761	2.5
Russell	760	0.6
95 th St	757	2.08
Ritter	753	2.68
Aspire Juanita Tate	752	2
116 th St.	752	2.21
Parmelee	747	1
Main St.	744	2.46
Figuroa St.	743	2.12
66 th St.	739	1.43
Wisdom	737	1.02
State St.	735	2.96
Estrella	733	2.39
Manhattan Pl	731	2.88
Budlong Ave	725	2.67
South Park	723	0.27
68 th St.	723	1.76
McKinley Av	721	0.58
Dr. Owen Knox	718	0.75
Compton Ave.	714	1.55
Charles Barrett	711	1.35
Grape St	709	2.29
Miramonte	708	1.48
Raymond Ave	702	2.2
Graham	701	1.46
L. Miller	700	1.62
52 nd St.	698	2.91
93 rd St	695	0.65
Holmes Ave	693	2.75
109 th St.	691	1.6
J. Baca	679	1

49th St.	676	2.69
Hooper Ave	675	2.56
Lovelie P. Flourney	672	2.02
107 th St.	670	1.54
Weigand Ave	662	2.29
112 th St.	642	1.9
La Salle Ave	628	2.49
Woodcrest	626	2.53
Carver	624	2.62
Barack Obama	620	2.52
Florence G. Joyner	618	1.86
WAYS 2012-13 API ranks 18th compared to all 69 LAUSD and Charter K-5 schools within a 3-mile radius of 706 East Manchester Avenue Los Angeles Ca. 90001		
^ Indicates charter school + Indicates school does not have a 3-year average API. Score listed is the 2013 Growth API. -- No data available Source: CDE DataQuest http://www.cde.ca.gov/ds/ . Retrieved 12-15-14.		

Wisdom Academy for Young Scientists Report - CELDT (CA D...

http://dq.cde.ca.gov/dataquest/CELDLT/results.aspx?year=2011-...



California Department of Education
Assessment Development and Administration Division

CELDLT Reporting Home » Reports » School Report

California English Language Development Test (CELDT) Wisdom Academy for Young Scientists

Year: 2011-2012 ▾

State: CALIFORNIA

County: Los Angeles

District: Wisdom Academy for Young Scientists

School: Wisdom Academy for Young Scientists

Assessment: Initial Assessment ▾

Subgroup:

All Students ▾

Report Type: Test Results ▾

Note: The first row in each table contains numbers 1 through 12 which represent Grade 1 through Grade 12 respectively. Additionally, K stands for Kindergarten.

Number and Percent of Students at Each Overall Performance Level

Performance Level	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Advanced	0 (0.0%)	1 (4.0%)	1 (4.0%)	2 (14.0%)	2 (15.0%)	1 (9.0%)	0 (0.0%)	7 (6.0%)						
Early Advanced	1 (3.0%)	4 (17.0%)	7 (27.0%)	4 (29.0%)	6 (46.0%)	3 (27.0%)	0 (0.0%)	25 (22.0%)						
Intermediate	11 (38.0%)	14 (61.0%)	12 (46.0%)	4 (29.0%)	3 (23.0%)	5 (45.0%)	0 (0.0%)	49 (42.0%)						
Early Intermediate	9 (31.0%)	3 (13.0%)	6 (23.0%)	3 (21.0%)	2 (15.0%)	1 (9.0%)	0 (0.0%)	24 (21.0%)						
Beginning	6 (28.0%)	1 (4.0%)	0 (0.0%)	1 (7.0%)	0 (0.0%)	1 (9.0%)	0 (0.0%)	11 (9.0%)						
Number Tested	29 (100.0%)	23 (100.0%)	26 (100.0%)	14 (100.0%)	13 (100.0%)	11 (100.0%)	0 (0.0%)	116 (100.0%)						

Domain Mean Scale Scores

Domain	K	1	2	3	4	5	6	7	8	9	10	11	12
Listening	369.1	428.3	488.8	514.3	547.1	505.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Speaking	366.9	447.6	500.4	549.4	520.8	512.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Reading	305.7	377.8	434.5	471.9	523.8	503.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Writing	361.0	394.9	459.5	440.6	508.6	502.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes:

- Subgroup options vary by year.
- Summary data is not provided when there are a total of three or fewer students tested in a particular subgroup (indicated by three asterisks ***).

Report generated: Thursday, December 18, 2014

Data last updated: Wednesday, May 2, 2012

2013 Growth API School Report - Wisdom Academy for Young...

http://dq.cde.ca.gov/dataquest/Acnt2013/2013GrowthSch.aspx?a...

DataQuest home > Select School > School Reports > Current Page

2012-13 Accountability Progress Reporting (APR)



School Report - API Growth and Targets Met
2013 Growth
Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
7/29/2014

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E
County: Los Angeles
CDS Code: 19-10199-0112730
School Type: Elementary

2013 Growth API Links:

- 3 - Year Average
- School Chart
- School Demographic Characteristics
- School Content Area Weights
- LEA List of Schools
- County List of Schools

(An LEA is a school district, county office of education, or statewide benefit

Direct Funded Charter School: Yes

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Met Growth Targets

Schoolwide: Yes
All Student Groups: Yes
All Targets: Yes

2013 Statewide Rank: 3 2013 Similar Schools Rank: 7

Groups

	Number of Students Included in 2013 API	Numerically Significant in Both Years	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
Schoolwide	277		769	715	5	54	Yes
Black or African American	149	No	739	723			
American Indian or Alaska Native	0	No					
Asian	0	No					
Filipino	0	No					
Hispanic or Latino	125	Yes	801	729	5	72	Yes
Native Hawaiian or Pacific Islander	1	No					
White	0	No					
Two or More Races	2	No					
Socioeconomically Disadvantaged	271	Yes	766	714	5	52	Yes
English Learners	81	No	786	701			
Students with Disabilities	26	No	574	554			

In order to meet federal requirements of the Elementary and Secondary Education Act (ESEA), a 2013 Growth API is posted even if a school or LEA had no 2012 Base API or if a school had significant population changes from 2012 to 2013. However, the presentation of growth targets and actual growth would not be appropriate and, therefore, are omitted.

- "N/A"** means a number is not applicable or not available due to missing data.
- "**"** means this API is calculated for a small school, defined as having between 11 and 99 valid Standardized Testing and Reporting (STAR) Program test scores included in the API. The API is asterisked if the school was small in either 2012 or 2013. APIs based on small numbers of students are less reliable and, therefore, should be carefully interpreted.
- "A"** means the school or Student Groups scored at or above the statewide performance target of 800 in the 2012 Base.
- "B"** means the school did not have a valid 2012 Base API and will not have any growth or target information.
- "C"** means the school had significant demographic changes and will not have any growth or target information.
- "D"** means this is either an LEA, or a special education school. Target information is not applicable to LEAs or special education schools.
- "I"** means the school had some invalid data at the student group level and the California Department of Education cannot calculate a valid rank for this school.

Missing Statewide and Similar Schools Ranks – LEAs, Alternative Schools Accountability Model (ASAM) schools, and special education schools do not receive statewide or similar schools ranks. Schools with less than 100 valid test scores do not receive a similar schools rank.

Targets Met - In the "Met Growth Target" columns, the growth targets reflect state accountability requirements and do not match the federal Adequate Yearly Progress (AYP) requirements. The AYP requirement for the API is a 2013 Growth API of 770 or a one-point increase from the 2012 Base API to 2013 Growth API for a school or LEA.

Two or More Races: – "Two or More Races" student group. Assessment results for students without valid Statewide Student Identifiers (SSIDs) were assigned to this student group.

Missing All Student Data – All subgroup data are missing if the LEA informed the CDE of a potential data error in at least one race or ethnicity category.

Missing Special Population Student Data – Socioeconomically Disadvantaged and English Learners students groups with missing API data and a "No" under the "Met Student Growth Target" column indicates that there was a decrease in the number of students in the group by at least 20 percent from the 2012 Base API to the 2013 Growth API, or the LEA reported a potential data error

2013 Growth API School Report - Wisdom Academy for Young...

<http://dq.cde.ca.gov/dataquest/Acnt2013/2013GrowthSch.aspx?a...>

with one or more these student groups. Demographic data corrections made through the California Longitudinal Pupil Achievement Data System (CALPADS) or assessment-related data corrections (such as statewide student identifiers or fields specific to the testing administration process) made through the testing contractor will be reflected in the updated API reports released in March 2014.



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

April 2, 2014

Dear County and District Superintendents, Charter School Administrators:

CHANGES IN ACADEMIC ACCOUNTABILITY REPORTING

The purpose of this letter is to provide an update regarding federal and state academic accountability reporting requirements.

Academic Performance Index

On March 13, 2014, the State Board of Education (SBE) approved not to calculate the 2014 Growth and Base Academic Performance Indexes (APIs) and 2015 Growth APIs for elementary, middle, and high schools, and local educational agencies (LEAs). Since the first Smarter Balanced assessment results will be available after the spring 2015 administration of the assessments, Base to Growth comparisons will be reported in 2015–16. Specifically, the 2016 Smarter Balanced assessment results will be used to calculate the 2016 Growth API for comparison to the 2015 Base API.

Assembly Bill (AB) 484, amended California *Education Code (EC)* sections 52052(2)(F) and 52052(4)(B). As a result, schools and LEAs that do not have an API calculated in 2013–14 and 2014–15 shall use one of the following to meet legislative and/or programmatic requirements: (a) the most recent API calculation; (b) an average of the three most recent annual API calculations; or (c) alternative measures that show increases in pupil academic achievement for all groups of pupils school wide and among significant student groups.

The California Department of Education (CDE) will produce a 3-year API average for schools and school districts in the spring of 2014.

Finally, AB 97, Chapter 47, Statutes 2013, California *EC* Section 52056(a) requiring API ranking of schools was repealed. As a result, for 2013 and beyond, statewide and similar schools ranks will no longer be produced.

Adequate Yearly Progress

On March 13, 2014, the SBE approved three amendments to California's Accountability Workbook:

- A numerically significant student group is now defined as having 30 or more students.

April 2, 2014
Page 2

- An additional extended-year cohort graduation rate (i.e., six-year cohort rate) will be used as another alternative method to meeting the graduation rate criteria for LEAs, schools, and student groups.
- Use of the API as an additional indicator for high schools was eliminated.

On March 7, 2014, the U.S. Department of Education approved California's testing waiver for certain statutory and regulatory requirements of Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended. Specifically, a one-year waiver was granted that allows flexibility in making Adequate Yearly Progress (AYP) determinations for schools and LEAs participating in the Smarter Balanced assessment field test.

- The CDE will **not** produce a 2014 AYP report for elementary and middle schools and elementary and unified school districts. Therefore, the Program Improvement (PI) status for these schools and districts will not change. Schools will not enter or exit PI. However, schools will continue to implement the PI requirements associated with their current PI status. (PI Year 1 must continue to offer school choice, e.g.). Additional information on PI requirements can be found on the CDE PI Web page at <http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>.
- The CDE, however, will continue to make AYP determinations for any high schools serving only grades nine through twelve and high school districts based on achievement results from the grade ten CAHSEE and CAPA. The AYP will be used to identify PI status for these high schools and high school districts.

If you have any questions regarding academic accountability, please contact Jenny Singh, Administrator, Academic Accountability Unit, by phone at 916-319-0863 or by e-mail at jsingh@cde.ca.gov. If you have questions regarding Title I Program Improvement requirements, please contact Keith Coppage, Administrator, District Innovation and Improvement Office, by phone at 916-319-0599 or by e-mail at kcoppage@cde.ca.gov.

Sincerely,

/s/

Deborah V. H. Sigman, Deputy Superintendent of Public Instruction
District, School, and Innovation Branch

KA:tm

cc: Accountability Coordinators

2012 Base API School Report (CA Department of Education)

<http://dq.cde.ca.gov/dataquest/Acct2013/2012BaseSchSS.aspx?a...>

[DataQuest home](#) > [Select School](#) > [School Reports](#) > Current Page

2012-13 Accountability Progress Reporting (APR)



Similar Schools Report
2012 Base
Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
6/25/2013

School: Wisdom Academy for Young Scientists
LEA: Los Angeles County Office of E
County: Los Angeles
CDS Code: 19-10199-0112730
School Type: Elementary

2012 Base API Links:

- [School Base API, Ranks, and Targets](#)
- [School Demographic Characteristics](#)
- [School Content Area Weights](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

Direct Funded Charter School: Yes

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Number of Students Included in the 2012 API	2012 Base API	Ranks		Targets	
		2012 Statewide Rank	2012 Similar Schools Rank	2012-13 Growth Target	2013 API Target
282	715	1	1	5	720

"N/A" means a number is not applicable or not available due to missing data.
"A" means the school scored at or above the statewide performance target of 800 in 2012.

For a further description of similar schools, please refer to the [2012-13 APR Glossary-Base API](#).

The API scale is 200-1000. Only scores for students continuously enrolled in the school from the October 2011 California Longitudinal Pupil Achievement Data System (CALPADS) census date to the 2012 testing date without a gap in enrollment of more than 30 consecutive calendar days are included in the calculation.

[Create and download](#) a data file (delimited ascii format) of these 100 similar schools.

100 Similar Schools

Listed alphabetically by county, school district, and school name.

CDS Code	County	School District	School	2012 Base API
01-61192-6001127	Alameda	Hayward Unified	<u>Ruus Elementary</u>	673

2012 Base API School Report (CA Department of Education)

<http://dq.cde.ca.gov/dataquest/Acnt2013/2012BaseSchSS.aspx?a...>

01-61200-6001234	Alameda	Livermore Valley Joint Unified	Junction K-8	765
01-61259-0111476	Alameda	Oakland Unified	Achieve Academy	795
01-61259-0109963	Alameda	Oakland Unified	World Academy	805
07-61754-6004154	Contra Costa	Mt. Diablo Unified	Meadow Homes Elementary	708
07-61788-6004535	Contra Costa	Pittsburg Unified	Highlands Elementary	767
08-61820-6005375	Del Norte	Del Norte County Unified	Bess Maxwell Elementary	741
10-62166-0106100	Fresno	Fresno Unified	Molly S. Bakman Elementary	736
10-62166-6006548	Fresno	Fresno Unified	Vinland Elementary	746
11-75481-6007488	Glenn	Criand Joint Unified	Mill Street Elementary	762
15-63321-6009161	Kern	Bakersfield City	Voorhies Elementary	799
15-63362-6106187	Kern	Panama-Buena Vista Union	Roy W. Loudon Elementary	734
19-64212-6010862	Los Angeles	ABC Unified	Aloha Elementary	771
19-73437-6120877	Los Angeles	Compton Unified	Clinton, William Jefferson	822
19-64501-6013155	Los Angeles	El Monte City Elementary	Columbia Elementary	840
19-73445-6022263	Los Angeles	Hacienda la Puente Unified	Grandview, College Preparatory Academy	798
19-73445-6014302	Los Angeles	Hacienda la Puente Unified	Nelson Elementary	774
19-64592-6013957	Los Angeles	Hawthorne	Eucalyptus	801
19-64725-6015184	Los Angeles	Long Beach Unified	Burbank Elementary	794
19-64725-6015325	Los Angeles	Long Beach Unified	Garfield Elementary	790
19-64725-6015622	Los Angeles	Long Beach Unified	Stevenson Elementary	813
19-10199-0112730	Los Angeles	Los Angeles County Office of E.	Wisdom Academy for Young Scientists	715
19-64733-6015960	Los Angeles	Los Angeles Unified	Bassett Street Elementary	785
19-64733-6016141	Los Angeles	Los Angeles Unified	Brooklyn Avenue Elementary	814
19-64733-6016273	Los Angeles	Los Angeles Unified	Camellia Avenue Elementary	721
19-64733-6016489	Los Angeles	Los Angeles Unified	Cienega Elementary	768
19-64733-0117952	Los Angeles	Los Angeles Unified	Frederick Douglass Academy Elementary	730
19-64733-6017347	Los Angeles	Los Angeles Unified	Grand View Boulevard Elementary	775
19-64733-6017412	Los Angeles	Los Angeles Unified	Haddon Avenue Elementary	789
19-64733-6017487	Los Angeles	Los Angeles Unified	Harrison Street Elementary	705
19-64733-0122168	Los Angeles	Los Angeles Unified	Jaime Escalante Elementary	735
19-64733-6017792	Los Angeles	Los Angeles Unified	Lassen Elementary	769
19-64733-6019483	Los Angeles	Los Angeles Unified	Lencia B. Weemes Elementary	741
19-64733-6017883	Los Angeles	Los Angeles Unified	Limerick Avenue Elementary	757
19-64733-0109363	Los Angeles	Los Angeles Unified	Maywood Elementary	872
19-64733-6018170	Los Angeles	Los Angeles Unified	Miles Avenue Elementary	803
19-64733-6018972	Los Angeles	Los Angeles Unified	Rosemont Avenue Elementary	776
19-64733-6019079	Los Angeles	Los Angeles Unified	Santa Monica Boulevard Community Charter	743
19-64733-6019624	Los Angeles	Los Angeles Unified	Union Avenue Elementary	762
19-64733-6019780	Los Angeles	Los Angeles Unified	Vinedale Elementary	752
19-64733-6020069	Los Angeles	Los Angeles Unified	Yorkdale Elementary	813
19-64808-6020549	Los Angeles	Montebello Unified	Joseph A. Gascon Elementary	728
19-64808-6020689	Los Angeles	Montebello Unified	Winter Gardens Elementary	727
19-64840-6021091	Los Angeles	Norwalk-La Mirada Unified	Arturo Sanchez Elementary	749
24-75317-6025431	Merced	Dos Palos Oro Loma Joint Unifi	Dos Palos Elementary	761
24-65748-6025522	Merced	Livingston Union Elementary	Selma Herndon Elementary	829
29-66399-6027169	Nevada	Ready Springs Union Elementary	Ready Springs Elementary	766
30-66423-6116123	Orange	Anaheim City	Westmont Elementary	768
30-66522-6028716	Orange	Garden Grove Unified	R. F. Hazard Elementary	839
30-66589-6029110	Orange	Magnolia Elementary	Albert Schweitzer Elementary	807
30-66597-6029300	Orange	Newport-Mesa Unified	College Park Elementary	763
30-66621-6029755	Orange	Orange Unified	Cambridge Elementary	775

30-66670-6071195	Orange	Santa Ana Unified	<u>Taft Elementary</u>	794
33-66977-6108104	Riverside	Alvord Unified	<u>Valley View Elementary</u>	795
33-66985-6031637	Riverside	Banning Unified	<u>Hoffer Elementary</u>	825
33-75176-6032056	Riverside	Lake Elsinore Unified	<u>Machado Elementary</u>	788
33-67124-6110928	Riverside	Moreno Valley Unified	<u>Seneca Elementary</u>	767
34-67314-6032981	Sacramento	Elk Grove Unified	<u>Anna Kirchgater Elementary</u>	740
34-76505-6033609	Sacramento	Twin Rivers Unified	<u>Sierra View Elementary</u>	752
35-67470-6114557	San Benito	Hollister	<u>Gabilan Hills</u>	767
36-75077-6035240	San Bernardino	Apple Valley Unified	<u>Mariana Elementary</u>	780
36-67678-6035588	San Bernardino	Chino Valley Unified	<u>Walnut Avenue Elementary</u>	740
36-67710-6035851	San Bernardino	Fontana Unified	<u>Palmetto Elementary</u>	729
36-67710-6035869	San Bernardino	Fontana Unified	<u>Poplar Elementary</u>	770
36-67710-6120042	San Bernardino	Fontana Unified	<u>Ted Porter Elementary</u>	800
36-75044-6035968	San Bernardino	Hesperia Unified	<u>Eucalyptus Elementary</u>	765
36-75044-6035950	San Bernardino	Hesperia Unified	<u>Juniper Elementary</u>	864
36-67819-6036149	San Bernardino	Ontario-Montclair Elementary	<u>Bon View Elementary</u>	719
36-67850-6036636	San Bernardino	Rialto Unified	<u>Dunn Elementary</u>	739
36-67876-6036859	San Bernardino	San Bernardino City Unified	<u>Davidson Elementary</u>	729
36-67876-6037154	San Bernardino	San Bernardino City Unified	<u>Vermont Elementary</u>	727
37-68023-6037964	San Diego	Chula Vista Elementary	<u>Finney (Myrtle S.) Elementary</u>	845
37-68023-6037931	San Diego	Chula Vista Elementary	<u>Rice (Lilian J.) Elementary</u>	809
37-68096-6036251	San Diego	Escondido Union	<u>Rose Elementary</u>	733
37-68338-6039515	San Diego	San Diego Unified	<u>Encanto Elementary</u>	781
37-68338-6039929	San Diego	San Diego Unified	<u>Perkins K-8</u>	734
37-68338-6040257	San Diego	San Diego Unified	<u>Valencia Park Elementary</u>	767
37-68379-6085146	San Diego	San Ysidro Elementary	<u>Smythe Elementary</u>	818
38-68478-6040836	San Francisco	San Francisco Unified	<u>Cleveland Elementary</u>	674
38-68478-6041412	San Francisco	San Francisco Unified	<u>Marshall Elementary</u>	770
39-68585-6104038	San Joaquin	Lodi Unified	<u>Creekside Elementary</u>	749
39-68585-6100341	San Joaquin	Lodi Unified	<u>Oakwood Elementary</u>	690
39-68585-6098057	San Joaquin	Lodi Unified	<u>Victor Elementary</u>	700
39-68585-6109839	San Joaquin	Lodi Unified	<u>Westwood Elementary</u>	758
39-68593-6115414	San Joaquin	Manteca Unified	<u>Great Valley Elementary</u>	750
41-69070-6045082	San Mateo	South San Francisco Unified	<u>Los Cerritos Elementary</u>	814
43-69575-6047831	Santa Clara	Moreland Elementary	<u>Leroy Anderson Elementary</u>	817
43-69617-6048045	Santa Clara	Mt. Pleasant Elementary	<u>Ida Jew Academies</u>	834
43-69666-6048425	Santa Clara	San Jose Unified	<u>Almaden Elementary</u>	773
43-69674-6049019	Santa Clara	Santa Clara Unified	<u>Scott Lane Elementary</u>	762
45-75267-0110221	Shasta	Gateway Unified	<u>Shasta Lake</u>	821
48-70540-6051163	Solano	Fairfield-Suisun Unified	<u>Fairview Elementary</u>	778
49-70904-6052096	Sonoma	Roseland Elementary	<u>Sheppard Elementary</u>	813
49-70953-6052260	Sonoma	Sonoma Valley Unified	<u>El Verano Elementary</u>	701
50-71217-6052922	Stanislaus	Patterson Joint Unified	<u>Grayson Charter</u>	811
51-71399-6053284	Sutter	Live Oak Unified	<u>Luther Elementary</u>	764
54-75523-6107379	Tulare	Porterville Unified	<u>Los Robles Elementary</u>	797
54-72082-6114672	Tulare	Richgrove Elementary	<u>Richgrove Elementary</u>	704
56-72462-6055099	Ventura	Hueneme Elementary	<u>Parkview Elementary</u>	718
56-72512-6055180	Ventura	Ocean View	<u>Tierra Vista Elementary</u>	727
56-72652-6056063	Ventura	Ventura Unified	<u>E. P. Foster Elementary</u>	726

Questions: Academic Accountability Team | aa@cdede.ca.gov | 916-319-0863.